



Developing Christlike Character  
and Academic Excellence

## **High School Handbook 2018-2019**

(Addendum to the Student Handbook 2018-2019)

Isaac Newton Christian Academy  
1635 Linmar Drive NE  
Cedar Rapids, IA 52402

Phone (319)362-9512  
Fax (319)362-5610

[www.incaonline.org](http://www.incaonline.org)

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

## Table of Contents

Welcome to Isaac Newton Christian Academy High School .....	4
Academics .....	4
Academic Work .....	4
Grades and Parent Communication .....	4
Achievement Testing .....	4
Academic Probation .....	4
Weighted Grades .....	5
Dual Credit Coursework .....	5
Semester and Final Exams .....	5
Academic Courses.....	5
Bible.....	5
English Language Arts .....	5
Math.....	5
Science.....	5
History .....	5
Foreign Language .....	6
Electives .....	6
Acceptance of Course Work for High School Credit .....	6
Admissions Guidelines .....	7
Attendance.....	7
Absences and Make-Up Work .....	7
Late to Class and Skipping Class .....	7
Class Attendance .....	7
Tardy Policy.....	7
College Visit Days .....	8
Classroom Control Policies .....	8
College and Career Counseling .....	8
Contact Information .....	8
Dress Code.....	9
Fees.....	9
Grading Policies.....	9
Graduation Requirements .....	9
Service Hours.....	10
Transfer Students.....	10
Senior Year .....	10
Laude Latin Honors .....	10
Homework.....	11
Expectation.....	11
Purpose and Philosophy .....	11

Time.....	11
Due Dates .....	11
Grace.....	11
Homework Help.....	11
Honor Roll.....	11
Lockers .....	12
National Honor Society.....	12
Off Campus Lunch.....	12
Projects.....	12
Senior Class Trips .....	12
Special Events .....	13
Withdrawing from a High School Class .....	13
Winterim.....	13
Classroom Rules .....	15
Your Personal Responsibilities.....	15

## **Welcome to Isaac Newton Christian Academy High School**

We are glad that you are here as part of our high school community. We look forward to providing you the education, experiences, and challenges that will allow you to fulfill God's plan for your life – to become the person that He created you to be. There are many and varied opportunities available to you as an Isaac Newton Christian Academy student. We encourage you to make your experience a rich and valuable one by taking full advantage of them.

As a Christian community, we endeavor to live in peace and harmony, reflecting the unity of the Spirit and the love and grace of God in our lives. The guidelines in this handbook are the practices and norms that we all agree to honor and abide by as members of the Isaac Newton Christian Academy community. As a school, we will do our best to administer these guidelines with fairness and consistency. As students, we ask that you honor and respect them, doing your best to follow them as written. Please read through the handbook carefully, and do not hesitate to contact the school office if you need further clarification or information.

We are all grateful to God for what He has given us here at Isaac Newton Christian Academy: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. Let us pray that each of us will have the wisdom and grace to pursue the Lord's will for us as members of this remarkable community.

## **Academics**

### Academic Work

At the high school level, tests and daily assignments are returned to the student after they are graded.

### Grades and Parent Communication

Grades are recorded by teachers in the school's online grading system known as RenWeb. This program allows you and your student to check progress in each class, track missing assignments, and see upcoming homework. Each student's information is secured by a personal password. You will receive a letter with directions for personal login information and steps at the beginning of the school year in the summer mailing. This mailing is sent to the family of each student at the beginning of August. **Please inform the school if your email address changes during the year!** Because school information is emailed using RenWeb, we want to ensure that we have the correct email address on file so that you can receive it.

### Achievement Testing

Various specialized tests are administered to high school students. Students in Grades 9-12 are required to take the Iowa Assessments. The Preliminary Scholastic Achievement Test (PSAT) is required and administered to students in Grades 10 and 11. Students in Grades 11 and 12 should take the SAT or ACT, as scheduled by the College Board.

### Academic Probation

If a student's cumulative grade point average falls below a 2.0, administration may place the student on academic probation which is designed to give the student an opportunity to bring the GPA to an acceptable level. At the conclusion of the determined probationary period, the Head of School and teachers will make a decision regarding:

1. Discontinuing probation
2. Continuing probation
3. Recommending withdrawal from Isaac Newton Christian Academy

During the period of probation, a student will be limited in his extra-curricular activities or elected offices.

### Weighted Grades

All graded courses carry equal weight in GPA calculation with the following exceptions: Advanced Placement courses and Dual Credit courses receive an extra point in the calculation process. For example, an “A-” would receive a GPA weight of 4.7. The intent of weighted grades is to reward students for choosing more challenging coursework. However, students and parents should be careful to choose such courses, not simply because they are weighted, but because they are appropriate for the individual students’ ability. The weighted GPA will be reported on official transcripts and used to determine the class valedictorian and salutatorian.

### Dual Credit Coursework

Isaac Newton Christian Academy partners with Colorado Christian University (CCU) to provide high school students with the opportunity to earn dual credit for courses taken on the Academy’s campus, taught by the Academy’s faculty. These courses have been audited and certified by CCU, and college credit hours are granted by the university upon successful completion of the designated course. Dual credit course offerings may vary from year to year. If a course has been certified for dual credit by CCU, students will receive information from the Isaac Newton Christian Academy instructor during the first week of school about the option to apply to CCU and register for the dual credit option. Taking advantage of the dual credit option is highly encouraged, but not required.

The school also has a dual credit partnership with LaTourneau University, a Christian college in Longview, Texas. These courses are taken online. Please contact the school’s College and Career Guidance Counselor for more information about these courses.

### Semester and Final Exams

High school students will take written cumulative examinations for each graded course at the close of each semester. These evaluations are valuable tools for assessing student progress. These semester and final exams will be administered at the end of each semester.

## **Academic Courses**

### **Bible**

*Introduction to Christian Principles* (9<sup>th</sup> Grade).  
*Studies in Christian Doctrine and Discipline* (10<sup>th</sup> Grade).  
*Understanding the Times* (11<sup>th</sup> Grade)

### **English Language Arts**

*English 9* (9<sup>th</sup> Grade)  
*World Literature* (10<sup>th</sup> Grade)  
*British Literature* (11<sup>th</sup> Grade)

### **Math**

*Algebra 1* (9<sup>th</sup> Grade)  
*Geometry* (9<sup>th</sup>/10<sup>th</sup> Grades)  
*Algebra 2* (10<sup>th</sup>/11<sup>th</sup> Grades)  
*Pre-Calculus* (11<sup>th</sup>/12<sup>th</sup> Grades)

### **Science**

*Physical Science* (9<sup>th</sup> Grade)  
*Biology* (10<sup>th</sup> Grade)  
*Chemistry* (11<sup>th</sup> Grade)

### **History**

*Church History and Geography* (9<sup>th</sup> Grade)  
*World History* (10<sup>th</sup> Grade)

*US History (11<sup>th</sup> Grade)*

### **Foreign Language**

*Spanish 1 (9<sup>th</sup> Grade)*

*Spanish 2 (10<sup>th</sup> Grade)*

*Spanish 3 (11<sup>th</sup> Grade)*

### **Electives**

*Family and Consumer Sciences*

*Woodworking*

*Worship Arts*

## **Acceptance of Course Work for High School Credit**

Isaac Newton Christian Academy reserves the right to receive and/or deny credits from other institutions in accordance with its own grading policies. Approved transfer courses from an accredited high school or college (other than pass/fail courses) will be included in the GPA calculation. Weighted courses will only transfer in as “weighted” if a similar weighted course is offered at Isaac Newton Christian Academy. Isaac Newton Christian Academy uses a 4.0 weighted scale.

Upon admission to Isaac Newton Christian Academy, eligibility for honors and AP classes is at the discretion of the administration. To assure accessibility the first year of enrollment to honors and AP classes, prerequisite courses and grades should be taken from accredited programs. If an Isaac Newton Christian Academy student needs to re-take a course and wishes to do so via correspondence or online courses, the student must use a course of study pre-approved by Isaac Newton Christian Academy.

### **Transfer from Another School**

Isaac Newton Christian Academy does not accept for high school credit any course work completed outside Isaac Newton Christian Academy except by the guidelines of the Iowa Department of Education and those transferred from an accredited high school or completed through home schooling. Courses taken during the 8<sup>th</sup> grade year are not reflected on the high school transcript or GPA of the high school student.

### **Transfer for Home School Students**

Home school coursework will be transferred in for credit, but will not affect GPA. In order for home school credit to be accepted, the family must provide documentation of the coursework completed consisting of grades for each course and standardized test results. Consideration can be given on the rigor of their home school program, the credentials of their teachers, records of grades and hours attended, testing and approval by the administration. For transfer credits, honors or AP credit will not be given for courses unless they are completed at an accredited institution or college or university.

### **Repeating High School Subjects**

A student may repeat a course if he/she has received a D or an F. If a student who receives a C- or better in a subject wishes to take the class over again to improve their grade and/or understanding, he or she must first obtain permission from the Head of School.

A student who receives an F in a required course must repeat and pass that subject in order to earn the credit. If a student fails an elective course, the student is encouraged to re-take the class and thus demonstrate to college admissions officers both academic persistence and the ability to do the necessary work.

When a course is repeated, the new grade will be computed into the grade point average as long as it is an improvement over the original grade. The lesser of the two grades (whether it is an F or otherwise) will remain on the transcript but will be removed from GPA calculations.

## **Admissions Guidelines**

For new students entering grades 9-12, copies of the past two years of standardized test scores and report cards must be provided. Applicants will be required to participate in a student and parent interview with the Head of School to discuss student and parent expectations. Students must have a personal testimony of faith in Jesus Christ.

Students who seek admission directly following suspension, expulsion or behavior problems from another school will not be permitted to enroll until they prove themselves elsewhere. Students with less than a "C" average in their primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement at Isaac Newton Christian Academy. The first quarter is considered a trial period for all new students.

## **Attendance**

### Absences and Make-Up Work

Work missed because of being absent should be made up within the amount of days missed. For example, if a student misses three days of school, any work missed will be due three days after s/he returns. If your child misses school due to a planned vacation, his/her work will be due the day s/he returns. Please inform your child's teacher one week prior to vacation, so that all homework can be prepared ahead of time.

### Late to Class and Skipping Class

Isaac Newton Christian Academy takes its responsibility to care for students extremely seriously, and it is important for the school to know where students are at all times. Therefore, students who leave school any time before the end of the school day are required to sign out at the office. Students are not to leave campus for any reason without prior parental permission and school approval. Isaac Newton Christian Academy will not be responsible for students who leave campus during the school day without prior permission. Because Isaac Newton Christian Academy places a high value on trust, students leaving without permission will be subject to significant disciplinary action.

### Class Attendance

Students are expected to be where their class schedule says they should be at all times. Students who violate this expectation will be subject to discipline. During the school day, students who are late to class authorization will be considered tardy. Students missing from class for greater than five minutes without authorization will be considered skipping class. Students who skip class will have academic consequences for missed work, as well as other disciplinary action.

### Tardy Policy

Students are expected to come to class in a timely way and to be prepared with needed materials. If students are late for class, they are counted as tardy. If they forget materials and must go back to their lockers at any time during the period, this will be counted as a tardy. Use of restrooms should be done quickly between periods and at lunch, as these also may be counted as tardies. Please make every effort to come to class prepared and on time! Students who are tardy will be sent to the office, where tardies will be recorded in RenWeb.

### Study Hall Attendance

Attendance in all assigned periods, including study halls, is expected on a daily basis. Study hall time is time set aside for the purpose of assisting students with homework management and the development of strong study habits. Students with study hall periods are expected to report to the assigned study hall room prepared to work on schoolwork. Students are not permitted to join other classes or report to other areas of the building during study hall time. High school students who have 8<sup>th</sup> period study hall are not permitted to leave campus early without administrative approval.

## College Visit Days

Students are encouraged to visit a variety of colleges with their parents. Juniors and seniors will be allowed three excused absences per year for college visits. Sophomores may take two excused absences for a college visit. Parents and students should consider a student's attendance status before planning a college visit. Students remain responsible for missed work. If possible, students and parents are encouraged to coordinate college visits with scheduled days off throughout the year to avoid missing valuable class time.

## **Classroom Control Policies**

Each teacher maintains his or her own classroom control policies. The following is a basic overview of our philosophy behind these policies. Each student will begin each day in the classroom with a new start. God's mercies are new every morning, and our students should have this assurance. Christlike actions and behaviors are noticed in our classrooms! Rewards come in the form of encouragement or in more tangible ways (i.e.—free class time, free assignments, small treats, etc.) Classroom rules are posted in each classroom and are listed in this handbook. Please review these rules with your child and pray with them prior to the first day of school.

If a student does break a classroom rule, these (or some similar) consequences will follow:

First offense – This is a warning!

Second offense – Teacher/student conference in the classroom

Third offense – Teacher/student conference in the classroom. This time, the conference form will be sent home. Please read the form, discuss it with your child, pray with your child, then sign and return it the following day.

If at any time you have a question or concern, please feel free to contact the teachers at school. They will schedule a time to talk and/or meet with you.

## **College and Career Counseling**

Throughout their high school experience at Isaac Newton, students will explore their individual gifts and talents, plan for their academic futures, and engage in career study opportunities. Students will receive weekly support as they develop individual career and academic plans. They will take part in activities to help them discover their God-given gifts and examine their unique strengths. This will be done through one-on-one dialogue, spiritual gifts inventories, and the YouScience online portfolio, a program which analyzes student gifts, aptitudes, and interests, while connecting students with college and career opportunities. With knowledge about their gifts, students will plan for their high school course of study and research college options using the I Have a Plan Iowa program. Students will have occasions to engage in their callings through job shadowing, internships, and college-based academic programs geared to their unique gifts and career goals. It is our desire to enable students to pursue their education more efficiently as they follow God's distinct calling for each of their lives.

## **Contact Information**

### High School Teachers:

Mr. Larry Shonk – Science; 10<sup>th</sup> grade homeroom

Mr. Daniel Walker – Math; 9<sup>th</sup> grade homeroom

Miss Elizabeth Wood – Language Arts

Mrs. Lorraine Potter – History

Mr. Tim Casey – Bible; 11<sup>th</sup> grade homeroom

Mrs. Sara Ulmer – Spanish

Mrs. Amy Bautista – Physical Education

Mrs. Kristi Nanke – Technology

Miss Amy Holcomb -- Art

Teachers may be contacted via email or at school by phone at (319)362-9512. Email communication is often most effective and rapid; however, please feel free to call as well. Each teacher has a voicemail box, and you may leave your message there. We will do our best to reply or return your call within the day. Please feel free to call again if we are unable to do so.

You may also leave any notes in your child's planner, as this too is a convenient form of communication.

#### EMAIL INFORMATION:

##### Homeroom and Core Teachers:

Mr Shonk: lshonk@incaonline.org  
Mr. Walker: dwalker@incaonline.org  
Miss Wood: ewood@incaonline.org  
Mrs. Potter: lpotter@incaonline.org  
Mr. Casey: tcasey@incaonline.org  
Mrs. Ulmer: sulmer@incaonline.org

##### Special Class Teachers:

Mrs. Nanke (computer): knanke@incaonline.org  
Mrs. Steffen (music): jsteffen@incaonline.org  
Mrs. Bautista (PE): abuatista@incaonline.org  
Miss Holcomb (art): aholcomb@incaonline.org

## **Dress Code**

Our high school students are excellent examples of modesty and purity in dress. Appropriate clothing may be provided in case of need. Please refer to the Student Handbook for school dress code.

## **Fees**

A \$50 high school fee is due by August 31. This fee covers the cost of planners, Trailblazer Camp, and certain trips throughout the year.

## **Grading Policies**

1. Full credit will be given for all assignments turned in on time.
2. 10% will be deducted for each day any assignment is turned in late, with a limit of 50% maximum deduction. All homework not completed by the end of a unit or quarter will be given 0%.
3. Credit may not be given for work that is turned in after the chapter/unit test or at the end of the unit or trimester.
4. All assignments must be turned in to maintain the privilege of field trip or special activity participation.

PLEASE MAKE EVERY EFFORT TO TURN YOUR WORK IN ON TIME!

## **Graduation Requirements**

The curriculum of Isaac Newton Christian Academy and its graduation requirements have been developed to prepare our students to be successful in fulfilling the call of God in their lives and in keeping with the standards as set forth by the State of Iowa. In addition to the standards set forth by the state of Iowa, and in keeping with our mission and vision as a school, students at Isaac Newton Christian Academy are required to take Bible each semester. Twenty-five (25) units of credit above the 8<sup>th</sup> grade based on the Carnegie unit, as a minimum, shall be required for graduation. A student must have 6 units of credit to be classified as a sophomore, 12 units to be classified as a junior, and 18 units to be classified as a senior. Academic Study Hall is not a class for credit.

The credit hours required for graduation shall include the following minimum subject area requirements:

Bible*	4 credits
English/Language Art	4 credits

History/Social Studies**	4 credits
Mathematics***	3 credits (4 recommended)
Science	3 credits (4 recommended)
Foreign Language	2 credits
Physical Education****	2 credits

\*This requirement is waived for years not attending Isaac Newton Christian Academy.

\*\*A student must take one year of coursework in United States History, and one year in World History. In addition, a student must take one semester of American Government and one semester of Economics.

\*\*\*Students must complete 1 credit in Algebra II

\*\*\*\*Iowa code requires all physically able students in grades 9-12 to participate in physical education and health/wellness each semester they are enrolled. Iowa Code 281-IAC 12.5(5)(f). Exceptions to this requirement follow Iowa Code 256.11(6).

### Service Hours

In addition to graduation requirements, students are required to perform sixty (60) hours of volunteer service in the community. These hours should be recorded on the Verification of Service Hours form. This form requires students to list the name of the organization for which the service was completed, a contact name, and the phone number of the contact person. Completed forms can be submitted to the College and Career Counselor or the Spiritual Life Coordinator. Students who complete a minimum of eighty (80) hours of volunteer service will be awarded silver cords to wear at graduation.

### Transfer Students

Students who transfer in during their junior or senior year may graduate with 23 or more credits. Most students will accumulate more than the minimum amount of credits for graduation. Isaac Newton Christian Academy does not allow “early release” or graduate students early. Only full-time, on-campus students during senior spring semester may participate in graduation ceremonies. Exceptions may be made for international exchange student experiences.

### Senior Year

During senior year, all 12<sup>th</sup> grade students will be required to complete two core academic courses in addition to the standard required courses of Bible, English, and American Government/Economics. In this case, “core academic courses” refers to the following categories: mathematics, science, and foreign language.

### Laude Latin Honors

Isaac Newton Christian Academy uses the Laude Latin Model for academic awards for graduating Seniors. The school offers the distinctions of Summa Cum Laude, Magna Cum Laude, and Cum Laude, which are presented for graduation, and are part of the academic regalia worn by graduates at graduation. No valedictorians and salutatorians will be named. Laude will be determined after the 8th semester. The requirements for distinctions of summa, magna, and cum laude are as follows:

<u>Distinction</u>	<u>GPA</u>	<u>Credits</u>
Summa Cum Laude	4.0 and above	28
Magna Cum Laude	3.85—3.99	26-27
Cum Laude	3.7—3.84	25

Students must meet GPA and credit requirements for distinction. If credits are insufficient, the student goes to the next lower distinction level. Distinctions will be based on weighted grades. The level of distinction will appear on transcripts.

Those receiving the distinction of graduating Summa Cum Laude may be asked to give an honor speech at the graduation ceremony at the discretion of the administration. Size of class and/or time restraints may impact the inclusion of a speech in the ceremony. The purpose of this honor speech is to challenge their classmates to seek God’s will and success for the future. All speeches must be approved by the administration.

Seniors who are one credit or less short of the graduation requirements may participate in the graduation ceremony if there is a plan filed with the office to complete the missing credit before the new school year begins. However, an actual diploma will not be granted to the student until

this coursework is completed. Seniors with more than one credit short of the graduation requirements will not be permitted to participate in the graduation ceremony.

## **Homework**

### Expectation

While time will be given in class and study halls to complete assigned work, your junior high student will have homework. Homework tasks are designed to be completed by students independently. We believe homework provides a way for each student to practice skills and ideas learned in class, check comprehension, and to reflect upon and analyze information.

### Purpose and Philosophy

Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits. Homework is a natural extension of the school day and important part of a student's educational experience. Homework is designed to be completed independently.

The three generally recognized types of homework are: practice, preparation, and extension.

*Practice homework*—reinforces newly acquired skills taught in class.

*Preparation homework*—helps students prepare for upcoming lessons, activities, or tests

*Extension homework*—provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.

### Time

Homework time should be productive and best suited to your family's needs. Each child differs in his/her work speed and use of time; and you and your child are best able to determine a satisfactory homework routine. In general, students should not be spending more than 2 hours per night. Your child may, however, spend more time than this during the first two weeks of school. Encourage him/her to take time to get into a routine.

### Due Dates

All homework assignments are expected to be completed at the beginning of the class for which the assignment is due. Students are encouraged to develop the habit of using study halls and homework time to work ahead, rather than establishing a pattern of trying to catch up.

### Grace

Students, if homework seems excessive (i.e.—more than 2 hours) after the first month of school, please talk with your teachers. They will work with you to better maximize your time and/or work with your other teachers to minimize the overall load.

### Homework Help

Teachers are available until 3:45 every day (except Wednesday) for additional homework support or to complete any makeup work or tests.

## **Honor Roll**

The Isaac Newton Christian Academy Honor Roll is awarded to high school students for each quarter grading period. The school awards the "A Honor Roll" and "B Honor Roll" to students based on their academic performance. 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. Honor rolls are posted in "Newton's News" and special honor certificates are awarded.

## **Lockers**

Students should keep all backpacks and belongings in their lockers during class time. Needed books should be brought to class; however, coats, bags, etc. should remain in lockers. If your child has a cell phone, this must remain in his/her locker ALL DAY, and it may only be used outside of school hours or with teacher permission and supervision. Phones in classrooms are available for emergency use during the school day. Cell phones used improperly or outside the classroom without permission will be confiscated and taken to the office. They may be picked up by parents at the end of the school day.

## **National Honor Society**

Isaac Newton Christian Academy has a chartered local chapter of the National Honor Society. National Honor Society is a nationally recognized organization which recognizes high school students who show outstanding achievement in the areas of scholarship, leadership, character, and service. The objective of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students at Isaac Newton Christian Academy. Membership in National Honor Society is a high honor a student may receive while in high school. Selection to National Honor Society is not automatic, nor is it a right inherent to any student. All juniors and seniors who have fulfilled the requirement for scholarship are eligible to apply for membership in National Honor Society.

Criteria Used in the Selection of Members: To be considered as a candidate for membership in the National Honor Society, sophomores, juniors and seniors must have been enrolled as a full-time student at Isaac Newton Christian Academy for at least one semester and have a 3.5 cumulative grade point average (GPA). Candidates shall then be evaluated on the basis of service, leadership, and Christlike character by the National Honor Society Faculty Council.

The selection process begins each year after the second semester has begun. Students' academic records shall be reviewed to determine scholastic ability. All students who are academically eligible will be notified and asked to complete and submit the candidate information form for further consideration. The faculty will be requested to evaluate candidates determined to be scholastically eligible. The faculty council then reviews the candidate information forms, faculty input and other relevant information to determine those who fully meet the selection criteria for membership.

## **Off Campus Lunch**

Students in 11<sup>th</sup> and 12<sup>th</sup> grades may leave campus for lunch with written permission from parents. Permission forms must be on file at the beginning of the school year for students to leave school during lunch. Students should remember leaving campus for lunch is a privilege and should be punctual in returning for the remaining academic day. Parents of high school students may take their children off campus during the allotted time for lunch. 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.

## **Projects**

Students will be asked to complete some long-term assignments and projects. Such projects encourage integration of subject matter and give students opportunity to organize and plan their time effectively. Finished projects are often presented to an audience, in order to celebrate learning and affirm and evaluate student efforts. We will help your student establish due dates and deadlines for each portion of the project, and we will let you know the expectations for these projects as well. We appreciate your at-home support of your student's hard work!

## **Senior Class Trips**

Senior class trips are to be planned and conducted with the following guidelines:

1. Class trips are a privilege. There should be no expectation by any student that a student will go on a class trip, even if the student has participated in fund-raising activities or is a member of the Isaac Newton Christian Academy class going on the trip.

2. Only members of the graduating class of Isaac Newton Christian Academy will participate in the senior trip. Students not fully-enrolled in the school, or a member of the graduating class are not eligible to participate in the trip.
3. The Head of School will evaluate the educational or missional value of the trip and its expense. If the trip is overnight or exceeds 200 miles, the Head of School will approve the trip before any funds are expended or reservations are made.
4. Work on class trip fund-raisers does not earn any financial value for working students or parents. Some fund-raisers may be designated as able to be credited to individual student accounts. All other fund-raisers will be held in a general account for the class trip. Class trip funds will be spent on the trip and related expenses. There will be no refunds if a student fails to qualify for the trip and related expenses, or chooses not to attend, fails to graduate, is ill, or is unable to raise the additional funds (if any) required to attend the trip. If a student opts out of the trip, no refunds will be given of raised funds. There are no cash outs on funds raised for the class trip.
5. If class fund-raising activities are inadequate to pay for the costs of the participating students and the trip chaperones, students will pay a pro rata share of costs for the remaining portion of the trip costs and any additional fees.
6. Teachers will review acceptable standards of conduct with students in advance of the trip. All rules contained in the Isaac Newton Christian Academy Student Handbook will be in effect during the class trip.
7. Student safety will be a primary consideration.
8. Students will not be permitted to leave the group during the trip unless they are released to parents or are sent home as a consequence for inappropriate behavior. In such situations, parents will bear the cost of the student return.

If any funds remain after the class returns for their trip, the students may purchase an appropriate gift for Isaac Newton Christian Academy.

## **Special Events**

We trust that God wants to build us up in unity of the faith in our high school. Therefore, we take several opportunities to learn, grow, and have fun together. We also take some academic and service field trips and share in some fundraiser efforts for Christian ministries throughout the year.

## **Withdrawing from a High School Class**

A course may be dropped after consultation with the student's guidance teacher. Withdrawal from a course after the first five weeks of a semester will result in a grade of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF). A withdrawal form (available in the office) must be signed by the parent, teacher, and counselor teacher before the course is officially dropped. The student must remain in attendance in the class until he/she turns the signed withdrawal form in to the office. A required course may not be dropped unless it is immediately replaced with an equivalent course.

After discussion with the guidance teacher, a student may withdraw from a class under the following circumstances:

1. A student with the minimum load of six full-credit classes cannot drop a class unless he/she replaces it with another full-credit course. This is only allowed during the first two weeks of a semester. After that time, the student must continue with the given courses for the entire semester even though he/she may be failing one or more of these classes, unless a guidance teacher deems it appropriate for the student to replace a class with the equivalent course online.

A student with more than the minimum class load may drop a class anytime during the first grading period of a semester (1<sup>st</sup> or 3<sup>rd</sup> quarter). If he drops during the first five weeks of the semester, it will not appear on the transcript. After that time, a WP or WF will appear on the transcript, depending on the student's grade at the time of withdrawal. A WP does not affect the student's GPA, but a WF is calculated into the GPA as a failing grade.

## **Winterim**

Winterim is a unique high school experience that takes place during the month of January. During this time, regular classes are suspended while students in grades 9-12 participate in

college and career preparation programs. Students will have the opportunity to explore their unique areas of interest and giftedness, job shadow, visit college campuses, and take life calling coursework. Course options vary from year to year, as do course fees.

## **Classroom Rules**

1. Love God and love people.
2. Show honor and respect to each other, the staff, and school property.
3. Have a positive attitude and do your best.

## **Your Personal Responsibilities**

1. Follow directions the first time given.
2. Raise your hand quietly and wait patiently to be called on.
3. Be in your seat and quiet when the bell rings.
4. Be organized! Use your planner. Do your own work and complete your assignments on time or ahead. Keep your locker and desk neat.
5. Maintain self-control and appropriate behavior in your words and actions at all times.
6. Encourage those around you. Build each other up and support one another with God's love, grace, and forgiveness.
7. Respect your classmates' learning and use class time appropriately.
8. If you need help or have questions, it is your responsibility to ask.
9. Communicate with teachers in an appropriate and timely manner when you have a concern or issue.
10. Do everything without complaining or arguing.