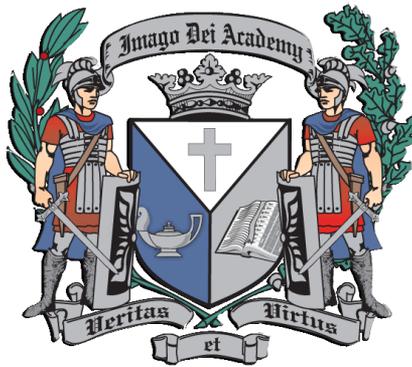


# IMAGO DEI ACADEMY

1100 Michigan  
Alamogordo, NM 88310  
575-434-3903



## Parent/ Student Handbook

Updated February 2016

# Table of Contents

## General Information

<i>Mission Statement</i> .....	3
<i>Vision Statement</i> .....	3
<i>Statement of Faith</i> .....	5
<i>School History and Governance</i> .....	6
<i>Philosophy of Education</i> .....	7
<i>School Goals</i> .....	8
<i>Parent Involvement</i> .....	9
<i>Student Health Records</i> .....	10

## Academic Program

<i>Admissions</i> .....	10
<i>Homework Philosophy and Guidelines</i> .....	13
<i>Grading Guidelines</i> .....	14
<i>Learning Disabilities Guidelines</i> .....	14

## Discipline Policies

<i>School Rules</i> .....	15
<i>Etiquette Guidelines</i> .....	16
<i>Discipline Policy</i> .....	16
<i>Dress Code Policies</i> .....	18
<i>Attendance Requirements</i> .....	22
<i>Technology Policy</i> .....	24
<i>Grievance Policy</i> .....	30

## Other Information

<i>Special Events</i> .....	31
<i>Campus Hours</i> .....	32
<i>Class schedule</i> .....	33
<i>Students Drop Off</i> .....	33
<i>Students Pick Up</i> .....	33
<i>Campus Visitors</i> .....	33
<i>Change of Address</i> .....	33
<i>Conference Scheduling</i> .....	33
<i>Lost and Found Items</i> .....	33
<i>Lunch Program</i> .....	33
<i>Who to Call</i> .....	33

## **Mission Statement**

Imago Dei Academy partners with parents to provide a Christ-centered, classical education, developing life-long learners who wisely and eloquently impact culture as image-bearers of Christ.

## **Vision Statement** **Disciplined in Truth, Wisdom, and Eloquence**

The vision of Imago Dei Academy is to provide an education that is inherently different in philosophy and content than that which is currently offered in the government and private school setting of the Tularosa Basin and surrounding area. We wish to partner and associate with like-minded people who will help us communicate the school's message to the world, and to help us train the next generation of Christian leaders. Thus our vision encompasses the following four areas.

### *The Student*

The aim of Imago Dei Academy is to graduate young men and women who are wise and eloquent image bearers of Christ and who:

- think clearly and listen carefully with discernment and understanding;
- reason persuasively and articulate precisely;
- recognize cultural influences as distinct from biblical influences, and who are unswayed towards evil by the former;
- are well-prepared in all situations, possessing both information and the knowledge of how to use it;
- are socially graceful and spiritually gracious;
- are equipped with and understand the tools of learning;
- desire to grow in understanding, yet fully realize the limitations and foolishness of the wisdom of this world;
- have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction;
- can distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ;
- reflect a lifestyle of faith-based and heart-felt obedience to God's divine order of relationships and personal conduct;
- demonstrate loyalty to God's Holy Nation and Royal Priesthood;
- possess these with humility and gratitude to God.

### *The Staff*

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Imago Dei Academy. We desire our staff to:

- be professional and diligent in their work;
- be gifted in teaching, loving their students and their subjects;
- clearly understand classical education, how it works in their classroom and how their work fits into the whole;
- possess a lifelong hunger to learn and grow;
- have opportunities to be refreshed and renewed;
- coach and nurture new staff;
- serve as academic mentors to students; and
- mature in Christ, growing in the knowledge of God, with their own children walking with the Lord.

### *The Family*

Imago Dei Academy strives to operate as a servant to the family, believing that Scripture clearly places authority for education in the hands of parents, not state and federal governments. For our parents we:

- intend to cultivate a sense of responsibility for the school, and to see them well informed about the goals of our classical and Christ-centered approach;
- desire them to grow with the school, to be involved in and excited about the journey; and
- aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir one another to love and good works.

### *The Community*

Finally, in our relationship with our community, we aim to be above reproach in our professional relationships and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## Statement of Faith

The statement of faith adopted by the Imago Dei Academy is limited to primary Christian doctrine which is considered to be central to all Christian denominations and which sets Christianity apart from other faiths. For our purposes, a Christian is one who has heard the word of truth, or Gospel (Col 1:5), as summarized in the statement below and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Romans 10:9-10).

### *We believe ...*

- The Bible to be the inspired, the only infallible, authoritative Word of God. The Bible is the final standard of belief and conduct, as interpreted by the IDA School Board. (1 Timothy 3:16; 2 Peter 1:21).
- There is one God, eternally existent in three persons, Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent (Matthew 28:18-19; Mark 12:29; John 1:14).
- In the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Matthew 1:20-23; John 1:1, 14; *Acts* 1:11; Hebrews 7:24-26).
- The Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. His death made atonement for the sin of the world and is efficacious for all who repent and believe (Hebrews 7:25; Hebrews 9:12-15; Ephesians 1:7; Colossians 1:14; John 11:25).
- That salvation from eternal punishment and restoration to fellowship with God is secured only by His grace through faith in Christ, and all who receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (John 3:16; Titus 3:5; John 3:3; 14:16-17; Ephesians 2:8-9).
- That faith without works is dead (James 2:26).
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (John 3:3-7; Ephesians 2:1-5).
- In the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of

damnation (1 Corinthians 15:51; Revelation 20:11-15).

- In the spiritual unity of all believers in our Lord Jesus Christ (Hebrews 10:25; Ephesians 1:22-23).
- In the importance of Christians reaching into all the world to call people to faith in Christ and helping influence their world for good (Matthew 28:18-20).
- In the life-long covenant of marriage between one man and one woman, and that all forms of sexual activity outside marriage are sin. (Genesis 2:18-24, I Corinthians 7:1-2)
- In the inherent image-bearing of God's human creations, with each person to reflect His image as male or female, behaving in a manner according to biological gender. (Genesis 1:26-27, Matthew 19:4)

Imago Dei Academy has also adopted the first two chapters of the Westminster Confession (a requirement for membership in ACCS), as well as the Apostles' Creed, the Nicene Creed, and the Definition of Chalcedon, all contributing to the foundational beliefs that undergird the school's statement of faith.

## **School History and Governance**

*Imago Dei Academy*, which means “image of God” in Latin, began in 2008 as the vision of a small group of teachers and parents who are passionately dedicated to Christian education. Their vision grew into the reality of Imago Dei Academy, a school committed to partnering with parents, and dedicated to providing an excellent education – a classical Christian education- to the families of the Tularosa Basin. We encourage our students to love learning, think clearly, communicate eloquently and engage in a lifelong pursuit of wisdom.

*Imago Dei Academy* is an independent, non-denominational, board-administered classical Christian School.

*Imago Dei Academy* is managed by the Board of Directors of said Association (hereafter referred to as the School Board) and its appointed Headmaster. The Board Policy Manual is intended to provide guidelines and directives from the School Board to the Headmaster regarding general policies, operations, and guiding philosophy of the school. It contains critical information for implementing management plans and operations essential to meeting and maintaining the school objectives stated in the Imago Dei Academy Association By-laws.

## Philosophy of Education

While most Christian schools agree on certain fundamentals, it is imperative that parents scrutinize the beliefs on which a school is founded prior to enrolling their children. We believe that parents must be clear on the philosophical elements that distinguish our approach to education from others. The education provided at Imago Dei Academy is founded on the following:

- We believe that all education is discipleship. There is no neutral truth. To disciple is “to teach; to train, or bring up; to convert to doctrines or principles.” (Webster, N. 1928).
- We believe that the Bible clearly instructs *parents* to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible.
- We believe that God's character is revealed not only in His Word, but also in every facet of creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- We believe that all truth is God's truth. God created everything we can observe, test, understand, and experience, and He is in control of it. As a result, all academic content is viewed from the perspective that it all comes from God, with the educational process centered on both the living and written Word.
- We view each child as God's image-bearer. We believe that "... the life of the covenant child should ever increasingly become a true inflection of the life of Christ that is born within the heart" (Berkhof & Van Til, 1990, p. 81). Each student is deserving of the opportunity to manifest the image of God in his or her life and thus, one of the commitments of Imago Dei Academy is to employ a process of education that *draws out* that which inherently resides within each student (Cox, 2001).
- We believe that nurture and enhancement of the *imago Dei* qualities helps diminish learner frustration and promotes learning. As a result, we endeavor to draw out "... *imago Dei* qualities like love, dignity, trust, security, authority, jurisdiction, self-discipline, dominion, worship, morality, creativity, eternity seeking, competence, destiny/purpose, and excellence" (Cox, 2000, p. 14) in each student by

- placing Scripture at the core of all learning.
- Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God’s Word to every aspect of life. If you are in agreement with the teachings of God’s Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God’s truth.

### **School Goals**

Imago Dei Academy provides a Christ-centered, classical education that seeks to achieve the following goals in all levels of our program and teaching:

#### ***Christ-Centered***

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
2. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40);
3. Encourage every student to begin and to develop his relationship with God through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15); and
4. Prepare young people to be image-bearers of Christ within their local community.

#### ***Classical***

1. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
2. Encourage every student to develop a love for learning and live up to his academic potential; and
3. Provide an orderly atmosphere conducive to the attainment of the above goals.

#### ***Definitions***

**Grammar:** The fundamental rules and vocabulary of each subject.

**Logic:** The ordered relationship of particulars in each subject.

**Rhetoric:** How the grammar and logic of each subject may be clearly expressed.

## Parent Involvement

*Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4*

As a support and extension of the family unit, Imago Dei Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Imago Dei Academy we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. **Communication is imperative. Please read all notes, emails, texts, and other school-related messages. Parents must have a valid and working email address.** Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

- Assist in the classroom, regularly or infrequently. Arrangements must be made with the teacher concerned.
- Chaperone field trips and/or library visits.
- Serve as a story-teller, song-leader (chapel), guest artist, or offer special talents.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
- Share your experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer your help in the preparations for the many tasks related to annual fundraisers.
- Help host class parties at home or in the classroom.
- Attend all Parent-Teacher Conferences that are formally conducted. Informal conferences may be held any time at the parent's and/or teacher's request.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home!
- Offer specific assistance to serve on board-appointed committees.

## Student Health Records

1. All students attending Imago Dei Academy must have on record with the school office, either a current immunization record or an exemption statement according to New Mexico Code, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. All students must provide proof of health insurance.
3. Prescription medications will only be given to students at Imago Dei Academy when the following criteria are met:
  - The school office must receive a written notice from the prescribing doctor that includes the name of the medication, the dosage, and the time and frequency of administration. This form will be kept in the student's file at Imago Dei Academy.
  - The parent(s) must provide permission, in writing, for the prescription medication to be given by the staff of Imago Dei Academy.
  - The parent must provide the medication in a properly labeled, original prescription bottle.
  - Non-prescription medications (such as Tylenol, Motrin, cough medicine, etc.) will not be given unless doctor ordered and with proper documentation. A general statement from the doctor reading **“as needed”** will not be accepted.
4. Every family must fill out the Emergency Medical Form. This form can be found on the application packet or obtained from the school office.

## Admissions

### I. *Admissions Philosophy:*

*Imago Dei Academy* is open to anyone interested in securing a Christian, classical education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Imago Dei Academy rules. It must always be understood that attendance at Imago Dei Academy is a privilege and not a right. This privilege will be forfeited by any student or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must demonstrate a desire to attend Imago Dei Academy and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

*Imago Dei Academy* does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, athletics, and other school-administered programs. Imago Dei Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Imago Dei Academy administration and to abide by its policies.

## II. *Admission Procedures:*

- A. Upon return of a completed application, if an interview with the family has not already been held, one will be arranged with the headmaster.
- B. After the interview, and after reviewing all the required materials (as stated on the application form), the headmaster will make the decision whether or not to admit the student(s). Entrance exams are administered to all new students.
- C. The headmaster will then notify the parents in writing with the decision regarding acceptance. If accepted, the parents will receive an acceptance letter and a Transfer of Records form.
- D. All financial arrangements between the family and the school must be understood before an admission is considered final.

## III. *Admissions Requirements for the Student:*

- A. A child must have reached the age of *five years* by October 1 of the fall in which he/she would be entering pre-kindergarten. He or she must be fully toilet trained (able to use the toilet independently and wash his/her hands). **Kindergarteners must have a change of clothing at the school in case of an accident.** If the accident requires more than a simple change of clothing, the parent or emergency contact will be asked to pick up the child.
- B. All new students applying for admittance must take and pass a placement exam.

- C. If a child has successfully completed the previous school year and his/her schoolwork and behavior compare favorably to the comparable grade at Imago Dei Academy, the child will be placed in the grade for which he/she is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, as evidenced by the entrance exams, with the parents' compliance, he/she may repeat the previous grade.
- D. The child should understand that his/her parents have delegated their authority to the school. Therefore, he/she is subject to the instruction and discipline of the teachers and Headmaster in their prescribed roles at Imago Dei Academy.

*IV. Admission Requirements for the Parents:*

- A. Though not required to be Christians, the parents of students at Imago Dei Academy should have a clear understanding of the biblical philosophy and purpose of Imago Dei Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's "Statement of Faith" in various and frequent ways within the school's program.
- B. The parents should be willing to cooperate with all the written policies of Imago Dei Academy. This is most important in the area of standards of conduct, discipline (see "Discipline Guidelines and School Rules") and school work standards, as well as active communication with the respective teacher(s) and administration.

## **Homework Philosophy and Guidelines**

### *Philosophy*

*Imago Dei Academy* may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

- Students often need some amount of extra practice in specific, new concepts, skills, or facts. There may not be enough time in a school day to do as much practice as necessary for mastery. Therefore, after using reasonable in-class time, the teacher may assign homework to allow for the necessary practice.

- Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
- The parents must be involved in the educational process by helping their students to learn how to manage their time, assisting with their assignments, and personally monitoring and evaluating their learning.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a corrective, as well as practical purpose.

*Guidelines*

Since homework takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. Necessity for homework will vary from grade to grade student to student. This guide should be regarded as average maximum times for most students; however, homework assignments may occasionally require more than the maximum time indicated.

<u>GRADE</u>	<u>MAXIMUM APPROX. TIME PER WEEK NIGHT</u>
K	15-20 MINUTES (infrequently)
1 <sup>ST</sup> - 2 <sup>ND</sup>	20-40 MINUTES (infrequently)
3 <sup>RD</sup>	30-45 MINUTES
4 <sup>TH</sup> - 6 <sup>TH</sup>	45-60 MINUTES
7 <sup>TH</sup> and up	1-2 HOURS

Students who are new to the school and/or are catching up in their studies may need to invest more time as they transition into the school.

**Grading Guidelines**

*Percentages and Grade Equivalents*

100% - 90%	A ("Excellent")
89% - 80%	B ("Surpassing")
79% - 70%	C ("Satisfactory")
69% - 0%	F ("Failing")

**An average of C or better for the year is required to pass all classes.** In the event that a student does not meet these requirements, there will be a required parent meeting with the Headmaster and/or teacher to discuss summer work or other arrangements such as repeating the course.

## ***Late Assignments***

Points will be deducted from late assignments as follows:

- 1 day late = 10% penalty
- 2 days late = 25% penalty
- 3 days late = 50% penalty

Assignments more than three days late will not receive credit, and will be recorded as a “0” in the grade book.

## **Learning Disability Guidelines**

*To clarify the educational goals of Imago Dei Academy: These guidelines apply to all students and teachers in all classrooms. For students **officially diagnosed** with a learning disability, reasonable classroom accommodations may be made without sacrificing educational integrity.*

**Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by parents. For example, Down’s Syndrome, deaf/mute, blind, etc.

**Learning Disability:** Any condition in potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by parents. For example, hyperactivity, Attention Deficit Syndrome, Dyslexia, Autism, etc. For purposes of these guidelines, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

### ***Guidelines:***

1. Children with severe disability will not be admitted to IDA due to lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic and behavioral standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## School Rules

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated. Obedience is defined as “acting upon an instruction RIGHT away, ALL the way, with a GOOD ATTITUDE every day.”
3. The following items are not allowed on school grounds, buses, on school-sponsored activities, etc.: chewing gum, electronic music devices, guns, knives, or any other weapons.
4. Two or more students may not hold a private party or any other unsupervised (by staff or another adult) activity anywhere on campus or at any school function, regardless of location.
5. It is our strong belief that the school is not the place in which romantic relationships between students should be cultivated or initiated. Public displays of affection are unacceptable and completely discordant with the goals of the school.
6. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all books distributed to the students. (Students will be charged for lost or damaged books.)
7. Cheating is widespread in academia today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable at Imago Dei Academy and is defined as...
  - a. copying an answer
  - b. working together on an assignment that was intended to be completed individually
  - c. looking on another student's paper during a test
8. **Cell phones must remain off and must be put away (locker, office, or other secure location) during school hours.** Students will not be allowed to call, text, or otherwise use the phone at school unless under direct permission and supervision of a staff member. A phone seen out by staff or students will be confiscated and the parent/guardian will be responsible for retrieving it from the office.

## Etiquette Guidelines

1. Boys hold doors for girls.
2. Girls get in line first.
3. Lines must be straight and silent.
4. Lunchroom etiquette:
  - a. Enter lunchroom quietly.
  - b. Girls are seated.
  - c. Boys are seated.
  - d. Calm quiet talk after prayer.
  - e. Eat politely.
  - f. Remain in seats until dismissed.
5. Stand when an adult enters the classroom for the first time each day.
6. Speak clearly and politely to the teacher, other adults and each other.

## Discipline Policy

The kind and amount of discipline will be determined by the teachers, and if necessary, the headmaster. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), swift/painful punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

**I. Office Visits:** There are four basic behaviors that will **automatically** necessitate discipline from the headmaster. Those behaviors are:

- A. **Disrespect/Rebellion** shown to *any* staff member. The staff member will be the judge of whether or not an infraction has occurred.
- B. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- C. **Fighting**, i.e. striking in anger with the intention to harm the other student(s). Verbal threats and threatening gestures are included.
- D. **Obscene, vulgar or profane language**, as well as taking the name of the Lord in vain.

The headmaster will determine the punishment earned by the student. The headmaster may require restitution, janitorial work, parental attendance during the school day with the student, or other measures consistent with

biblical guidelines which may be appropriate. If for any reason a student receives discipline from the headmaster, the following accounting will be observed.

1. The first *two* times a student is sent to the headmaster for discipline, the student's parents will be contacted immediately after and given the details of the visit. The parent's assistance and support in averting further problems will be sought.
2. Should the student require additional office visits for issues related to behavior a meeting with the student, parents, and headmaster will be scheduled within 24 hours. A plan to deal with the student's behavior will be developed and may include suspension.

**II. Suspension/Expulsion:** The IDA Board realizes that expulsion is a very serious matter and should always be dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral, the student may be suspended for a period of time or expelled for the remainder of the school year.

**III. Serious Misconduct:** Should a student commit an act with such serious consequences that the headmaster deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**IV. School Culture:** If, in the judgment of the headmaster and the IDA Board, as student's continued enrollment is a significant negative influence on other students, they have the right to see to expel that student for that reason, and apart from the process of office visits.

- a. Examples of such behavior include, but are not be limited to: student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing activities reflecting a clear disregard of Scriptural standards.
- b. Should the headmaster exercise this option, he will meet with the parents and the school board, and the board will make the final decision. The headmaster will meet with the parents to inform them of the board's decision. The parents will then have the option to withdraw their student to prevent expulsion.

V. **Re-enrollment:** At the discretion of the headmaster, in consultation with the Board, a student may be refused re-enrollment. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

IV. **Readmittance:** Should the expelled student desire to be readmitted to Imago Dei Academy at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

**DEMERITS:** To maintain consistency, we have established a demerit system. A demerit is a point assigned to a particular broken rule. If a student accumulates **5 demerits**, detention will be served the following school day so parents can make necessary arrangements. For grades 2 – 6, demerits will reset to zero each Monday. For grades 7 – 12, demerits will reset at the beginning of each month.

Demerit Points. One point will be given for each of the following:

1. Dress Code Violations (only one demerit per day).
2. Readiness Violations - not having materials needed for class.
3. Tardiness to class due to irresponsible use of time.
4. Poor treatment of others - general disrespect of other's property, name-calling, being unkind, etc.

There are some behaviors that are very serious and will automatically result in detention:

1. Fighting – physical contact with the intent of harming the other person.
2. Blatant rebellion against authority.
3. Inappropriate speech – vulgar language, filthy humor, discussion of inappropriate topics, etc.
4. Vandalism – Any intentional marking on and/or destruction of school or church property.

Students will not be allowed to do homework during detention. Students may spend time finding and/or copying Scripture that deals with their particular sin and write a paragraph describing how they will change their behavior. They may also be assigned general housekeeping duties, such as emptying trash, straightening the playground, etc.

2<sup>nd</sup> – 4<sup>th</sup> Grade Students: 30 minutes

5<sup>th</sup> – 12<sup>th</sup> Grade Students: 45 minutes

## Dress Code Policies

### *Philosophy*

In keeping with the school's basic philosophy of encouraging students to conduct themselves in a Christ-like manner both at school and within the community, IDA has developed guidelines for student dress and appearance. These guidelines shift the focus from outward appearance to internal character, and reflect a general appearance of IDA students that honors and glorifies God. This policy also aesthetically communicates that the students are working towards the same goals, as a team.

Imago Dei Academy students are required to attend school in neat and clean attire everyday, unless otherwise specified. Students are expected to adhere to the following guidelines. (Col. 3:17, I Peter 3:3-4)

### *General Uniform Requirements*

- All students enrolled at Imago Dei Academy are expected to attend school in uniform everyday unless otherwise specified by the administration. Students are free to mix and match among designated uniform components except when they are to wear "dress uniform" (i.e. chapel days, special occasions, or field trips). **This “dress uniform” consists of a navy polo with our logo embroidered on it, and khaki bottoms.** Students may wear chapel/dress attire any day of the week.
- All students are expected to be in school uniform from the time they arrive on campus until they have left the school campus.
- All students are required to be in uniform on the first day of school.
- New students, entering after the first day of school, are required to attend in uniform within two weeks of registration.
- Students not in uniform may be sent home with parents to change.
- **All shirts** must have collars and are to be worn **tucked in** at all times.
- **Only official school sweatshirts** that have been designated as part of the uniform may be worn in class.
- The final decision regarding compliance with the dress code will be made by the administration.

## *Specific Uniform Information*

*Uniforms are to be purchased in designated colors and styles, unless otherwise specified.*

- **TOPS:** Polo shirts may be navy blue, burgundy, heather (light gray, or white. Solid-colored boys' dress shirts and girls' blouses may be worn in the same colors as the polos. Turtlenecks worn alone are NOT part of the dress code, but may be worn under polos during colder weather if they are consistent with school colors.
- **BOTTOMS:** Pants, shorts, and skirts may be khaki or navy blue. Girls' jumpers can be burgundy/gray, navy/gray/ or navy/gray/khaki plaid. They may not be rolled or pinned.
- **Slacks and Capris:** Clean and hemmed, with belt loops and no more than 3 inches below the ankle. They may not be rolled or pinned. Cargo pants are not acceptable dress code.
- **Skirts, Skorts and Shorts:** May not be shorter than 2 inches above the knees (as measured from the floor to the hemline when the student is kneeling on the floor).
- Leggings or tight shorts (i.e. biking or running) may be worn under dresses/skirts/shorts. Under NO circumstance may they be worn as pants, and uniform bottoms worn over them MUST still meet the minimum length requirement listed below.
- Uniform-specific walking shorts may be worn by boys and girls, but may not be shorter than 2" above the floor while kneeling. Girls may wear shorts under their skirts or jumpers for active play such as P.E. and/or recess activities. These types of shorts may not extend beyond the length of the dress, skirt or jumper.
- PE shorts must meet the minimum length as other bottoms.
- **BELTS:** Mandatory; must be plain, black or brown, with a buckle no larger than 2 inches. Belts may not be embellished with studs, glitter or designs of any kind.
- **SOCKS:** Solid-colored socks only in navy, black or white.
- **SHOES:** Brown, black or white solid-colored (as can reasonably be found) dress, casual or tennis shoes with leather uppers. Brown or black dress boots are permitted. Cowboy boots in good, polished condition are acceptable. Snow boots, "UGG"- style boots (no suede, and no faux-fur or fleece embellishments showing on the outside of the boot), combat boots, and work boots are not in dress code. Pants will not be tucked into the boots. Boots must meet the heel requirement stated below.
- Girls 6<sup>th</sup> grade and lower may wear leather, closed-toe dress sandals.

- Shoes must be worn at all times and shoelaces must be tied.
- Casual sandals or slip-on shoes (including athletic wear) are not in dress code. No open-toed, shoes/sandals/"jellies", flip-flops, slippers, nor slip-on style shoes are permitted.
- No heels over 2 inches, or any other shoes which make safety a concern.
- **Piercings (Girls only):** No more than two pairs of earrings at one time in the ear lobe. Nose, tongue, belly, eyebrow, or other body piercing jewelry may not be worn. No piercings of any kind are permissible for boys.

### *Unacceptable Dress*

- Any item which is not a designated part of the school uniform, including but not limited to: Lycra or Spandex clothing, beachwear, tank tops, sheer blouses, strapless attire, excessively loose or tight clothing, midriff-baring tops, tattoos (temporary or permanent), dirty/torn clothing, distracting hairstyles, accessories, or jewelry, etc.
- Hats and caps (in class).

## **General Guidelines for Appearance (all students)**

### *Personal Cleanliness and Grooming*

- Regular bathing/oral hygiene is required.
- Make up is not permitted for girls under 7<sup>th</sup> grade. **Clear or flesh-toned fingernail polish may be worn.** Girls 7<sup>th</sup> grade and up may wear brown or black mascara. Girls 9<sup>th</sup> grade and up may wear natural-looking foundation that is well-blended. No eyeliner or eye shadow is allowed.
- Hair must be neat, clean and combed. Girls - hairstyles must be worn in a style off the eyes. Boys - hairstyles must be above the eyes and not below the top of ears or collar. No shaved patterns, mohawks, or other extreme hairstyles are allowed.
- Hair must be a naturally occurring hair color - no extremes in overall color, and highlights must blend well with the hair color. "Chunking" nor stripes are allowed. No bleached, tinted or streaked hair coloring is allowed.
- No facial hair for boys.

### *Clothing/Accessory Appearance:*

- Clothes must fit properly, be clean and in good repair (i.e. no holes/rips/frays/bleached out material). No tight, low cut or sagging clothing will be permitted.
- Clothes must be worn in the appropriate manner for which they were designed.
- Hair accessories (girls only) must be modest in appearance and not be a distraction.
- No hats and/or caps are to be worn during school hours (except during outside activities).
- Clothing may not display inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school.
- Lunch boxes/sacks, backpacks/book bags must adhere to the school's general standards of style, symbolism and/or design. **No** inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school are allowed. Please avoid pop-culture characters.

### **Attendance**

A student enrolled in Imago Day Academy is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. **Parents must call the office by 8:45 a.m. in order for the absence to be considered excused.** Students do not have the authority to excuse themselves.

### ***Emergency Absences***

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible. Homework requests called in by the parent/guardian prior to 12:00 noon will be available for pick up by the end of that day in the school office until the close of business. This allows time for teachers to gather materials and assignments.

### *Prearranged Absences*

Absences for extended trips, etc. during school days are highly discouraged as it negatively impacts the student and their learning environment. If the student is going to be absent for personal reasons more than three days, they will need to notify the teacher of the upcoming absence. This notification will allow the teacher to plan for collecting the student's missed assignments and class work during the absence. The student should pick up all missed work on first day back to school. The student will have one day for every day absent in order to complete all assignments.

### *Maximum Absences*

In the event the total number of absences for one quarter is equal to or exceeds five days in one quarter, or ten days for the semester, the student will not receive credit for that time period.

In the event a student is absent from a class, or from school, for more than ten days during one quarter (*for any reason*), the student's parents will meet with the headmaster (and teacher/s if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether *planned or unplanned*, is equal to or exceeds fifteen days in one semester, the student will not receive credit for that semester.

Upon a *written* request from parents, the school board is authorized to waive requirements set by other provisions of this policy. In doing so, it shall take into account the reason(s) for absence, student's mastery in all subjects, attitude toward work and study, and disciplinary record at school. This waiver is not guaranteed and will be determined on a case-by-case basis.

### *Tardies*

Tardiness is an issue of respect. Promptness communicates respect, while tardiness communicates disrespect. It is essential in that time is guarded carefully. When tardiness is not addressed firmly, it robs students of their learning.

There will be a small penalty for being tardy to be assigned by the teacher. For example, a student who is five minutes late may be required to stay in for a portion of their break. **Five (5) tardies is equivalent to one unexcused absence. A tardy is excused if it is due to an emergency or unavoidable circumstance.**

Students are expected to be in place for the opening ceremony at 8:00 a.m. Students arriving after 8:00 a.m. will be counted tardy in their first period class.

Grammar School (K--6<sup>th</sup>): It is the parent's responsibility to ensure their student arrives at school on time. Students may arrive 15 minutes prior to school start time. Tardiness to class is highly discouraged, and creates a critical break in the classroom teaching.

Logic and Rhetoric School (7<sup>th</sup>--12<sup>th</sup>): It is both the parent's and student's responsibility to ensure timely arrival. Students must be in class in their seats when the bell rings. Students are given a passing period to transition to and from classes, to acquire needed materials from their lockers, and to take care of any personal business. Students arriving to class after the designated passing time will be considered tardy and must obtain a "Tardy Slip" from the office prior to being admitted into class.

## **Imago Dei Academy Media and Information Technology Use Policy**

### ***Introduction***

IDA recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> Century technology and communication skills. To that end, we provide access to technologies for student as staff use, as reasonable and appropriate. This policy outlines the guidelines and behaviors that users are expected to follow when using school-provided technologies. These also apply when students use personally-owned devices on and off school campus, when it affects the reputation of the school and inner-school relationships.

### ***Technologies Covered***

IDA may provide internet access, desktop computers, mobile computers or Kindles, on-line collaboration capabilities, email and/or more. As new technologies emerge, IDA will attempt to provide access to them. The policies outlined in this policy are intended to cover all available technologies, not just those specifically listed.

## ***Usage Policies***

All technologies provided by IDA are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: protective measures; use of common sense; and “ask questions if you don’t know.”

### **Web Access**

IDA provides its users with access to the internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with school policies. Web browsing will be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn’t be, the user should follow protocol to alert a staff member. If a site is blocked and a staff member or student purposely attempts to circumvent the filter, disciplinary action will result.

### ***IDA Computer Network***

The network is intended for educational purposes.

- All activity over the network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result for misuse of school technologies.
- Users of the network or other technologies are expected to alert IDA staff immediately of any concerns for safety or security.

### ***Security***

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If users believe a device may be infected with

a virus, they should alert the school office. Users should not attempt to remove the virus or to download anti-virus software.

### ***Downloads***

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without permission from IDA staff. Files such as text, images, or videos should only be downloaded from reputable sites, and only for educational purposes.

### ***Netiquette***

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways never intended.

### ***Limitation of Liability***

IDA will not be responsible for damage or harm to persons, files, data, or hardware. While IDA employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to the effectiveness. IDA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### ***Staff Email***

The primary means of communicating via email will be through RenWeb. The backup will be through Gmail.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

## *Social Network Policy*

Recognizing that collaboration is essential to education, IDA may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

**Parents and students need to be aware that IDA teachers are advised not to be friends with students on social network sites including, but not limited to Facebook, Twitter, etc.** This recommendation is made as a means of protecting students from content that may be posted by other people on the teacher's site for which the teacher has no control.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

## *Student Personally Owned Electronic Devices*

The following guidelines should be followed related to personally owned electronic devices that includes laptop computers, tablets, smartphones, video games, and cell phones.

Students may not use personally owned devices at any time on school grounds during school hours, or during after school clubs and activities, unless under express permission, and in the presence of, a staff member. This policy is designed to protect students from the possibility of being exposed to inappropriate material on another student's phone or device. It also prevents the possibility of cyber cheating which has become a major problem in secondary schools and universities worldwide.

Students may not make phone calls on their personal cell phones during or immediately after school hours on IDA grounds unless the student's parent or a teacher is present when the call is made. If students need to contact a parent during the school day, they must use the phone in the school office.

All personal devices should be kept in the student's locker during school hours, and powered off.

Any misuse of personally owned devices will result in the device being taken from the student and placed in the school office until the end of the school day. On the first infraction, the device may be picked up by the

student at the end of the school day. All subsequent infractions will require the parent to pick up the device and additional disciplinary actions will be taken.

### ***Personal Safety***

If a student sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of an adult (teacher or staff if at school; parent if at home) immediately.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Users should never agree to meet someone they meet online in real life without parental permission.

### ***Cyberbullying***

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained.

### ***Examples of Unacceptable Use***

Users should not:

Use school technologies in a way that could be personally or physically harmful to themselves or others.

Search inappropriate images or content.

Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.

Try to find ways to circumvent the school’s safety measures and filtering tools.

Use school technologies to send spam or chain mail.

Plagiarize content found online.

Post personal identifying information, about themselves or others.

Agree to meet someone met online in real life.

Use inappropriate language online that would be unacceptable in the classroom.

Use school technologies for illegal activities or to pursue information on such activities.

Attempt to hack or access sites, servers, accounts, or content that isn’t intended for their use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### ***Violations of Policy***

Violations of this policy may have disciplinary repercussions, including:

- Notification to parents in most cases
- Suspension of network, technology, or computer privileges in extreme cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## **Grievance Policy**

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Imago Dei Academy operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

### ***Definitions:***

**Dispute:** Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Imago Dei Academy objectives and goals.

**Grievance:** Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

**Concern:** The substance and details of the dispute and/or grievance.

### ***General Guidelines:***

1. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

### ***Students/parents to teachers:***

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Headmaster. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should request a hearing from the school board.

*Parents/patrons to administrator:*

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Headmaster.
2. If the situation is not resolved, they should present their concerns to the IDA board.
3. This procedure applies to board members who are acting in the capacity as parents/patrons, and not as representatives of the IDA Board.

### Special Events and Programs

The following list of events, holidays, and programs is not meant to be entirely comprehensive. New ideas may be introduced at any time. These guidelines presented to illustrate what is intended to be a consistent approach to the school's involvement in special events and holidays.

***“Examine everything; hold fast to that which is good.” (I Thes. 5:21)***

Field trips will be scheduled so long as the trip is educationally or culturally justifiable. Students without signed permissions slips will not be allowed to participate.

<b>PROGRAM/EVENT/ HOLIDAY</b>	<b>DATE(S)</b>	<b>SCHOOL INVOLVEMENT</b>
<b>Staff Orientation</b>	Aug.	One week staff training
<b>Labor Day</b>	Sep.	No School
<b>Parent-Teacher Conferences</b>	Sep.	Parents meet with teachers. No school.
<b>Fall Break</b>	Oct.	One week off
<b>Halloween</b>	Oct.	<b><u>NO celebrations for this event, meaning no parties, costumes or decorations.</u></b>
<b>Thanksgiving Break</b>	Nov.	One week off. Emphasis and education on historical and

		biblical purpose of holiday.
<b>Christmas Break</b>	Dec.	Two weeks off (Major emphasis on Christ's birth and mission. Special evening program and class celebration)
<b>Martin Luther King</b>	Jan.	No School.
<b>Parent-Teacher Conferences</b>	Feb.	Parents meet with teachers. No school.
<b>Spring Break</b>	Mar.or Apr.	Two weeks off
<b>Good Friday/Easter</b>	*Apr.	Emphasis on Christ's work.

**\* Optional holiday depending on the timing of Spring Break. The Board may or may not include this day off on an annual basis.**

### **Campus Hours**

*School Office: 7:30 am – 4:30 pm*

*Classes: 8:00 am – 3:35 pm*

**Class Schedule times are subject to change annually.**

### **Student Drop Off**

Students should arrive at school from 5 minutes to 20 minutes before the official arrival time of 8:00 a.m. Tardy arrivals will be tracked in each academic quarter.

### **Student Pick Up**

Parents should arrive no later than 15 minutes after ending time of last class. If a child is to be picked up by someone other than a parent on a regular basis, a record of that person must be on file in the School Office. Photo ID must be shown by individuals, other than the parents, who are picking up a student for the first time.

### **Campus Visitors**

All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, students must go to the office first and get a pass.

### **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please call the school office or e-mail at headmaster.ida@gmail.com.

### **Conference Scheduling**

In the event of scheduling a Parent-Teacher Conference please contact your child's teacher.

### **Lost and Found Items**

The lost and found box is in the office, or otherwise designated location. Any items, including books, left in, around, or outside of the building will be placed in lost and found. The owner may claim items by checking with the office. Items that have not been claimed after 60 days will be given to a charitable organization. The school is not responsible for lost personal property. **ALL PERSONAL PROPERTY SHOULD BE MARKED WITH THE STUDENT'S NAME.**

### **Lunch Program**

*Imago Dei Academy* will not provide a lunch program. It is expected that every student will bring their own lunch. Please do not bring candy or soda in their lunches.

### **Who to Call**

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

#### **Question:**

Attendance issues  
Homework concern  
Calendar question

#### **Call:**

School office  
Student's teacher  
School office

