



Parent/Student
Handbook

Updated 2018

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ALAMOGORDO, NM 88310

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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 **Discipled 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 assigned at birth. (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 agree 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 the 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 the particulars in each subject.

Rhetoric: The clear expression of the grammar and logic of each subject.

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 to 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. Arrangements must be made ahead of time 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 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 based on race, color, national and ethnic origin in admissions policies, athletics, and other school-administered programs. Imago Dei Academy reserves the right to select students based on 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 to admit the student(s). Entrance exams are administered to all new students and all returning students if they have been away from IDA for more than a year.
- C. The headmaster will then notify the parents in writing with the decision regarding acceptance. If accepted, the parents will receive an acceptance letter. A Transcript Request Form is in the admission packet. Parents must give permission to the previous school to release academic and behavioral records.
- 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 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. Children must be able to clean and change themselves.

- B. If a child has successfully completed the previous school year and his/her schoolwork and behavior compare favorably to the corresponding 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. Should parents choose to proceed with the higher grade level, it is their responsibility to keep the student in pace with his/her peers.
- C. 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 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 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 ensuring they complete and submit 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 ST - 2 ND	20-40 MINUTES (infrequently)
3 RD	30-45 MINUTES
4 TH - 6 TH	45-60 MINUTES
7 TH 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 (70%) or better for the year is required to pass all classes. If 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. See attendance policy regarding missed work.

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/or staff to provide the educational services desired by parents. For example, Down’s Syndrome, some forms of Autism, deaf/mute, blind, etc.

Learning Disability: Any condition in a potential student which does not require a separate classroom, program, and/or staff to provide the education services desired by parents. Some examples are, but are not limited to: hyperactivity, Attention Deficit Syndrome, dyslexia, high-functioning Autism, etc. For purposes of these guidelines, it is important whether 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. Some

reasonable accommodations may be available on a case-by-case basis. For more information, contact the school office.

3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

Day to Day Operations

To ensure safety for all children, please read this carefully and be sure to follow all instructions implicitly. A drop off/pick up map may be provided at the start of the school year.

- Students may be dropped off between 7:40-8:00 a.m.
- Kindergarten and first grade students should be picked up a 3:25 unless they are involved in an after-school program.
- All other students should be picked up at 3:35 unless they are involved in an after-school program.
- Drivers should read signs and follow instructions of teachers and volunteers.
- Children must enter and exit cars on the right side to avoid walking between cars.
- Vehicles should pull as far forward in the line as possible and form **one, single file line**; DO NOT ALLOW GAPS BETWEEN CARS.
- CARS ARE NOT TO BE LEFT UNATTENDED IN THE DROP-OFF/PICK-UP PATH; traffic must flow as quickly and efficiently as possible.
- Parents, staff, or students who wish to speak with another adult or student should do so by parking their car in the parking lot to have the conversation away from the drop-off/pick-up line.
- Those who wish to park in the parking spaces out of the traffic path, must escort their elementary-aged child(ren) across the parking lot to and from the sidewalk.

Appointments and Meetings with Teachers, Staff, and Administration

1. **An appointment is required to visit any teacher, staff member, or administrator.** To schedule an appointment with an administrator, please call or stop by the school office. To schedule an appointment with a teacher or other staff member, please email

him/her. **No walk-ins please.** Please respect staff members' needs for family/personal time and refrain from calling and contacting them at home. All teachers have school email and phone messages may be left for them during regular business hours.

Staff and faculty will respond to your email communication within 24 hours, except on weekends. Faculty may also take longer to respond over school breaks.

2. Classroom Visits

Parents are encouraged to work with teachers to establish times to assist in the classroom. Teachers are happy to arrange conferences with parents or allow for classroom observations. Parents wanting to visit a classroom during the school day should set up an appointed time with the teacher and visit the office to sign in before going to the classroom.

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. A male and female student may not be alone in any room or any other part of

- the school together. If the teacher or other students are not there, they must wait outside the classroom, in public view.
6. Students are expected to treat the school's materials and 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
 - d. copying information from the internet and submitting it as one's own
 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 or heard 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 infraction 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 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 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 another student. Verbal threats and threatening gestures are included.
- D. **Obscene, vulgar, profane, or sexual language or conversation**, as well as taking the name of the Lord in vain.
- E. **Public displays of affection that may be construed as romantic in nature.** This will be at the discretion of the staff/administration.

The headmaster will determine the discipline 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 inappropriate behavior, the student may be suspended for a 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 by-passed, 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, a student's continued enrollment is a significant negative influence on other students, IDA reserves the right to see to expel that student for that reason, foregoing the office visit procedures.

- 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 and does not require accumulated office visits 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, the school board, or its delegated committee, will decide based on the student's attitude and circumstances at the time of re-application.

Plagiarism Policy. Plagiarism is defined as "...copying another's work or borrowing someone else's original ideas. Plagiarism includes, but is not limited to:

- a. to steal and pass off (the ideas or words of another) as one's own

- b. to use (another's production) without crediting the source
- c. to commit literary theft.
- d. to present as new and original an idea or product derived from an existing source” (Plagiarism 101, 2014. Retrieved from <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>)
- e. copying another student’s work and passing it off as one’s own
- f. copying and pasting information from the Internet directly into a document without documenting the source.

The consequences for plagiarism follow:

- a. **First Infraction:** Verbal/written warning.
- b. **Second Infraction:** Zero earned for assignment.
- c. **Subsequent Infractions:** Visit to headmaster with potential for suspension or expulsion. Adopted: June 23, 2008; Revised: May 15, 2011; Revised: December 1, 2013; Revised: January 23, 2017.

DEMERITS: A demerit is a point assigned to a broken rule. If a student accumulates 5 demerits, detention will be served after school on the first reasonable school day so that 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.

While immediate consequences of demerit reset, a record of the incidents remains in the student’s file. Should any student accumulate 10 demerits throughout a school year, the student and his/her parents will meet with the headmaster and representative(s) of the IDA Board.

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.
5. Public displays of affection

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

1. Fighting – physical contact with the intent of harming another 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.

2nd – 4th Grade Students: 30 minutes

5th – 12th Grade Students: 45 minutes

IDA Bullying Policy

According to the statutory regulation from the NM Department of Health, the definition, “‘Bullying’ means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student ...” (Title 6, 6.12.7.7)

IDA prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary for students to learn and achieve high academic standards; bullying, and other disruptive or violent behaviors that violate Biblical and moral codes of conduct, disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment.

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. The goal of these guidelines is to shift the focus from outward appearance to internal character, and to 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 are expected to attend school in uniform everyday unless otherwise specified by the administration. **Chapel dress consists of a navy polo with our logo on it, and khaki bottoms.** Students may wear chapel/dress attire any day of the week.
- Students are expected to be in school uniform from the time they arrive on campus until they have left the school campus.
- 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, or parents may be contacted to bring the appropriate uniform to school. Students will not attend classes out of uniform.
- **All shirts** must have collars and are to be worn **tucked in** always.
- **Only official school sweatshirts** ordered through the school may be worn in class.
- The final decision regarding compliance with the dress code will be made by the administration.

Cold Weather

- Decisions about cancelation of recess, or moving recess indoors, due to weather are made at the discretion of the teaching staff, office staff, or principal. Students should come prepared to go outside for recess.
- **The following guidelines are designed to help students learn responsibility and consequences. IDA asks parents to help their children understand the following:**
- Outerwear: Any child not bringing appropriate outdoor wear is not exempt from outdoor recess. Parents should help their children learn responsibility in this area.

Specific Uniform Information

- **TOPS:** 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.
- **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” 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 but may not extend below the hemline of the outer layer. Under NO circumstance may they be worn as pants, and uniform bottoms worn over them MUST still meet the minimum length requirement. Kindergarten – 6th grade girls should wear shorts under dresses or skirts for modesty on the playground and other activity.
- **BELTS:** Mandatory; must be plain, black, brown, or navy 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 school colors listed under “tops.”
- **SHOES:** 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. Boots must meet the heel requirement stated below.
- Girls 6th grade and lower may wear leather, closed-toe dress sandals.
- 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, nor 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 not designated as part of the school uniform is not, 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).



BOYS DRESS CODE



NAVY



KHAKI



NAVY



KHAKI



BELTS MUST BE "WORK" IF BELT LOOPS ARE PRESENT.



NAVY



BROWN



BLACK



WHITE



GRAY



NAVY



BROWN



BLACK

SHOES SHOULD BE PRIMARILY WHITE, GRAY, NAVY, BROWN WITH MATCHING LACES.

General Guidelines for Appearance (all students)

Personal Cleanliness and Grooming

- Regular bathing/oral hygiene is required.
- Make up is not permitted for girls under 7th grade. **Clear or flesh-toned fingernail polish may be worn.** Girls 7th grade and up may wear brown or black mascara. Girls 9th 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.
- 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 annual 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. 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 10:00 a.m. 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, parents 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. The student should pick up all missed work on first day back to school. The student will have one day for every day absent to complete all assignments. For absences exceeding one school week, parents should notify the teacher at least one week in advance to collect assignments before the absence takes place. Work is due the day the student returns to school. Vacations taken at the end of a grading period are discouraged.

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. 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 consider 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.

Make-Up Work

- Homework assignments may be obtained by checking your student’s classes in RenWeb. For each day of absence there will be two school days allowed to make up work with a limit of seven consecutive calendar days, including weekends. All missed homework must be made up by this time. This is to prevent the student from getting farther behind or dragging into the next quarter. Projects and assignments given in any class before the absence are still due on the due date.
- **For extended absences all makeup work is due 7 days from the last day of absence including weekends.**
- When students miss assignments because of an excused absence, the student and parent should work carefully with the teacher to get the work completed within the appointed time. Make-up work will be provided for any class in which a student has an excuse. After returning from illness/absence it is the *student’s responsibility* to pick up any make-up assignments on the day he/she returns to class. Students and parents are also encouraged to check RenWeb or call their classmates to obtain assignments, if necessary.
- If the student’s absences are excused and the work is made up within the prescribed time limit, the student will receive full credit for the make-up work. If a student fails to meet these guidelines, the missing work will be assigned a “0” grade and **averaged into the student’s remaining work**. Incomplete “I” grades are not given.

Day absent	Day homework due at the beginning of class
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

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. If a student is more than five minutes late to class, he may not be allowed into class for the remainder of the period.
- **Five (5) unexcused 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.

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 21st Century technology and communication skills. To that end, we provide access to technologies for student and 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 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.

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.

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, Snapchat, 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 include 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 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, send text messages, or use their personal cell phones for any reason 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 powered off and kept in the student's locker or given to a teacher or the school office during school hours.

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.

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 any disrespectful conduct toward others.
- Circumvent school's safety measures.
- Use school devices to send spam.
- Plagiarize.
- Post personal identifying information about themselves or others.
- Agree to meet someone they met online, in person.

- Use language that would be inappropriate in the classroom.
- Use technologies for illegal activities or to pursue information on such activities.
- Hack or access sites, servers, accounts, or content that isn't intended for their use.

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.

Student Vehicles, Driving, and Parking

Students who have a valid driver's license may drive to the campus and are expected to follow the school traffic flow pattern. The school cannot be responsible for lost, damaged, or stolen items left in vehicles, or responsible for damage caused to vehicles.

- All student parking is on a first-come, first-served basis.
- All students who drive are required to have their driver/vehicle information on file in the office.
- Students are required to follow the rules of safe driving and common courtesy. Reckless or unsafe operation of a vehicle will result in disciplinary action.
- Students should not loiter in or around vehicles or play music from their cars in the parking lot.
- Student vehicles parked on school property are subject to search as deemed necessary by school personnel.

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 always.
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.

Parents to parents: IDA parents are expected to resolve any conflicts biblically and privately. IDA will not take sides nor interfere with private matters. Should conflict between parents affect IDA's operations, parents may be asked to come before the headmaster and/or school board.

Parent-Teacher Conferences

1. IDA designates days each year for parent-teacher conferences. These days are listed on the school calendar. Instructions for reserving a conference are sent to parents prior to the conference days.
2. September conferences are mandatory for kindergarten through eighth grade. Spring conferences are at teacher or parent request.
3. Conferences are a good time to share notes and rejoice in the achievements of the student, as well as strategize jointly for the student's success.
4. Parents are asked to schedule a separate time to speak with teachers about issues that may require more than 15 minutes. Conferences are designed to discuss the progress of the students.
5. Issues related to teaching methods and curriculum that are of concern to parents should be discussed at a different time.

Special Events and Programs

Christmas Program

Feed the Need

Shakespeare

Speech Meet/Feast & Field Day

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.” (1 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.

PROGRAM/EVENT/ HOLIDAY	DATE(S)	SCHOOL INVOLVEMENT
Staff Orientation	Aug.	One-week staff training
Labor Day	Sep.	No School
Parent-Teacher Conferences	Sep.	Parents meet with teachers. No school.
Fall Break	Oct.	One week off
Halloween	Oct.	<u>NO celebrations for this event; meaning no parties, costumes or decorations.</u>
Thanksgiving Break	Nov.	One week off. Emphasis and education on historical and biblical purpose of holiday.
Christmas Break	Dec.	Two weeks off (Major emphasis on Christ's birth and mission. Special evening program and class celebration)
Martin Luther King	Jan.	No School.
Parent-Teacher Conferences	Feb.	Parents meet with teachers. No school.
Spring Break	Mar.or Apr.	Two weeks off
Good Friday/Easter	*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 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 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 does 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