



Handbook for 2024-2025

Location:

401 N Williamson Blvd.
Daytona Beach, FL 32114

Phone Number:

386-255-5917

Email: indigo@flcoe.org

Hours of Operation:

School Begins 8:30 AM. Dismisses 3:15 PM, Monday through Thursday. Fridays, dismissal is 1:30 PM.

Morning Care: 7:00-8:00 AM

Aftercare: 3:30-6:00 PM M-Th, 1:45-5:00 PM Friday

Web Address:

www.indigochristianjunioracademy.org

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INDIGO CHRISTIAN JUNIOR ACADEMY HANDBOOK 2024-2025

Indigo Christian Junior Academy 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 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
- In its shortened version, our mission statement is "Learning, Loving, and Living in Christ."

VISION

ICJA will be a premier 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 or board members may 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, including an IEP if applicable, from their most recent school may not be admitted to ICJA. In addition, all new students (including Kindergarten) must present a birth certificate, a physical done within a year on Florida State form DH 3040 (or another valid source), and a record of immunizations on form DH 680 (or other valid form). All 7th graders must present a physical done within one year. Forms are available at the Brevard 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.

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 parents 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. All Step Up fees are prorated automatically.

Each new student's grade level will be assigned upon acceptance and will be determined by records from prior school or possibly a standard placement test administered by ICJA. The test results will give guidance to the classroom teacher.

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, preferential seating, and possibly grade retention. It may be necessary to refer the student to the public school in their district for further testing. In some cases, ICJA may not be the best choice of schools. Testing may determine that the student needs to be in a school that can meet their needs.

During the first 45 days of school, the teacher will observe 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 failing to complete the work assigned or is causing disruption in the class, the parents or guardians will need to find another school for the student. The parent or guardian will then sign the withdrawal form and pay all fees accrued to this point.

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 summary letter will be signed by all parties involved in the meeting and the student will be placed on probation for two weeks. Students who do not demonstrate improvement will be withdrawn from ICJA. The parent or guardian will sign the withdrawal form and pay all fees accrued to this point.

We strive to accommodate the needs of every student, however ICJA does not have necessary support services for some identified special needs are not accepted as students. As the year progresses, should any special needs be identified, this will be discussed with the parents or legal guardians as to whether these special needs can be accommodated by ICJA. If these needs are too great, the parent will be advised to seek help at their local public school.

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 forfeit their right to attend ICJA.

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
- Transportation Permission Form
- Field Trip Permission Form
- Media Release Form
- Student Medication Form (if applicable)
- Uniform Shirt Order Form
- Financial Agreement Form.
- iPad/Computer Use Agreement Form
- Morning Care and/or Aftercare Form

Additionally, the following items and procedures must be completed as a part of the administration process for all new students. 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 a 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 on Florida State form DH 680 or other valid doctor's form.
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 7th grade must present a doctor's physical exam that is dated within one year of the admission on Form DH 3040 or other valid doctor's form.
7. A copy of the student's birth certificate.
8. A scholarship award letter (if applicable).

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.
- 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 on page 8 must be completed before school is scheduled to begin or a student will experience delayed admittance until all documentation is complete. The application fee must be paid when the application is returned to the school. There is a discount for early payment.

STUDENTS REQUESTING ENROLLMENT AFTER FIRST QUARTER

If a student seeks admission to ICJA after the first quarter, the Admissions Committee should make an explicit inquiry regarding the parents' 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. The classroom teacher will interview the new student to help determine if the student should be admitted. For many reasons, no new students will likely be accepted after the beginning of the 4th 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 the 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: usually in September, January, and April. 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. In addition, MAP Fluency in Reading is given to grades K-3

SECTION III: SCHOOL HOURS AND ATTENDANCE

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

MORNINGS

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

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 3:45 PM will be sent to Aftercare and will be charged the daily fee. 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 Brevard County schools are closed, ICJA will be closed. In the case of facility

emergencies such as loss of electricity, the school will be closed, and parents or legal guardians will be notified as promptly as possible by email, text, or 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 only designated parking areas.
- 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 pick-up line.
- On an extremely rainy day, children may be dismissed from the church lobby under the church overhang.
- 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 will 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 or aftercare worker.

- 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.

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 which prepare the student for the day. The students are given time to store lunches, backpacks, 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 do not exempt the student from completing schoolwork that was missed.

When a student accrues any combination of 10 absences (excused or unexcused), the student will be placed on attendance probation. If a student misses 20% of the quarter, they forfeit all grades. Their names will be brought before the board and the Conference will be notified. If a student misses 20% or more of the entire school year, they may receive all F's on their report card. The Conference will be consulted regarding retention. Extenuating circumstances such as hospitalization, doctor's note, will be considered on a case-by-case basis. Attendance is a major issue in life. A student who is consistently absent cannot learn the material that prepares them for the next grade level.

ABSENCES AND LACK OF PUNCTUALITY

If your child is absent from school, please notify the school office by 9:00 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.

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
- Unusual reasons (such as a major traffic accident) are considered on a case-by-case basis
- A natural disaster (for example a student living in a flooded area)

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. Students may wear neat jeans with their Friday T-shirt, special T-shirt (e.g. Camp Kulaqua), or regular school attire, depending on the destination.

Out of school vacations are discouraged. In extenuating circumstances, students may receive up to five days excused absences. The parents or legal guardians must make every effort to submit a "Vacation Request Form" two weeks before the vacation. Absences beyond the 5 (five) 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 it is not possible to give two weeks' notice, please provide the teacher as much notice as possible. All work that the teacher gives must be completed or else it receives a zero.

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 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, if possible, though we do not have a “sick room.”
- Call 911 for all severe injuries, especially a head injury. We will always notify the parents as soon as possible.
- Perform required severe weather (hurricane, tornado) and emergency (fire, lockdown) 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.

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 a cabinet or drawer. 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 Morning Care and Aftercare programs.

STUDENT ILLNESSES

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 diseases 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 **Choice, Rest, Environment, Activity, Trust in God, Interpersonal Relationships, Outlook, Nutrition**. 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 should not be brought to school. This includes non-herbal teas. We will encourage your child to choose another drink in the future.
- Students may not call out for food to be delivered to the school.
- 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.

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 visitors 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 Morning Care, 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 parents must not talk with the teacher or students during this time. The teacher will call the parents to discuss the visit. All visitors must sign in. This does not include workmen such as electricians and plumbers.

Parents or legal guardians bringing lunch or picking up a child early must remain in their car 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 in the gym to store or prepare their child 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 treats 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 a **one-week advance** notice and approve of the plans. The parents or legal guardians involved must sign in and notify the principal 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 approximately 12:15 PM.

PARENT/TEACHER COMMUNICATION AND CONFERENCES

There will be three scheduled parent/teacher conferences each year. Each conference follows the end of the first, second, and third quarter. Additional individual conferences will be scheduled by the teacher as needed or requested by the parents or legal guardians. 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 regards to social interactions or grades. A parent may also email the teacher asking for an update on grades. **A parent may not post any information about the school on any social media. Concerns must be taken to the teacher first. In most cases things are resolved with parent-teacher communication.**

REPORT CARDS

Printed copies of quarterly grades will be issued at the end of each quarter. Parents are given the report card at each conference time. Report cards are mailed home at the end of the year once finances are cleared.

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	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	0-59	0.00

HONOR ROLL

K-2 students with outstanding grades and students in 3rd grade and up will be recognized for their academic achievements. The following categories will be awarded quarterly:

Principal's Scholar	4.00 (All I's)
Honor Roll	3.00-3.99 (At K-2 Teacher's Discretion)
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. Parents yelling at a teacher or another parent is unacceptable. Conversations should be conducted in such a way as to protect the privacy of all involved. Avoid discussions in the parking lot, at any school door, in a hallway, or on the playground. It should also be noted that no parent can approach another student to reprimand them without that student's parent present. In the case of any parent yelling or screaming on campus or speaking to a student without the student's parent present, 911 will be called. In addition, your child may not be invited to return next year.

Communication should be proactive and can be made through various ways such as: emails, texts, dojo, notes, and phone conversations. Parents or legal guardians may also email a teacher at their FLCOE web address if they have a question.

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.
- 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 is 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 the Florida Conference of Seventh-day Adventist requirements of \$300,000/\$100,000 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 guardians 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.
- Sweat pants or athletic wear is not to be worn.
- Black school hoodies that zip up the front with ICJA logos or plain black hoodies that zip up the front are now part of the dress code.
- Coats are a personal choice.
- Caps, hats, and sweatbands are to be removed once in the school building.
- Clothing that is dirty, torn, frayed, 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 or shoes with no heel cannot be worn. Open toe shoes are not school attire.

- 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 and staff members.

UNIFORM SPECIFICATIONS

- Purple and Blue polos with the ICJA logo are 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.
- Black school hoodies with our school logo or plain black hoodies may be worn.
- Bottoms must be khaki/tan, black, 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. It is very important that jeans are not frayed and full of holes. We are students to always look neat and presentable.
- 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 or the teacher 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 of 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 the Florida Conference Office of Education 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 student’s 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. The Florida Conference uses systems to block most questionable sites. No shopping or browsing of non-scholastic sites is acceptable. 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 themselves or other people. This includes the name, physical description, address, phone number, school name, work address, or email address for themselves or any other person. In addition, STUDENTS MAY NOT TAKE PICTURES ON THEIR PHONES OF ANY PERSON OR PLACE ON CAMPUS. NOTHING ABOUT ICJA, INCLUDING PICTURES, IS EVER TO BE POSTED ON-LINE. THIS IS A SERIOUS OFFENSE AND CAN LEAD TO EXPULSION.
- STUDENTS MAY NOT SHARE THEIR PERSONAL EMAIL, PASSWORDS, OR PLAY INTERACTIVE GAMES WITH OTHER STUDENTS OUTSIDE OF SCHOOL HOURS.
- 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. In minor cases (e.g. saying someone is dumb) ICJA does not hand out discipline for incidents that are reported more than two days after the incident.

Prompt reporting is so important. If an event happens on Friday, the report must be given to the classroom teacher on Monday. However, in cases that involve serious offense such as: sexual harassment, racial slurs and other forms of racial harassment, derogatory words and suggestions, physical violence, threats made to any individual, and vandalism there should be a reasonable time period for reporting these cases. However, the sooner the staff knows the better we can respond. Please note that consequences will be given out for such behavior at the time it comes to the attention of any school staff member if reported in a reasonable time period. **All reports should be given to the classroom teacher first.** It is always best to share information immediately. It is very important to help your child speak up if they see any inappropriate behavior or personally experience any of the behaviors listed under *Clarification of Inappropriate Behaviors*. Each phase of the process is as follows:

- **Classroom teachers**
- Principal/Associate 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/head teacher 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/head teacher 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, an in-school suspension of up to three days where the student will not participate in any school events but remain in the office (or isolated) 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 behavior 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 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 student, and his/her family will be assessed a replacement or repair fee based on the age of the lost or damaged item. Broken technology items will have fees applied per the internet user agreement form.
 5. Documented cheating more than three times. This includes plagiarism and use of AI.

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 (ie. 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 (including use of AI) in grades 3-5 will be counseled and parents may be notified if the problem persists. Students in grades 6-8 will receive a zero for the assignment, and their work will be shown to their parents if this 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 is 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/Vaping—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 on 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 backpack or lockers on silent or turned off during the school day. This includes during the before and aftercare

program. Cell phones may not be taken out for display or use **without teacher/staff permission**. Parents or legal guardians must retrieve confiscated cell phones. Under no circumstances may a student take a picture of another student. Posting a picture of a student online taken at the school, school event, or playground area is an expellable offense. Doing such exposes the students involved with potential exposure to a predator. It also may give away the location of the student or the school.

- 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:
 - 1. Name calling and insults.
 - 2. Negative stereotyping.
 - 3. Threatening, intimidating, or hostile acts.
 - 4. Written or graphic material that shows hostility or aversion toward an individual or group.
 - 5. Telling racially biased jokes.

These behaviors should be reported to the classroom teacher as soon as possible for proper investigation. If a student is afraid to report this information an investigation will be conducted as soon as the student speaks up. Because of the serious nature of this type of harassment consequences will be given even if some time has passed. However, if much time has passed, we may not be able to determine consequences.

- 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 damage to school property or harm to others done by their children when such occurs during school hours on school property or during 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 cause serious disciplinary action.
- Mental Health Issues—While mental health issues often are difficult to spot, ICJA reserves the right to withdraw a student who exhibits unresolved mental health issues.

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 campus; 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.
- Taking a picture of a person at school and/or posting a picture of a student online.

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:

- 1st level of appeal is to the principal.
- 2nd level of appeal is the school Discipline Committee.
- 3rd 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 problem 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 Cocoa Seventh-day Adventist Church and the Florida Conference of Seventh-day Adventists subsidize a major portion of ICJA's operating costs. Their subsidy provides for operational costs such as the maintenance and cleaning of the building, purchasing textbooks and many other school materials, and taking care of the building and property.

ICJA participates in the Step Up for Students (SUFS) scholarship programs and the AAA Scholarship Foundation program which gives financial assistance to families who qualify. While many families benefit from this assistance, it should be recognized that scholarships only pay a portion of school expenses, therefore the family is responsible for what the scholarship does not cover. Families that do not have a scholarship are required to pay full tuition and fees. No student will be accepted or enrolled without first paying the admission fee at the time the application form is presented. Parents must have a plan that covers all expenses.

ICJA accepts cash or money orders which should be made out to ICJA. A credit card payment plan may be set up at registration. Parents or legal guardians must provide their

picture identification and show a Social Security card as part of the registration and the financial verification process necessary for admission. This is required to provide necessary tax documents for tuition and childcare expenses used to file federal taxes. The financial forms are kept locked and secured.

Tuition rates are adjusted yearly and are made available before the end of the current year. The school months are August through May with the monthly payments due each month September through June. A non-refundable application fee is due with each new and returning student application, scholarship recipients included. The registration fee, technology fee, uniform orders, and the first month's tuition are due at registration unless a student is on a Step Up or another type of scholarship such as AAA. Tuition and the fees mentioned above are divided into ten equal invoices which are sent home on the 1st of each month starting in September.

All accounts must be settled no later than the 10th of June for report cards/and or school records to be released. Morning Care and Aftercare must be paid by cash or with credit card which is set up at registration. If a credit card is declined, ICJA will accept payments in cash. No checks are accepted for Morning Care and Aftercare. Any family who has not paid their Morning Care and Aftercare charges for 6 weeks may not be able to have their child in Morning Care or Aftercare. In the case of a extreme financial hardship, the parent may write a letter detailing their plan for payment. All parents who withdraw their child from school before the end of the school year need to sign a withdrawal form and bring all accounts up to date.

Accounts that have not been paid by the 10th of June or at time of withdrawal 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 year the debt was incurred.