

# INTRODUCTION TO INTEGRITY CHRISTIAN SCHOOL

## NON-DISCRIMINATORY POLICY

The Integrity Christian School Board has adopted the following non-discriminatory policy:

**Integrity Christian School will not, nor will it tolerate, discrimination of students, staff, or volunteers on the basis of race, creed, or national origin.**

## VISION STATEMENT

Integrity Christian School's God-given vision is to provide students with a solid education, a strong biblical foundation, and through developing Christian character, teach them to be in the world, not of the world.

## MISSION STATEMENT

We purpose to do this by...

- \*Our unwavering commitment to our students and families
- \*Providing a safe learning environment for our students and staff
- \*Teaching a balance between biblical and secular educational values and theories, preparing students for higher education
- \* Providing each student with as individual education as possible
- \*Providing an atmosphere of Christian discipleship in preparation of life
- \*Respecting individual beliefs and values while maintaining a Christ-centered environment

With open arms we welcome any child in our community into our school, while remaining non-denominational and independent of any one church or organization.

## STATEMENT OF FAITH

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:2, Matthew 28:19, John 10:30)
2. We believe in the virgin birth of Jesus Christ (Isaiah 7:14, Matthew 1:23, Luke 1:35), and that He is the Son of God (John 10:33) We believe in His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), and His ascension to the right hand of the Father (Mark 16:19).
3. We believe in the biblical account of creation and that the Scriptures clearly and

distinctly teach that the creation of man lies in the immediate and formative acts of God (Genesis 1:1, Colossian 1:16, Isaiah 42:5, Revelation 4:11).

4. We believe that man is a sinful being in need of redemption (Romans 3:23, John 3:16, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe that all, who by faith in Jesus Christ are justified through His shed blood and are saved by grace, are recipients of eternal life (Ephesians 2:8).
6. We believe that all Christians have the indwelling of the Holy Spirit which enables them to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:20, 5:18).
7. We believe that Jesus Christ will return (Acts 1:11, Revelation 19:11).

## **CORE VALUES**

1. We believe that the Bible is the revealed, inspired, inerrant Word of God, which is taught as truth as is relevant to today's culture.
2. Our students must learn how to process information in the context of a biblical world view; therefore, the consistent integration of biblical truth and learning is pursued in all disciplines.
3. High academic, social, moral, and spiritual standards are maintained and expected from staff and students with opportunities for evaluation, assessment, and continuous improvement.
4. Strong partnerships between ICS, its parents, the business community, and churches are vital to the education of our students.
5. A safe spiritual, emotional, and physical environment is essential for the well-being of the school community.

*\*Doctrinal position: Even though we have many denominations represented in our body, we have experienced unity here at ICS. God is blessing this ministry because we strive to place Jesus Christ as the focal point of what we do. The forms and statements in this handbook are intended to reflect our statement of faith. We will not compromise on the central doctrines of God's Word. Some of us have differences related to our particular denominations. When these particular issues are raised at school, we refer the student to their parents and their home church for guidance and answers.*

## **ACADEMIC PROGRAM**

Integrity Christian School uses primarily Christian curriculum materials. The guiding principle that God is the source of all knowledge is woven throughout. The curriculum promotes a Christian perspective of life integrating Bible teachings with academic studies and featuring the study of the Bible as one basic course. The curriculum also encourages internalizing God's Word through Bible memorization and provides a practical guide through real-life situations.

Therefore, should your child bring home any questionable material, please bring it to our attention and the staff will review the material and its content. This includes any books off the library shelves.

## SCHOOL BOARD

### Qualifications:

1. All Board members must live biblically moral live according to the Word of God as stated in I Timothy 3:8-13: *Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also first be tested; then let them serve as deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husband of one wife, ruling their children and their houses well. For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus. (NKJV)*
2. Each of the initial board members will serve a term consisting of 1 or 2 years, at which time, they will need to be re-elected. All subsequent terms will be for 2 years with tenure of 2 consecutive terms.
3. Board members will be elected by the parents of the student body.
4. The total number of board members will be an odd number-preferably 5-7.
5. In order to avoid nepotism, the following limitation will be in place with respect to who should be permitted to be on the board:
  - a.) Not more than one person affiliated with any one particular church body may serve together.
  - b.) Spouses or other family members may not serve together.
6. For the purpose of successful collaboration among board members, it will be necessary to maintain a wide variety of backgrounds and talents within the body of the board. Therefore, the board will try to consist of at least:
  - a.) one pastor
  - b.) one individual with strong business background
  - c.) one individual with an educational background
  - d.) one parent of the student body

All other members may be any of the above or of other interest and backgrounds.

## CHAIN OF COMMAND

When a concern arises that needs to be addressed, parents should first contact the appropriate teacher in charge before contacting the principal/administrator. If the parent is not satisfied with the outcome of the discussion, both the parent and the teacher should agree to share the matter with the school administrator. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. If a problem exists that is not solvable by the normal channels of communication and established school policy, the administrator should explain the situation to the chairman of the school board, who will decide how the matter should be presented to the board. By following this chain of command, Integrity

Christian School seeks to apply the principle for solving person-to-person problems that Jesus gives in Matthew 18:15-17: *Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector.*

## GENERAL SCHOOL POLICIES

### ADMISSION POLICIES

Application for enrollment at ICS must be made on the forms approved by the ICS Board and available through the school office or online at our website. A non-refundable registration fee of \$50 per student, or \$100 per family is required when the application forms are submitted. This will temporarily secure your child's spot until the official acceptance decision has been made. For new students, a copy of the most recent grade card from a previous school must be included, as well as a copy of immunization records and records of any communicable diseases. State immunization requirements must be met. If they are not, the student will not be permitted to enroll in school until they are complete. Parents who object to having their child(ren) immunized must sign a statement from the school office stating that they object to it and that they understand that should there be any outbreak in the community of any disease for which immunizations are available, their child(ren) will not be permitted to attend our school. The application forms will be reviewed by the Administrator, and contact will be made regarding the enrollment decision.

To re-enroll returning students, submit the registration form to the school office. This will secure your child's spot for the following year.

### TUITION AND SUPPLY FEES INFORMATION

**Tuition for the 2009-2010 school year is \$3,150 for one child.** So that we can keep our tuition low, we request that parents volunteer at the school for at least 15 hours per semester. For each additional child, a 15% discount is available for any parents/grandparents/designated persons representing the child, who commit to volunteer at least 15 hours per semester at the school or at school activities.

Any parents who pay for the entire year for all children by the first day of school will receive a 5% discount on the total.

Pastors in full time ministry whose sole income is provided by the church in which they serve will receive a 15% discount on the first child, and then the formula for

additional children will be applied. This is a ministry of Integrity Christian School to pastors.

**Supply fees are \$275 per child in grades K-8th and \$325 per child in grades 9-12. These are due by August 1, and are non-refundable. Should you register your child(ren) after August 1, the supply fee will be due by your next payday or by the first day of school, whichever comes first. Your child's fees cover all books and extra items needed to enhance classroom learning. Music and gym class equipment are also paid from this account. We have included some art supplies in our supply list and may ask for special items from time to time.**

## **TUITION AND FEE PAYMENT POLICY**

**The first tuition payment will be due on September 1 and the first day of each month following through June. If the first of the month is on a weekend, the tuition is due the following Monday. Any tuition payment not paid by the 15<sup>th</sup> of the month will incur a late fee of \$25 (for that month) unless prior written agreement has been made with the administration.**

In an attempt to ensure adequate cash flow for Integrity Christian School in this present school year and in those to follow, this policy regarding tuition or fee payments that fall into arrears has been adopted. It is not the intention of this policy to punish or to condemn anyone. It has been written in order to provide for the good stewardship of the ministry of Integrity Christian School.

1. No student will be allowed to begin the school year until all moneys due from the previous year are paid in full. It is also to be understood that no student will be allowed to begin the current school year until the fees for that year have been paid in full.
2. In the event an account would become delinquent by fifteen days, a letter requesting prompt payment will be sent to the responsible party as a reminder of the commitment they have made to meet their payment schedule.
3. In the event an account would become delinquent by thirty days, a board member will contact the responsible party by phone. At this time a meeting will be set with the board in order to discuss payment of the past due amount. At this meeting, the parties involved will be counseled in order to clearly set the expectations of the board for meeting the tuition commitment. Those involved will also be required to sign a letter of promise for meeting the tuition commitment.
4. In the event an account would become delinquent by sixty days, the responsible parties will be required to meet the following conditions in order for their child(ren) to continue as students at Integrity Christian School.

- a.) All current tuition must be paid in full by the 10<sup>th</sup> day of each month following your meeting with the school board.
- b.) Additionally, on the 10<sup>th</sup> day of each month following your meeting with the board you will be required to pay an amount equal to twenty-five percent of all moneys owed at the time of your meeting.
- c.) Failure to meet these requirements will force the board into a position where they will no longer be able to allow your children to continue as students.
- d.) Report cards will not be issued until all accounts are paid in full.

5. At no point, during the process of evaluating any responsible party's ability to meet their financial commitments, would students be allowed to continue on in the school if their family's account were greater than nine hundred ninety-nine dollars in arrears.

6. No student will be admitted from another Christian school with an outstanding balance due to their previous school.

## **WITHDRAWALS**

Withdrawals from school must be done through the school office. Parents must fill out a withdrawal form in order for ICS to release student records to another school. Tuition refunds will be given for the period of time remaining in the school year, starting with the next calendar month. This applies only to tuition already paid in full. If you withdraw your child, no records will be given to the parents until all accounts are paid in full.

## **ARRIVAL/DISMISSAL TIMES**

School begins at 9:00. Students may arrive at 8:45. Parents should not drop off children before this time. Children must be in their classrooms, seated, and ready to begin their day by 9:00, or they will be considered tardy. Parents may either, drop children off at the door and wait until the child is inside the building before leaving, or they may park in the back church lot and walk their child into the building.

School ends at 3:30, at which time parents may pick up their child. Children must be picked up by 3:45. Parents should call the office if an emergency prevents them from being on time to pick up their children.

## **ATTENDANCE**

Regular school attendance is not only required by law, it is essential for successful school performance.

Personal illness, medical/dental appointments that cannot be scheduled outside of school hours, emergency or death in the family are considered excused absences. Although family vacation can be very educational, we encourage parents to make

vacation plans during times when school is not in session. If this is unavoidable, a maximum of five school days per year will be excused for this type of absence, and only if there is a written request from the parents at least two weeks prior to the time of absence. This gives the teacher time to gather the work together that the student will miss during his/her absence. The work will be due upon the student's return to school.

It is the parent's responsibility to report absences. Parents must call the school by 9:15 a.m. on the day of the absence and state the reason for the absence in order for it to be excused. If the parent does not call, the school will call them. A note is also required from the parents upon the student's return explaining the reason for the absence.

Any student missing more than five days per grading period must have a doctor's excuse upon returning to school. A student who misses more than twenty days the entire school year will be in danger of having to repeat a grade level.

Students are permitted to make up work for excused absences. They will be given one day for each day of absence to get make-up work in. Unexcused absences will result in a student receiving a "zero" for work missed.

## **TARDINESS/LATE ARRIVAL/EARLY DISMISSAL**

A student will be considered tardy if he/she is not in the classroom, seated, and ready to start their day at 9:00 a.m.

When a student is late for school, he/she must go to the office for a permission slip to be admitted to class. If there is a legitimate reason, such as car trouble, bad weather, etc., the parent should send a brief note with the student to the office so the tardy can be filed as excused. Otherwise, all tardiness will be unexcused. Since repeated tardiness is **disruptive** and is often not the fault of the student, a parent-principal conference will be requested if there is a problem in this area. Three unexcused tardies in one grading period will be counted as one half-day of absence.

Any student arriving after 10:30 or leaving before 1:30 will be considered one half-day absent.

Students who must leave before the end of the school day should bring a note from the parents to the teacher first thing in the morning letting the teacher know. Students must be signed out in the office by a parent or guardian when arriving to pick up the child. The student will come to the office to meet the parent.

## **CONTACTING STUDENTS IN THE CLASSROOM**

Parents who need to contact their child at school must do so through the office, rather than interrupting class. Please use cell phone contact with students as a last resort.

## **HEALTH SERVICE**

Any student who becomes ill in class will be sent to the office, where the child's temperature will be taken. The child will be permitted to lie down. If fever is present, or vomiting or any rash, the parents will be contacted to come and pick up the child.

Any child injuring him/herself in the building or on the playground will be sent to the office, at which time simple first aid may be applied. Any injury that appears to need immediate medical attention will warrant a 911 call, and every effort will be made to notify the parents immediately. An injury that does not warrant a 911 call but should be medically evaluated will be reported to the parents as soon as they can be reached by phone so that they can make the decision whether or not to seek medical help before the school day ends.

## **MEDICATION**

In accordance with the guidelines established by the State of Ohio, all prescription medication brought to school must be in its original prescription container, accompanied by a prescription permission note, which has been signed by the parent or guardian and a physician. The note should include how much medicine the child should have and the time(s) it should be given. The school secretary or office volunteer will dispense the medication at the proper time. Medication must be brought to the school office by the parent and received by the principal or secretary. Do not send medication in with your child.

Over the counter medication brought to school by a parent must be accompanied by a permission note signed by a parent. The note should include how much medicine the child should have and the time(s) it should be given.

All medications will be kept in and dispensed through the school office. No student is to have prescription or non-prescription medication with him/her or in his/her book bag, except for inhalers that have been pre approved by the staff.

## **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendation of the Ohio Department of Health:

1. Chicken Pox: A skin rash consisting of small blisters which leave scabs. A

slight fever may or may not be present. There may be blisters and scabs at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

2. Common Cold: Irritated throat, water discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.
3. Fever: If your child's temperature is 100 degree Fahrenheit or greater, he/she should remain home until he/she has been without fever for a 24 hour period. Remember, fever is a symptom indicating the presence of an illness.
4. Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.
5. Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo **AND ALL NITS HAVE BEEN REMOVED.**
6. Impetigo: Blister-like lesions which later develop into crusted pus-like sores. Your child should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.
7. Pinkeye: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crust on the eyelids. Spread of infection can be minimized by keeping the hands away from the face, good hand-washing practices, using individual washcloths and towels, and **NOT** touching any part of the eyes.
8. Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.
9. Strep Throat and Scarlet Fever: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender and swollen glands of the neck. With scarlet fever, there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.
10. Vomiting and Diarrhea (Intestinal and Infections): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain home until without vomiting, diarrhea or fever for 24

hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

## **SCHOOL CLOSING INFORMATION**

School may be cancelled because of inclement weather or building issues. Please listen to one of the following radio or TV stations for school closing information:

WCLT AM 1430  
T100 FM 100.3  
WBNS TV Channel 10  
[www.newark-advocate.com](http://www.newark-advocate.com)

If school is closed due to inclement weather, then any after-school activities are automatically canceled. This includes early dismissal because of weather. This does not include morning delays.

In the event of an emergency early dismissal, parents will be called to come and pick up their children as soon as possible, or to make arrangements for their children to be picked up.

## **VISITORS**

Because it is important that we be aware of who is in the building for the safety of our students and staff, all school visitors and parents must stop in the school office when they enter. If you are picking up a student the secretary will get him/her out of the classroom. If you are dropping off lunch, gym clothes, etc., please leave them in the office. The school secretary will deliver the items to the classroom. If you are visiting in classroom or eating lunch with a student, you will be issued a visitor's pass.

Volunteers must also stop at the office upon entering and receive a visitor pass.

## **VOLUNTEER PROGRAM**

There are many opportunities to volunteer services at Integrity Christian School. In order to receive the additional child discount on tuition, parents or other designated persons representing the family MUST commit to volunteering at least 15 hours at the school or at school activities per semester.

Volunteer schedules will be discussed when setting up tuition payments. Opportunities may include, but are not limited, to:

Office duties: answering telephones, signing in/out students who come in/go out for ½ day, issuing passes for any visitors or volunteers, monitoring students sent to the office ill or for classroom time-out, calling parents if ill child needs to be picked up from school, running off copies for teachers/administrator, etc;

Custodial duties: sweeping/mopping classroom, lunchroom, or bathroom floors, cleaning bathrooms, emptying trash cans, dusting, etc;

Classroom aid: determined by the individual classroom teacher, as needed. Duties may include reading to students, working with small groups of students or one-on-one, grading papers, cutting out items, running off copies, help with class parties, etc.

Chaperones: help drive or monitor students on field trips

Other opportunities include setting up/serving at school functions, such as Christmas programs or open houses; promoting school publicity in the community; and volunteering music or story for chapel; preparing/serving a hot lunch to students on special occasions.

While we do require parental involvement, we also must screen who we allow to work with our students. Therefore, volunteers will need to fill out a volunteer application, which states that we reserve the right to require fingerprinting and/or background checks. We must err on the side of caution and include this stipulation in our volunteer program so as to protect our students.

## **LUNCH**

At this time, we are unable to offer hot lunches or milk for students to purchase. We may, from time to time, have parents fix a special meal or call in pizza. Students will then be told the cost of the lunch and given the option to buy. As for now, students will need to bring a lunch to school every day. Parents, please see to it that your child has a healthy lunch; one not over-laden with sugary treats, caffeine, or processed foods that can either sap energy or have the opposite effect. A good guideline would be to include one serving of meat or protein, two servings from the fruit and vegetable group, one serving from the grain group, and one from dairy. Parents will be notified if it appears that a student is consistently not eating, or consistently bringing food that is unhealthy.

Please keep in mind that refrigeration is not available to students for lunches, so they will need to either bring food that does not require refrigeration, or else use a freezer pack in the lunchbox/bag to keep perishable food cold. Small, individual-sized coolers are acceptable lunch containers.

Microwaves will be available to heat up lunches brought from home. Please make sure food is in appropriate, microwaveable containers. Warm-ups are limited to one minute.

Students are expected to use good table manners, talk quietly at their table, remain in their seats, eat their own lunch, throw away their trash and clean up under their table. Students will have approximately 20-25 minutes to eat. Generally, there is no talking the last five minutes of the lunch period so the children may finish eating and can be dismissed to have a restroom break and go back to their classroom.

One student from each lunch table will be responsible for wiping the table after all have finished eating.

For students who forget their lunches, we will inform the parents and they will be responsible for providing something for their child by lunch time.

## **BREAKS/RECESS**

As permitted in the Ohio code 3313.48, elementary students will be given two fifteen minute recess periods, one in the morning and one in the afternoon. Bathroom breaks will be scheduled around these times as well, so that students will have two bathroom breaks, as well as the opportunity to use the restroom following lunch. Students who need to use the restroom at other times will be given a pass from the teacher. Students must not abuse this, as this can be a disruption in the class. Any child who needs to use the restroom excessively because of medical conditions must bring a note from a physician to the school.

## **PERSONAL PROPERTY**

Students are not to bring to school Gameboy type games/players. These are expensive items that are easily broken. Responsibility for who pays for broken or "lost" items could be a problem, so the best way to avoid this conflict is to simply not bring those items to school, unless the student has special permission from the teacher and parent for a specific school project.

Those with "E" privilege may bring music players for the privilege room only. However, the student will assume full responsibility for any damage that occurs

\*\*Students will be permitted to carry cell phones. They must remain in a non-ringing status and are to be used only in an emergency during school hours unless directed by the staff.

## ARTICLES PROHIBITED IN SCHOOL

Students are **NOT EVER** to bring to school the following items. Possession of such items will be grounds for **IMMEDIATE** dismissal and possible withdrawal from school.

1. Weapons of any kind, i.e. guns, knives, explosive devices, etc.
2. Tobacco in any form
3. Alcohol in any form
4. Any type of drug, legal or illegal. Medications must be dispensed through the office.
5. Pornography

Integrity Christian School reserves the right to search any student's person and belongings in the event the school suspects the student possesses an unapproved item. This search may be conducted without the student's or parent's permission. Registration at ICS constitutes parental consent to such searches.

In addition, students are expected to refrain from the use of the above items both on and off of school property. Should school authorities determine that a student has disobeyed this rule, severe disciplinary action (with expulsion a possibility) will be taken.

## CODE OF CONDUCT

In order to create and build a healthy school climate, which fosters growth and acceptance, the school community enforces rules, which are designed to protect the health, safety, and morals of all students. Ongoing support, understanding, and communication among parents, students, and teachers is critical in insuring fairness and consistency for all.

In order to encourage self-discipline in all students, the Integrity Christian School student will uphold the following:

1. Treat others the way that you wish to be treated.
2. When you speak, make sure your words are kind, true, and necessary.
3. Show courtesy and respect for self and others, as well as willing and immediate obedience to authority.
4. Respect for property of others and the school
5. Cooperation with others in playing and working at school
6. Responsibility in doing assigned tasks
7. Obey school and classroom rules.
8. Good, moral conduct in respect to recreation, social relationships, and language.
9. Keeping oneself groomed and clean

\*\*Students may chew gum as long as it stays in the mouth, fingers not playing with the gum, and it cannot be seen or heard. Please dispose of gum by wrapping it in a piece of paper and putting it in the trash.

## **Unacceptable Behavior**

The following behaviors are unacceptable at ICS:

1. Disregard to dress code
2. Misbehaving in school/on school grounds/at school functions
3. Fighting/rough behavior
4. Arguing, put downs, inappropriate language
5. Bullying: Any unwanted or degrading actions evidenced by verbal, physical, or emotional behavior by one or more individuals to another over time. ICS will not tolerate bullying and will deal with each case on an individual basis. All incidences of bullying must be reported by the student or parents to the teacher or principal.
6. Disrespect for students, teachers, or adults in authority
7. Interrupting teacher from teaching and students from learning.
8. Truancy and tardiness
9. Leaving school grounds without permission
10. Possession of prohibited items (drugs, alcohol, tobacco, weapons, pornography)
11. Cheating or lying
12. Taking possessions without permission
13. Disobedience to any faculty, staff, or volunteer

When a student deviates in these areas, it is the responsibility of the school and home to provide correction and guidance.

*Attendance at Integrity Christian School is a privilege. Any student whose conduct or attitude presents a consistent problem will be asked to withdraw.*

## **DISCIPLINE POLICIES**

1. Each teacher is responsible for establishing his/her own classroom rules and the consequences for disobeying those rules. If a student continues in his/her disobedience, the student may be sent to the office to see the principal. The student will sit at a time-out desk until the principal is available to speak to the student. At that time, the principal will determine the action to follow.

2. Parents must be on time to pick up the student, or will be charged a late fee of \$5 for each 5 minute period the parent is late. This is to compensate the teacher or adult who must stay late.
3. For detention: The student will be placed in a classroom with adult supervision. There will be no talking or moving around during this period. Students should bring work to do, or extra work will be assigned. The first detention will be free, but any subsequent detentions will result in a \$10 fee to compensate the teacher that must stay late.
4. In-school suspension: The student will spend the day at a desk in the office doing work assigned by the teacher. The student will be permitted bathroom breaks, and will eat lunch at the desk. A parent must sit through class with the student the day following an in-school suspension.
5. Expulsion from school.

Parents will be notified by the teacher or administrator of disciplinary actions taken that they need to be made aware of. The school board will make final decisions on the issue of expulsion.

## **CORPORAL PUNISHMENT**

Integrity Christian School will not administer paddling to students. However, parents may be called in to deal with their child should some of the earlier disciplinary consequences repeatedly be ineffective and before the school would move on to the more serious consequence of suspension. The parent then may choose to administer paddling him/herself in private, or use another method for bringing resolve to the problem at hand.

## **SAFETY**

Integrity Christian School will hold fire drills monthly, and tornado drills during tornado season. Exit procedures for drills or in case of actual fire or tornado warnings will be posted by the door of each room in the school.

## **DRESS CODE**

The dress code is designed to foster an environment at school that is conducive to learning; one that does not hinder students or distract them.

## **Girls (K-5)**

Girls should keep their hair neat, clean, and well-groomed. It should be feminine, of a conservative style, should not impair vision, and should not include “fad” cuts without prior permission from the administrator.

Girls may wear clear or pastel nail polish, but no makeup or tattoos.

All jewelry must be age appropriate, safe, and non-distracting. One pair of earrings may be worn at a time.

Hats are not to be worn in the building.

Girls may wear dress slacks, pants or non-faded denim jeans that are neat, clean, not frayed and without holes. Sweat pants or warm-up suits are not permitted. Shorts may be worn from the beginning of the school year through October 15, and from April 15 to the end of the school year, unless otherwise specified by the administrator. Shorts must be no shorter than three inches above the knee. They must be hemmed or cuffed (no rollups). Girls are encouraged to wear shorts (not necessarily the designated shorts) under their skirts and dresses. This will preserve the modesty of active young girls. Dresses, jumpers, and skirts are not to be shorter than two inches above the knee. Dresses may be sleeveless, as long as the underarm area and shoulders are covered. A sundress with straps must have a shirt under it. No halters, tank tops, or cut-off shirts that show the midriff. All clothing should fit properly, with no tight or clinging fits. Pants or shorts are not to have writing across the seat of the pants. Blouses are not to have writing, logos, or pictures. Witness T- Shirts are permitted at all times.

Secured sandals may be worn with or without socks through October 15 and from April 15 through the end of the school year. Socks or tights must be worn at all other times. Shoes are to be neat and clean. Shoes with laces must be tied. Athletic shoes may be worn with jeans, shorts, and on PE day.

## **Girls (6-12)**

Girls should keep their hair neat, clean, and well-groomed. It should be feminine, of a conservative style, should not impair vision, and should not include “fad” cuts without prior permission from the administrator. Grooming must be done in the bathroom, not in the classroom. Hats are not to be worn in the building.

Girls may wear pastel nail polish and light, pastel makeup that enhances their natural beauty, but does not detract. All jewelry must be age appropriate, safe, and non-distracting. One pair of earrings may be worn at a time. No other body piercings are permissible or any sort of tattoos.

Girls need to dress in a conservative manner. Dress slacks, pants, and jeans that are neat, clean, not frayed and without holes may be worn. If belt loops are

visible a belt must be worn. There should be no stirrup pants, stretch pants, sweat pants, or warm-up suits.

Shorts may be worn at the students discretion . They are to be hemmed or cuffed (no roll-ups). If belt loops are visible, a belt must be worn. Shorts must be no shorter than three inches above the knee. Pants and shorts must not have writing across the seat, nor are they to be tight fitting.

Dresses and skirts must come down to the top of the knee. If the skirt has a slit, it must be no more than 3” above the knee. Dresses and blouses should have modest necklines. Sleeveless may be worn, as long as the underarm area and shoulders are covered. Sundresses with straps must have shirts underneath. No halters, tank tops, or cut-off shirts that show the midriff. While shirts in general do not have to be tucked in, shirts that are designed to be tucked in should be. If shirts appear to be sloppy, the student may be asked to tuck the shirt in. Blouses are not to have writing, logos, or pictures on them, nor are they to be clingy or tight fitting. Witness T-Shirts are permitted at all times.

Girls should wear socks, tights, or hose. Sandals may be worn until October 15 and after April 15. All shoes must be neat, clean, and in good repair. If laces are present, shoes must be laced and tied. Heels on all shoes should be no more than 2”. Athletic shoes may be worn with jeans, shorts, or on PE day.

## **Boys (K-5)**

Boys should keep their hair clean, neat, and well-groomed. It must be of a reasonable length, not impairing vision. There should be no sculpture cuts or tails. Hats are not permitted to be worn in the building.

Boys should not wear jewelry or tattoos.

Boys may wear non-faded denim jeans or pants that are neat, clean, not frayed and without holes. They must not drag the ground. Waistbands must be at the waist. Shorts may be worn through October 15, and from April 15 to the end of the school year. Shorts must not be shorter than 3” above the knee, hemmed or cuffed (no roll-ups). If belt loops are visible, a belt must be worn on both pants and shorts. No cut-offs, sweat pants, or warm-up suits permitted. No “muscle shirts”, sweat shirts, or tank tops. Crew neck sweaters, turtle necks, and casual or dress shirts may be worn. There should not be any writing, logos, or pictures on shirts. While not all shirts must be tucked in, those designed to be must be. If a shirt appears to be sloppy, the student may be asked to tuck the shirt in. Witness T-Shirts are permitted at all times.

Boys may wear secured sandals with or without socks from the beginning of the school year through October 15, and from April 15 to the end of the school year. Socks must be worn at all other times. Shoes must be laced and tied if laces are present. Shoes must be neat, clean, and in good repair. Athletic shoes are allowed with jeans, shorts, and on PE day.

## **Boys (6-12)**

Boys should keep their hair clean, neat, and well-groomed. It must be reasonable length, not impairing vision. There should be no sculpture cuts or tails. All grooming must be done in the restroom. Hats are not permitted to be worn in the building.

Boys are not to wear earrings, piercings of any kind or tattoos. Other jewelry must be age appropriate, safe, and non-distracting.

Boys may wear dress slacks, pants, or non-faded jeans that are neat and clean, without frays or holes. All pants must fit properly; waistbands must be at the waist. There will be no sweats, warm-up suits, or cargo pants. Shorts no shorter than three inches above the knee may be worn as long as the weather permits. Pants and shorts must be hemmed or cuffed (no cut-offs or roll-ups). Pants must not drag the ground. If pants or shorts have belt loops, a belt must be worn.

Crew neck sweaters, turtle necks, casual or dress shirts may be worn. Shirts must not have writing, logos, or pictures on them. No sweat shirts, muscle shirts, or tank tops are permitted. Witness T-Shirts are permitted at all times.

Boys must wear socks. Shoes must be neat, clean and in good repair. If laces are present, shoes must be laced and tied. Sandals may be worn until October 15 and after April 15. Shoes must be neat and clean and in good repair. Athletic shoes may be worn with jeans, shorts, and on PE day.

## **P.E. UNIFORMS**

All students must wear gray or black shorts or sweat pants and a t-shirt with our logo on them for gym class. Cost for the short sleeve t-shirt will be \$7. Long sleeve are available for \$10, and sweat shirts, \$16. (All shirts must be ordered at the beginning of the year). Students also must wear athletic shoes for gym class. Girls with long hair should wear their hair pulled back on gym days. Students will be permitted to change for gym class in the bathrooms. (The cost could be higher due to inflation).

## **PARENT/TEACHER CONFERENCES/GRADE CARDS**

Parent/teacher conferences will be held two times during the school year. Conference dates are printed on the school calendar. All parents are encouraged to make appointments to meet with their children's teachers on these days. Appointment schedules will be sent home with students the week before conferences.

Grade cards will be given at the end of each grading period to give parents and students an indication of the progress being made. Grade cards are to be signed by a parent or guardian and returned to the student's teacher no later than one week after they are sent home. A phone call will be made, as a reminder, to the home if the report cards are not returned to the school.

## **HOMEWORK**

Homework will only occur if a student does not complete assignments given at school or there are home projects or reports that require work time out of the classroom. Homework will be needed to "catch up" on work that is behind or from being absence.

## **GRADE SCALE Kindergarten**

**S+ -above average    S –average    S- -improvement needed**

**A blank space indicates an area not taught or assessed yet.**

## **GRADE SCALE grades 1-12**

<b>A+ 98-100%</b>	<b>A 96-97%</b>	<b>A- 94-95%</b>	<b>Excellent</b>
<b>B+ 92-94%</b>	<b>B 90-91%</b>	<b>B- 88-89%</b>	<b>Above average</b>
<b>C+ 86-87%</b>	<b>C 83-85%</b>	<b>C- 80-82</b>	<b>Average</b>

**\*\*Each student must reach 80% accuracy before moving on in each subject.**

**Honor Roll is for all A's and B's.**

## **PROMOTION**

In order to progress to the next grade level, the student must complete 12 PACE's in each subject with 80% accuracy. Core subjects are: Math, Literature, English, Word Building, Science, and Social Studies.

## **STANDARDIZED TESTING**

Standardized testing will be scheduled in April. High School students will be tested yearly. Parents will be notified of the results of the testing. The tests are not used in determining promotion or retention, but rather are a tool to help define areas of

strength and weakness in academic areas so that teachers may better serve the student.

Requests for vacation time will not be granted during testing week.

## **STUDENT LIABILITY**

Integrity Christian School is not responsible for personal property that may be lost or stolen. All items should be labeled with the student's name. All lost items will be placed in the lost and found. Any student who loses books or equipment will be required to replace them. Students are liable for willful destruction of property.

## **CHAPEL**

Chapel will be on Wednesday mornings. It will be a time of singing, testimony, Bible teaching, stories, and prayer. Chapel will be led by special invited speakers, and/or ICS staff members. Parents are invited to come and participate.

## **FIELD TRIPS**

Parents will be notified of any upcoming field trips. In the event of a field trip, we will need parents to help drive and chaperone students. Any cost for the field trip will be sent home in a letter. All children must have written permission to participate in a field trip activity. Children who do not have permission will have to spend the day in another class with work that the teacher has given him/her to do.

**\*All students are required to have gym clothes, yellow or gold T-shirt with school logo, and black or gray shorts or sweat pants.\***

**The student should have these supplies by the first day of school.**

## Statement of Internet Agreement

To access the Internet at school, students under the age of eighteen (18) must obtain parental permission and must sign this form. Students over eighteen may sign their own form.

Use of the Internet at Integrity Christian School is to be for educational purposes and for approved fun sites. This is a privilege and not a right. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly other consequences. There will be no email or instant messaging accounts accessed on school computers without special permission.

Parents/Guardians assume all responsibility and risk by signing this form. The staff and Board of Integrity Christian School, Inc. reserve the right to monitor and review any and all activity on the computer and internet ( includes any sites accessed, and possible downloads made.)

Any illegal activity made on school computers will be reported to the proper authorities.

Please complete the following:

Students' full name and grade levels:

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----- I give permission for my child/ren to use the internet at school.

----- I **do not** want my child to use the internet at school.

Parent/Guardian signature \_\_\_\_\_ date \_\_\_\_\_

## Statement of Cooperation

**Attendance at Integrity Christian School is a privilege and not a right. The intent of this handbook is to make our policies and standards as clear as possible. Although we acknowledge that some may not agree with every policy or standard, cooperation is expected of anyone who enrolls in our school. We will be happy to answer any questions or clarify policies and regulations.**

**By signing the form below, the parent/guardian agree that they will see that their child/ren are abiding by the standards and policies of the school. They also agree to follow the steps based on the Matthew 18:15-17 principle outlined on pages 3-4 and should concerns arise with the school or the students' teacher.**

**In the event of any dispute, claim, or disagreement arising out of or relating to the Student Handbook, or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits a Christian. To this effect, they shall consult and negotiate with each other in good faith, and recognizing their mutual interest not to disgrace the name of Christ, seek to reach a just and equitable solution, waiving any rights in law and equity to bringing any civil disagreement before a court of law.**

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Please return to the school office by the end of the first week of school.

*I have read the entire school handbook and agree to abide by the regulations stated therein.*

Parents' signature \_\_\_\_\_ Date \_\_\_\_\_

Students' signature \_\_\_\_\_

  

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