



# INDIGO Christian Junior Academy

## **SCHOOL HANDBOOK FOR 2022/2023**

### Location

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### Hours

Begins 8:30 AM. Dismisses 3:15 PM, Monday through Thursday.

Fridays, dismissal is 1:30 PM.

Summer hours Monday through Thursday, 9:00 AM to 2:00 PM.

<http://www.indigochristianjunioracademy.com>

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# **INDIGO CHRISTIAN JUNIOR ACADEMY HANDBOOK 2020/2021**

INDIGO CHRISTIAN JUNIOR ACADEMY (ICJA) is operated by the Daytona Beach Seventh-day Adventist Church. We are part of a global Seventh-day Adventist educational network which includes 1.5 million students in over 7,000 schools, colleges, and universities worldwide.

## **SECTION I: PHILOSOPHY AND MISSION**

### **PHILOSOPHY**

The philosophy of Seventh-day Adventist Christian education is a view of education as a means of restoring human beings to their original relationship with God. Believing the redemptive aim of true education to be the restoration of human beings into the image of their Creator, ICJA in cooperation with the church and the home, strives to prepare each learner for responsible citizenship in this world and the world to come.

True education imparts more than academic knowledge. It fosters a balanced development of the whole person – spiritually, intellectually, physically, and socially. Its time dimensions link us to eternity.

True Christian education seeks to:

- develop a life of faith in God and respect for the dignity of all human beings
- build character that reflects the character of the Creator
- nurture thinkers rather than mere reflectors of others' thoughts
- promote loving service rather than selfish ambition
- ensure maximum development of each individual's potential
- embrace all that is true, noble, and beautiful

### **MISSION**

ICJA exists to provide students with a Christ-centered Seventh-day Adventist education:

- cultivating the desire to nurture a personal relationship with Christ
- training students to become active missionaries to the community and the world
- motivating students to achieve God's purpose in their lives

## **VISION**

ICJA will be a premiere Seventh-day Adventist institution where students:

- think deeply
- live fully
- serve unselfishly
- honor God completely

## **SECTION II: ADMISSIONS**

### **NON-DISCRIMINATORY POLICY**

**Florida Conference of Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any aforementioned categories in decisions for admission, discipline, or application of educational policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.**

### **ADMISSIONS AND ENROLLMENT PLEDGE**

Indigo Christian Junior Academy is a place where students are given every opportunity to grow. We are looking for students who want to engage with us in the journey, and who are excited to be in our school. We want each child to do his/her best while accepting the help the teacher offers. We have a high standard of behavior as outlined in this handbook, and we want parents/guardians to sign an Enrollment Pledge form indicating their support of these expectations.

ICJA, a Seventh-day Adventist school, is open to young people who are emotionally ready to enroll for the purpose of doing earnest, faithful work, and who have a desire to develop a Christian character and a personal walk with God. A minimum of two ICJA staff and board will interview each new prospective child before students in grades 3-8 proceed with registration.

ICJA partners with parents or legal guardians of students in the education of their children. In doing so, ICJA requires family members to support our educational program, participate in various school activities and encourages the parents or guardians to uphold Christian principles in the home.

All admissions paperwork must be completed and submitted in a timely fashion. A student without official school records from their most recent school will not be admitted to ICJA without school board approval.

Following successful completion of the admissions process, students will be admitted based on ICJA Admissions Committee and the ICJA School Board approval of their application and payment of all fees due at the time. All new students are accepted on a 45-day probationary period. Students maintain enrollment in ICJA when they comply with expectations outlined in this Handbook, school operating procedures and if they maintain their financial obligations to the school. If a student is asked to leave, there is no refund of the registration fees, and the tuition will be prorated.

Each student grade level will be assigned upon acceptance and will be determined by records from prior school and standard placement testing administered by ICJA. A placement test will be given to all new incoming students to see on what grade level the student is working. This does not mean that they will be placed in a different grade, rather the purpose is to give the teacher knowledge about their strengths and weaknesses. It will give guidance as to what areas need strengthening if any.

Students who test a grade level or more below the expected entry level for their grade will be given as much help as possible within the classroom. This includes, but is not limited to: MAP progress monitoring, use of Lexia/Reading Plus/IXL math for a minimum 20 minutes per day 4 times per week, extended small group teacher-directed instructional time using multi-sensory techniques, more time to complete assignments, additional tutoring (depending on Title I hours), preferential seating, grade retention, etc.

During the first 45 days of school, the teacher will observe for learning progress as well as look for any behavioral issues that may cause disruption in the classroom. If necessary, the parents, the teacher, and the principal will meet to discuss what happened during the first 45 days of admission. If the principal is also the teacher, a board member will be asked to attend the meeting. A document summarizing the issues discussed in the meeting will be signed by attendees. If the student is old enough, he/she will be brought in to go over the report.

If it is deemed that more time is necessary to assess the student's performance and this is approved by the School Board, another conference will be held. At this time, the parents, teacher, and principal will again meet to discuss the student's performance. If the student is making progress, the student will continue with the standard scholastic reviews. If the student is not making progress by not completing work assigned or causing disruption in the class, the parents or guardians will have up to five (5) school days to find another school for the student unless this is too disrupting to the classroom. A document summarizing the student's current performance and ICJA's decision to unenroll the student will be signed by all parties. Parents who refuse to sign the document will forfeit the five (5) school day provision and the student will be unenrolled immediately.

If a student begins the year well, but later in the year develops a significant behavioral issue, especially one that affects the entire class or a significant academic problem, a parent, teacher, principal meeting will be called to discuss the problem and initiate a remediation procedure up to and including the need to find another school. If the student is old enough, the student will be brought in to go over the report. A document will be signed by all parties involved in the meeting summarizing the expectations and the process that is in place.

We strive to accommodate the needs of every student, however ICJA may not have necessary support services for some identified special needs and may not be staffed to handle every identified special need. As these special needs are identified, they will be discussed with the parents or legal guardians as to whether these special needs can be accommodated by ICJA.

Students who want admission and do not speak English have 45 days to demonstrate an ability and willingness to learn English. Students will be tested before admission. If the student does not show growth in learning the English language, they will be asked to find an alternative learning environment that accommodates their English language educational needs.

All students who present themselves for admission to ICJA thereby pledge to willingly observe all ICJA regulations, to uphold the Christian principles upon which the school is operated and, to the best of their ability, perform all school duties assigned to them. It is also understood that should they break the Enrollment Pledge; they forfeit their right to attend the school. If they remain enrolled in the school, it is at the discretion of the principal and of the ICJA School Board.

## ADMISSION PROCESS DETAILS FOR NEW STUDENTS

When an entrance application is submitted to ICJA, a request for all student records will be made to their prior school. The enrollment packet must be completed for each student prior to consideration for enrollment along with an application fee.

The packet includes:

- Application Form
- Medical Consent Form
- School Record Release Form
- Technology Forms
- Pick Up Permission Form
- Field Trip Permission Form
- Media Release Form
- Student Allergy Release Form
- Student Medication Form (if applicable)
- Uniform Shirt Order Form
- Financial Agreement Form.
- Financial Aid Form (if applicable)
- iPad Use Agreement Form
- Morningcare and/or Aftercare Form
- Volunteer Application Form (optional)

Additionally, the following items and procedures must be completed as a part of the administration process. Parents or legal guardians must provide:

1. An official copy of the most recent report card.
2. A copy of the most recent achievement test or completion of an ICJA entrance test.
3. Any previous special educational testing or special educational placement test results.
4. A copy of the most recent health/immunization records which include allergy details.
5. All children entering kindergarten must be 5 years of age on or before September 1 of the school year.
6. Students entering kindergarten or 7<sup>th</sup> grade must present a doctor's physical exam that is dated within one year of the admission.
7. A copy of the student's birth certificate.
8. A scholarship awards letter (if applicable).
9. A copy of an IEP or written information about any individual adjustment the child may require must be presented in July. Indigo Christian Junior Academy is not able to accept all students with an IEP. Each case is determined on an individual basis.

In addition, an interview with the assigned teacher and/or principal will be conducted as needed.

The Principal in conjunction with the Admissions Committee will make a recommendation to the school board for final acceptance or rejection. The School Board reserves the right to refuse admission based on the following:

- Unwillingness of parents or legal guardians and/or students to support ICJA's Mission Statement and Handbook.
- Past behavior records.
- Special needs exceeding ICJA's ability to provide such service.
- School records that raise concerns in either academics and/or irregular attendance and punctuality.

## **RE-ENROLLMENT FOR RETURNING STUDENTS**

The Admissions Committee annually reviews all students for re-admission. Re-enrollment dates are established annually. Completion of the registration form will secure a position for the next school year provided the current student of ICJA is considered to be in "good standing." All registration documents listed above must be completed before school is scheduled to begin or a student will experience delayed admittance until all documentation is complete.

## **STUDENTS REQUESTING ENROLLMENT AFTER FIRST QUARTER**

If a student seeks admission to ICJA after first quarter, the Admissions Committee should make explicit inquiry regarding the parent's reasons for the change in schools. A change to ICJA should indicate a willingness of both parent and student to become part of the school's on-going life. For many reasons, no new students will likely be accepted after the beginning of the 4<sup>th</sup> quarter.

## **PLACEMENT TESTING AND OTHER TESTING**

A placement test may be deemed necessary in order for the staff to ascertain a student's strengths and weaknesses, as well as current academic level for appropriate placement. Additional testing is completed throughout the year.

## **WrAP**

The Writing Assessment Program is administered yearly to students in grades three through eight. It examines a student's progress in writing.

## **MAP**

This test includes assessment in math, language arts, and reading and is given three times a year --in August, January, and May. Using the data collected from this test, teachers can plot individual growth. The data affords the teacher the chance to adjust the curriculum to ensure that every student reaches his/her optimal learning.

## **SECTION III: SCHOOL HOURS AND ATTENDANCE**

The school day begins at 8:30 AM and dismisses at 3:15 PM, Monday through Thursday. On Friday, dismissal is at 1:30 PM. There are required parent/teacher conferences dates and teacher continuing education dates that require a 12:00 dismissal. These are noted in the school calendar.

### **MORNINGS**

Students may not be brought to school before 7:00 AM. Morningcare begins at 7:00 AM and parents or legal guardians must enroll their children as part of the registration process. Morningcare is offered only on days school is in session. Fees and regulations are stipulated on the agreement that the parent signs at the time of registration. Unpaid fees will bar a student from participating in Morningcare.

### **AFTERNOONS**

Students should be picked up promptly after the close of the school day by a registered adult. Students who are not picked up by 3:30 PM will be sent to Aftercare and will be charged fees. Aftercare is offered only on days school is in session. Fees and regulations are on the form that the parent signs at the time of registration. Unpaid fees will bar a student from participating in Aftercare.

### **WEATHER RELATED EMERGENCIES**

In the case of a hurricane threat, families will be advised if the school will be closed. If Volusia County schools are closed, ICJA be closed also. In the case of facility emergencies such as loss of electricity, the school will be closed, and parents or legal guardians will be notified by email and by phone.

## **EMERGENCY CLOSURE OF SCHOOL**

ICJA is committed to the continuity of instruction in the event of an emergency disruption that may result in the suspension of face-to-face instruction on the school campus. To prepare for any significant disruption in classes, ICJA through the Florida Conference Office of Education, has developed an instructional continuity plan. This plan is prepared to deliver organized, standards-based instruction in both digital and print formats to meet the instructional needs of all students. Students and families can utilize these resources to provide instruction at home until schools are able to open or resume on campus. There will be communication to ensure clear expectations for the students, parents and/or legal guardians, ICJA teachers and staff, the Florida Conference Office of Education, and the School Board.

## **ADDITIONAL ARRIVAL AND DISMISSAL PROCEDURES**

- Students are discouraged from riding bicycles to and from school because of traffic and safety concerns.
- The speed limit in the school parking lot is 5 miles per hour.
- Park in designated parking areas only.
- ICJA is a smoke free environment. Smoking cigarettes, cigars, pipes, or vaping is prohibited on campus.
- Do not leave your car unattended unless parked in a designated parking area.
- Small children should be escorted by an adult from the vehicle.
- Please load and unload your child as quickly as possible and exit the pickup line.
- On an extremely rainy day, children may be dismissed from the church foyer under the overhanging roof.
- Students will be released only to those registered adults whose names are listed by the parent/guardian. Adults not registered will NOT be permitted to take students from the school grounds.
- Drivers on the registered list who may not be recognized may be asked to show a driver's license.
- In an emergency a parent may add a new name to the child's pick-up list over the phone, but this person must show a picture ID to the front office.
- Students are not permitted to leave campus until the regular dismissal time without the consent of parent/guardians and principal/office staff. Clear knowledge of who is approved to pick up the child and at what time and for what reason are critical details needed. Leaving campus without proper protocol will result in disciplinary action and even expulsion.

## **ATTENDANCE POLICY AND PUNCTUALITY**

Children are expected to be in school, arrive on time, and not leave early. Students who arrive after 8:30 or seek an early release before school ends will require a tardy/early release slip from the main office. A grace period of 5 minutes is given to allow for variances in clocks. Any combination of 5 tardiness, absences, and/or early releases within a 30-day period will be written up and a FACTS/SIS email sent to the parents and/or legal guardians.

When a student accrues any combination of 10 tardiness, early dismissals, and/or absences, the Discipline Committee will determine the causes for these events and what the future course of action should be. Attendance is a major issue in life, and any student who accrues 10 days of unexcused absences may be expelled. It is particularly important to let the office know when a child is sick. When we do not receive a note or a phone call, we will assume that the absence is unexcused.

Please remember that every student deserves the very best start to each day in order for them to be ready to learn. The teachers plan opening exercises in the gym which prepare the student for the day. The students are given time to store lunches, back packs, and be seated to begin classroom activities. Students arriving after these events cause a disruption and reduce valuable teaching time when teachers are forced to go over vital information multiple times. Excused absences or punctuality issues does not exempt the student from completing schoolwork that was missed.

## **ABSENCES AND LACK OF PUNCTUALITY**

If your child is absent from school, please notify the school office by 8:30 AM. It is the parents or legal guardian's responsibility to arrange with the teacher how the student will complete missed work. A note explaining the absence should be provided the day the child returns to school.

In addition, the Administration encourages parents or legal guardians to schedule medical appointments at a time that disrupts the school day the least. Children who are absent 20% of days or more forfeit all grades for the quarter. This can lead to retention, which means the child will remain in the same grade for the coming school year.

Excused absences are given for:

- Illness of the student

- If absent more than 3 days a doctor's note must be provided before the student can re-enter school
- Death in the family
- Prearranged medical appointment for the student
- Required attendance at court

Field trips, scheduled programs, and other church events are considered part of the student's education and attendance at these events is expected. Field trips are considered as a regular school day. Any students missing a field trip will receive an unexcused absence except for the reasons given above.

Out of school vacations are discouraged. In extenuating circumstances, students may receive up to five days excused absences. The parents or legal guardians must submit a "Vacation Request Form" not later than 2 weeks before the vacation. Absences beyond the 5 school days are considered unexcused. Arrangements must be made in advance with the teacher as to how the missed schoolwork will be handled. However, if that is not possible, please provide the teacher as much notice as possible.

#### **SECTION IV: SAFETY AND WELLNESS**

ICJA will follow the State of Florida and Southern Union of Seventh-day Adventists codes for facility maintenance in areas such as the school/gymnasium facility, playground maintenance and management, playground fencing, and safety hazard identification and resolution. The school receives a local Health of Department inspection and an inspection by the local Fire Marshall annually.

Faculty and Staff will:

- Expect students to follow proper hand washing procedures after restroom use, play, before and after meals, and any other time deemed necessary.
- Follow appropriate procedures when children are ill or injured which may include separating the child from interaction with other students and notifying the parents or legal guardians as soon as possible. Parents or legal guardians are expected to pick up their child within 90 minutes. The child will be isolated in the office.
- Perform required severe weather (hurricane, tornado) and emergency (fire, lock down) drills according to Florida State law.
- Only release students to authorized adults as deemed by the parent/guardian.
- Report suspected cases of child abuse, neglect, and misconduct to the proper authorities per the requirements of Florida State law.

All students entering our school for the first time, and all students entering kindergarten, or the seventh grade are required to provide a complete physical examination form from their physician. Forms are available at the Volusia County Health Department and doctor's offices. Florida law requires that children entering Florida schools must provide an immunization certificate signed by their physician or health professional. By Florida law a "shot record" is not acceptable. Immunizations, health evaluations, records and updates supplied by parents or legal guardians will be appropriately filed. The County Health Department audits these physical examination and immunization records.

## **MEDICATION POLICY**

Florida law does not allow school personnel to administer medication, including over the counter medications, without explicit written instructions from a physician. In the case where permission is given through the ICJA Medication Form, the staff will follow the following procedures.

- A Medication Form providing the child's name, medication, dosage, instructions, and parent/guardian signature must be provided for each medication.
- The medication must be brought to school in the current prescription bottle or manufacturer's original package. The student's name and written instructions must be on the label and the medication must not be expired.
- All medication is kept locked in the office. Students may not self-administer any medication. This is a violation of Florida State law. Exceptions may be considered with EPI pens and inhalers pending proper authorization and notification.
- ICJA does not have a nurse on duty. If your child has allergies or other medical issues, please make sure the medical forms you have on file with the school are accurately documented. All medical forms must include consent for treatment and emergency contacts. This applies to all school Morningcare and Aftercare programs.

## **STUDENT ILLNESS**

Parents or legal guardians should not send their child to school if the child is sick. A child with the following signs and/or symptoms within the past 24 hours should not be brought to school. This includes but is not limited to:

- Unexplained rash
- Diarrhea
- Fever of 100 degrees F or higher

- Vomiting
- Purulent eye drainage
- Constant sneezing, coughing or wheezing
- Symptoms of communicable disease such as chicken pox, ringworm, strep throat, abdominal pain, headache, pink eye, head lice, etc.
- A child should be symptom free for 24 hours before returning to school

If a student becomes ill, has an accident at school, or develops a fever, immediate action will be taken to ensure the child's safety and well-being. The student will be isolated in the office. The student's parents or legal guardians will be contacted and asked to take the student home as soon as possible within 90 minutes depending on the illness or accident. If we are unable to reach the parent, individuals listed as an emergency contact on the Medical Consent to Treatment form will be contacted, and a process will be implemented if medical care is needed. In acute cases an ambulance will be called, and parents or legal guardians notified immediately.

## SCHOOL LUNCHESES

ICJA promotes the 8 principles of wellness reflected in CREATION Health. These principles include **C**hoice, **R**est, **E**nvironment, **A**ctivity, **T**rust in God, **I**nterpersonal Relationships, **O**utlook, **N**utrition. In keeping with these principles, we ask that you provide the following for your child:

- A balanced, nourishing breakfast before the student arrives for school in the morning.
- A sack lunch that contains a sandwich, fruit or vegetable, chips or crackers, and any additional snacks needed for the school day.
- No microwaves are available for school lunches, so plan lunches accordingly.
- Water in a non-breakable bottle or healthy 100% juices. Caffeinated beverages such as "energy drinks" or central nervous system stimulants may not be brought to school.
- Students may not call out for food to be delivered to the school or have free snacks from the snack cart.
- Please be aware that we cannot cook or refrigerate your child's food, so plan accordingly. Sharing or trading food is prohibited to prevent unintended allergic reactions.

On most Wednesdays, ICJA will offer pizza slices for sale to the students. On most Fridays, the order form will be sent home and all orders should be placed by Tuesday of the following week.

## **SECTION V: PARENT OR LEGAL GUARDIAN RESPONSIBILITY**

### **VISITING THE SCHOOL**

Children not enrolled in ICJA are not permitted to visit classrooms unless prior arrangements have been made with the principal and teacher. The most a child visitor may stay is two hours during class time with a pre-scheduled time. A special visitor's form must be filled out which includes an emergency contact number and a parent's signature. The visitor must be dropped off at the agreed time and picked up two hours later. They may not stay in Morningcare, Aftercare, or during lunch.

Parents or legal guardians who wish to visit a school classroom must make prior arrangements with the appropriate teacher. Visits may last only 30 minutes, and the parent must not talk with the teacher or students during this time. The teacher will call the parent to discuss the visit. All visitors must sign in at the office and receive a Guest Pass before proceeding to the classroom.

Parents or legal guardians bringing a lunch or picking up a child early must remain in the office while the matter is taken care of by a staff member. Parents or legal guardians are not allowed to move through the school or use the kitchen to store or prepare their child a lunch.

### **BIRTHDAY CELEBRATIONS**

ICJA realizes that a birthday is a very special day for a child. Generally, it is best not to have a party for the child, though a lunch treat to celebrate the day is an acceptable alternative. In the case where parents or legal guardians wish to give a birthday party in the child's classroom, the teacher must have one-week advance notice and approve of the plans. The parents or legal guardians involved must sign in at the office and notify the office when they leave. A cake or cupcakes are acceptable. No other treats should be offered.

### **SCHOOL PROGRAMS**

Parents or legal guardians are expected to participate in school programs. Parent-teacher conferences, school fundraisers, school sponsored open houses, school fairs, and school music programs are an important part of school life. In addition, the Daytona Beach Seventh-day Adventist Church supports and helps to fund ICJA. While it is

understood that loyalty to ICJA does not in any way constitute commitment to the Seventh-day Adventist Church at large, students are required to attend several school-sponsored activities during the school year in cooperation with the Daytona Beach Seventh-day Adventist church during some of its religious services and scheduled events. At least two times a year, students participate in presenting a program during the Saturday, Sabbath, church service. Students are expected to attend these services and are expected to arrive at 9:30 AM dressed in church attire. The students will report to the designated classroom. 9:30 AM– 9:45 AM is for attendance taking, followed by Sabbath School type devotional activities in the designated classroom while the children wait. Parents or legal guardians are invited to stay in the sanctuary for the Sabbath services. Daytona Beach Seventh-day Adventist services times are as follows: Sabbath School is from 9:30 AM to 10:45 AM. Church Service is from 11:00 AM to 12:15 PM.

## **PARENT/TEACHER COMMUNICATION AND CONFERENCES**

There will be two scheduled parent/teacher conferences each year. The first one is in October after the first quarter and the second one is in January. Additional individual conferences will be scheduled by the teacher as needed or requested by the parents or legal guardians. Teachers regularly post grades on FACTS/SIS (previously known as RenWeb). Parents or legal guardians may log-in under the parent portal to check their child's grades at any time. If parents or legal guardians need to set up a teacher conference, please speak with the teacher to set up an appointment. The teacher will communicate to the parents or legal guardians any special issues and problems with regard to social interactions.

## **REPORT CARDS**

Printed copies of quarterly grades will be issued at the end of each quarter. Grades can be viewed on FACTS/SIS (previously known as RenWeb) frequently. Parent-teacher conferences are required at the end of the 1<sup>st</sup> and 2<sup>nd</sup> quarters while other appointments should be made as needed.

## **GRADING SCALE (GPA POINTS)**

Students in grades K-2nd grade are evaluated and use the following scale:

- I **Independently** achieves objectives and performs skills
- P **Progressing** toward objectives and performs skills
- NT **Needs more Time** to develop

Students in grades 3-8 use the following grading scale:

Grade	Percentage	GPA
A+	100	
A	94	4.00
A-	90	3.67
B+	87	3.33
B	84	3.00
B-	80	2.67
C+	77	2.33
C	74	2.00
C-	70	1.67
D+	67	1.33
D	64	1.00
D-	60	0.67
F	<59	0.00

## **HONOR ROLL**

Beginning in 3<sup>rd</sup> grade, students will be recognized for their academic achievements. The following categories will be awarded quarterly:

Principal's Scholar	4.00
Honor Roll	3.00-3.99
Honorable Mention	2.67-2.99

## **RESPONSIBILITY, COOPERATION, AND COMMUNICATION**

Positive communication is essential. The staff always considers the best words, tone and body language to use when speaking with a student and/or parents or legal guardians. It is expected that all will show a spirit of cooperation. Conversations will be conducted in private so that privacy is respected. Emails, notes, and phone

conversations are considered an appropriate way to communicate any concern a teacher may have.

Communication should be proactive and can be made through various ways such as: Remind app, signs in the driveway, emails through FACTS/SIS, notes, and phone conversations. Parents or legal guardians should use FACTS/SIS email. Please remember to check for these emails and respond in a timely manner.

Parents or legal guardians will create a healthy working relationship with the teacher and help to support their child's learning needs at home. If questions arise, please contact the teacher in a timely manner. Parents or legal guardians also need to take an active role in assisting students when they have homework.

## **VOLUNTEERS AND FIELD TRIP CHAPERONES/DRIVERS**

ICJA welcomes volunteers, chaperones, and drivers. Due to very stringent rules set forth by the Florida Conference of Seventh-day Adventists, only those who have completed the Verified Volunteer process may act in these capacities. There is a step-by-step process that must be followed and is set forth on a separate sheet that may be obtained at registration or any other time during the school year. In addition, there are some guidelines listed below:

- Completion of the Verified Volunteer online training at [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist).
- Successful completion of the Livescan fingerprint background check prior to the trip or any other volunteer service within the school.
- A copy of your current driver's license on file in the school office.
- Fill out the Education Department Volunteer Driver Form.
- Provide a copy of the current vehicle insurance identification card to have on file in the school office. Liability and medical coverage must match Florida Conference of Seventh-day Adventist requirements of \$100,000/\$300,000 liability limits. When a volunteer drives their own vehicle, it is their insurance that would be responsible should there be an accident.
- Be at least 21 years of age.
- Work cooperatively with the teachers and school staff members.
- Follow the trip plan developed by the teacher.
- Dress modestly.
- Possession and use of drugs, alcohol, tobacco, and vaping are not allowed on field trips.

- Administering medication (prescription/nonprescription) to a student, other than your own child, is not allowed during the trip.
- Cell phones are to be used for emergencies only. Do not conduct any business on your cell phone during child supervision.
- In an emergency, you may use a first aid kit or call 911 if needed. The teacher in charge will carry the Consent to Treatment forms.
- No unauthorized stops will be made for snacks or restroom. Notify the teacher if a restroom break is needed.

Please be aware that being a volunteer does not mean that you have unlimited access to your child's classroom. Volunteer duties are only those which have been arranged between you and the classroom teacher. At no time can you bring a child or any other visitor to be with you when you volunteer for ICJA on its premises.

## **SECTION VI: STUDENT ATTIRE AND PERSONAL APPEARANCE**

### **GENERAL SPECIFICATIONS**

ICJA has chosen to implement a uniform and appearance policy, which is designed to promote school success. All ICJA students are required to wear chosen uniforms each day. Uniforms keep students looking neat and orderly. They must be clean and presentable, and we expect each student to come properly bathed and groomed. We wish the students to learn the importance of cleanliness and proper daily hygiene. Parent's or legal guardian's cooperation is expected to make sure children come to school well groomed and smelling fresh and clean. The school will contact the parents or legal guardians if their child does not exhibit these hygiene principles.

Parents or legal guardian must ensure that students are dressed properly before they leave home. If a student comes to school without the required uniform, ICJA administration may provide what is needed. If there are gently used items available, there will be no charge, but if new items must be used, the cost of the item will be added to the school bill. Students should wear the uniform the entire day. This policy applies to all school functions and programs as determined by faculty and administration.

- Uniforms must be the appropriate size modestly fitting each student.
- Sweatpants are not to be worn.
- Caps, hats, and sweatbands are to be removed once in the school building.
- Clothing that is dirty, torn, frayed, too form fitting or tight should not be worn.

- Hairstyles should be appropriate for school, neat, and clean; extremes in hair styles and hair colors are to be avoided.
- Jewelry is not permitted. Students with pierced ears may not wear earrings during school hours or events. Watches and medic alert jewelry may be worn. Jewelry may not be worn during off-campus or church events.
- Make-up is discouraged; if worn, it must be natural looking, including nail color.
- Closed-toe shoes must be worn at all times. Crocs cannot be worn. Open toe shoes are not school attire.
- If a hooded outer garment is worn, the hood should remain off the head during school hours.
- Stick-on tattoos are prohibited, as is writing on skin and/or clothing.
- Perfume should be avoided as it causes allergic reactions in some students.

## **UNIFORM SPECIFICATIONS**

- Royal blue, green, teal, purple or white polo shirts with the ICJA logo may be ordered and purchased at the beginning of each school year. The “Friday” t-shirt, official gym t-shirt, and special event t-shirts (such as Outdoor School) may be worn on Fridays.
- Bottoms must be Khaki/Tan or Navy Blue. These include shorts, plain skirts, skorts, and pleated skirts (no more than 3” above the knee), capris, and pants. Clean, un-frayed/cut jeans may be worn on Fridays.
- Shorts should be worn under skirts that will cover the underwear.

The principal and teachers determine whether students are complying with the dress code. In the event that a student’s appearance is not consistent with ICJA’s uniform standards, the principal or the office staff will contact the child’s parents or legal guardians to request corrective measures. Students out of compliance may be given a uniform referral. Parents or legal guardians will be notified after two referrals. Students who receive five referrals will be asked to appear before the Discipline Committee and may be asked to withdraw if compliance to the dress code will not be supported consistently.

## **INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

ICJA offers internet access for all students for educational purposes only. The internet access is under the auspices of ICJA and has **NOT** been established as a public access service or public forum. The school has the right to place responsible restrictions on the

material students access or post through the system. Students are also expected to follow the rules as set forth in the Internet Acceptable Use Policy Agreement.

Students may not use the ICJA internet connection for non-school personal or commercial purposes. This means that they may not offer, provide, or purchase products or services through the ICJA school connection. The following rules also apply:

- Students should not be on social media sites such as Facebook, Instagram, Twitter, e-mail accounts, or shopping sites during school time. Doing so is a serious offense and will receive disciplinary action.
- Students will not post personal contact information about himself/herself or other people. This includes the name, physical description, address, phone number, school name, work address, or email address for himself/herself or any other person.
- Students will promptly disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable.
- Students will not attempt to gain unauthorized access to any other computer system, another person's log-in, or access another's personal files. These actions are illegal even if only for the purpose of browsing and will receive disciplinary action up to expulsion.

## **SECTION VII: SCHOOL DISCIPLINE AND RECONCILIATION POLICY**

### **BEHAVIORAL STANDARDS**

ICJA is a spiritual and academic community. The discipline process addressing behavior issues that may arise is meant to be a guide with redemptive measures in place. The school administration and ICJA School Board reserves the right to discipline in a manner deemed appropriate. When a student exhibits inappropriate behavior, counseling and redemptive measures will be employed whenever possible. There are times, however, when the school cannot meet the needs of the student. In such cases, the student may be asked to withdraw from school. In every case, individual situations will be considered. It should be noted that poor attendance may lead to a situation where a child may be asked to withdraw from school.

### **DISCIPLINARY PROCESS**

In an effort to provide understanding of the disciplinary process at ICJA, levels of offenses have been established to effectively manage behavioral issues at appropriate levels of the offense. Each phase of the process is as follows:

- Classroom teachers
- Principal
- School Discipline Committee
- ICJA School Board

The teacher may handle classroom disruptions at their own discretion. When inappropriate student behaviors are repeated or escalate, the teacher may use progressive consequences such as warnings, time-outs, temporary removal from the classroom, or loss of recess. The teacher will maintain a classroom record of offenses and consequences for each student. It is at the teacher's discretion when to inform the parents or legal guardians and/or principal.

ICJA will deal with serious behavioral issues in violation of general student safety, academic, and spiritual expectations of ICJA. These issues will be referred to the principal for consequences and must include documentation of the conference between the teacher and the parents or legal guardians by phone or in person. The principal must document their assessment of the student's understanding of the infraction committed along with a plan to keep these infractions from repeating. Other actions that may help the student can include additional parent or legal guardian conferences or suspension from school depending on the severity of the offense. Should the student be referred to the principal for the same offense three times, the matter will be referred to the Discipline Committee.

The school Discipline Committee will communicate with the teacher, the student, the parents or legal guardians and the principal. It is at this juncture that the student may be placed on probation and/or referred to the School Board to determine whether the student should be suspended or expelled.

- Suspension may be served in two ways. First, as an in-school suspension of up to three days where the student will not participate in any school events but remain in the office while doing the schoolwork covered in each suspension day. Secondly, as an out-of-school suspension for up to three days at which time, the student will have three days once they return to make up any missed work.
- ICJA does not tolerate behaviors that cause harm to students and/or those around them. A student who exhibits the behaviors listed below must be immediately removed from the school grounds by their parents or legal guardian. An immediate recommendation by the School Discipline Committee may be made to the ICJA School Board that the student be expelled. The student may not be

allowed on the school grounds until the School Board has met with the student and their parents or legal guardians.

- The issues that are considered very serious are:
  1. Possession, use, sale, or solicitation of the following: alcohol, illegal drugs, tobacco/vaping products, other controlled substances, and over the counter drugs.
  2. Bringing a weapon of any kind to school.
  3. Illegal behavior such as sexual harassment, bullying, or physical assault.
  4. Vandalism to the school and its property. It should be noted that technology devices on loan to the student, textbooks (unless consumable) and library books on loan to the student if damaged or lost are the responsibility of the students and his/her family will be assessed a replacement or repair fee based on the age of the lost or damaged item.
  5. Broken technology items will have fees applied per the internet use agreement form.
  6. Documented cheating of more than three times.

## CLARIFICATION OF INAPPROPRIATE BEHAVIORS

For the sake of clarity, the following is an explanation of inappropriate behaviors. These behaviors will receive disciplinary action appropriate to the incident.

- Cheating—Cheating consists of receiving unauthorized assistance on a quiz or exam or any assignment; offering such assistance; using hidden material (i.e., handheld devices, computers, phones, laptops, iPads, etc.) to aid in taking a test, practicing deception of any kind, including plagiarism, in the completion of school assignments.
- Plagiarism—Plagiarism is a form of cheating and dishonesty. It includes copying materials from textbooks, research books, library resources, and internet resources without providing credit to the author of the articles. Faculty is trained to look for plagiarism both from written medium and internet sources. It also includes having someone else write your answers/papers for you. **Students who participate in cheating and/or plagiarism in grades 3-5 will be counseled and parents may be notified if the plagiarism persists. Students in grades 6-8 will receive a zero for the assignment, and their work will be shown to their parents if plagiarism occurs a second time. Repeated offenses may be referred to the Discipline Committee who will decide what course of action should be taken. Please understand that this a serious matter and expulsion is a possibility.**
- Dishonesty—Dishonesty consists of practicing deception of any kind or being untruthful in any manner. Theft—Theft is taking from any person, desk, backpack, or locker an item for the purpose of keeping it for themselves or hiding it from the rightful owner. This cannot be done as a “joke” or for any reason that is

considered funny. If a student finds a misplaced item, they must return the item to the teacher or owner as soon as it is found.

- Alcohol, Drugs, and Tobacco—ICJA does not allow transportation, possession, or distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-alike drugs), or distribution of any substance not labeled in accordance with the FDA on school property or at any school function.
- Hazing—ICJA prohibits any conduct or method of initiation in any school organization, club, or activity which could willfully endanger a person’s physical and/or mental health. Students conducting hazing activities upon other students will be immediately referred to the School Discipline Committee for appropriate disciplinary action.
- Bullying—In accordance with Christian philosophy, bullying is prohibited on ICJA school grounds, property immediately adjacent to the school grounds, at school sponsored related events, or through the use of technology or an electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or orderly operation of the school.
- Cyber-bullying—The above definition of bullying includes cyber-bullying, which means bullying through the use of technology or electronic medium.
- Dress Code—Students are expected to follow the established dress code guidelines at all times and respond immediately to needed corrections. Continued problems and refusal to immediately correct the problem will result in a referral to the administration for appropriate disciplinary action and may include removal from class until the violation is corrected.
- Misuse, damage, or destruction of the iPad, computer, or any electronic device on loan to the student--The internet use policy is a separate document that each student signs at the beginning of the new school year.
- Cell Phones—Cell phones must be kept in either backpacks or lockers on silent or turned off during the school day, and not be taken out for display or use without teacher permission. If a cell phone is confiscated, parents or legal guardians must retrieve the cell phone. **Under no circumstances may a student use a phone to take a picture or video of another student or school property. No picture or video may be posted on any platform. A student who abuses the use of a cell phone will receive serious consequences and may be expelled.**
- Harassment—Each person is to respect the rights of others. No student attending ICJA should suffer harassment of any form which includes any words, tones, body language or actions that make a person feel uncomfortable or insecure. There are many ways in which to harass another person. To make it as clear as possible, the following list is intended to illustrate the offensive nature of this type of behavior.

- Sexual harassment which includes verbal, graphic, or written comments.
- Pressure to engage in sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.
- Telling sexual jokes.
- Rude and/or sexual body language.
- Racial Harassment—Racial harassment includes verbal slurs, written, or physical conduct that denigrates or demonstrates hostility or aversion toward any student or teacher based upon race. Any behavior of this type is not permitted. To make it clear as possible, the following list illustrates the offensive nature of this type of behavior.
  - Name calling and insults.
  - Negative stereotyping.
  - Threatening, intimidating, or hostile acts.
  - Written or graphic material that shows hostility or aversion toward an individual or group.
  - Telling racially biased jokes.
- Vandalism—any attempt to damage school property, including faculty property, whether by carelessness, misuse, or willful destruction of objects or materials, will be assessed and charged to the student. This includes, but is not limited to writing on books, desks, furniture, or walls. Parents or legal guardians are responsible for restitution arising from damages to school property or harm to others done by their children when such occurs during school hours on school property or school sponsored activities. Such behavior can result in suspension or expulsion.
- Weapons and other dangerous devices—ICJA does not allow the use or sale of, possession of, or furnishing of illegal weapons, firearms, explosives, or other devices that may be considered a weapon, including martial arts weapons. If any such items are found in the possession of a student, it is an immediate expulsion.
- Inappropriate behavior —Any inappropriate verbal sparring, physical contact, fighting, pushing, tripping, clandestine meetings or inappropriate touching may be cause serious disciplinary action.

## **REASONS FOR EXPULSION**

ICJA does not tolerate behaviors that cause harm to students and/or those around them. A student who exhibits the behaviors listed below must be removed from the school grounds immediately by their parents or legal guardians. An immediate recommendation

may be made to the ICJA School Board that the student be expelled. The student may not be allowed onto the school grounds until the ICJA School Board has met with the student and their parents or legal guardians. The exception is bringing a weapon on school grounds; this calls for an immediate expulsion.

The other serious offenses are:

- Sexual harassment as defined above.
- Racial harassment as defined above.
- Physically hitting, fighting with another student.
- Inappropriate use of the internet.

## **DISCIPLINARY DECISIONS APPEAL PROCESS**

It is the policy of ICJA to provide an orderly process for students and parents or legal guardians to appeal decisions made by the faculty, administration, or Discipline Committee of the school. It is intended that decisions regarding students be solved in the early stage between teacher and student and parents or legal guardians. Should any decision made regarding the discipline of a student at any level of the process, parents or legal guardians may meet with the principal and ask for a different resolution. The ICJA School Board has the final authority for appeals not resolved at earlier stages of the process.

This appeal process should be made by letter that includes the decision that is being appealed and any new fact related to the appeal that should be considered. Within one week of the receipt of the written appeal, the responsible party will review the appeal for understanding, clarify the issues, and further seek parties involved. If no resolution is obtained, the decision may then be appealed to the next level in order:

- 1<sup>st</sup> level of appeal is to the principal.
- 2<sup>nd</sup> level of appeal is the school Discipline Committee.
- 3<sup>rd</sup> and final level of appeal is the School Board.

If the appeal level reaches the School Board, they have 14 days to consider the matter and give the final decision in writing to the student and their parents or legal guardians.

## **GRIEVANCE POLICY AND RECONCILIATION PROCEDURE**

On occasion, problems can arise between parents or legal guardians and a teacher. The following reconciliation procedure is based on Matthew 18 and II Corinthians 6. It is understood that the objective of all parties involved will be to proactively and constructively resolve the conflict in order to improve the educational experience and for positive personal relationships at and with ICJA.

1. The parents or legal guardians should first talk with the teacher involved and attempt to resolve the problem. The meeting and resolution or attempt at resolution should be documented and preferably signed by both parties.
2. If the problem is not resolved, the parents or legal guardian then will ask the school-sponsored school principal to help resolve the problem. The teacher, the principal, and parents or legal guardians shall meet together and discuss the problem documenting the resolution or attempt at resolution.
3. If the problem is not resolved on the school level, the parents or legal guardian will then contact the School Board chairperson who will set up a meeting with the principal, teacher, parents, or legal guardian to resolve the issue. This step requires the parents or legal guardian to state the problem to the School Board chairperson and teacher in writing. The teacher's response will also be in writing.
4. If the problem is still not resolved, the School Board chairperson will convene a formal meeting with the conference Office of Education superintendent. The superintendent will attempt to resolve the problems meeting with the parents or legal guardian, teacher, principal, and School Board Chair.
5. If the problem is not resolved, then the School Board should become involved. The parents or legal guardian, teacher, principal, and Educational Superintendent will present documentation of all the problems involved to get a board action and perspective on what has taken place within the limits of North American Division of Seventh-day Adventists requirements and restrictions.
6. If the parents or legal guardians are not satisfied with the results of the preceding step, the matter shall be referred to the Conference K-12 administrative body or its duly appointed committee that deals with such matters. The decision of the appointed committee shall be considered final.

## **SECTION VIII: FINANCIAL INFORMATION**

The local Daytona Beach Seventh-day Adventist Church and the Florida Conference of Seventh-day Adventists subsidizes a major portion of ICJA's operating costs. Their subsidy provides for operational costs such as the maintenance and cleaning of the building, utility expenses for the property, outdoor school, and a significant portion of the teacher's salary.

Upon acceptance, the school Treasurer or Principal will prepare the financial contract with each family. Note: Financial contracts must be completed for each student for the current year. These contracts outline payment plans and are signed by the parent / guardian, financial sponsors, and ICJA.

ICJA participates in the Step Up for Students Scholarship (SUFS) program and the AAA Scholarship Foundation program which gives financial assistance to families who qualify. While many students benefit from this assistance, it should be recognized that scholarships only pay a portion of school expenses. Therefore, the family is responsible for costs the scholarship does not cover. Students that do not have a scholarship are charged full tuition and fees. No student will be accepted or enrolled without a financial agreement that covers all expenses.

ICJA accepts tuition checks or money orders which should be made out to Indigo Christian Junior Academy. If a check is returned from the bank or a credit card is denied, ICJA may charge a \$25 fee to recover associated costs. Individuals have the option to pay by debit or credit card. This process can be set up during registration.

Parents or legal guardians must provide their picture identification and Social Security card as part of the registration and the financial verification process for admissions. This is required to provide necessary tax documents for tuition and childcare expenses used to file federal taxes. Financial forms with personal information are kept locked and secured.

Tuition rates are adjusted yearly and are made available before the end of the current year. The school operates on a 10-month financial calendar which is August through May. Monthly invoices are due payments due on the 1<sup>st</sup> of each month and are considered late after 10<sup>th</sup> of each month. Childcare for the prior month is billed with the tuition invoices and requires an active credit card on file that will be charged automatically each month. The application fee, registration fee, technology fee, uniform orders, and the first month's tuition are due at registration. Tuition is divided into ten equal invoices which are sent home on the 1st of each month starting in September.

Transcripts and diplomas will not be released until account balances, including all miscellaneous charges, are paid in full. Morning care and Aftercare require a credit card provided at the time of registration and will be set up for automatic payment each month. If a credit card is declined, ICJA will accept payments in cash or money order. Personal checks will not be accepted for Morning care and Aftercare services. Students who have outstanding Morningcare and Aftercare charges that are two weeks overdue will lose their Morning care and Aftercare privileges until the account is brought current.

Accounts that have not been paid by the 10th of June or at time of withdrawal for the current school year will be sent to collections. A 1099 Tax form will then be submitted to the IRS for the amount of nonpayment of the outstanding balance if not brought current before the end of the tax year.

It is a binding contractual obligation on the part of the parent / guardian to pay the entire tuition charge for the student as specified on the current financial agreement regardless of attendance. Nonpayment of financial obligations is grounds for immediate dismissal for students. No portion of fees paid or outstanding will be refunded or cancelled due to any subsequent absence, voluntary withdrawal, or forced dismissal of students.