



Developing Christlike Character
and Academic Excellence

Student Handbook 2018-2019

Isaac Newton Christian Academy
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Isaac Newton Christian Academy is operated by the
Linn Christian Education Association (LCEA), a non-profit corporation

Welcome to Isaac Newton Christian Academy!

We thank God that you have joined the Isaac Newton Christian Academy family. Our goal is to develop Christlike character and academic excellence in our students. This demands a concerted effort by the home, church, and school to accomplish a Kingdom education. Kingdom education is a life-long, Bible-based, Christ centered process of bringing a child to Christ, training a child up in Christ, and equipping a child to serve Christ. The nature of an independent Christian school such as Isaac Newton Christian Academy makes it imperative that close harmony be maintained between the members of the Isaac Newton team (home, church, and school) to effectively meet the needs of our students. The necessity of this closeness is seen when we begin to define the classroom as any place where structured learning experiences are occurring.

We recognize that the best way to ensure this hope is through a joint effort of family and school working together. Good communication is essential in this endeavor. For this reason, we offer this handbook as a means of informing students and parents of important guidelines by which our school operates. This handbook is designed to give you important information about the policies and procedures at Isaac Newton Christian Academy which directly affect you and your life here at school. It is our hope that the information contained in these pages is helpful. Because this handbook is revised annually, we trust that you will take the time to carefully read over these policies and guidelines.

Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this handbook assists in the “of one mind” training of children to honor God with their whole lives. Written questions or recommendations regarding this Handbook can be directed to the Head of School of the Academy and should be made by January 31 for the coming year and are appreciated.

The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this handbook, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, Isaac Newton Christian Academy reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice.

Isaac Newton Christian Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school.

Linn Christian Education Association does not discriminate on the basis of race, creed or national or ethnic origins in the administration of its educational policies, admission policies, scholarship programs, athletic programs, or other school-administered programs.

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Academics

Academic Decorum

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. Students should also remain quiet and attentive during lessons and individual work. Students must raise their hands to ask questions, make requests, or add a discussion point. Classes are structured to ensure that students interact with one another in appropriate ways.

Academic Honesty

Isaac Newton Christian Academy places a high value on academic honesty. As Christians, we are called to lives that are characterized by holiness (1 Peter 1:14-16). One of the characteristics of a holy life is truthfulness and honesty (2 Timothy 2:15; Colossians 3:9; Ephesians 4:25). In the school context, this applies to academic work as well as relationships with adults and peers.

During the first week of classes, teachers will discuss expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to tests, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity (Proverbs 11:3; 1 Peter 3:16) and must resist peer pressure to violate Isaac Newton Christian Academy standards (Romans 12:2; Galatians 1:10). Whenever students have a question about this procedure or any procedure, they should ask their teachers.

Examples of academic dishonesty may include, but are not limited to, the following:

- Communicating with another student during a test or quiz;
- Copying from another student's test, quiz, or assignment;
- Allowing a student to copy from one's test, quiz, or assignment;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher
- Submitting falsified information for grading purposes
- Submitting an assignment, paper, or project which is not the student's original work;
- Changing answers and seeking credit on a test, quiz, or assignment after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing school computer systems which are used for student, staff, or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawing, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation).

The following procedures and consequences for academic dishonesty and/or plagiarism are implemented by teachers:

- The teacher shall report any incident of academic dishonesty or plagiarism to the student, the administration, and parents.
- A zero will be given for the academic work.
- The student will be suspended from school for one day.
- Any additional offenses will be dealt with on an individual basis with increasing severity.

These consequences apply to all of the student's classes. For example, if a student is academically dishonest in one class, and then is later academically dishonest in another class, this will be considered a second offense.

Academic Reporting

Some of the important goals of education are self-control, responsibility, and development toward the objectives of the curriculum with emphasis on individual initiative. Grades reflect the extent to which students are meeting these goals of a Christ-centered education. Students are encouraged to work to achieve and please the Lord (Colossians 3:23), not for grades. We urge parents not to compare their child's grades with those of other children, since each student is different. Academic reports are written on the basis of his/her progress and should be interpreted in accordance with the student's ability.

The purpose of our reporting system is to give parents and students an indication of the progress being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading. Students are graded primarily on achievement, not effort.

Report cards, issued every quarter, indicate grades, social development, attitudes, work habits, and attendance. Grades are also displayed on ParentsWeb for parents to view "live" as teachers input student scores. Weekly progress reports are also emailed to parents on Sunday. In order for parents to know their child's progress firsthand, there will be at least two parent-teacher conferences during the school year in addition to report cards. Please contact the teacher first if there is a concern about student progress.

Our academic reports are an earnest attempt on the part of the teachers to present to you an evaluation of your child's progress during the school year. These reports may leave some questions concerning your child unanswered, and therefore, you are invited and encouraged to obtain more detailed information through personal conferences with the teacher(s).

Isaac Newton Christian Academy treasures most highly that which no grade can measure: the spiritual growth (2 Peter 3:18; Hebrews 6:1), integrity of character integrity (Proverbs 11:3; 1 Peter 3:16), and simple love for Jesus (Matthew 22:37-38) which we desire to see in our students. We must leave it to parents to evaluate this growth in grace by experience in the home.

Academic Year

Isaac Newton Christian Academy's academic year is subdivided into four grading periods. The first quarter typically ends in October, the second in January, the third in March and the fourth quarter in May or June.

Bible Translations

To work closely with the Academy's Bible curriculum ("Building on the Rock" by Summit Ministries at the elementary grades), it is recommended that students use the International Children's Bible. However, this version has become increasingly difficult to find. Summit Ministries has recommended an alternative. The Discoverer's New International Reader's Bible (NiRV) is recommended for students in 2nd through 6th grades. Jr. High and high school students may use any version of the Bible. For memorization, a student may use any translation if he/she provides a copy of the Scripture verse(s) written out in the chosen version for the teacher.

Curriculum

The God-given ministry of a Christian school is to train students in the Bible, character, language and academic subject matter. This is true of Isaac Newton Christian Academy. The Christian textbooks used at Isaac Newton Christian Academy are written on the premise that all truth comes from God (Psalm 119:160; John 17:17), and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted (Psalm 119:163; Proverbs 2:12; Ephesians 4:25). The curriculum is organized so that it gives the teacher plans for teaching biblically sound principles. More detailed information about the school's curriculum is available in the school office.

Grading Scales

The school grading scale is described below.

Pre-K – 2nd grades

E	Excellent
S	Satisfactory
I	Improving
N	Needs to improve

3rd – 8th grades

100%	A+	76% - 82%	C
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95% - 99%	A	74% - 75%	C-
93% - 94%	A-	72% - 73%	D+
91% - 92%	B+	68% - 71%	D
87% - 90%	B	66% - 67%	D-
85% - 86%	B-	65% and below	F
83% - 84%	C+		

9th – 12th grades

>100%	A+	4.33	73-76%	C	2.00
93-100%	A	4.00	70-72%	C-	1.67
90-92%	A-	3.67	67-69%	D+	1.33
87-89%	B+	3.33	63-66%	D	1.00
83-86%	B	3.00	60-63%	D-	0.67
80-82%	B-	2.67	0-59%	F	0.00
77-79%	C+	2.33			

9th – 12th grades (Honors Scale)

In an effort to encourage students to pursue a challenging learning experience, courses providing the opportunity to earn college-level credit will be calculated on a 5.0 grading scale. The scale for these courses is as follows:

100-93%	A	5.00	73-76%	C	3.00
90-92%	A-	4.67	70-72%	C-	2.67
87-89%	B+	4.33	67-69%	D+	2.33
83-86%	B	4.00	63-66%	D	2.00
80-82%	B-	3.67	60-63%	D-	1.67
77-79%	C+	3.33	0-59%	F	0.00

Homework

The teacher is at liberty to assign homework to aid in the advancement of the student in his/her studies. Homework and practice provide students with opportunities to deepen their understanding and skills relative to content that has been presented to them or as preparation for new content that will be introduced to them. Students are expected to complete and turn in all homework assigned by the teacher. It is unacceptable to not complete a homework assignment. Homework is due at the beginning of a class period. Parents are asked to cooperate with homework assignments by providing a time and place to complete homework with an atmosphere conducive to concentration upon the work assigned. Parents may give proper supervision to the required study and help with the reviewing of material being learned, but the student must do the actual work on his/her own.

Homework assignments may be evaluated through examination by the teacher or reviewed in class. Teachers use assignment notebooks to help students organize in this area. In light of church activities, homework will be limited on Wednesday nights, when possible. Work not completed in class on Wednesday will need to be completed before class on Thursday.

Honor Roll (6th – 12th grades)

The Isaac Newton Christian Academy Honor Roll is awarded to students in grades 6th through 12th grades for each quarter grading period. The school awards the "A Honor Roll" and "B Honor Roll" to students based on their academic performance.

Junior High: To be eligible for the "A Honor Roll," a student cannot score below an A- grade in any subject included for Honor Roll consideration. The rounding of ratings is not permitted in the calculation. To be eligible for the "B Honor Roll," a student cannot score below a B- grade in any subject included for Honor Roll consideration. The rounding of ratings is not permitted in the calculation. The Honor Roll shall not be computed for any student that has a "D" or an "F" grade in any subject. Music, Art, Computers, and Physical Education are excluded from computation of the Honor Roll.

High School: To be eligible for the "A Honor Roll" a student's quarterly GPA must be in the A range (3.67 or higher). To be eligible for the "B Honor Roll" a student's quarterly GPA must be in the B range (2.67 or higher). All classes are included in the GPA calculations which are used to determine Honor Roll.

Honors (8th Grade)

Eighth graders are recognized annually for their achievements in academics, improvement, and Christian character. Awards for academics and improvement are from the President's Education Awards Program of the U.S. Department of Education. The Christian character award is from Isaac Newton Christian Academy. Qualifying students are recognized at their end-of-year celebration ceremony.

Late Work

Each student needs to be prepared for class daily. When work is not completed on time, class participation and the ability to build on previous knowledge is often affected. We also desire to strengthen in our students a diligence that is pleasing to God. Policies are in place regarding the turning in of late work, but vary depending on school division. Specific policies for the school divisions are communicated at the beginning of the school year by the classroom teachers.

Make-up Work

Students are allowed to make-up work missed during an excused absence. The student will receive full credit for such make-up work. Generally, work or tests assigned prior to the absence which are due the date of the absence, should be turned in or taken on the day of return to school. Adjustments may be made by the teachers for extenuating illness. Making up tests and/or missed work may necessitate the student coming in early, using recess time, or staying after school. Each teacher will inform the students on make-up work policies for that class. When students are absent, the parents should call the office by 9:00 a.m. to report their child's absence, and to request that teachers assemble homework for their child if they desire to pick-up the homework. Homework will be available by 3:00 p.m. to be picked up by parents or sent with siblings.

Standard of Written Work

Neatness: All assignments must be completed neatly. Each teacher will make an emphasis on neatness at the beginning of the school year and enforce it throughout the year. An assignment that is not completed neatly will be returned to the student to be redone.

Grammar, Spelling, and Punctuation: Correct usage in these areas is expected in all written work. The grade will be lowered if there are errors. An assignment may be required to be rewritten if the errors are excessive.

Standardized Testing

Students in grades 3rd – 11th will take the Iowa Statewide Assessment of Student Progress (ISASP) in April. The Iowa Assessments are norm-referenced standardized tests, which provide a comparison of a student's performance to that of thousands of other students who take the test under the same conditions. The results help the school look at how we are doing and areas we may need to improve. It is important to understand that no one "passes" or "fails" these tests. There are many variables that affect how your child may do in a given year on the Iowa Assessments. The tests include many of the same subjects your child is taught in school.

Standardized tests can only give certain kinds of information about how your child is doing in school. To get a more complete picture, you also need to know how your child does with daily class work and tests administered by the teacher.

Textbooks

The textbooks your child receives are considered rentals. The rental cost is included in the tuition. If a student damages or loses a book, the family of the student will be responsible for the damages or the total cost of the replacement of the textbook if it needs to be replaced.

Special Services-Resource

Resource is for students who have unique academic needs primarily in math and reading. A staff member oversees the resource program. Reading and math assessments are given at the beginning of the school year to help identify students that might need additional assistance. The assessments used are the Basic Reading Inventory (BRI), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), and DIBELS Math. A student may receive this assistance through a referral by the teacher, or Head of School.

High School Academic Policies

Policies and procedures specific to high school students can be found in the High School Handbook Addendum. This handbook covers such items as graduation requirements, weighted grades, acceptance of coursework for high school credit, transfer of credits from other schools, repeating courses, academic probation, withdrawing

from classes, and other related policies.

Admissions Procedures

1. The parent/guardian needs to complete, sign, and submit an application for enrollment using our free online application protocol. This application is available on the school website: www.incaonline.org.
2. The office staff will call to schedule an Education Success Consultation with the Head of School, a tour of the facility, and a screening date for the student applicant(s).
3. The school will make a decision as to the acceptance of the family and student based on the admissions procedures, and notify the family of its decision. The school desires that each student has the best possible educational opportunity. Therefore, it is the school's right and responsibility to deny enrollment to a student whose emotional or educational limitations are beyond the school's best capabilities to provide for the needs of the student. Acceptance is subject to approval of records, testing, and the willingness of the student(s) and parent/guardian to work with the school. After acceptance, the family will be asked to complete the enrollment process by using our online enrollment tool and paying the non-refundable enrollment fee. This process will include the list of additional forms to provide the school with needed information.
4. Students will be accepted in the order of the date that the online enrollment form and registration fee are received and according to classroom capacity. The Head of School will assign the grade level and classroom teacher. New students will have a 90-day probationary period to determine if Isaac Newton is a good fit.

Attendance

Excused Absences

If a student will be absent, a parent or guardian needs to call the office (319)362-9512 before 9:00 A.M. each day the child is absent. If the office does not receive a call by 9:00 am, an office staff member will contact you.

If you will be out of town and your child will be staying with someone else, please inform the office staff. If a student's planned absence is greater than one (1) day, please inform the office at least four (4) days in advance to allow adequate time to prepare homework assignments. Please request approval for any planned absence greater than two weeks.

Children should not be brought to school if, during the previous 24 hours, they have exhibited any of the following symptoms:

- Temperature of 100 degrees or higher
- Vomiting or diarrhea
- Unusual or unexplained rash
- Unusual or severe coughing
- Extreme tiredness or irritability of an unexplained nature.

Unexcused Absences

A student will not be given credit for schoolwork missed during an unexcused absence nor given extra time to make up missed work.

Tardiness

God's Word teaches us to be disciplined and behave responsibly. As a Christian school, we are called to establish a disciplined environment for the children who fall under our care. To train children in the life-long discipline of promptness, it is our expectation that students arrive to school on time. School begins at 8:15 a.m. If a student is late, he/she must receive a tardy slip from the school office. We will contact parents if absences and/or tardiness are excessive or unexplained. Absences and tardiness are noted on progress reports and report cards. Tardies will also be included on any school behavior plan. Twelve tardies in a year will result in an after-school detention for the student. Additional detentions will be served at twenty and thirty tardies.

Athletic Participation in Practices and Games

An athlete who is absent from school may not practice or play in an athletic event after school unless they are in attendance by 12:00 noon.

Truancy

Any unexcused absence not resolved by the school must be reported to the county attorney, according to Iowa

State law.

Picking Up Children Early

Isaac Newton Christian Academy operates as a closed campus. Our building is locked during the school day. Students may not leave the premises unsupervised, even with parental permission. Teachers will not release a student before the prescribed dismissal time except to authorized school personnel, to a parent, or to a person designated by parental permission. For the safety of our students, we ask that all visitors, including parents, enter the building through the main front entrance door. Once inside the building, visitors must report to the office where the student must be signed out.

Off Campus Lunch

Parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their child in the office. However, students may not go to lunch with another parent and student. Youth pastors or ministry related individuals may take a student (not groups) to lunch during the allotted lunch time with parental permission. They may also have lunch with students on campus with prior notice.

Students in 11th and 12th grades may leave campus for lunch with written permission from parents. Permission forms must be on file for students to leave during lunch. Students should remember leaving campus for lunch is a privilege and should be punctual in returning for the remaining academic day.

Behavior

General Guidelines

Students of all ages are expected to behave in a manner that promotes God's glory (2 Timothy 2:15; Colossians 3:17; Romans 8:28), a good learning environment, physical well-being, and personal growth in grace (2 Peter 3:18). Students' attitudes are of prime importance. Many problems arise not from what is done, but from HOW it is done. Because Isaac Newton Christian Academy is a Christian school, we expect students to give evidence of biblical attitudes.

In order to provide a consistent framework within the school of what our expectations are for student conduct, the following guidelines have been developed for Isaac Newton Christian Academy students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are speaking to you or you are speaking to them. Don't walk away when someone is speaking to you, or you are speaking to them.
- Don't interrupt when someone is speaking to you. Don't interrupt a conversation between other people. Wait until others have finished before speaking.
- Don't argue with an adult.
- Use proper language. Say "thank you" when you are given something. Say, "please" when asking for something. Say "excuse me" when you bump into someone or need to pass someone in close confines. Say "excuse me" when you cough, sneeze, or belch.
- During discussions, be respectful of others' comments, opinions, and ideas.
- When walking in the hallways, talk in a quiet voice so as not to disturb other classes.
- Treat all property as you would want others to treat your belongings.
- Clean up after yourself. If you spill something, clean it up, or ask for help in doing so.

The teaching and modeling of these guidelines are part of our mission to develop Christlike character in our students. We recognize, however, the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which one is radically changed, and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2; 2 Corinthians 3:18). While we cannot transform the heart, or even know what the heart is actually thinking or feeling (1 Corinthians 2:11), we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers.

As we partner with parents to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children as we help you by reinforcing these guidelines at school.

Classroom Decorum

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. They must also remain quiet and attentive during lessons and individual work. Students must raise their hands to ask questions or make requests. Classes are structured to ensure that students interact with one another in appropriate ways.

Behavior at School-Sponsored Activities

Students should follow the Code of Citizenship at all times (p. 15). Our staff will be vigilant to enforce the code on the campus, at all-school activities including outings off campus. Sometimes, students make choices in other places that both violate these principles and affect life at the school. If a problem created off campus affects school life, then the administration may take action they deem necessary, including suspension and expulsion.

Bullying Prevention

Isaac Newton Christian Academy strives to create an environment that is honoring to God and, therefore, safe, accepting, and respectful for all students. We take bullying very seriously; therefore, it is not tolerated. The Academy defines bullying as any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between/among students. Although isolated incidents of threat, intimidation, insult, and/or assault are dealt with quickly and thoroughly, an isolated incident may not necessarily be interpreted as bullying.

As a Christian school established on God's Word, Isaac Newton Christian Academy instructs students regarding relationships based on Matthew 7:12 and Romans 12:9-21. Jesus said, "So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets" (Matthew 7:12). In Romans, Paul admonishes Christians, among other things, to love others, to bless others, to live in harmony, to associate with the lowly, never repay evil with evil, never seek revenge, and to overcome evil with good. We expect our students, parents, faculty, staff, and administration to follow biblical instruction regarding relationships and to commit themselves to doing their part to maintain an environment of respect and community in Christ. In so doing, acts of bullying and unkindness can be prevented.

See also the "Anti-Harassment/Anti-Bullying" section under the heading "Discipline," and the "Bullying" section under the heading "Student/Peer Relationships."

Cancellations: Weather or Emergency

We will announce the closing of school due to inclement weather on the following TV and radio stations: KCRG (ABC – Channel 9), KGAN (CBS - Channel 2), KWWL (NBC – Channel 7), WMT-AM 600, and KNWS-FM (Life 101.9). Please tune to your preferred channel listed above. There will also be notices sent to parent email addresses on file with the school.

Each year in November, more detailed information is distributed to families to give full explanation of all cancellation procedures. Please look for this tri-fold brochure titled "School Cancellations and Delays" to come home at that time. There is no before- or after- school care with a delayed start or early dismissal due to emergency or inclement weather.

Cell Phones / Electronics

Cell Phones

Students may bring cell phones to school; however, they must be turned off while at school. The school is not responsible for loss or damage to cell phones.

High School and Junior High: Keep phones in locker during the day

Elementary: Give to homeroom teacher

Before and After School Care: Set phones on counter in room

Students may use cell phones only in the teacher's presence. If a student does not keep the cell phone in the proper place or uses it without the teacher being present, he/she may no longer bring the cell phone to school. If students call their parents and their parents give them permission to go home or another place with someone else, parents need to call the office and inform an office staff member before the student leaves.

Electronic Equipment

Students are not to bring electronic equipment to campus except for class use as authorized by the teacher.

Character Education

Character Education Focus

The Academy's character education focus in daily Bible classes and weekly chapel is from "Building on the Rock" and "Lightbearers," our Bible curriculum, published by Summit Ministries. Themes include wisdom, fellowship, image bearing, servanthood, and stewardship. The school also focuses on a particular Fruit of the Spirit each month.

Desired Student Character Outcomes

Three basic truths underline the development of character that we desire to see in our students.

1. God created all human beings for His glory (Isaiah 43:7), so an Isaac Newton Christian Academy student should do all things to the glory of God (1 Corinthians 10:31). One of the primary ways that an Isaac Newton Christian Academy student may glorify God is through displaying godly character, because in this display, the world will see something of what God is like. This is the reason why God calls us to be holy as he is holy (1 Peter 1:16) and why the Scriptures command us to imitate both the Father (Ephesians 5:1) and the Son (1 Corinthians 11:1).
2. An Isaac Newton Christian Academy student will never develop godly character apart from the grace of God. Apart from the power of God at work in us, we can do nothing for God's glory, including display godly character (John 15:5). The Lord does call us to work out our salvation with fear and trembling (Philippians 2:12), but we are able to do so only because He is working within us, enabling us both to desire and to do his good will (Philippians 2:13). We are, in the end, totally dependent on God to finish the good work He has begun in our students (Philippians 1:6).
3. Isaac Newton Christian Academy recognizes that while as a school we must play a central role in teaching, modeling, and shaping Christian character in our students, ours is not the main role. The main work belongs to parents, to who God has given the joyous labor of raising their children in the training and discipline of the Lord (Ephesians 6:4) by teaching them God's word (Deuteronomy 6:7) and commending to them the mighty acts of God's steadfast love (Psalm 145:4). The local church also bears the primary obligation before God of helping to raise our children into spiritual maturity (Ephesians 4:11-16). Isaac Newton Christian Academy's role is to come alongside parents and local churches to teach and to seek to develop godly character in our children.

With these truths in mind, we shall so teach and work that, by God's grace and for His glory, an Isaac Newton Christian Academy graduate would be growing in the following areas of character development:

Trait	Definition	Bible Reference
Committed to Christ	Growing in love and doing His word	Mark 12:30-31
	Prayerful and worshipful	Ephesians 6:18; Romans 12:1
	Participates in ministry by serving, evangelizing, defending the faith	Matthew 28:18-20
	Understands that identity comes from and is in Christ	Galatians 2:20
Respectful of all People	Respects all cultures, and ethnic backgrounds	Acts 10:34-35
	Kind and loving to each individual, including those who hold to different opinions, or make different choices	Galatians 6:20; Romans 15:1-2
Courteous and Socially Competent	Speaks clearly with appropriate eye	Titus 2:7-8; Colossians 4:6

	contact to all people	
	Knows and practices good manners and respectful communication skills	Romans 12:18; Romans 13:7
	Demonstrates appropriate balance between humility and self-confidence	Philippians 2:3-4
Responsive to Authority	Has appropriate respect for authority	1 Peter 2:17; Hebrews 12:17
	Respectful of parents	Ephesians 6:1-3
	Willing to listen to Godly counsel and advice	Proverbs 12:15; Proverbs 19:20
	Accepts adult instruction with grace	Romans 13:1-2
Trustworthy and Honest	Truthful, upright, fair, acting without trickery or deceit	Ephesians 4:25; Colossians 3:9-10
Optimistic and Encouraging	Expresses hope for the future, because that future is in God's hands	Hebrews 10:25; 1 Thessalonians 5:11
	Joyful	Philippians 4:4
	Demonstrates contentment	Philippians 4:11-13
Responsible	Takes responsibility for one's own choices and actions	Romans 14:12
	Takes risks for Christ	Acts 17:6
Diligent and Persevering	Persistent and consistent pursuit of tasks to the end	2 Corinthians 8:6;
	Works hard in the face of adversity	Hebrews 12:7; Romans 5:3-4
	Uses gifts and resources to the glory of God	1 Corinthians 10:31; Exodus 31:1-5
	Sees importance and/or a love for	Proverbs 5:5-5; Psalm 1:1-3
Thoughtful and Discerning	Knows basic ethical implications of biblical teaching	Psalm 19:7-11
	Lifestyle reflects judgments or wise choices based on biblical principles	2 Timothy 3:16-17
	Controls the tongue	Psalm 34:13
	Shows purity in thoughts, actions, and relationships	1 Corinthians 6:19-20
Compassionate Towards Others	Demonstrates true Christ-like compassion for other people	Matthew 9:36; Colossians 3:12
Growing in Love, Joy, Peace, Patience, Kindness, Goodness Faithfulness, Gentleness, and	Exhibits increasing evidence of the fruit of the Spirit in life	Galatians 5:22-23

Self-Control

Christian Flag and Pledge

The Christian flag is displayed outdoors and in classrooms, in addition to the United States flag. The Christian pledge is recited at many school functions:

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands. One Savior crucified, risen, and coming again with life and liberty to all who believe.”

Code of Citizenship

Our code of citizenship is a well-reasoned guide for all members of the Isaac Newton Christian Academy community all of the time. Our staff will be specifically vigilant to enforce the code on the campus, at all-school activities including outings off campus.

1. Our school will be a place where students cultivate an active and authentic relationship with Jesus Christ.
 - This includes studying God’s Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
 - Students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one views and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.
2. Our school will be a place where students respect each other’s physical and spiritual well-being.
 - Encourage one another and build each other up (1 Thessalonians 5:11). This requires us to treat others with kindness and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
 - Communicate with others in the spirit of love. This requires that we refrain from such things as gossip, anger, unkind words (spoken or written), and cruel jokes at the expense of others.
 - a. Student must avoid insults, threats, unkindness toward one another, and any language which is vulgar or which demeans either God or humankind. Bullying and hazing are also unacceptable behaviors.
 - b. Each student must respect and protect the property rights of others and refrain from misusing, misappropriating or infringing in any manner with the personal or assigned property of others.
 - c. Students must refrain from physical interference such as tripping, hitting, poking, and the like. Rough-housing, even in play, leads too quickly to danger or misunderstanding and is not permitted.
 - d. Since mutual respect involves not distracting one another and not advertising partiality, students will refrain from public displays of affection or dislike.
3. Our school will be a place where the authority of God, parents and the school staff are appropriately respected.
 - Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).
 - a. Students must obey instructions from the Academy’s staff and its supporting adults promptly and willingly, avoid displaying any negativism of tone or attitude and exhibit respect toward teachers and authority.
 - b. Students will not distract or detract from the learning of others or themselves.
 - c. Students should walk in an orderly manner between locations in the building, and be prompt in their arrival at class and for other school events.
 - d. Students will comply with school’s dress code.
4. Our school will be a place where people demonstrate lives of integrity.
 - Be honest and above reproach. We must always speak the truth, and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
 - Students will exhibit academic honesty, as we are called to lives that are characterized by holiness (1 Peter 1:14-16).
 - Students will exhibit honesty in all their dealings with the staff and students of the Academy and its activities.
5. Our school will be a safe and clean learning environment, and students will accept guidelines chosen to care for our facility and maximize learning.
 - Demonstrate self-control (James 1:19). We must avoid allowing our behaviors or responses to a situation to be a hindrance or a distraction to the school community as a whole.

- Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7).
 - a. Students should keep the Academy and its campus neat and clean and avoid destruction, damage, or defacement of school property in any form.
 - b. All food must stay in the cafeteria unless given permission by a teacher or supervisor. Chewing gum may not be used in the building or at any school functions without permission of the staff. There may be no open food or drink in the hallways.
 - c. The possession or use of drugs, alcohol, tobacco, or weapons on campus is forbidden.
 - d. No student may be in unsupervised areas at any time (this include sitting in vehicles). Students are expected to be in their assigned areas at designated times. A student wishing to be excused from an assigned location or activity must get written permission from the assigned teacher. Permission given by another adult is not valid without the expressed consent of the assigned teacher.
- 6. Isaac Newton Christian Academy, as needful and advisable, may add to or refine the above code of citizenship in the best interests of the students and the mission of the school.

Communication – Home/School

The key to any successful partnership is communication. Communication works two ways. Isaac Newton Christian Academy staff will make every effort to communicate openly with parents, and ask that parents do the same.

Communication with Teachers

Parents are encouraged to contact the teacher directly with class questions or concerns. This can be done by email or telephone. Please contact teachers at school, unless the teacher has expressly given permission to be contacted at home. In addition, we have established regular opportunities to communicate with the staff of the school. These opportunities are described below. Please do not disturb the teachers' duties at the beginning and end of the day when they desire to be attentive to the students in their care.

Communication When Problems Arise

The Linn Christian Education Association (LCEA) Board and staff are committed to communicating in a biblical process. Due in part to our different styles of communication, misunderstandings may arise, and mistakes can occur. We ask you to prayerfully consider concerns and discuss them only with the appropriately involved party. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is required at all times. If the problem is not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, they must have permission from their parents to do so. If the problem is still not resolved, a parent may contact a member of the Board of Directors to request an audience with the Board of Directors. This may result in a Board member meeting with the parent, or the concern being presented to the Board through email or presentation.

If your concern involves the Head of School, please follow the same procedures before contacting a Board member.

Above all, parents and teachers can pray together for God's wisdom and guidance to resolve concerns in a loving, caring manner (Matthew 18:15-17, Romans 12:18; Proverbs 19:11).

Newsletters

A great deal of information about what's going on at school is communicated through weekly newsletters or email communication from teachers. "Newton's News," the school newsletter, is e-mailed to families each week on the last day of school for the week, usually Friday. Newton's News can also be found on the school website. Be sure to look for and read this publication thoroughly.

ParentsWeb

ParentsWeb is an Internet-based service through which families can access school information, including family account balances, grades, and class homework assignments for their students. This system also allows the school faculty and staff to communicate non-emergency information to families via email.

School Correspondence

Important announcements or information for parents from the administration are occasionally sent to homes through the mail. Most other correspondence from the office will usually be sent home on Fridays with each

student, or will be emailed directly to parents.

Social Media

We encourage parents to stay connected to us through social media. Our social media accounts include Facebook and Twitter. Our social media friends are often the first to see event photos and learn of last-minute schedule changes. We also send out short reminders and point to news of interest to our constituency.

Messages for Students

Emergency messages for students can be left by calling the school office. Reasonable effort will be made to pass on messages to students in a timely manner. Phone calls from parents are not put through to the classroom during the school day. According to school rules, student cell phones must be turned off during the school day. While it is reasonable to expect your child to check their phones for messages after dismissal, please help your child stay focused on classroom learning and activities by routing daytime messages through the school office.

Scheduled Events

Events such as Back to School Night and the Annual Association Meeting provide opportunities for parents to receive information about the school and their child's classroom.

Parent-Teacher Conferences

Parent-Teacher Conferences are held on both a formal and informal basis throughout the year. Two formal parent-teacher conferences are scheduled throughout the school year: one in the fall, and one in the spring. Special conferences should be held frequently. It is Isaac Newton Christian Academy's policy to provide separate Parent-Teacher Conferences in custodial circumstances if the need arises and the school is informed in a reasonable time.

Website

We invite parents to check out the school's website at www.incaonline.org. Parents will find many informational items about Isaac Newton Christian Academy, including schedules, handbooks, newsletters, hot lunch menus, etc.

Virtual Backpack

The Virtual Backpack is Isaac Newton Christian Academy's "green" approach to distributing information from school sponsored activities and non-profit organizations to families. Families can sign up to receive notices through the Virtual Backpack, or access it through the school's website. Isaac Newton Christian Academy recognizes that community members, employees and students may want to share information with the school community that are non-school-sponsored. As the distribution of print materials in the school building is time and cost prohibitive, posting electronically furthers the school's goal of reducing paper usage. Posting of material on the Virtual Backpack does not imply endorsement of its contents by Isaac Newton Christian Academy or the Linn Christian Education Association Board of Directors.

Confidentiality

Information concerning a child or viewing a child's file may only occur contingent upon written permission from the parent/legal guardian. The following exceptions do not require prior permission:

- School administrators when viewing records directly related to their job functions
- Authorized representatives of government agencies
- Appropriate parties in a health or safety emergency
- School staff when needing access to the file for emergency information
- School staff when needing information concerning a child's development

See the "School Records" policy in this handbook for more information.

Conflict Resolution Commitment for Parents/Guardians of Students

Isaac Newton Christian Academy's mission, vision, and values necessitate a good working relationship between parents/guardians and school faculty/staff. Healthy, biblically modeled conflict resolution is necessary for several reasons: 1) to honor God, 2) to model appropriate communication/behavior for Isaac Newton Christian Academy students, and 3) to maintain honor and respect among the Christian community at Isaac Newton Christian Academy and at large. We realize that, on occasion, communication and/or cooperation between the school and home may become challenging or difficult.

As a parent/guardian of an Isaac Newton Christian Academy student, please commit to support the school through prayer, a positive attitude, and a desire to honor God in all areas of school life. Concerns, complaints, or criticism should be directly and solely shared with the person involved at Isaac Newton (teacher, administrator, etc.) and not peers, parents, children, or others uninvolved (directly or indirectly). Following the Matthew 18 guidelines of conflict resolution, proceed directly to the person you have a grievance with, and attempt to be kind, clear, and compassionate in your confrontation. If a solution cannot be acceptably resolved, please request the teacher to involve an administrator and resist the temptation to share your burden with other Isaac Newton Christian Academy families/parents. Should the school (teachers, staff, administration) and the parent be unable to reach agreement, please prayerfully discuss with the desired outcome being first and foremost to honor God, and then also respect others, and preserve unity in the spirit for the sake of Christ and His kingdom. Should the administration determine that, after a series of continued and unresolved conflicts, that parental actions do not support the ministry of the school, or reflect a lack of cooperation, a spirit of divisiveness, or the sin of gossip, the family may be asked to seek another school which may better serve the family's needs/desires for the upcoming school term. It is the responsibility as parents, Linn Christian Education Association members, and as followers of Jesus Christ to, as much as it depends on us, to live at peace with others (Romans 12:18). To this end, please commit your cooperation and desire to pursue conflict resolution in a God-honoring, faith-building, and community preserving way.

Core Values

Primacy of Truth

The God who created the universe has established all knowledge, and a search for Truth is a search for Him. God's revelation of truth as revealed in the Scriptures forms the basis for true wisdom and knowledge. (Proverbs 2:1-7; 2 Timothy 3:15-16; Psalm 25:5; John 1:17; 8:32; 14:6; 16:3)

Pursuit of Excellence

Excellence is the standard that guides all that we do. We will undertake no program, project or initiative unless it can be accomplished in an excellent manner with excellent results. However, excellence does not mean bigger, better, or more. It means the most appropriate use of God-given resources to best accomplish His purposes at Isaac Newton Christian Academy as outlined in the Scriptures, the school Mission Statement and the analysis of godly leaders. We are here to accomplish God's excellent plan under His mighty control. (Psalm 90:17; Colossians 3:23-24; Genesis 1:4,10; Ephesians 5:1)

Perspective and Balance

As a community, we must encourage dependence upon God in every area of our lives to give us His perspective and his definition of balance. God has created us to worship Him in every area of life through praise, prayer, service, study, play, rest and through our families and relationships. There is a proper time for each of these pursuits and Isaac Newton Christian Academy must encourage God-centered balance and perspective in the lives of its students, families, and staff. (Ecclesiastes 3:1; Matthew 5:33)

Partnership

Isaac Newton Christian Academy is a part of a three-sided partnership linking the home, the church and the school, each of which has a distinct role, a defined expertise and appropriate parameters. With consistent values, beliefs and actions, we work together to point students in the same direction...toward Jesus Christ. (Proverbs 2:2; Deuteronomy 6:4-8; Proverbs 22:6)

Purpose

It is the purpose of Isaac Newton Christian Academy to develop Christlike character and academic excellence in our students. We do this through consistent and comprehensive incorporation of Biblical principles. In a Christ-centered, loving environment, the student will achieve academic excellence and individual character development as well as mental, physical and spiritual growth. The result will be a well-educated, caring student ready and able to serve the Lord Jesus Christ in the community. God has created each of us to glorify Him. Moreover, God has created each of us with a unique set of abilities, talents and passions to enable us to fulfill our purpose. (Psalm 19:1; 1 Corinthians 10:31)

Privilege

It is privilege to be involved in Christian education on a daily basis. We seek to serve one another in the Isaac Newton community in humility and with a passion and commitment to excellence. (Romans 12:11; Colossians 3:12; Ephesians 4:11; Titus 2:1,8)

Curriculum

The God-given ministry of Christian schools is to train students in the Bible, character, language and academic subject matter. This is true of Isaac Newton Christian Academy. The Christian textbooks used at Isaac Newton Christian Academy are written on the premise that all truth comes from God, and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. The curriculum is organized so that it gives the teacher plans for teaching biblically-sound principles. The curriculum intentionally attempts to integrate the Bible into every subject matter that is taught. More detailed information about the school's curriculum is available in the school office.

Art

Weekly art classes allow students to explore visual forms of expression and cultivate an aesthetic sense. These courses are designed to help students use the visual arts to give glory to God, the Creator. Students learn to manipulate materials and to work with simple forms. They study basic art principles and become acquainted with different artistic styles and periods.

Music

At weekly music lessons, Academy students participate in choral singing; learn and practice vocal technique; and study musical notation, harmony, terminology, and history. At various times throughout the year, all students come together to share the gift of singing for the Lord in various settings. For example, they may sing at nursing homes and in special programs presented at Christmas and in the spring. These programs are part of the music instruction, and attendance is required.

Physical Education

Physical education is offered to our students. All students are expected to participate. A written health care provider's excuse will be required for exceptions. Younger students participate in activities designed to develop gross and fine motor skills, while older students learn activities, sports and games that can help them maintain fitness throughout their adult lives. Children receive instruction in the rules and techniques of team sports and cultivation in athletic appreciation.

Technology

The youngest students begin their introduction to computers as they create pictures and use programs reinforcing the reading and math skills they are learning in the classroom. As students progress through the program, keyboarding, word processing, presentation, and spreadsheet software skills are taught. Students continue building on these skills and are also introduced to webpage design, computer programming, movie editing, and database software. Our technology lab and laptop cart help keep Isaac Newton Christian Academy an exciting and busy place where technology is used to keep students engaged in learning.

Daily Schedule

1. With the exception of children attending Before School Care or morning activities supervised by a staff member, students should arrive no earlier than 7:45 a.m.
2. When weather permits, students should remain outside until 8:05 a.m. During inclement weather, students will be supervised in the cafeteria.
3. Dismissal for the end of the school day is 3:00 p.m. for students in Kindergarten to 6th grade, and 3:15 p.m. for students in 7th – 12th grades. The Pre-K instructional day is from 8:15 a.m. to 11:15 a.m.
4. Unless supervised in After School Care, or being directly supervised by a teacher, students should be picked up by 3:30 p.m.

Directory

The school will publish a student directory listing the student's name, grade, parent's name, address, phone number and e-mail address. The directory is available to all school families through ParentsWeb, our online school-home communication system. Please report any changes in address, home or work phone numbers, e-mail addresses, or phone numbers of emergency contacts to the office as soon as possible.

Discipline

Biblical Basis

1. **God's command to discipline** - In Proverbs 23:13a, God says, "Do not withhold discipline from a child." He also says, "He who spares his rod hates his son, but he who loves him is careful to discipline him." (Proverbs 13:24).
2. **Purpose of discipline** - "Discipline your son, and he will give you peace; he will bring delight to your soul" (Proverbs 29:17). Discipline is not the same as punishment; discipline provides direction to learn from the mistakes one has made and correction to build for future success.
3. **Parent and teacher's attitude in discipline** - "Fathers, do not exasperate your children, instead bring them up in the training and instruction of the Lord" (Ephesians 6:4). Discipline should demonstrate purpose and reasonableness; otherwise, children will grow angry because of confusion and inconsistency.
4. **Source of authority** - All authority originates from God: "For there is no authority except that which God has established. The authorities that exist have been established by God." (Romans 13:1). God has given authority over children to their parents. When parents send their children to school, they delegate part of this task to the teachers in the school, who then receive this God-given authority from the parents.

Parental Participation in Disciplinary Matters

- Discipline is a cooperative effort between school and parents.
- The classroom teacher will handle incidental problems with a student.
- In situations of continued or repetitive problems, the teacher will contact the parents and keep the Head of School informed.
- If necessary, the parents will be called to meet with the teacher and Head of School. At that time a coordinated plan of action involving the parents and staff will be determined.

Areas of Authority

The discipline policy, the Code of Citizenship, as well as the dress code policy, applies to student conduct:

- in the school building and on and near the school grounds
- when transported by the school or carpool
- at school-sponsored activities
- in any non-school-related activities, if students' conduct negatively affects the reputation and goals of the school, or affects school life.

All staff members are expected to exercise authority in any of these situations. All students are expected to respect all staff members and volunteers.

School Rules

Students are expected to follow school rules at all times for all school activities, on and off campus. These are exemplified in the school's Code of Conduct.

Students have the security of knowing that when a rule is broken, discipline will be provided and appropriate consequences will occur. Depending on the nature, seriousness, and frequency of the problem, a student may meet and pray with the teacher, write an apology, miss a recess, correct a mistake, stay after school, replace broken or stolen property, lose a privilege, have the parent called, or be suspended. Consequences are listed on the Discipline Hierarchy.

At Isaac Newton Christian Academy:

- Corporal punishment is not allowed.
- Students are supervised in classrooms, hallways, and at recess, because of safety issues and personal liability of teachers.
- All homeroom teachers supervise their students at chapel and other assemblies.
- An entire class of students shall not be punished for the poor behavior of a few.

Consistency in discipline throughout the school helps students understand what is expected of them. Consistent standards will be applied to behavior in classrooms, hallways, cafeteria, gym, playground, library, and all other areas of the school grounds, as well as any other school-sponsored activities.

Methods of Discipline That Can Be Used

Staff will utilize the following methods as warranted by the student's behavior:

- Checkmark system within the classroom that provides warning and awareness of violations occurring
- Deprivation of privileges within the classroom or school. (Subject areas such as music, computer, art, and physical education are not considered privileges; they are a part of the total school curriculum.)
- Extra work directed toward correcting the particular offense. (The Bible will never be used as a resource for punishment.)
- Extra time after school, with consideration given to transportation needs of parents
- Other special means as may be determined cooperatively by parents and teacher
- Physical restraint may be used to prevent harm or injury to students and/or property.
- Expulsion will be considered in extreme cases. In the event expulsion occurs, the student may apply for re-admission after being out of school for the remainder of that semester. Re-admittance will be a decision made by the Board of Directors.
- The student and/or parents will be responsible for the cost of replacement for any school or personal property purposely destroyed or defaced.

Anti-Harassment/Anti-Bullying

We at Isaac Newton Christian Academy believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of Isaac Newton Christian Academy has the responsibility to support and care for each other and to behave in a non-threatening fashion. All students are to be loved and cared for, regardless of any personal trait. All students will be treated in a manner consistent with our faith, mission, and values as a Christ-centered, private school. Harassment and bullying will not be tolerated at Isaac Newton Christian Academy, and will be addressed in accordance with our discipline policy.

Bullying is defined as any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between/among students. Bullying can be:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: name calling, sarcasm, spreading rumors, malicious gossip or teasing, either written, oral, or via the Internet
- Emotional: deliberately excluding, tormenting (hiding books, threatening gestures, extorting money, etc.), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments

This policy is in effect while students are on school grounds, school property, or property within the jurisdiction of the school; while on school sponsored trips, attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

As a school community, we expect all incidences of bullying to be reported. A staff member will promptly investigate suspected incidents of bullying and harassment and proceed with the discipline hierarchy.

For more information about the school's bullying prevention efforts, see "Bullying" under "Relationships Between Students/Peers," and "Bullying Prevention" as its own section in this handbook.

Behavior

Please see the Code of Citizenship and Behavior guidelines listed separately in this handbook for expectations of student behavior.

Discipline Hierarchy

Isaac Newton Christian Academy has a discipline hierarchy which outlines the levels and procedures used for behavior issues. We will have respectful and responsible students in our school. The discipline hierarchy is outlined on the following page.

LEVEL 1 OFFENSES

Students disobey school and classroom rules, responsibilities, and procedures established by school staff. This level also includes recess in which supervisors are responsible for follow-up. Consequences are listed in order:

1. Verbal warning
2. Conference/Pray with student
3. Consequences: Essay/Sentences/Detention

4. Continue consequences & phone parent
5. Teacher conference with parent – possibly Behavior Plan
6. Teacher conference with Head of School and parent
7. Begin Level 2 process with Head of School

Teachers will submit a discipline plan to the Head of School, keep a record of infractions and consequences by student, and document communication with parents regarding student behavior. The Head of School will meet as needed with teachers to review data related to Level 1 discipline situations.

LEVEL 2 OFFENSES

The Head of School addresses these offenses. Behavioral offenses are above and beyond violations of classroom rules and procedures and are typically viewed as “serious misconduct” offenses. They are behaviors that are causing a major disruption in the classroom or other areas, or they are chronic and continuous. Typically, these behaviors include, but are not limited to, the following:

- Fighting
- Academic Dishonesty
- Repeated incidents of “horseplay”, resulting in injury
- Possession of a weapon or facsimile of one
- Throwing objects, resulting in injury
- Possession of a controlled substance
- Sexual, racial, ethnic, or religious harassment
- Abusive, obscene, profane, or disrespectful language or gestures
- Insubordinate refusal to follow a responsible request
- Theft or vandalism
- General behavior clearly detrimental to the welfare, safety, or morals of students
- Inappropriate physical contact, such as holding hands and kissing
- Repeated incidents of lying

The Head of School will receive information as soon as possible from the teacher and will talk with the student. Students may receive sentences or essays, detentions, in-school suspension, at-home suspension, and parental contact. The Head of School reserves the right to give a warning or alter discipline to first time situations that are deemed to be done out of ignorance. If a student continues to misbehave, expulsion may be recommended.

LEVEL 3 OFFENSES

These offenses are of such magnitude that suspension or expulsion is mandatory. They involve situations in which students need to be immediately removed from class or separated from fights that have a high likelihood of injury, credible threats against life or serious bodily injury, and weapons violations. At this level, parents are always contacted, and documentation, including suspension letters, behavior contracts, and expulsion briefs, is always prepared. Level 3 offenses often involve the police, and in these situations, the school obtains arrest records. All Level 3 records follow a student to their next school placement.

Dress Code

In order to teach the students good judgment and discretion in matters of their appearance, Isaac Newton Christian Academy expects students to wear clothing, hairstyles, make-up and jewelry which promote modesty, appropriateness, and neatness, and which do not distract from the climate of Christian education at Isaac Newton Christian Academy. Dress policies are established to contribute to the learning environment of pupils so that 1) they can excel academically in a Christian setting, 2) godly character will be reflected in the ways they represent themselves, 3) students will wear clothing appropriate for normal school activities, and 4) students will be challenged in learning accountability, discernment, and willing obedience (Hebrews 5:14; 1 Peter 2:13). A dress code is conducive to self-worth, a good study atmosphere, and a good personal identity (Proverbs 11:22). God knows our spiritual condition by our hearts, but men can initially only see the physical body and how it is attired (1 Samuel 16:7).

Even as there is appropriate clothing for church, athletics, work, etc., so too there is appropriate clothing for school and related activities. It is important that families come to a cooperative agreement in this area. Please realize that we have a wide variety of attitudes regarding personal appearance, but it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify for students and parents the desire we have at Isaac Newton Christian Academy for our students to glorify

the Lord in their dress and grooming. As you read through this list, please consider the three major principles that represent the spirit of the Dress Code: that students are to wear clothes that are modest, appropriate and neat.

MODESTY can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

APPROPRIATENESS can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process.

NEATNESS can be defined as a look that is clean with clothes that are properly fitting and in good repair.

The classroom teacher and Head of School are responsible for administering the dress code. Teachers will carefully observe student dress at the beginning of each school day or function and inform the student and the office staff of any concerns as soon as possible. The student will need to change the inappropriate clothing in order to attend school. A parent will be informed of the situation and will be asked to bring appropriate clothing to school. If the parent is unable to bring a replacement item to school, the office staff may substitute another piece of clothing. The items outlined in the dress code do not necessarily comprise the entire list of questionable dress practices. On occasion, there could be situations where something not listed may have to be brought to the attention of the student and parent. If a question arises on any issue, the decision of the Head of School will prevail.

Specific guidelines for dress at Isaac Newton Christian Academy are as follows:

For Boys and Girls:

1. Clothing should always be neat, clean, and not tight fitting or revealing. Torn or slashed clothing is not permitted.
2. Clothing may not have symbols or pictures that model values contrary to the teaching and purpose of the school, such as anything relating to alcohol, rock music, drug culture, or a derogatory name or comment.
3. Jeans, nylon pants, or dress slacks are acceptable. Cotton sweat pants, yoga pants and exercise leggings are not permitted. Pants may not be so loose-fitting that they hang off the waist.
4. Students may wear shorts during daylight savings time (typically the middle of March through the beginning of November), provided they are in good taste, and meet established length requirements.
5. Hats, caps, or bandanas are not to be worn inside the school building, unless related to a school pride day.
6. Tattoos, real and fake, are not allowed.
7. Dyed hair must be a natural hair color.
8. All undergarments need to be covered.

Footwear:

1. Shoes are required to be worn at all times at school.
2. Flip-flops or athletic sandals are not permitted because of sanitary and safety reasons. Shoes should be firmly fastened to the foot.
3. Student must wear proper athletic shoes for physical education class. Proper athletic shoes have rubber soles, and do not include street shoes, sandals, or boots.
4. Students are not permitted to wear shoes with roller-runners to school.

For Boys:

1. Length of shorts must be no higher than about knee length.
2. Shirts must have sleeves and not expose the midriff.
3. Hair must be clean, neat, and trim. Tails are not permitted.

For Girls:

1. Length of skirts, dresses, and shorts must be no higher than about knee length.
2. Girls are not to wear see-through tops, halter-tops, tube tops, backless tops, or anything exposing the midriff. Thin straps on tops are only allowed if there is an outer shirt over the straps or there is a shirt underneath the top with the straps.
3. Hair must be clean and neat.

Distribution of Materials to Students

Any advertisement or written materials, other than school-approved publications, must be reviewed and approved by the administration prior to posting or distribution on campus. The Head of School will decide whether the items or information to be distributed is in keeping with the school's mission and policies.

As much as possible, information of this type will be distributed to families through the Isaac Newton Christian Academy Virtual Backpack (www.isaacnewtonvirtualbackpack.wordpress.com). The Virtual Backpack is Isaac Newton Christian Academy's "green" approach to distributing information from school sponsored activities and non-profit organizations to families.

Isaac Newton Christian Academy recognizes that community members, employees, and students may want to share information with the school community that is non-school-sponsored. As the distribution of print materials in the school building is time and cost prohibitive, posting electronically furthers the school's goal of reducing paper usage.

Individuals or organizations wishing to post material on the Isaac Newton Christian Academy Virtual Backpack site must submit the material to the office through the online submission process.

Early Dismissal Procedures

For Individual Students Leaving before 3:00 pm

1. Parents need to either call the office or send a note explaining the reason for early dismissal and stating the time the student is to be dismissed.
2. The teacher will send the student to the office at the time he/she is to be dismissed. Parents must pick up the student in the office.
3. When parents arrive, they must sign the early dismissal book located in the office showing with whom the student is leaving, time, date, and reason for leaving.
4. Students cannot leave with other persons, unless there is written parental permission or a phone call to the office.
5. On days when planned early dismissal times are marked on the school calendar, students in grades Kdg. – 5 dismiss at 11:45 am and students in grades 6 – 8 dismiss at 12:00 noon.

Inclement Weather or Emergency

The teacher of each class will be notified, and he/she will activate the "calling-chain" of parents established for each room. The announcement will be made on radio and TV stations (refer to the listing in "Cancellations: Weather or Emergency" in this handbook). There will be no after school care on these days.

Expected Learning Outcomes

Students who graduate from Isaac Newton Christian Academy...

Spiritual Development

- ...understand and commit to a personal relationship with Jesus Christ.
- ...know, understand, and apply God's word in daily life.
- ...personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- ...can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- ...possess apologetic skills to defend their faith.
- ...understand the worth of every human being as created in the image of God.

Intellectual Development

- ...are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
- ...are proficient in mathematics and science.
- ...have a knowledge and an understanding of people, events, and movements in history, and the cultures of their peoples and places.
- ...appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- ...know how to utilize resources—including technology—to find, analyze, and evaluate information
- ...are committed to lifelong learning.
- ...explore, create, experiment, observe, plan, analyze, reason, investigate, and question.

Social/Emotional Development

- ...embrace and practice justice, mercy, and peacemaking in family and society.
- ...value intellectual inquiry.

...have the skills to question, solve problems, and make wise decisions.
...have an appreciation for the natural environment and practice responsible stewardship of God's creation.
...enjoy and initiate friendships with a variety of individuals.
...take pride in their work.
...show empathy and kindness to others.
...recognize that their body is created by God and that special responsibility is needed to care for it.
...engages with others in learning activities.

Extra-Curricular Activities

Extracurricular activities are an important part of the total educational experience for the students, and the school encourages students to participate in extra-curricular activities.

Academic Competitions

Isaac Newton Christian Academy students periodically participate in several ACSI competitions including Speech Meet, Math Olympics, Creative Writing Festival, and Desktop Publishing Contests.

Athletics

In keeping with the objectives of educating the whole student, the athletic program has been instituted for the purpose of complimenting the physical education program. Participation in inter-scholastic athletics is open to students in grades 5-12. Participation in the school's athletic program is a privilege to be earned by students. Participation eligibility will be evaluated by attitude, conduct and academic requirements. In the case of high school athletics, students must be compliant with eligibility requirements established by the Iowa High School Athletic Association (IHSAA), of which the school is a member.

Areas of participation are soccer (co-ed), volleyball (girls), basketball (girls and boys), cross country (high school), golf (high school boys), bowling (high school) and cheerleading. A sport may be temporarily discontinued based on a low level of participation by the students. All students involved in sports must have an annual sports physical on file in the office before the start of practice for the sport. All students participating in inter-scholastic athletics will also be charged a sports participation fee of at the start of the season. This fee varies on the level of competition (5th-6th grades, 7th-8th grades, high school) If this fee causes a financial hardship for your family, please speak privately with the Head of School.

A student who is absent from school because of illness may not practice or play in an athletic event that takes place after school that same day. Students who are in attendance by 12:00 noon may participate in after school activities.

A separate Athletic Handbook is distributed to all student athletes that participate in inter-scholastic athletics. All interested parties can request a copy of this handbook by contacting the Athletic Director.

Clubs

Clubs, student Bible studies, or prayer groups are organized on an occasional basis, provided that there is a faculty sponsor or parent to oversee the group. Participation may be limited, based on the nature of the activities involved or special requirements specific to that activity.

Facility Use

Members and non-members of LCEA may rent the facility for events. There is a cost associated with the rental to defray the expenses for electricity, water, and janitorial. Please check with the office for further information.

Field Trips

Periodically, classes take trips to interesting and educational places. The parents will sign a field trip permission slip at the beginning of the year. Parents will be notified in advance of each trip, and a small fee may be charged to cover expenses.

Additional Children

Generally, children who are not enrolled at Isaac Newton cannot accompany parents who chaperone field trips, unless there are special circumstances. Teachers need to discuss the special circumstances with the Head of School before the field trip.

Iowa Laws for Child Safety

State law requires children, who are 3-5 years old, to be in a child restraint, and children, who are 6-10 years of age, to be in a seat belt, at a minimum.

Behavior Guidelines

Since we do not have buses for student transportation, we rely on parents to drive for field trips. We expect students to obey volunteers at all times. Students are responsible to the classroom teacher and all volunteers during the field trip.

To maintain order before, during, and after field trips, we will follow these procedures:

Before

1. The teacher will review the procedures and responsibilities with the students and accompanying adults.
2. Students will walk quietly to the vehicles. We will not disturb other classes.

During-In vehicles and at the field trip site

1. All passengers will use the seat belts. (Pre-K students will be in child restraints).
2. Students may talk, but with quiet voices.
3. Students will keep hands and feet to themselves.
4. Students will listen to and follow the directions of the volunteer.
5. Students will walk at all times, unless running is a part of the activity.
6. Students will stay with their designated group at all times.

After

1. Students will wait for instructions by the volunteer.
2. Students will wait in the vehicle until the volunteer tells them to get out.
3. Students will wait in the group outside of the vehicle for the volunteer.
4. Students will walk quietly with the volunteer in the group into the building and wait quietly in the pre-determined location for the remainder of the groups to return.

Overnight Stays

When staying overnight on a school-sponsored activity, the following guidelines will be in place:

1. Policies in the Student Handbook will be adhered to on all trips.
2. Chaperones, volunteers, and staff members who represent Isaac Newton Christian Academy in a supervisory or leadership role must agree prior to the trip to refrain the alcohol and tobacco use.
3. Students are not permitted in hotel rooms of students of the opposite gender.
4. All curfews must be adhered to by all students.
5. Local laws, customs, and courtesies will be respected and adhered to if they do not contradict other prescribed policies.
6. Respect and cooperation will be shown to all adult chaperones.
7. When travelling with another group or a travel company, adherence to their policies and rules is expected.
8. Responsibility for personal possessions, being punctual, and showing consideration of others in the group is expected.

Financial Accounts

Families may pay tuition annually, semi-annually, or monthly (9 and 11 month options). The school has engaged FACTS Management Services as its third-party billing service for ALL tuition payments. All financial accounts need to be current. Failure to pay tuition when due impairs the ability of the Academy to provide quality education for all students. Late payments due to insufficient funds will receive a \$30 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 15 days. If the second attempt also fails, an additional \$30 missed payment fee will be incurred. If an account is 30 days past due, selected Board members will contact the family to make an alternate payment plan. If the balance remains unpaid and/or the revised payment plan is not adhered to, the Board will determine whether there is cause to dismiss the student(s) from the Academy at the start of the next trimester.

Food Services

School Lunches

Hot lunches are prepared by the school kitchen staff. Students can choose to eat school lunches as often as they would like. The menu for daily lunches can be found on the school website, in Newton's News, and on the monthly calendar. Students give their lunch order preference each day in homeroom. If a student does not

order a school lunch, he/she is expected to have a lunch provided from home. School lunches include one beverage. The selection for beverages usually includes skim milk, 2% milk, chocolate milk, 100% orange juice, or bottled water.

Microwaves are available for students in 3rd through 12th grades to heat food. However, the students' eating time may decrease while they are waiting in line to heat their food. Please keep heating times for microwaveable items to two minutes or less. Food in a thermos is a good alternative.

Procedure:

1. Teachers will escort students to the kitchen to pick up their meals and/or beverages.
2. Students will eat lunches in the cafeteria.
3. No students are to be in the halls, restrooms, or office without permission from their teacher or another staff member during the lunch period.
4. Students are to remain in their seats after eating until they are dismissed to discard their trash.
5. Students are responsible for leaving their eating areas neat and clean.

Lunch fees

A daily lunch fee includes a carton of milk. If an extra slice of pizza is ordered on Mondays, an additional charge is added for the extra slice. Milk can also be purchased individually for a small fee per carton. The fees for these items are included in a mailing to enrolled families in August.

The school makes milk and bottled water available to students bringing a lunch from home. There is an extra charge for these drinks if they are not purchased as part of a school-prepared lunch.

If you have concerns about your family's ability to provide lunch for your children, please contact the office. All calls and information will be kept confidential.

Lunch Accounts

The school uses a computerized system to process hot lunch orders and payments. Family lunch accounts are prepaid online or in the school office. The amount of the items ordered will be subtracted from the account each day. The family's account balance can be monitored on the family ParentsWeb account. You will be notified by email when your account reaches a zero balance. When you receive these emails, please replenish lunch account as soon as possible. If the family account has no money in it, your child(ren) should bring a lunch from home. You may receive a phone call from the staff asking you to bring a lunch for the child.

Food Allergens

Isaac Newton Christian Academy is concerned with keeping all of our students healthy and safe. We want to provide a safe learning environment for all students. If your student has a life-threatening food allergy, please contact the school office BEFORE the first day of school to discuss implementing an allergy action plan. School staff will work with parents and health care providers to ensure that a plan is created to meet the unique needs of each student with special health care issues. The office staff will be able to communicate with teachers and school nutrition staff about dietary restrictions. While we do make efforts to eliminate food allergens from our menu that are known to have severe health consequences in students, we are unable to provide food service that is guaranteed to be 100% allergen-free. If your student has a severe food allergy, such as nut, dairy, gluten, red dye, apples or any other allergy inducing foods, please use caution if you choose to allow your child to eat hot lunch. If you avoid foods at home due to possible cross-contamination by producers, be aware that we may serve these products at school.

Kitchen Cleaning and Sanitation

The school kitchen is cleaned and sanitized with sanitizers that meet state and local food safety regulations. All food preparation equipment and surfaces that come in contact with food in the kitchen and cafeteria are sanitized before during and after food preparation. This sanitation takes place daily. Appropriate hand-washing procedures that emphasize the use of soap and water are also employed by kitchen staff. These sanitation methods are regularly inspected by the Linn County Department of Health Services.

Health Services

Purpose

The purpose of the school's health services is to provide first aid/care to sick or injured students, be the

communication link between school and home, dispense medications provided by the parent with authorization, and supervise certain health screenings of students.

General Information

Health care of the school-aged child is the responsibility of the parent/guardian, and the school advises that each child should have a primary care physician. The clinic staff makes observations about students during the day, acts as a valuable resource to the student's physician and parents, and shares the student's healthcare needs with other staff. Typical activities of the clinic staff include monitoring communicable diseases, managing medication administration, helping in the assessment of physical and emotional factors affecting a child's learning in school, developing individual care plans for students, acting as a health education resource for staff, and responding to identified health and safety hazards in the building and on school grounds.

Provision of Medical Care

School staff, trained in first aid and emergency care techniques, may give emergency care or first aid to sick or injured students, staff, or visitors, whenever these individuals are on school property or under school supervision. For severe or life-threatening injuries and illnesses, the Emergency Medical System (911) shall be activated, and the individual transferred to an appropriate source of medical care as rapidly as possible.

Automated External Defibrillator

An automated external defibrillator (AED) is located in the main hallway outside of the school office. The staff is trained in its use and administration.

Health Information

School staff needs to be informed of a student's significant health conditions. This information needs to be written on the student's emergency medical form at the beginning of the school year. The information will be shared with the school staff that needs to know about your child's condition. If the condition requires special adjustments in the school environment or if there are any changes in your child's health status, please notify the school office staff as soon as possible.

Immunizations

Iowa law requires that all enrolled students have a valid Iowa Certification of Immunization on file at the school. The parent and a notary public must sign religious exemption requests for these immunizations. A list of State requirements can be obtained in the school office.

Occasionally, an enrolled child may be under-immunized because of a medical condition (documented by a licensed health professional) or due to family religious beliefs. In these circumstances, if there is an outbreak of a vaccine-preventable disease, any child who is under-immunized for this disease will be excluded until the outbreak is over and a medical authority authorizes the child to return to the school.

Medication Policy

Medication prescribed by a physician or dentist may need to be administered during the time the student is in school. The parent/guardian shall provide written authorization and instruction using a school form. All medications shall be supplied to the school in the original container, properly labeled, and shall be administered by authorized personnel. Parent permission is required before non-prescription, over-the-counter medications will be given. Examples are cough syrup, cough drops, Tylenol, Advil, etc. All medications need to be kept in the clinic, unless the Head of School has authorized otherwise. Medication permission forms are available in the office.

Physical Examinations

Physical examinations are required for all students entering Pre-K and for students who participate in athletics, mainly in grades 5-12. Forms are available in the office or on the school website.

Health Screenings

1. Vision Screening- Staff from Grant Wood AEA (Area Education Agency) annually screen all students in 3rd grade.
2. Hearing Screening- Grant Wood Area Education Agency (GWAEA) screens all students in kindergarten, and grades 1, 2, and 5. Students in Pre-K with IEP's will be screened. Students in grades 3, 4, 6,7, and 8 who are new to the school that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing

tested should notify the office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the office. The dates of the screenings will be announced in the Newton's News.

Additional Support Services

Additional support services are available to assist teachers and families when concerns arise with children. These services include other teachers, the Head of School, and Grant Wood AEA support staff. Staff from Grant Wood AEA who can provide services include school psychologist, social worker, consultant, speech-language pathologist, and occupational and physical therapists.

Teachers and parents may informally or formally request assistance of AEA staff through the Head of School. These services are available for all children through parent or teacher request.

Accidents/Injuries/Illnesses

If your child is seriously hurt at school or during an athletic practice or game, school staff will call you as soon as possible. First aid will be administered immediately. The staff will complete an accident report within 24 hours of the incident.

Parent Notification

If your child comes to the clinic, the staff will assess his/her needs. After the assessment, staff will follow appropriate procedures. They will contact you if necessary, using their best judgment. Our clinic administration software gives us the ability to send emails to update parents of any student needs in the clinic.

Sending a Sick or Injured Student to School

Please do not send your child to school if he/she is ill. We want to minimize risk of exposure to other students. Parents or other authorized guardians will be notified when their child has a sign or symptom that requires exclusion from school. Examples are described below:

1. The illness prevents the child from participating comfortably in regular activities;
2. The illness results in greater need of care than the staff can provide without compromising the health and safety of the other children; or the child has any of the following conditions:
 - Fever—a child with an axillary temperature fever of over 100°F plus behavior changes or other signs/symptoms of illness. The child will be excluded from school until he/she is fever free for at least 24 hours.
 - Severe Illness—a child with signs/symptoms of possible severe illness may include:
 - Lethargy
 - Uncontrollable coughing
 - Inexplicable irritability/crying
 - Wheezing
 - Difficulty breathing
 - Other signs unusual for the child

This child will be excluded until symptoms subside or a health care provider finds the child able to return.

- Diarrhea—a child having uncontrolled watery or loose stools, not associated with change in diet, and increased frequency not contained by use of the toilet will be excluded. He/she may return once the diarrhea resolves.
- Blood in Child's Stools—a child should be excluded if blood is present in his/her stools which is not explainable by dietary change, medication or hard stools. Because of the potentially serious nature of this condition, the child will be excluded until a health care provider finds that he/she is able to return.
- Vomiting—a child acting ill and who has vomited 2 or more times within 24 hours will be excluded. If the vomiting is accompanied by other signs or symptoms of illness, the school may exclude the child after one vomiting episode. He/she may return when vomiting resolves.
- Abdominal Pain—a child with persistent abdominal pain (more than 2 hours) along with fever or other signs/symptoms of illness is excluded until symptoms resolve.
- Mouth Sores—a child with mouth sores and who is drooling will be excluded unless a health care provider determines the child is noninfectious.
- Rash—a child with a rash and a fever OR a child with a rash and behavior changes will be excluded until a health care provider determines the child is not communicable.

- Scabies—a child with scabies will be excluded until after treatment has been completed.
- Conjunctivitis—a child with non-purulent pink eye will not be excluded unless determined by health care provider; however purulent pink eye will be cause for exclusion until after first treatment.
- Head Lice—a child with head lice will be excluded until after the first treatment.
- Ringworm—a child with a ringworm-like rash should be evaluated by a health care provider. If ringworm is confirmed, the child will be excluded until medical treatment is started.
- Strep Throat—a child with strep throat will be excluded until 24 hours after initial antibiotic treatment and cessation of fever.
- Chickenpox—a child with chickenpox will be sent home when lesions are detected. He/she may return when all lesions have dried and crusted.
- Pertussis (Whooping Cough)—a child diagnosed with pertussis will be excluded until 5 days of appropriate antibiotic treatment.
- Mumps—a child diagnosed with mumps will be excluded until 9 days after onset of gland swelling.
- Measles—a child diagnosed with measles will be excluded until 4 days after onset of rash.
- Rubella—a child diagnosed with rubella will be excluded until 6 days after onset of rash.

Other illnesses or conditions that require treatment by a physician will be managed as directed by the physician.

Exclusion from Recess or Physical Education

Exclusion from physical education: A parent/guardian may write an excuse from physical education for one week or less, renewable once for a maximum of two weeks. For an excuse in excess of one week, a note is required from a physician, dentist, osteopath, podiatrist, or chiropractor. The note should also specify the nature of the disability and the length of time the student is to remain out of physical education.

Exclusion from recess: Students will be allowed to refrain from participation in outdoor recess for health-related reasons for up to three school days with a written request from the parent/guardian. A physician's note explaining the nature of the student's limitation and recommended length of non-participation shall be required after the third excused day.

Honors

Different honors are awarded to students and parents throughout the school year.

Cornwell/Johnston Meritorious Volunteer Service Award

The Board of Directors will annually present the Cornwell/Johnston Meritorious Volunteer Service Award to a member of the Isaac Newton Christian Academy community to honor their outstanding volunteer service to the school. Doris Cornwell and her husband, Dick, were faithful volunteers at Isaac Newton Christian Academy until Doris' untimely death in 1995. Roger and Anita Johnston were also faithful volunteers at the school for 24 years. The award is given to a volunteer that best exhibits the volunteer service that Cornwell and Johnston families exhibited. The award is given out every year at the Linn Christian Education Association annual meeting. A plaque with the ongoing list of recipients is updated each year with the name of the recipient.

Eighth Grade

Eighth graders are recognized annually for their achievements in academics, improvement, and Christian character. Awards for academics and improvement are from the President's Education Awards Program of the U.S. Department of Education. The Christian character award is from Isaac Newton Christian Academy. Qualifying students are recognized at their end-of-year celebration ceremony.

Honor Roll (7th – 12th grades)

The Isaac Newton Christian Academy Honor Roll is awarded to students in grades 7th through 12th grades for each quarter grading period. The school awards the "A Honor Roll" and "B Honor Roll" to students based on their academic performance.

Junior High: To be eligible for the "A Honor Roll," a student cannot score below an A- grade in any subject included for Honor Roll consideration. The rounding of ratings is not permitted in the calculation. To be eligible for the "B Honor Roll," a student cannot score below a B- grade in any subject included for Honor Roll consideration. The rounding of ratings is not permitted in the calculation. The Honor Roll shall not be computed for any student that has a "D" or an "F" grade in any subject. Music, Art, Computers, and Physical Education are excluded from computation of the

Honor Roll.
High School: To be eligible for the "A Honor Roll" a student's quarterly GPA must be in the A range (3.67 or higher). To be eligible for the "B Honor Roll" a student's quarterly GPA must be in the B range (2.67 or higher). All classes are included in the GPA calculations which are used to determine Honor Roll.

Hours of School

Pre-K	8:15 am – 11:15 pm (Mon.-Fri.)
Kdg. – 6 th Grade	8:15 am – 3:00 pm
Junior High/High School	8:15 am – 3:15 pm

Except for those with specific responsibilities, students should not enter the building before 8:00. In good weather, students will be supervised in the playground area. During inclement weather, students will be supervised in the cafeteria and remain there until their teacher arrives to take them to class. **Students are not to go to their lockers before 8:05 unless a staff member has given them permission.** Students need to be picked up according to the after school pick-up plan. (Please refer to "Transportation > Drop-Off" in this handbook.)

The school provides a supervisor, beginning at 7:45 a.m. each morning, unless there is a late start.

Students arriving at school before 7:45 a.m. will be placed in the Before-School Care Program. Students not picked up by 3:30 will be placed in the After-School Care Program. There is a fee for these services. If school starts late, please bring your child to school no earlier than 20 minutes before the beginning of classes. There is no Before-School Care Program on these days.

Any parents or visitors entering the building between the hours of 8:00 a.m. and 3:15 p.m. need to stop in the office, sign in, and get a visitor's badge to wear while in the building.

Internet Use

As part of the student's curriculum and the development of computer skills, supervised access to the Internet will be provided in the computer lab. The following rules have been provided for responsible Internet use:

- Never use the Internet without adult permission.
- Access only areas that are appropriate for school use.
- Do not download games, music or video files, or other software.
- Do not send e-mail without permission.
- Do not "chat" online or participate in other live interaction.
- Do not give out your name, address, phone number, or e-mail address.

A more comprehensive Internet Use Policy was provided to families as part of the registration process.

Linn Christian Education Association (LCEA)

The Linn Christian Education Association (LCEA) is the governing body of Isaac Newton Christian Academy. LCEA is led by an elected Board of Directors. Board terms are for three years. Most, but not all, of our board members are parents of current students. The Board can have no more than two members from any one church organization.

Board of Directors

Please see the school website for the list of the current members of the Board of Directors. (www.incaonline.org > About Us > Leadership Structure)

To contact a member of the Board of Directors of the Linn Christian Education Association, please email: board@incaonline.org and use the name of the board member as the subject line.

The LCEA Board follows biblical communication procedures outlined in the "Communication" section of this handbook.

Board Meetings

The Linn Christian Education Association (LCEA) Board usually meets the third Tuesday of each month. Dates and times are publicized in newsletters and calendars. Parents may attend the meetings.

LCEA Membership

The LCEA by-laws require that voting privileges are given to individuals who are professing believers, active members in good standing of a local church and who sign the school's Statement of Faith and the student enrollment contract.

LCEA Annual Meeting

Each year, the Association hosts an Association Meeting in April or May. At this meeting, the Board of Directors and the administrative team report on the state of the school. During this meeting, we vote for members of the Board of Directors. The date and time of this meeting is communicated to LCEA members.

Library

Students visit the Academy library once each week. Our librarian supervises library sessions, helps with book selections, and advises students on the appropriateness and reading difficulty of various titles. Books are checked out for two weeks. Each year the librarian will establish library rules with the assistance of the teachers and Head of School.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must clearly understand the following guidelines:

1. Students should not switch lockers with another student. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out, and should not be stuffed beyond capacity.
 - a. Stickers are not allowed on any part of the lockers.
 - b. Students must not place anything on the lockers that cannot be easily removed without affecting the surface of the locker.
 - c. Writing or painting on any part of the lockers is not allowed.
5. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member must be present to open the locker.
7. Students are responsible to pay for any locker damage caused by violation of the above rules.
8. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
9. Any problems with a locker should be reported to the office or to a designated staff member.
10. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Materials and Property

This school is God's provision and is made possible by the sacrificial gifts of parents, teachers and friends of the school, as well as by tuition and fees. It is very important that school property be well cared for and that materials are not wasted. Students who cause damage to school or to another student's property will be expected to repair or replace the property, or to pay for its repair or replacement.

Messages and Deliveries

Messages and deliveries from home are to be relayed through the office. Please make calls in the morning, if at all possible, and keep them to a minimum.

Mission and Philosophy

Mission Statement

It is the mission of Isaac Newton Christian Academy to provide the highest quality Christian education program available through consistent and comprehensive incorporation of biblical principles.

In a Christ-centered, loving environment, the student will achieve academic excellence and individual character development as well as mental, physical, and spiritual growth.

The result will be a well-educated, caring student, ready and able to serve the Lord Jesus Christ in the community.

Vision

Isaac Newton Christian Academy is changing lives through the transforming mission of Christian education.

Imagine a campus that provides outstanding academics and activities for children while they are taught to think and act as Christians.

Imagine an environment where the spiritual formation of children thrives because the three main institutions in their lives – home, church and school, are working together to point them in the same direction
...to Jesus Christ.

That's our vision...join us!

Five imperatives, which grow out of our institutional foundation and Statement of Faith, provide the broad framework for the school's direction. They describe the key areas where our resources, time, and attention will be directed.

- The Worldview Imperative: Guide all students to a Biblical worldview through curricular, extra-curricular and student life programming.
- The Learning Imperative: Create a dynamic learning environment that includes cutting-edge technology, the best Christian curricula in the nation, and provides enrichment programs.
- The Teaching Imperative: Recruit and support passionate Christian educators who are trained in research-based teaching/learning strategies.
- The Growth Imperative: Provide the opportunity for a Christian education for all desiring students in our community, with a flexible facility ready for the challenge.
- The Financial Imperative: Strengthen our financial foundation.

Philosophy of Christian Education

The Philosophy of Christian Education of Isaac Newton Christian Academy is based upon the following presuppositions:

I. Life is recognized as having a design and purpose.

People are to live life as a response to our Savior and Creator, enjoying Him and endeavoring to please Him through doing justly, loving mercy, and walking humbly with Him. Christian education recognizes that just as no person is complete apart from the spiritual life available through faith in Jesus Christ, neither is an education complete, which focuses only on the improvement of the mind and body and neglects the spiritual dimensions of a student. Christian education deals with the development of the student's intellect, emotion, and will. Because each person is entrusted with moral choice, true education must include teaching moral absolutes, which are necessary for making decisions, which are right in God's sight.

II. Education includes the process of communicating knowledge.

For the Christian, the source of all knowledge and truth is God, and revelation of His truth is found in His Word, the Bible. The Word of God is the foundation of the school curriculum. Through the Bible, the interrelatedness of all other subjects and truths is made possible.

III. A Christian teacher's lifestyle must be exemplary.

The reality of a teacher's personal conversion should empower him/her to be a godly role model for all students. The Christian teacher is to be a student's guide and resource person, teaching according to educational principles contained in the Word of God.

IV. The parents are responsible before God.

Parents are ultimately responsible before God for the education of their children in the home, school, and church. The home is the center of education and is never replaced by the school. The school exists to support the home and church.

Statement of Faith

1. We believe the Bible to be divinely inspired and the only infallible, inerrant, and authoritative written Word of God. (2 Timothy 3:16; Romans 15:4; 2 Peter 1:20-21)

2. We believe that there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit. (Romans 5:5; John 1:1-3, 14; 1 Corinthians 8:6; Matthew 28:19)
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (John 10:30; 2 Corinthians 5:21; John 21:24-25; Acts 1:9; Mark 16:19; Luke 24:6-7; Revelation 19:11-16; Hebrews 9:26-28; Romans 5:9; 1 Corinthians 15:2-4; John 1:1-3; 1 Corinthians 8:6; Matthew 1:22-23)
4. We believe in the fall of man, that all have sinned and come short of the glory of God, and that all human beings are born with a sinful nature. (Genesis 3:1-24; Romans 3:23; Romans 3:9-20; Psalm 51:5)
5. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful human beings. (Titus 3:5; Romans 12:2; John 3:5-6; 2 Corinthians 5:17)
6. We believe that salvation is entirely by grace, through one's personal faith in the person and finished work of Jesus Christ upon the cross. (Ephesians 2:8-9)
7. We believe in the present ministry of the Holy Spirit, Who indwells the Christian, and enables him/her to live a godly life. (2 Thessalonians 3:13; 1 Peter 1:2; Ephesians 3:14-20; Galatians 5:16)
8. We believe in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost to the resurrection of eternal damnation. (Revelation 20:11-15; 1 Corinthians 5:10; Romans 14:10-12; Revelation 21:1-4,8; John 5:28-29)
9. We believe that Jesus Christ is the head of the church, which is His body (the church consists of all those who profess faith in Jesus Christ as Savior and Lord) and that all who are believers in our Lord Jesus Christ are united spiritually to Christ and to one another through the Holy Spirit, Who is the source of our unity. (Ephesians 3:1-14; 1 Corinthians 12:13; Galatians 3:28)

Statement of Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Linn Christian Education Association (LCEA)'s faith, doctrine, practice, policy, and discipline, the LCEA Board of Directors is the Association's final interpretive authority on the Bible's meaning and application.

Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two different complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 1 Corinthians 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of the Linn Christian Education Association (LCEA) as the local Body of Christ, and to provide a biblical role model to the Association's members, to the students enrolled in any Association schools, and to the community, it is imperative that all persons employed by the LCEA in any capacity agree to and abide by the school's Declaration of Moral Integrity (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of LCEA.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Non-Discriminatory Policy

Isaac Newton Christian Academy admits students of any race, color, gender, and national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Isaac Newton Christian Academy does reserve the right to select students on the basis of religious commitment, academic performance, philosophical compatibility, and willingness to cooperate with the Isaac Newton Christian Academy governance and abide by its policies.

Parent Support

The school cannot operate without the support of parents through their prayers, financial gifts, and volunteer work.

Prayer Support

We encourage you to continue or begin to be a prayer warrior for the school. During your morning devotions, throughout the day, and during evening devotions, please remember our school and its needs. Please pray consistently for the needs and progress of the school, staff, and Board. The staff meets for devotions at 7:30 a.m. each day to give thanks to God and to pray for individual and community needs.

Giving

Isaac Newton Christian Academy is a faith operation. Tuition and fees do not cover the total cost of education. Gifts from parents and friends of Isaac Newton Christian Academy cover a significant portion of the cost.

Fundraisers

- The Newton's Pies fundraiser is a parent-led fundraiser that is held in late October. All parents are expected to participate (a minimum of 4 hours by an adult per family) or pay an opt-out fee of \$300 per family.
- The Annual Banquet features a Christian speaker. Families and businesses sponsor tables, and donations are requested.
- There may be an additional fundraiser in which families will be asked to participate. In the past, this has been a Serve-and-Walk-a-Thon (S.W.A.T.)
- Eighth grade students are involved in class fundraising for their class trip, and graduation ceremony. High school students will also be involved in class fundraising for class trips and service trips.

School Support Opportunities

The school's annual budget is met by God's directive hand. The school meets operating expenses by means of tuition, gifts, and fundraisers. There are opportunities to support our school in many programs. We pray God will touch your heart to become involved in some of these opportunities:

- Scrip – order gift certificates in advance of your shopping and then pay for your purchases with the certificates, just as you would with cash.
- General Mills BoxTops – Clip and save BoxTops for Education from General Mills products to earn cash for the school.

Work

From time to time, "work days" will be scheduled to complete projects at the school. Parents, who can do tasks such as painting, carpentry, cleaning, electrical or mechanical work, may be asked to volunteer for special jobs during the year.

Parent Teacher Fellowship (PTF)

The purpose of the PTF is to foster support for the school, improve communication between the parents, teachers, staff, and the Board of Directors. The PTF usually meets monthly. Information about these meetings is published in Newton's News.

Classroom Volunteers

Parents are encouraged to volunteer their time in their child's classroom. This may involve doing classroom paperwork, making copies for instruction, tearing and collating workbook pages, reading, or listening to students recite Scripture memory, among other things.

Personal Property

The school stresses the importance of students assuming personal responsibility for the safekeeping of all personal belongings, as well as those assigned to them by the school.

The following guidelines pertain:

1. Students are responsible for their valuables.
2. Clearly mark personal possessions for easy identification.
3. Report lost articles to the homeroom teacher immediately.
4. Do not bring personal playground equipment to school, unless authorized by the teacher and Head of School.
5. Do not bring toys, radios, cameras, cassette tape recorders, CD players, game boys, or electronic devices to school, unless the teacher and the Head of School give prior authorization for special occasions. If permitted, such items must be left under the supervision of the teacher.
6. Each student will be assigned a locker. **Lockers are the school's property.** We need students' help in maintaining the locker assigned to them. Please keep lockers neat, clean, and organized. Material contained in your locker must be in compliance with school standards, rules, and regulations. The Head of School/designee may examine the property of the Academy at any time without notice, as authorized by the Board of Directors. Please see "Lockers" policy in this handbook for more information.

Pets

Pets are not permitted in the school building, unless the teacher and the Head of School give permission at least 24 hours in advance. Some students who attend Isaac Newton Christian Academy have serious allergies related to pet dander and saliva.

Pictures/Portraits

Student portraits will be taken in the fall and distributed to families. Purchase of pictures is optional. Portraits may also be taken in the Spring. The Fall portraits are the portraits included in the school's annual yearbook.

Recess

Outdoor play and physical activity are important components of the school week. Recesses are held outdoors at lunch time for all students. Elementary students have an additional recess mid-afternoon each day. We believe children need regular breaks in their school day, and we insist they must go outside except in the most inclement conditions. Recess provides an important social experience, allowing children to be children and interact with their peers in other-than-classroom activities. We make available a plentiful variety of playground equipment, balls, jump ropes, and other recreational items. While teachers keep their direct involvement in recess activities to a minimum, they encourage organized games and individual activities, helping the children to cooperate and expend pent-up energy rather than allowing students to consume the recess period without participating in a meaningful recreational activity.

Recess Guidelines

Outdoor play and physical activity are important components of the school week. All children will participate in recess unless they have a signed note from a physician excusing the child from recess. Every effort is made to have the children play outdoors; however, inclement weather may cause the recess to be indoors in the school gymnasium.

- **Outdoor Recess-** We will go outside, if the temperature is at least ten degrees, including wind chill. The school uses the KCRG weather website to determine the outside temperature and wind chill.
- **Indoor Recess-** If it is too cold, icy, or raining, recess will be held inside.
- **Blacktop Recess-** Students will stay on the blacktop if the grass is wet and/or muddy.
- **Student Dress During Cold Weather-** Children need to wear hats, mittens/gloves, warm coats/jackets, snow pants, and boots. If they don't have boots, students will be allowed to go outside but will need to stay on the blacktop.
- **Staying Inside Because of Illness-** A student needs a note from a physician in order to stay inside for recess.

Students should walk to and from the playground on the sidewalk, and should not cross the parking lot to get to the play areas. Students should play within the recess boundaries during recess. Students should not enter the woods, or play on the land above the retaining wall near the playground, or behind the Activity Center. Teachers will go over specific playground rules with the students at the beginning of the school year.

Relationships Between Students and Staff

In order to effectively minister to one another, we follow Christ's example by sharing our time, attention, and resources with each other. It is necessary, however to guard against and recognize unhealthy relationships such as spending too much time together, physical displays of inappropriate affection, situations to be avoided for temptation's sake, and situations to be avoided for appearance sake. Therefore, the school leadership has written the following guidelines in order to promote a positive, loving, and nurturing climate while protecting students and staff members both in and out of school.

Basic Principles

The school culture at Isaac Newton Christian Academy keeps the focus on the development of Christlike character and on learning. The staff remains committed to the personal care of the children entrusted to us, realizing that we hold in our institutional hands those journeying through the most impressionable years of their lives. The staff teaches by action and example that we are indeed a community committed to growing in our understanding of Jesus Christ, applying the Word of God to our daily lives and academic studies, sharing our common allegiance to God, and caring about civility and decorum.

Confidentiality

If a student reveals information to a staff member that, in that individual's opinion and discretion, raises concerns for the safety or emotional stability of the student, that information will be revealed to appropriate officials and the student's parents.

Meetings

It is sometimes appropriate and valuable for teachers to meet one-on-one with students. Meetings of this nature will be held in locations that are open and visible. Should the meeting take place away from school, it should be in a public setting with parental approval.

Physical Touch

A caring and nurturing environment includes the appropriate use of physical touch. While being sensitive to the discomfort of some students with physical touch, care and concern for a child are sometimes best communicated by teachers through one-armed side hugs, hands on shoulders, or by encouraging a child to sit next to him/her.

Relationships Between Students/Peers

Interaction between students (the friendships formed and the degrees to which children feel accepted, comfortable, and safe) can encourage enthusiasm for going to school or sour a student's outlook. We want the experience of attending Isaac Newton Christian Academy to be positive, so we pay close attention to the quality of student-to-student relationships. We believe that training students in the development of Christlike relationships with peers is part of discipleship. While our expectations of behavior and academic performance are quite high, we recognize that "kids need to be kids." Accordingly, teachers try to provide opportunities, both in and out of class, for students to work and play together as peers. Teachers are always available to talk with, or listen to, individual students.

We make it clear to all students that we expect kindness and encourage use of the Golden Rule and other biblical principles when interacting with peers. We stress the importance of politeness, curbing disparaging comments and "tattling" (except in cases of actual danger or serious wrongdoing), and insist that students handle disagreements without resorting to name-calling or physical confrontation. We encourage everyone to welcome new class members, even as we make it clear to the newcomers that they must accept their fellow students and be willing to adopt the established modes of behavior.

Bullying

Bullying can occur in different forms, all of which are unacceptable. Among the types of bullying that are not acceptable at Isaac Newton Christian Academy are physical bullying, verbal bullying, relational bullying, and cyber bullying.

Any student who believes he or she has been the victim of bullying, or any person with knowledge or belief of

conduct that may constitute bullying, should report the alleged acts immediately to an Isaac Newton Christian Academy employee. A student may report bullying anonymously. However, the ability for Isaac Newton Christian Academy to take action against an alleged perpetrator based solely on an anonymous report may be limited. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

For more information about the school's bullying prevention efforts, please see "Anti-Harassment/Anti-Bullying" under the "Discipline" section of this handbook, and "Bullying Prevention" as its own section in this handbook.

Public Displays of Affection (PDA)

Any physical display of affection (PDA) between students is inappropriate on school grounds. Examples of PDA include, but are not limited to: kissing, prolonged hugs, hand holding, etc.

Safety and Security

School officials annually review building safety and crisis policies. The security of students depends on the consistent enforcement of procedures put into place for their protection.

Please obey all traffic rules while driving, working, or riding bicycles to and from school.

Building Access

Isaac Newton Christian Academy is considered a closed campus during regular school hours. It is our desire to have a safe and healthy environment for our students, staff members, and those visiting our campus. Access by non-students to the school building is restricted from 8:15 a.m. to 3:00 p.m. on school days. All exterior doors to the building are locked during school hours. Those wishing to enter the building must press the security button at the main entrance, appear on camera, and be permitted in the building by office staff. Everyone entering the building should report immediately to the school office upon entering the building.

Visitors

Visitor badges may be obtained by signing in at the school office. Visitor badges should be worn and be clearly visible at all times. When leaving the building, visitors should notify the office staff of their departure. It is imperative that we know who is in the building so that they may be accounted for in an emergency situation. Some examples of visitors include a parent wanting to have lunch with their child, attending an assembly, or meeting with a staff member.

- Student guests or visitors are only allowed if the family is considering enrolling at Isaac Newton Christian Academy. Approval must be given by the administration at least 48 hours prior to the visit.

Emergency Response Plan

Isaac Newton Christian Academy staff members have been trained to use the school's Emergency Response Plan. This plan is reviewed annually, and is regularly submitted to the Cedar Rapids Police Department's School Safety Taskforce for review. The plan also includes directions on how to manage a radiological emergency from the Duane Arnold Energy Center in Palo, IA.

Emergency Evacuation

The evacuation and safety plans for our area are listed in the front of Cedar Rapids phone books (Dex and Hibu). The Linn County Emergency Management Agency is coordinating with other agencies, including the Duane Arnold Energy Center. If school evacuation is recommended, our students will be taken by bus to our Temporary Relocation Center (TRC), which is Southeast Junior High School in Iowa City. Please do not come to Isaac Newton Christian Academy to pick-up your child/ren. You can pick up children at Southeast Junior High when the information is broadcast on the primary emergency alert station, WMT 600 AM or 96.5 FM in Cedar Rapids.

Emergency Drills

The school participates in four fire drills, four tornado drills, and one lockdown drill yearly.

Fire Drills

- Fire Drills
 1. During routine drills or an actual fire, the alarm is sounded from a pull station in the hallways.
 2. The students in each class follow the teacher outside by way of the nearest available exit. Students do not talk while exiting.
 3. The teacher accounts for students who are present for the school day. If a student is not accounted for, an office staff member is contacted, who makes the effort to locate the unaccounted student.

4. Teachers escort their classes to the blacktop and line up by class.
 5. Once the all-clear signal is given by the Head of School/designee, teachers bring their students back into the building. Students remain quiet while returning to their classrooms.
- Tornado Drills
 1. During routine drills or an actual tornado warning, a “code” is given over the public address system.
 2. The students in each class follow the teacher to the class’ designated safety location in the building. Students do not talk while being led to this location.
 3. Once at the designated safety location, teachers instruct the students to assume the “duck and cover” position on the floor.
 4. The teacher accounts for students who are present for the school day. If a student is not accounted for, an office staff member is contacted, who makes the effort to locate the unaccounted for student.
 5. Once the all-clear signal is given, teachers escort their students to class. Students remain quiet while returning to class.
 6. Tornado Drills
 - Lockdown Drill

Accidents

All accidents that occur during the school day or on any school trip should be reported to the office immediately. Parents will be notified immediately if their child was involved in an accident.

Weapons

Isaac Newton Christian Academy is committed to providing a safe school environment. Any student possessing or using a weapon on school property or at a school-sponsored event will be expelled. Subsequent re-enrollment will be a matter for Board action.

Mandatory Reporting

According to the laws of the State of Iowa, all Linn Christian Education Association teachers are mandatory reporters of suspected child abuse. Staff members are required to report all incidents when it is reasonably believed a child has suffered abuse. Our Child Abuse and Neglect Reporting Procedures follow the requirements of the State of Iowa and are designed to protect students who are victims of child abuse and neglect.

School Records

There are two types of school records, permanent and cumulative. Permanent school records contain information regarding schools attended, attendance, Iowa Assessment scores, homeroom teachers, and grades. When a student transfers, a copy of the permanent record is sent to the new school. Copies of cumulative records, including those brought to Isaac Newton by parents or sent from other institutions, and may contain test scores and narratives, report cards, and other information, will be transferred to another school upon notification from that school.

Only authorized persons have legal access to a student’s records: parent(s) or legal guardian(s), teachers, Head of School and administrative assistant. The list of building personnel for the current school year will be published in a parent newsletter early in the year.

In addition, the following people may be granted legal access to a student’s record, if necessary, by the Head of School, administrative assistants, bookkeeper, and AEA staff (psychologist, speech/language clinician, social worker, consultant, physical and occupational therapists, hearing and vision staff), and those authorized by the school’s Confidentiality policy (See “Confidentiality” policy in this Handbook).

These guidelines explain your right to your child’s records maintained by Isaac Newton Christian Academy. These rights include:

1. Right to inspect: You have the right to look at all of your child’s records maintained in the official school file.
2. Right to prevent disclosure: The school will not disclose anything to third parties from your child’s records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.
3. Right to request correction: You have the right to present evidence that the school should amend any part of your child’s record which you believe to be inaccurate, misleading or in violation of student’s

rights. If the school decides not to change the record, you may insert an explanation in the record.

4. A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Once your child turns eighteen years old, he or she obtains all of the above rights.

Spiritual Growth

The beginning of wisdom is reverence for God (Proverbs 1:7). Therefore, a very important part of the school is ministering to the student's spiritual needs.

Class Devotions

Each class has morning devotions when the school day begins. Some teachers choose to study through a book of the Bible. Others use Bible study material and age-appropriate devotional books. The students and teacher spend time in prayer for each other and for the school. This is a special time for teachers and students to grow together spiritually.

Bible Class

Each instructional day also includes a Bible lesson. The lessons present the Bible using the Old Testament and New Testament teachings using a comprehensive curriculum that includes the memorization of Scripture.

Character Education Focus

The Academy's character education focus in daily Bible classes and weekly Chapel is from "Building on the Rock", published by Summit Ministries. Themes include wisdom, fellowship, image bearing, servanthood, and stewardship.

Scripture Memorization

Scripture memorization is an important part of the spiritual formation offered to our students. Students memorize the theme verse for the year. Students also memorize scripture that pertains to the Bible instruction each week. Students are encouraged to learn the verses and apply them to their everyday life..

Community Outreach

Community outreach is stressed as an opportunity for students to grow in their walks of faith with Jesus Christ. Students are encouraged to look farther than our school to the surrounding city and the rest of the world. Students are given opportunities to serve at local ministries and intentionally serve others. Efforts are also made to bring guest speakers who are foreign missionaries to give students a larger perspective on the community of Christians around the world.

Chapel

Our weekly Chapel services are an opportunity for students to spend time praising and worshiping God. It is also an opportunity for students to be taught from the Bible by local pastors. Elementary and secondary chapels are held on Friday mornings. Chapel dates and times are listed in "Newton's News," the school newsletter. Parents are welcome to attend any chapel service. Our chapel speakers are typically area pastors, faculty or staff members, and parents of students.

Spiritual Retreats

Secondary students spend time both on- and off-campus focusing on their spiritual life. These events allow students an opportunity to examine and be challenged in their spiritual growth by getting away from their ordinary routines.

Tobacco and Tobacco Products

The use of tobacco and tobacco products (including e-cigarettes and vaporizers) is prohibited at all times while on Isaac Newton Christian Academy property or within any of Isaac Newton Christian Academy's facilities. No person may use tobacco products in a personal vehicle while located on Isaac Newton Christian Academy property.

Transportation

The school has several transportation policies in place to address the physical safety of our students and guests on the campus.

Parking Lot and Driveway Regulations

All drivers must exercise extreme caution on the school's parking lot and driveway. The established speed limit is 5 mph. Pedestrians have the right-of-way. Please remember to watch for children when driving on the school property. Please do not park your car along the curb of the driveway. The exit lane must remain open, so traffic can flow freely. The right side is for student pick-up and parents need to remain in their vehicles. Students do not have permission to wait for parents anywhere other than in the lunchroom or their classroom.

The school requires that parents provide the names, relationships, and phone numbers of persons authorized to pick-up their student(s). If your child will be picked up by another individual, please send a written note to the office, notifying the school of that person.

Drop-Off

When dropping off your children in the morning, please stay to the right of the yellow line along the sidewalk. The left lane (exit lane) must remain open so traffic can flow freely. Please do not park your car along the curb. Ask your children to exit the car quickly on the right side of the vehicle, along the sidewalk, and to walk to the building. Parents should remain in the vehicle and keep the line moving forward as much as possible. If you need to come into the school, please park in a parking space. Children dropped off between 7:45 a.m. or later will be supervised on the playground

Pick-Up

After school, please stay to the right of the yellow line along the sidewalk and allow the left (exit) lane open so traffic can flow freely. Please do not drive into the exit lane to avoid waiting for traffic. This increases the danger to children and other drivers. Please have your children board the vehicle on the right side (sidewalk side). This prevents the students from having to walk between cars and into oncoming exit traffic. Mr. Ridder, or a designee, will be on the sidewalk supervising dismissal. Please give him your name and he will announce to the students waiting in the school that their ride has come. Please encourage your children to exit the building quickly when their name is called and to board the vehicle as soon as possible. This keeps the line moving.

In order to relieve congestion in the parking lot, we ask parents to follow the **Express Pick-up (Kindergarten - 6th only) or Regular Pick-up (Kdg-12th)** when picking up their children after school.

Type: Express Pick-up

Who: Kindergarten – 6th grade

Time: Full Day – 3:00 pm; Early Dismissal – 11:45 am

Type: Regular Pick-up

Who: High School, Junior High or Other Elementary

Time: Full Day – 3:15 pm; Early Dismissal – 12:00 noon

Parents picking up students in grades 7 -10 should wait until after 3:15 p.m. to pick up their children, or park in a spot if they arrive early. This prevents the line from being stopped, waiting for older students who have not yet been dismissed from school.

If a student is not picked up by 3:30 p.m. (or by 12:15 p.m. on early dismissal days), he/she should report to the after-school program. Since we are concerned about safety and supervision of children while on our campus, we ask that all students wait in their classroom for their ride. If you need to change the time your child is picked up due to family circumstances, you can either send a note to the teacher or call the office and the appropriate staff will be notified. For safety reasons, we ask you to come to the office to pick up your child if it will be earlier than scheduled dismissal times and sign the child out.

Picking Up Children Early

Isaac Newton Christian Academy operates as a closed campus. Our building is locked during the school day. Students may not leave the premises unsupervised, even with parental permission. Teachers will not release a student before the prescribed dismissal time except to authorized school personnel, to a parent, or to a person designated by parental permission. For the safety of our students, we ask that all visitors, including parents, enter the building through the main front entrance door. Once inside the building, visitors must report to the office where the student must be signed out.

Authorization for Pick-Up

The school requires that parents provide the names and relationships of persons authorized to pick-up their student(s). No student shall be released to any individual other than a custodial parent unless express written permission is first given to Isaac Newton Christian Academy. All early dismissal requests should go through the main office. A parent cannot ask the school to withhold release of his or her student to the child's other parent or parent's representative without a legally binding instrument.

Parking

Parking is permitted only in marked parking spaces. The right side of the yellow line along the driveway is for before- and after-school pick-up. Parents should idle their cars in this lane and move up as the line allows. The left side must remain open to allow traffic to flow freely. **Please do not block the left lane.**

Volunteer Drivers

We often need assistance in transporting students on field trips or for extra-curricular activities. Our school families have been generous in their assistance. Volunteer drivers must complete an application form, available for school staff, or in the school office. The application is designed to reduce the liability of volunteer drivers and the school by being proactive in our selection of parent drivers. Completed forms must be submitted with a copy of the volunteer's driver's license and the insurance card covering the vehicle. A new Volunteer Driver Application Form must be completed each school year.

Field Trip Drivers/Supervisors

Since we do not have busses for student transportation, we rely on parents to drive for field trips. We thank you for your willingness to give of your time and resources to provide the opportunities for field trips. In addition to driving, you will be supervising students. We expect students to obey volunteers at all times. Please see the "field trip" section of this handbook for more details.

Transportation Reimbursement

Parents may be eligible for a transportation reimbursement from the state if they live beyond two miles from the school. Pre-K is not eligible for transportation reimbursement. Local public school districts have different methods of proving eligibility, so families should check with their local public school district for the procedures.

Student Drivers

Driving on campus is a privilege and should be regarded with the utmost responsibility. The speed limit on school property is 10 miles per hour. Student drivers must register their cars with the school office. Vehicle registration forms are only available to students with a valid Iowa driver's license. These forms are available in the school office. Students must park in designated parking areas. Please observe speed limits in the neighborhood. Reports by staff, parents, or neighbors of excessive speed or careless driving will result in disciplinary action. It is the responsibility of the parents and students to abide by the rules and regulations regarding the Iowa provisional license (minor school, or intermediate). Violations may result in loss of driving/parking privileges.

Universal Precautions

All determinations, notifications and actions taken by Isaac Newton Christian Academy with a potential or actual case of chronic communicable or contagious disease shall be in compliance with applicable State and Federal laws and regulations.

All staff members follow "Universal Precautions" when they come in contact with blood and bodily fluids. The precautions focus on the prevention of the transmission of blood borne pathogens, primarily hepatitis B and human immunodeficiency viruses (HIV). The school staff occasionally comes in contact with blood and body fluids and will always use gloves, exercising the same precautions for children. The staff also follows an Exposure Control Plan that outlines all school procedures for universal precautions.

Vandalism and Harassment

Respect for Isaac Newton Christian Academy personnel and school property is appropriate and necessary. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, vandalizing school property as well as the property of school personnel, or the school property of any student will result in disciplinary action.

The Academy intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Any student found harassing another student, or school personnel will be suspended, during which time a decision will be made regarding their future status as a student at the Academy.

Complaints regarding school personnel should be reported to the administration. Every attempt will be made to address the matter discreetly and thoroughly. Consequences for offenders may include suspension and dismissal.