

IMPACT

CHRISTIAN
ACADEMY 

PARTNER • TRAIN • EQUIP • PREPARE • SERVE

Parent-Student Handbook

2022 – 2023

impactchristianacademymn.org

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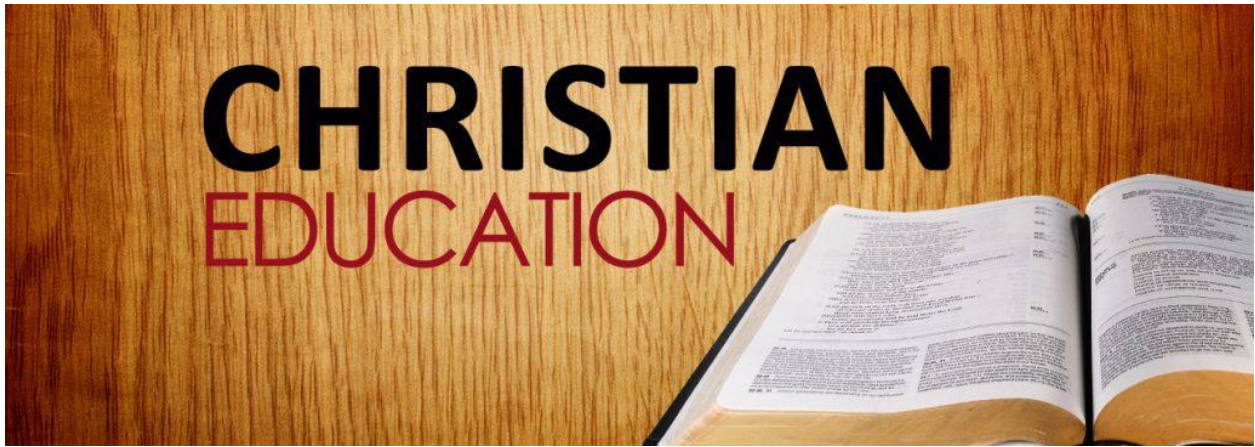
***NOTICE:** The Parent-Student Handbook of Impact Christian Academy (ICA) is intended to provide students and their parents or guardians with information regarding ICA’s philosophy, guiding principles and policies, and to describe expectations for students who attend Impact Christian Academy. The Administration of Impact Christian Academy reserves the right to vary from the provisions of the Handbook and take actions deemed to be in the best interest of ICA and its students.

Welcome to ICA!!

- Impact Christian Academy (ICA) is a K-9th grade private Christian school in Buffalo, MN. The faculty and staff at ICA desire to partner with parents to enrich the minds and disciple the hearts of each student so they are able to make an impact for Christ in the world around them. Through a Christ-centered, student-focused, and servant-teacher approach, we have a passion to create a relational environment where students can reach their God-given potential.
- The information in this handbook serves to clarify roles and expectations related to school routine operations. Each student and parent should read, understand and comply with all provisions of the handbook. ***This handbook is not a contract, and Impact Christian Academy can add to, delete, modify and deviate from any provision or policy in this handbook.*** We hope you will see by reading the handbook's policies, that ICA is committed to providing an environment that is pleasing to the Lord and conducive to each student's spiritual, personal, and academic development.
- We extend a warm welcome to each and every family!! We are honored by the trust placed in us and diligent and prayerful about our responsibilities. We pray that God will be glorified through all that we do at Impact Christian Academy as we embark upon this important journey TOGETHER!!!

Joyfully,

Impact Christian Academy Administration & Staff



History

In the Fall of 2021 a group of citizens felt the call from the Lord to establish a Christian School that would provide quality education based upon a firm foundation in God’s Word. A Launch Committee was formed to lead the charge with these priorities in place:

- Strong Bible-based, Christian curriculum
- Highly qualified, Christ-following teachers & staff
- Significant academic expectations
- Small class size to ensure academic success

This call led to the establishment of *Impact Christian Academy*.

Educational Values

Mission & Vision

Mission Statement — ICA exists to Impact the world for Christ.

Vision Statement— Impact seeks to fulfill its mission of impacting the world for Christ by: **partnering** with parents in order to **train** students to be life-long learners and **equip** them with knowledge and wisdom that will **prepare** them with a solid faith foundation to **serve** God and their community.

Core Values

Impact Christian Academy is committed to the following values:

- 1. PARTNER:** To partner with parents in the education of children, because the Bible teaches that parents are given the primary responsibility for the discipleship of their own children.
- 2. TRAIN:** To train students to be lifelong learners so that they can continue to learn and grow throughout all of life.
- 3. EQUIP:** To equip students with excellent academics so that they have knowledge about their world and also wisdom so that they are ready to obediently follow God in whatever path He has planned for their lives.
- 4. PREPARE:** To prepare students with excellent academics using Biblically based curriculum so that they learn to view every aspect of life from a Biblical perspective.
- 5. SERVE:** To serve God, parents and students in providing an education that prepares students to serve God in their homes, their churches, their communities, and their world.

ICA Philosophy of Education

Christian parents have the God-given responsibility to educate their children. God has set the basic center of learning in the home. The church and school are but an extension of the Christian home. Since indeed this is true, then we logically believe that Christian education should extend not only through the church but also the school.

God's Word is the measure of all things, the scale on which His people are to weigh all issues of life. He is the foundation of true education. The purpose of education is to train the child to be a faithful servant of God, to seek to be holy as God is Holy, and to be equipped to fulfill God's plan for Christian living and to share the Gospel of Jesus Christ in our world.

Our basic philosophy is stated by Romans 11:36 — *For from him and through him and for him are all things. To him be the glory forever! Amen.*

- Impact Christian Academy will cover the four fundamental areas in a child's life based on this passage of Scripture—
 - Luke 2:52 — *And Jesus grew in wisdom and stature, and in favor with God and man.*

Academic Education – *Grow in Wisdom*

- Jesus grew in wisdom. Our academic objective is to provide a well-rounded curriculum; one which will meet the scholastic needs of all students. But students do not just need

to gain knowledge, they need godly wisdom to understand and apply what they have learned from a Biblical worldview.

- Every course will be taught from the Christian perspective in order to teach the student that God plays a most important role in every area of our lives. Our instruction will be Biblically directed with the intent of developing a strong Christian worldview in each student.
- One vital key to quality academic instruction is the teaching staff. Teachers in all academic subjects will be highly qualified teachers who have a clear Christian testimony both in word and deed; and be truly concerned for the quality of education they provide. The size of the classroom is also important and we will strive to keep the teacher-student ratio low.
- In addition to academic subjects, we will also offer Bible as a required course so students learn to apply Biblical principles to every aspect of life and grow in godly wisdom.

These objectives are supported by the following Scriptures:

- ❖ Colossians 2:3, 8 — *In whom are hidden all the treasures of wisdom and knowledge. ... See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the elemental spiritual forces of this world rather than on Christ.*
- ❖ Psalm 111:10 — *The fear of the Lord is the beginning of wisdom, all who follow his precepts have good understanding. To him belongs eternal praise.*
- ❖ Proverbs 2:6 — *For the Lord gives wisdom; from his mouth come knowledge and understanding.*
- ❖ James 1:5 — *If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.*
- ❖ Proverbs 3:13-15 — *Blessed are those who find wisdom, those who gain understanding, for she is more profitable than silver and yields better returns than gold. She is more precious than rubies; nothing you desire can compare with her.*
- ❖ II Timothy 3:16 — *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.*

Physical Education – *Grow in Stature*

- Jesus grew in stature. He was healthy and strong in his physical body. We believe that the body is the temple of the Holy Spirit. We will partner with parents to teach our students how to care for the bodies the Lord has given them. This will involve instruction in proper eating habits, rest and exercise.

- We will provide activities that give students the opportunity to participate in physical education and sports. In that process, we will strive to reward effort and dedication to build Christian character as well as rewarding ability.

These objectives are supported by the following Scriptures:

- ❖ I Corinthians 3:16 — *Don't you know that you yourselves are God's temple and that God's Spirit dwells in your midst?*
- ❖ Psalm 139:14 — *I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.*
- ❖ Ephesians 2:10 — *For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.*
- ❖ 1 Corinthians 6:19 — *Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.*

Spiritual Education – Grow in Favor with God

- We believe that the single most important thing a child must learn is to have the proper relationship with God. It is not enough to know about God, we must know God and be in relationship with Him. We will strive to help students grow in their desire to love God, obey God, and serve God. As they choose to be followers of Jesus Christ, we know that our students should be equipped both for spiritual battle in this world and to function in the body of Christ, learning to die to self and live unto Christ.

These objectives are supported by the following Scriptures:

- ❖ Matthew 22:37 — *Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.'*
- ❖ Romans 5:8 — *But God demonstrates his own love for us in this: While we were still sinners, Christ died for us.*
- ❖ John 3:16 — *For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*
- ❖ Revelation 3:20 — *Here I am! I stand at the door and knock. If anyone hears my voice and opens the door, I will come in and eat with that person, and they with me.*
- ❖ Hebrews 11:6 — *And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him.*
- ❖ James 4:8a — *Come near to God and he will come near to you.*

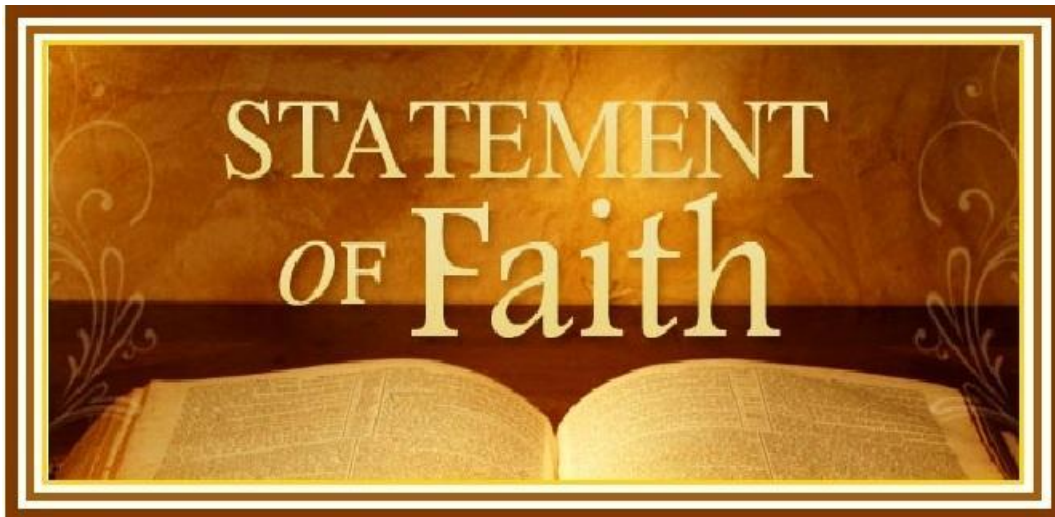
Social Education– *Grow in Favor with Man*

- Jesus reached out to those around Him with love, compassion, understanding, and the Good News that God loved them and wanted them to be in fellowship with Him. We believe that our students must have healthy relationships with other people as defined in the Bible.
- We believe the family unit ordained by God is of the utmost importance. Our students will be encouraged to have Biblically based relationships in their homes.
- Students must also learn about proper relationships with other people. In a world of degenerating social values where peer pressure is so strong in influence toward evil things, we believe that our school should provide an atmosphere for social development with a Christian foundation.
- Although our basic function is to provide instruction in Christian doctrine and Christian living, we believe the spiritual growth comes from a life of output as well as intake. Consequently, we will involve students in Christian outreach, such as personal evangelism, group evangelism, prayer groups, neighborhood Bible clubs, service projects, etc.

These objectives are supported by the following Scriptures:

- ❖ Deuteronomy 6:4-9 — *Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.*
- ❖ Philippians 4:8 — *Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.*
- ❖ Matthew 28:18-20 — *Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*
- ❖ Matthew 22:37-40 — *Jesus replied: “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”*
- ❖ Romans 12:2 — *Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.*

- ❖ Proverbs 13:20 — *Walk with the wise and become wise, for a companion of fools suffers harm.*
- ❖ Proverbs 1:10 — *My son, if sinful men entice you, do not give in to them.*
- ❖ I Timothy 4:12 — *Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.*
- ❖ Ephesians 6:10-18 — *Finally, be strong in the Lord and in his mighty power. Put on the full armor of God, so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God. And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people.*



What We Believe

The basis of Impact Christian Academy is the infallible Word of God, written, known as the Scriptures of the Old and the New Testaments and as they are interpreted in the historic, evangelical confessions of Christian faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God as taught in Scripture and as specifically revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity, thereby recognizing these Scriptures as the supreme and final standard for life. Impact Christian Academy is not a church nor is it subject to any ecclesiastical organization but works with and

through such bodies to aid and benefit both this school and such church bodies it may be associated with. Therefore, the school is committed to the following articles of faith.

A Statement of Faith

1. The Bible

We believe that the Bible, consisting of Old and New Testaments, is the inspired Word of God. It is without error in its original writings. It is the complete revelation of the will of God concerning salvation and all matters of life. (2 Peter 1:21, 2 Timothy 3:16-17)

2. God

We believe in one God, the Creator of all things. Yet this God is manifest in three Persons: Father, Son, and Holy Spirit. God has limitless knowledge, limitless power, and limitless presence. In His holiness He shares with us His grace and mercy. (Genesis 1:1, Psalm 90:2, Psalm 139:2-4, 7-12, Deuteronomy 6:4)

3. Jesus Christ

We believe that Jesus Christ was conceived by the Holy Spirit and was born of Mary who was a virgin. He is both fully God and fully man. He came to die, purchasing our redemption upon the cross, being crucified by Pontius Pilate. He was buried and then arose on the third day, ascended into glory and is now seated at the Father's right hand interceding for us. (Matthew 1:18, Luke 1:27, John 1:14, John 1:29, Hebrews 7:25)

4. The Holy Spirit

We believe the Holy Spirit is the third person of the Trinity. He glorifies Jesus Christ in all that He does. He convicts the world of sin, bears witness to the power of Jesus Christ, and intercedes on our behalf before the Father in heaven. He indwells, guides and empowers believers so that effective service for Christ can be accomplished. (Acts 5:3-4, John 16:7, John 15:26, Romans 8:26)

5. Man and Sin

We believe that man was created in the image of God. Being tempted by Satan, man sinned and was cast out of the Garden of Eden, thus infecting the entire human race with sin, resulting in our being separated from a holy and just God. (Genesis 1:26-27, Genesis 3:1-19, Romans 5:12, Isaiah 59:2)

6. Salvation

We believe that it is only through believing in the sacrificial death of Christ Jesus that one can experience salvation. In Christ we are set free from those sins that once enslaved us. We know this as "being born again." We are adopted into the family of God. (John 14:6, John 1:12, John 3:16, 17, Romans 5:1, Ephesians 1:4-5)

7. The Universal Church

We believe the true Church is made up of those who have experienced the forgiveness of sins and received the gift of God's eternal life. They are empowered by the Holy Spirit to testify of Jesus Christ and to make disciples. (Romans 6:23, 1 Corinthians 6:9-11, Matthew 28:19, Acts 1:8)

8. The Local Church

We believe that God works today through the local church, carrying out the Great Commission and the Great Commandment in communities around the world. It is through the local church that God's compassion is shown to those in need. Through the celebration of baptism and the Lord's Supper, we declare a relationship with Jesus Christ, remembering Him until He comes. Membership in the local church is through a profession of faith in Christ Jesus. (Matthew 28:19-20, James 1:27, Romans 6:1-11, 1 Corinthians 11:23-26)

9. The End Times

We believe in the personal and bodily return of Jesus Christ. We believe that only God knows the moment of Christ's return, but the Scriptures clearly state that we are to joyfully anticipate His coming with watchfulness and careful living. (Acts 1:11, John 14:2-3, 1 Thessalonians 4:13-18, 1 Corinthians 15:51-55, Matthew 24:42, 1 John 3:2-3)

10. The Eternal State of Man

We believe that God will raise the dead and judge the world. Those having believed in Jesus Christ as Savior, will receive rewards, resulting in their being received into eternal blessedness and joy with the Lord Jesus in the new heaven and earth; those not having believed will receive condemnation, resulting in eternal conscious punishment in hell. (2 Corinthians 5:10, 1 Corinthians 3:12-15, Revelation 21:1-22:5, Revelation 20:11-15)

A Statement Concerning Human Sexuality

- Impact Christian Academy, with the help of the Holy Spirit, seeks to walk in the truth of God's Word, the Bible. We desire to live like Jesus Christ who was full of grace and truth (John 1:14). We believe that God, in His mercy, spares us from what we deserve, and in His grace He blesses us with what we do not deserve. We know that all of us are sinners (Romans 3:23) and as a result are in need of God's forgiveness. Furthermore, we believe that Jesus Christ's death on the cross completely paid for our sins, and His resurrection from the dead proved His victory over sin and death (1 Corinthians 15:55-58; Romans 3:21-26). We also believe that since Christians have not only been assured of forgiveness, but are dead to sin, we should not continue in sin so God can keep forgiving us. We who have died to sin should live in it no longer (Romans 6:1-2). Rather, because of God's great love in sending Jesus to die for us, we ought to live for Him (Romans 5:8). We have been set free from a life of sin. We are no longer slaves to sin, and we are called to not make a practice of sinning (Romans 6:12-13; Galatians 5:1).
- It is our belief that many in the world today would seek to exchange the truth of God for a lie (2 Timothy 4:2-4). We need to be on guard to live in a way that is different from the world. Rather than being conformed to this world, we are called to be transformed by the renewing of our mind (Romans 12:1-2). Our mind is renewed when we are sanctified by the Holy Spirit and live according to God's Word, the Bible.
- When we sin, we are called to ask for forgiveness (1 John 1:9). We are called to repent (turn away) from our sins and no longer walk in them (Acts 3:19). We are called to live holy lives because He is holy (1 Peter 1:14-16). Therefore, because God's great love for us was demonstrated by Jesus when He died for us on the cross (Romans 5:8), we are called to live holy lives for Him (1 Peter 2:24).

- For these reasons, we would like to bring clarity regarding several controversial social issues of today. In doing so, we are not saying that these issues, or the sins involved in them, are bigger or worse than any other sins or issues. Sin is sin; and we are called to reject all sin. We specifically address these issues because modern society has both confused and, in some cases, deliberately and intentionally misrepresented what Scripture says regarding these behaviors. Some even suggest we go against God’s Word and not call certain behaviors sinful. It is important that we understand sin because we cannot fully understand God’s mercy, grace, and our need for salvation until we first understand our sinful condition.

We believe the following...

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of a significant part 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 6:16; 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, sexual abuse, rape and the 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 Impact Christian Academy as representatives of the local Body of Christ, and to provide a biblical example to the community, it is imperative that all persons employed by Impact Christian Academy, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality (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 or the doctrines of Impact Christian Academy.

A Statement Concerning The Sanctity Of Human Life

- When does life begin? When it comes to the issue of the sanctity of life that becomes the ultimate question. Does life begin at the moment of conception, or at the moment of birth, or at sometime between?
- The Bible strongly declares that life begins at the moment of conception. David makes this powerful statement in Psalm 139: **“For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be.”** This passage affirms that God is the author of life. He is the One who designs each person uniquely. Therefore, every person is imprinted with the image of God.
- We believe that life does begin at the moment of conception. And we believe that every life has value in the eyes of God. And the value of every life is seen in the outpouring of God’s love at the cross. Therefore at Impact Christian Academy we will show respect toward every person and value every person as a special creation of God.

Final Authority For Matters Of Belief And Conduct

- The Foundational Statements do 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 Impact Christian Academy’s faith, doctrine, practice, policy, and discipline, our School Board is Impact Christian Academy’s final interpretive authority on the Bible’s meaning and application.



School Board, Administrator and Staff

- The 2022-23 School year is the first year for Impact Christian Academy. Much of the staff will not be identified until after the enrollment process has opened for the year. The number of teachers needed will be determined by the number of students that enroll. Therefore, it is not possible to introduce our staff. However, we are committed to engaging top-quality Christian teachers in every classroom.

The School Board

- The School Board is responsible for the vision and governance of the school. Other duties are to hire and evaluate the school Administrator, approve the annual budget, and ensure progress towards meeting the long-term objectives of the school.

Administrator

- The Administrator reports directly to the School Board and is responsible for all day-to-day operations of the school. This includes accountability for progress towards objectives, academic achievements of the overall school, facilities, oversight of the instructional program (overseeing the students, faculty, and staff and ensuring that the teachers perform their assigned jobs with excellence, passion, and commitment), continuity of the curricula, adherence to the annual operational budget, and ensuring fulfillment of the ICA vision. The Administrator also makes certain that the academic standards are met or exceeded, monitors student behavior, applies faculty and student discipline, identifies teacher professional development, monitors safety, adheres to budgets, and makes faculty and/or student selection and retention decisions with approval from the School Board. A critical requirement is that he/she provides leadership and has a world and life view that reflects a strong commitment to Christ.

Faculty

- The faculty report directly to the Administrator. The men and women who comprise the Impact Christian School faculty are Christian teachers who desire to help students learn from a Biblical perspective. Teachers are selected not only for their instructional skills and academic preparedness, but also for their love for and understanding of children. They work together as a unit to help prepare students for a life that is honoring to Christ. Our goal with teacher training and accountability is to create a strong academic team for all students. A critical requirement is that they provide leadership and have a world and life view that reflects a strong commitment to Christ.



ICA Policies and Procedures

Tuition And Payment Information

2022-2023 Application Fees

- ❖ Enrollment opened to the public on January 28th, 2022.
- ❖ If enrolled by March 4th, 2022: **\$150/student (max of \$250/family)**
- ❖ Current enrollment fee: **\$200/student (max of \$300/family)**

- ❖ *Enrollment fees are not refundable.*

2022-2023 Tuition Costs: Grades K-9

- ❖ **1st child** from the same household: **\$6,500/student** for the school year.
- ❖ **2nd child** from the same household: **\$6,000/student** for the school year
- ❖ **Additional children** from the same household: **\$5,500/student** for the school year.

- Multi-child scholarships are automatically credited to your tuition unless your family qualifies for tuition assistance.

- The only additional cost other than tuition is the enrollment fee. The tuition cost covers books, basic school supplies and all other expenses. The only exception might be special event fees for field trips or special programs. It is the plan of Impact Christian Academy to keep tuition costs low, and to avoid any additional, or unexpected fees and expenses.

Financial Policy

An Enrollment Fee will be required at the time of registration. It is refundable if the student is not accepted, but not refundable if the family decides not to continue the application process.

- Families have the following three options for arranging payment:

Payment Plan Options

1. Pay in full by September 1st, 2022 — 2% discount

- Discount applied after multi-child discount.
- Not eligible if receiving tuition assistance.

2. Quarterly Payments

- Payment dates are June 5, September 5, December 5 (2022) and March 5 (2023).

3. Twelve Monthly Payments

Twelve Month: Payments are due on the 5th of the month, June 2022-May 2023

- ICA will work with families should special circumstances or “hardship” cases arise during the school year. Because ICA maintains the decision-making control, any requests to delay payments need to be made directly to the school by contacting the School Administrator.
- No report cards will be given until payment or arrangement for payment of the delinquent tuition has been made.

Parental Lifestyle Policy

- Impact Christian Academy’s Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes but is not limited to, heterosexual immorality, any parent or guardian who identifies himself or herself as a practicing homosexual, bisexual, or identifies as transgender. In cases where the family leadership is unwilling or unable to support the moral principles of the school, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Attendance, Absence and Punctuality

ICA School Calendar, 2022-23

September 6.....	First day of school
October 19-21.....	Fall Break
November 11	End of Quarter 1/Parent-Teacher Conferences
November 21-25.....	Thanksgiving Break
December 19-January 2.....	Christmas Break
January 16.....	Martin Luther King Day Break
January 27.....	End of Quarter 2/Report Cards Issued
February 20.....	President's Day Break
March 31.....	End of Quarter 3/Parent-Teacher Conferences
March 31 – April 10	Spring Break/Easter
May 26.....	End of Quarter 4/Last day of school/Report Cards

School Hours:

- Starting— 8:00 a.m. Ending— 2:30 a.m.
- Kindergarten meets all day on the same schedule as other grades.
- Parents will be responsible for providing transportation to and from school.

Before and after school care will be provided at an additional cost if there is adequate need. A decision will be made on this issue by June, 2022.

Regular and punctual attendance at school is vital to the success of each student. As Impact Christian Academy works with parents to instill lifelong habits, being at school and being on time are two commitments that will serve students for a lifetime. Guidelines have been established, both to help ensure that positive habits are being formed and to make certain that students are in compliance with the Minnesota State Department of Education.

In the interest of student safety, it is the responsibility of the parent/guardian to notify the school as early as possible in the morning if the child will be absent from school. If there is no communication from the parent/guardian by 9:00 a.m., an attempt will be made to contact the parent/guardian to learn the reason for the absence. If the school is not able to speak to a parent/guardian to verify the absence, it is the responsibility of the parent/guardian to provide a dated note, signed by the parent/guardian, indicating the reason for the absence. In elementary grades, the note is to be given to the classroom teacher, who will forward it to the office. Middle and High School students will take the note to the school Administrator.

If a parent/guardian wishes homework to be requested from the teacher when a student is absent, this must be specifically stated at the time of contact with the school. Teachers may be unable to honor homework requests that reach their desks later than noon.

A doctor's note is requested if a student is absent more than three (3) consecutive days due to illness.

Schoolwork for absences is due according to the following:

- 3 or more consecutive days – Due within 7 calendar days from date of return
- 2 days or less – Due first school day following 3 calendar days

The school will recognize these excused absences:

- Illness
- Medical or dental appointments that cannot be scheduled outside of school hours
- Family emergencies
- Bereavement
- School sponsored activities
- Special circumstances which are agreed upon by parents and the Administrator
- Church sponsored activities

Withdrawing children from the building during the school day **MUST** be done through the School Administrator. At no time are students to be dismissed from the classroom without prior notice to the Administrator. Please stop by the office, sign your child out and pick up a dismissal slip. Then, give the dismissal slip to the classroom teacher, at which time the student will be released from class.

Students may **NOT** be released to persons other than parents or legal guardians unless the school has prior written notification by the parent or guardian that the student is to be released to a specific party. Identification may be required.

Under no circumstances will a child be released to any persons other than those authorized by the pick-up card or through written notification. These rules are designed for the safety and protection of your children. Your cooperation in helping us keep your children safe is appreciated.

Academic Expectations

Impact Christian Academy is committed to academic excellence. With that commitment comes a responsibility on the part of students to take advantage of the opportunities and apply themselves diligently to do the best they are capable of doing. Students are expected to be in class on time, prepared and ready to learn, and to have the self-discipline necessary to be a positive addition to the classroom. Continual tardiness, disruptions of the class and other behaviors and attitudes not conducive to the educational environment will result in classroom discipline and, if continued, administrative correction.

Chapel and Opening Devotions

- Each individual classroom will start each day taking time for prayer and recognition of God's role in their education.

- Weekly chapel services will include guest speakers, musical groups, drama presentations, as well as ICA faculty, staff, and students leading these services. ***All parents are welcome to join us for chapel or opening assembly at any time.***

Field Trips and Off Campus School Activities

- Field trips are a part of the academic process. Throughout the school year, classes may take trips to interesting and educational places in the area.
- Field trips and excursions shall be conducted under the supervision of teachers and/or administration to locations that promote the education of students. The place to be visited and the method of transportation shall be approved by the Administrator. All such trips will require the prior written consent of the parents of each student attending.
- Those parents chaperoning must have a background check done and those driving will need to submit a copy of their driver's license and insurance card. In order to help with the students, we ask that other siblings (brothers/sisters) not go on the field trip with you. Chaperones and students are expected to follow the school guidelines for behavior and dress. In all things we want to be honoring to Christ.
- For each field trip, the teacher will inform you of location, appropriate dress code, if snacks/lunch is needed, who is driving, and any other information specific to the field trip.

Impact Christian Academy Grading Scale

Grading Scale for Grades 4-9

Rating Scale for Grades K-3

		E = Exceptional; Consistently exhibits skills ABOVE grade level.
A	93-100%	S = Successful; consistently exhibits skills
A-	90-92%	
B+	87-89%	P+ = Progressing Plus; Exhibits skills most of the time
B	83-86%	
B-	80-82%	
C+	77-79%	P = Progressing; Progressing towards exhibiting skills
C	73-76%	
C-	70-72%	
D+	67-69%	N = Needs improvement; Experiencing difficulty meeting skills
D	63-66%	
D-	60-62%	
F	<60%	

Grade Retention

- Year-end report cards will indicate whether a student has been promoted or retained in the same grade. Any potential retention of a student will be the subject of discussion beforehand between the teacher, the Administrator, and parents. The ultimate authority to promote or retain a student remains with the Administrator.
- In Kindergarten through second grade, a student may be retained if the teacher and the Administrator agree that he/she is developmentally delayed so that it hinders his/her learning or is having great difficulty with grade level reading and/or math.
- In third through fifth grades, a student may be retained if they fail two subjects (i.e., reading, math, social studies, science, or language arts) and/or if the teacher and Administrator agree that retention would be in their best interest. Attending a tutoring program may be required for promotion.
- In middle school, both semesters will be averaged together – if there is a failing grade, the student must make up that class through an approved course by administration.
- In high school, we will operate on a semester basis for credit to meet the graduation requirements. This means a student must maintain a grade point average of 70 or higher for the semester in order to receive credit. If a core course has been failed that is needed to meet credit requirements for graduation, a student must make up that class through an approved course by the administration.
- Any middle or high school student needing to make-up a course should have the make-up course completed before the next school year begins.

Homework

- Our philosophy on homework is that it is a vital ingredient in producing students who will be successful at the next level. We believe homework instills in students two foundational traits: the ability to work independently and the ability to do that independent work successfully. We recognize that homework can quickly get out of balance and homework shall be assigned in such quantities as to provide adequate balance between training independent study and in practicing the skills conferred in the classroom with family time or meeting a healthy bedtime hour. To help promote family time, no new homework will be given on Friday. If a student didn't finish work in class, or there is an ongoing project, the student will need to work on these over the weekend.
- Each student will have varying amounts of homework depending on how much they were able to complete in the classroom and the student's grade level. If a student consistently has difficulty in this area, something is wrong with either the amount of assignments received, with his/her time management, or with the amount of time spent in extracurricular activities. It is the parents' responsibility to get in touch with the classroom teacher so that the matter might be resolved in a timely manner. Please understand that homework is not an option and is expected to be completed by the due date. If a homework assignment is turned in late, there will be a percentage taken off per classroom policy.

- *ICA will not assign homework on Wednesdays so that families can participate in faith events at their churches or in their homes.*

Parent Conferences

- The school schedules one parent/teacher conference at the end of the first quarter and one during second semester for all students in order to promote good communication.
- Teacher conferences are always available at the request of either parent or teacher. As a parent, e-mail your child's teacher to set up a conference outside of the normally scheduled conference times.
- We understand that a lot of information and happenings about the day will come home with the student. If there is any concern or if clarification is needed, please immediately contact the teacher or the administrator.

Report Cards

- Report cards are sent home at regular intervals for all students. Fourth quarter report cards are mailed to families after the end of the school year.

Standardized Testing

- To help measure the growth and academic achievement of each student, ICA will administer a Standardized Achievement Test during the year for benchmark. We ask that your child gets adequate rest and a hearty breakfast during this time to help with focus and alertness. These tests help the teachers monitor the progress of each child throughout the year and to build their academic goals specific to the student's needs. These tests are not meant to stress students out as we are not expecting a certain level to be reached. Parents will be informed by the school in advance of the testing dates.

Spiritual Development and Student Conduct

Disciplinary Guidelines

- While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the Administration determines that a student's behavior evidences a lack of assuming responsibility for one's own actions, and/or a lack of self-control, or has a negative effect on the overall culture and community at Impact, the student will be disciplined. The highest of Christian standards are to be maintained at Impact at all times. Impact attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well-being of students will not be tolerated. It is our expectation that all students, and adults, will be treated equitably, fairly, and respectfully by the Impact Christian Academy staff and student body.

- The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or isn't acceptable if it is not listed in the Handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is ongoing, not limited to the school day. Further, if at any time, the Administration, in its sole discretion, determines that a student's influence is harmful, or if his or her presence in the School is regarded by the Administration as undesirable, the School may request the student to withdraw, or may expel the student. Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he/she deems best. Situations in which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the Administration. Additionally, Legacy will partner with local law enforcement when necessary and deemed appropriate.

Levels of Discipline

Level I:

- Teachers will implement appropriate class consequences for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the Administration and may result in a meeting with the student, parent(s)/guardian(s), teacher, and the Administration.

Level II:

- The following infractions may result in detentions, community service hours, loss of privileges, loss of parking, or other consequences deemed appropriate by the Administration.
 - Dress code violation
 - Inappropriate behavior
 - Inappropriate language
 - Leaving class without permission
 - Cutting a class period
 - Disrespect toward a teacher/student/staff worker
 - Tardiness Leaving school grounds
 - Repeated missed detentions
 - In-class disruptions

Level III:

- The following examples, while not an exhaustive list of infractions, may result in suspensions, disciplinary probation, or expulsion, in addition to the consequences of Levels I and II.
 - The use, possession, or distribution of tobacco products
 - The use, possession, or distribution of vaporizers or e-cigarettes, vaping
 - The use, possession, or distribution of mood- or mind-altering chemicals
 - The misuse or distribution of prescription drugs

- The use, possession, or distribution of alcoholic beverages
- The use or possession of fireworks or explosive devices
- The use or possession of repellent or so-called “self-defense” sprays such as, but not limited to, chemical mace, pepper spray, dog repellent, and similar substances
- Pulling a fire alarm or tampering with fire or safety equipment
- Stealing from school personnel, school buildings, parked cars, or students
- Vandalizing or misusing school property and other students’ property
- Planning or committing arson (lighting fires)
- Bullying, fighting, or disruptive behavior
- Repeated classroom disruption
- Defiance of staff authority
- Profanity or profane gestures (sexual innuendos)
- Gang solicitation and/or activities including dress, signage, etc.
- Grossly disrespectful acts or language toward another person – staff or student
- Cheating
- Inappropriate use of technology
- Repeated Level I infractions such as dress code or tardiness
- Sexual immorality
- Sexting
- Lying or dishonesty
- Gambling
- Racial slurs or racist behavior (including inappropriate attempts at humor)
- Sexual harassment
- Use of language (verbal, written, electronic, or virtual) that is threatening in nature or could be construed as a threat
- Any behavior that damages the community or disrespects the School culture of Impact Christian Academy

The Principal, or School Administrator, will immediately notify local law enforcement officials of firearm or battery incidents at the school. They will also notify such officials of verified incidents involving drugs or other illegal activities occurring in the school. Legacy may also make reports to the police of other incidents when deemed in the best interest of the school or school community. Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including, but not limited to, suspension or expulsion.

- One’s social and emotional development as a person standing before the Lord are just as important in school as one’s academic performance. A student should learn how to live as disciples of Christ while they are in school. Our part is to create an environment that promotes such learning.
- The role of parents is critical in the spiritual development of children as they model and teach Biblical values and lifestyles at home. The spiritual goals we have for students will only be met through partnership with parents.
- As a unique community of believers, whose mission is to instruct and encourage young people to be ambassadors for Christ, we have certain expectations for student conduct:

- Students are not to be involved in fighting or in the use of profane, crude, abusive or disrespectful language, as each of these is counter-productive to education and violates biblical principles.
- Students will not physically or verbally assault other students.
- Students will learn to be responsible and to take pride in the school and its facility. Carelessness, neglect or vandalism is not appropriate and will be met with severe penalties and restitution.
- Students will be financially responsible for damage to school property or materials beyond normal use.
- Eating is allowed only in supervised rooms by permission of the classroom teacher.

Classroom Behavior

- Students must follow the teacher's directions and behave in a respectful manner. Disrespectful and/or disruptive behavior will result in a discipline referral for 6th-9th grade students. For students in kindergarten-5th grade, repetitive disrespectful and/or disruptive behavior will result in a meeting with the school administrator.

Hallway/Lunchroom

- The hallways and lunchroom are where we meet our friends and socialize. They should be a place that is safe both physically and socially. To be safe, we cannot have running or pushing in the hallway or lunchroom.
- **Lunchroom expectations:**
 - Do:
 - 1. Stay seated throughout the lunch without moving from table to table. Wait to be dismissed by a teacher.
 - 2. Leave the table cleaner than when you first sat down. Pick up the garbage around you even if it is not yours.
 - 3. Ask permission to leave the lunchroom to go to the restroom area if needed.
 - 4. Be respectful to others and their lunch items.
 - Do not:
 - 1. Throw or flick food or other items. Do not waste food by creating art or piling mixtures of food on a tray.
 - 2. Destroy any school property or items.

Fighting

- Impact students need to solve problems without using violence. Any fighting will result in immediate discipline appropriate to the situation and the student's parent/guardian will be notified. Students may be suspended for fighting at school. Any suspension requires a conversation between the administrator and the parent/guardian for readmission to school.

Language

- Part of feeling safe in a school is the right to be in a place where language is not threatening, sexually demeaning, or ethnically inappropriate. As a Christian school, our expectation for language anywhere, anytime, on or off campus, should be God-honoring and respectful. Verbally threatening, course, or foul language will result in discipline appropriate to the situation. A discipline referral may be given for language deemed inappropriate.

Music

- In an effort to glorify God in all that we do, Impact Christian Academy has adopted a set of guidelines for music that is played at school and school-sponsored events. These guidelines are intended to help our community make wise decisions with music that will honor God and help us accomplish our vision of cultivating Christian leaders.
- Remember that we are representing Christ and need to honor one another in Christian liberty through the music we play. With that in mind, please note the following policies:

Music Guidelines

- Any track that includes language or subject matter inappropriate for public broadcasting in a family environment will not be played. Inappropriate subject matter includes (but is not limited to):
 - References to sex, violence, drug use, alcohol use, racism, sexism, etc.
 - Any swear words or songs with radio edits.
- No “edited” or “clean” tracks will be played.
- Songs that would contradict the beliefs and philosophy of ICA will not be played. There may be a time, although very limited, where a song that might contradict ICA’s beliefs or display worldly values offers great educational value within the context of teaching a Biblical worldview. Please have these instances approved by Administration.
- If it’s questionable, please err on the side of caution and not play the song.

Relationships

- It is wonderful to see God work in the lives of our students as He builds friendships and relationships based on principles found in God's Word. We encourage our students to get to know one another and to establish friendships. Out of concern for them, as well as for others who observe, we do not allow students in Kindergarten through 5th grade to engage in displays of affection while at school.

Conflict Resolution

- It is not uncommon for students to become angry with one another over perceived wrongs. We expect our students, as Christians, to learn how to resolve these issues, as Christ would have us do. Gossiping, name-calling, snubbing, mocking, making fun and harassing one another are definitely not God's standard and will not be tolerated. When conflict occurs, we will lovingly confront students and encourage them to accept, care for and forgive one another. Students unwilling to resolve difficulties may be subject to disciplinary action.

Respect

- The distinguishing mark of a Christian is his or her love for God and for others. That love is best demonstrated by respect for others, as well as for their property and reputation. We expect our students to respect one another, the staff, visitors to our school and school property. Respect for school property is crucial, as is obedience to building rules. Students must remain conscious of restricted access areas, conduct expectations and noise considerations.

Dress Code

- TOPS:
 - Students will be required to wear official ICA shirts. Five t-shirts will be provided to each child at the beginning of the school year as part of the tuition. There will be other ICA options available for purchase, including sweatshirts, long sleeve t-shirts, zip ups, etc. We will also allow plain sweaters, zip ups or sweatshirts over the t-shirts, as long as there is no other logo on them.
- BOTTOMS:
 - Skirts must be no shorter than 2 inches above the knee when standing.
 - We require playground/biker shorts under skirts.
 - A minimum of 7 inch inseam or longer is required on all shorts (mid-thigh).
 - There can be no holes in any pants/shorts.
- FOOTWEAR:
 - Closed-toe shoes are required.
 - Tennis shoes are required for PE.
- HATS:
 - No hats are allowed to be worn inside the building.
 - It is the responsibility of parents or guardians to see that their students leave home properly dressed and groomed for school and school sponsored events.

Cell Phones and Electronic Devices

- Technology is very useful; however, it can come with risks as well. At ICA, we do not shy away from technology, but at the same time, we recognize the dangers if improperly used that can affect students, families, and the school. At times, teachers may even choose to use students' personal devices under teacher supervision. In light of this, we have set up guidelines to help protect and nurture students in safe use of technology.
- Students are not allowed to use personal electronic devices of any kind during school hours. This includes, but is not limited to, cell phones, ipods, radios, electronic games, electronic tablets, etc.
- If students bring electronic devices to school, they are to be turned off and turned in to their teacher each morning. If any of these items are in use and seen during the school

day, then these items will be confiscated by a staff member and turned in to the front office. It will be the student's responsibility to pick their item up from the school office with a parent. Any exceptions must be worked out with the teacher/administration in advance.

- In the case of Apple Watches, the student must have the airplane mode setting on for the duration of school hours.
- Computers will at times be incorporated in the classroom under strict teacher supervision to be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Students are responsible for appropriate behavior while using these devices. Any user of ICA's technology devices will be held responsible for his/her computer usage. Unacceptable uses of these resources may result in the suspension of all computing privileges and students will be referred to the school administration for all violations.

Social Media Policy

- Social media is any form of online publication or presence that allows interactive communication. This includes social networks, blogs, photo-sharing websites, internet forums, and wikis. Social media tools are constantly changing.
- Due to the wealth of new social media tools available to students, student products, and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. As an ICA student, you represent the school even outside school hours and you should follow these guidelines anytime you post material. All posts and comments should honor the name of Jesus Christ and reflect the Biblical principle that people are created in God's image and should be treated with kindness, dignity, and respect.
- We ask that students be diligent and discerning regarding their text messages, emails, and other forms of communications and to maintain the highest standards even in a secular culture. We encourage parents to monitor their child's technology/social networking. Even though this is in the realm of the parent's responsibilities, it can still have repercussions at the school if improperly used. For example, any text or email sent should never contain inappropriate information. If it is brought to the school's attention, then we will work with the parents regarding the situation in a case by case basis.

Lost and Found

- Items left unattended at the end of the day may be located in our lost and found. Please ask at the school office for access to the lost and found box. Lost and found items will be disposed of on a monthly basis.

Lunchtime

- Students will be given one hour for lunch/recess.
- All students are expected to eat their lunch in the room designated by the teacher.

- School lunch for an additional charge may be available. A decision on the availability of school lunches and the cost will be made by June 1, 2022.

Discipline

- Discipline as applied at school is expected to be a reinforcement of the discipline applied at home. Discipline is an essential part of the educational process, the goal of which is to lead students from outward control to inward control.
- The classroom teacher is the authority in each classroom. Students are expected to be obedient and attentive in class. Teachers have the responsibility to use professional skill, judgment and creativity to maintain order in the classroom. Students who do not respond positively to discipline at the classroom level may be sent to the school Administrator.
- If the student's behavior is consistently a problem, or the offense exceeds what the teacher is prepared to address, then the student's behavior requires the intervention of a school Administrator. The school Administrator will meet with the student individually or with the parents depending on the offense. Either way, parents will be notified.
- The Administrator will determine the necessary and appropriate consequences for the behavior. Should an out-of-school suspension be necessary, the student will not be allowed to attend classes, be on school grounds, or attend after-school functions during the period of an out-of-school suspension which may be for a period of one to ten days. The student will be the responsibility of the parents during this time period. Missed assignments must be completed.
- Should expulsion ever be necessary, the student will lose the privilege to attend classes at ICA or be in school rooms during school hours and functions for the remainder of the school year. No refunds are issued if a student is expelled.
- ICA believes it is a privilege to be a student at our school. Any student repeating major offenses can jeopardize the entire student body and this shows a blatant disregard for school. The school views repeated major offenses as symptoms to a greater problem that involves more than education. Repeated major offenses are considered serious and can, in some instances, lead to expulsion from the school.
- A student may be expelled at the discretion of the School Board. Expulsion demands that a student be removed from the student body and continued attendance at ICA is refused. The Administrator and School Board of ICA reserves the right to expel any student from the school. Expulsion is typically considered after all elements of discipline have been exhausted and the student has continued to demonstrate an unwillingness to adhere to the procedures and policies of ICA.
- As a condition of enrollment, it is expected that parents will give their full support and cooperation with the school's discipline strategies. ***We are all sinners before our merciful God and all fall short in one area or another. We truly hope that each student acknowledges their wrong doing and has a heart for forgiveness.***



HEALTH AND EMERGENCY ISSUES

Accidents

- Impact Christian Academy attempts to prevent accidents from occurring; but if an accident does occur, appropriate first aid will be administered. Parents will be notified immediately in case of serious accidents. It is of the utmost importance that we have current emergency information for each student on file in the school office. If parents cannot be reached, the person designated on the emergency card will be contacted. If no one can be reached and if the child's condition is judged to warrant medical attention, administration will make the decision regarding the welfare of the child. Depending upon the circumstances, the child may be taken to the local emergency room.

Sickness

- Students are not to be sent to school if they are experiencing signs of illness, such as fever, vomiting, and unusual pain. Please keep your student home if they have experienced any of the above symptoms within the last 12 hours. Should students become ill during the school day, parents will be contacted to pick them up immediately. Please be sure all contact telephone numbers are kept up to date to facilitate this process. Students should not return to school until they have been fever free with no vomiting for 24 hours.
- If a student comes to school, he/she should be well enough to participate in the total school program, including recess and physical education. Children not well enough to play outside with their class should be kept home. Students with an impairment or injury which restricts their physical activity will be allowed to attend class provided the physical restrictions have been provided to and discussed with the school Administrator.

Regulations

- Minnesota law requires all students to be immunized before admission to school. If your child(ren) are exempt from immunizations due to beliefs or contraindication, submit a statement (on the Pupil Immunization Record) available at the School Office.

Necessary Immunizations

Grade	DTP	Polio	MMR	Hep B	Varicella	Tdap	Meningococcal
Kindergarten	5*	4**	2	3	2***		
Age 7-Grade 6	3	3	2	3	2		
Age 12+, Grade 7-12	3	3	2	3	2 – Gr 7	1	1

* If the 4th DTP was given after 4 years of age, a 5th DTP is not necessary.

** If the 3rd Polio was given after 4 years of age, a 4th Polio is not necessary.

*** Varicella shots not required if child already had chickenpox disease, but the date of illness must be noted.

Medications

- No over-the-counter medications will be administered to students during the course of the school day, unless prescribed by a physician. Prescription medications and physician-prescribed, over-the-counter medications will be dispensed under the following conditions:
 - 1) Written parent authorization for school assistance in administering medication to a student.
 - 2) Written physician/dentist request and instructions for administering medication.
 - 3) Medication to be administered by ICA personnel is to be brought to school by parent or guardian. The medication must be in the original container and have the prescription label with the student's name on it. In the case of pills, the prescription should be accompanied by a note stating how many are in the container.
 - 4) All medication must be delivered to the ICA personnel by a parent or guardian. It is not to be sent with students.

Contagious Conditions

In order to protect the health of all students, those with the following conditions will be excluded from school:

- Scabies
- Impetigo
- Poison Oak or Ivy
- Measles
- Chicken Pox
- Whooping Cough
- Ringworm
- Pink Eye
- Head Lice
- Other communicable diseases will be addressed on an individual basis.

Safety Drills

- Safety drills occur during the school year to practice for emergencies, including fire, tornado, and lock down drills, as prescribed by Minnesota State law.

School Emergency

- In the event of an actual emergency, all school officials, teachers, administrators, office personnel, maintenance personnel, aides and all others will stay with your children and care for them until they are picked up.
- Lockdown procedures will occur if any situation arises which can be perceived as potentially dangerous to students, staff, faculty and others on the school premises. This type of situation might include a dangerous intruder on campus. No one is permitted to enter or exit classrooms or the building until the lockdown mode has been recalled. This can be instituted as a precautionary measure and does not necessarily indicate imminent danger.

Weather Related Situations

- Should inclement weather necessitate a change in the normal school day schedule, parents will be notified.



ADMISSION PROCESS

- Impact Christian Academy admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school administered programs.
- We do reserve the right to deny admission to applicants if their parents are not in agreement with the ICA statement of faith and related statements, or those students with a history of discipline problems; or those whose academic abilities would hinder their success in our school or for whom we are not able to provide needed educational assistance.

- To begin the enrollment process, parents must complete an application form and submit both the form and application fee. Additional forms and documents will be requested throughout the enrollment process. These documents can be sent by mail, or they can be dropped off during business hours at the Buffalo Covenant Church front office.
 - Application for Enrollment
 - Tuition and Payment Agreement
 - Enrollment Fee
 - Immunization form or religious exemption from your healthcare professional
 - Copy of your child's last report card
 - Copy of your child's birth certificate
 - Signed statement of faith
 - Medical treatment form
 - Pastor's Recommendation form (optional)
 - Student Questionnaire (5th-9th grade students)
 - Request for Student File from the school last attended

- After review of the application forms and additional required information, the parents will be contacted for an interview/meet & greet with the school Administrator. If the student is accepted for enrollment, a Tuition and Payment Agreement will need to be submitted.