IMPACT CHRISTIAN ACADEMY

PARTNER • TRAIN • EQUIP • PREPARE • SERVE

Parent-Student Handbook

2026 – 2027

impactchristianacademymn.org

Version 2.1

Updated: August 25, 2026

Table of Contents

Welcome **3**

History **4**

Educational Values **4**
- Mission and Vision Statement 4
- Core Values 5
- Philosophy of Education 5

What We Believe **10**
- Statement of Faith 10
- Statement Concerning Human Sexuality 12
- Statement Concerning the Sanctity of Life 13

School Board, Administration and Staff **15**

ICA Policies and Procedures **16**
- Financial Policy 17
- Parental Lifestyle Policy 18
- School Calendar 19
- Attendance, Absence and Punctuality 20
- School Hours 20
- Attendance 21
- Late Work & Make-Up Work Policy 22
- Academic Expectations 23
- Field Trips and Off Campus School Activities 23
- Grading Scale 24
- Grade Retention 24
- Homework 24
- Report Cards 25
- Standardized Testing 25

Spiritual Development and Student Conduct 26
- Chapel and Opening Devotions 26
- Parent/Teacher Conferences 26
- Disciplinary Guidelines 27
- Relationships 28
- Music 28
- Classroom Management 29
- Discipline 31
- Levels of Discipline 32

Steps of Discipline Management 35
Dress Code 36
Cell Phones and Electronic Devices 38
Social Media Policy 38
Lost and Found 39
Lunchtime 39

Health and Emergency Issues 40
Accidents 40
Sickness 40
Immunizations 41
Medications 41
Contagious Conditions 41
Safety Drills 42
School Emergency 42
Weather Related Situations 42

Admission Process 43

***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.

IMPACT CHRISTIAN ACADEMY

PARTNER • TRAIN • EQUIP • PREPARE • SERVE

Welcome to ICA!

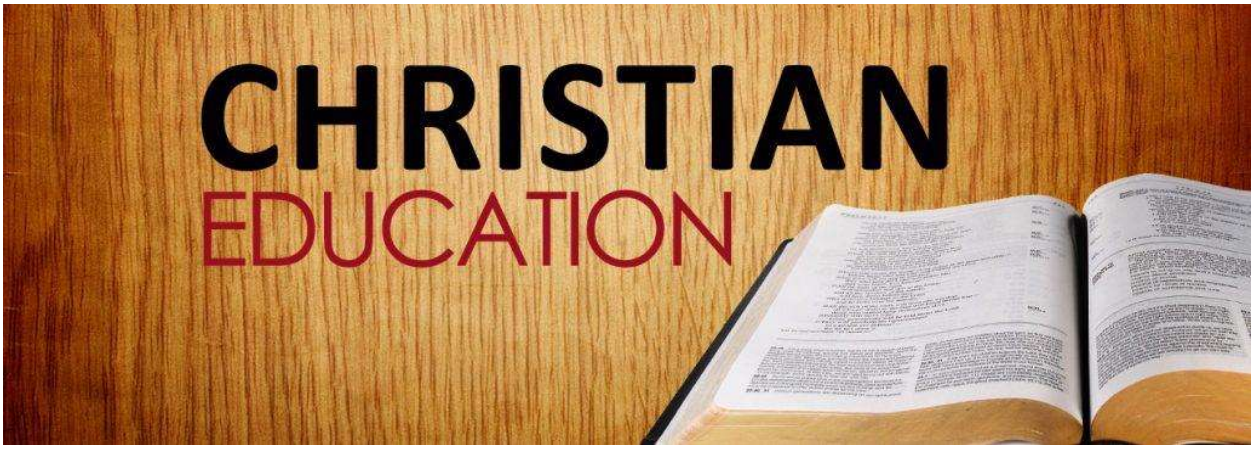
- Impact Christian Academy (ICA) is a K-8th grade private Christian school in Buffalo, MN. The faculty and staff at ICA desire to partner with parents to enrich the minds and disciple the hearts of each student so they are able to make an impact for Christ in the world around them. Through a Christ-centered, 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!

In His name,

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."*

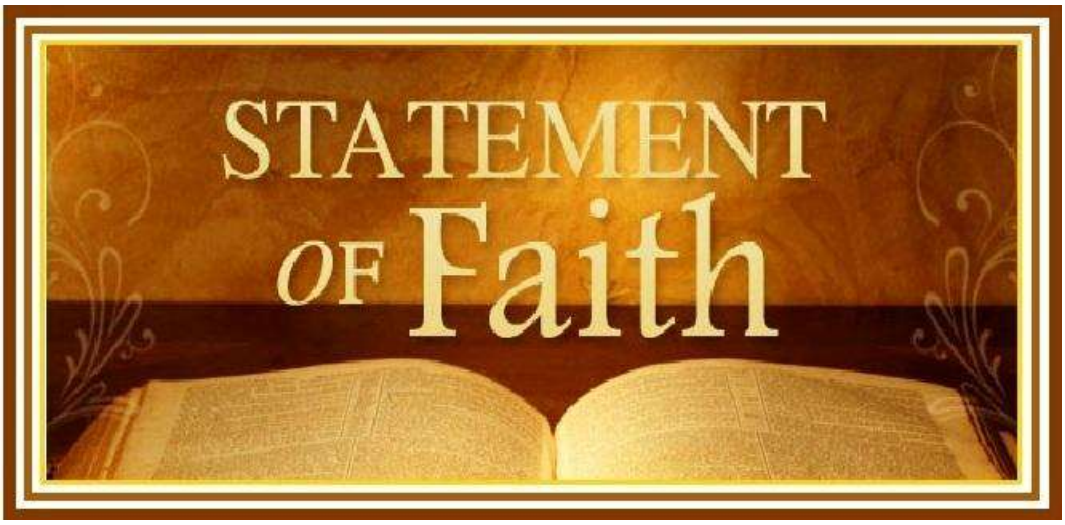
- Romans 12:2 — *Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.*

- 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 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 Administrative team 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 Administrative team 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 reports 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

Enrollment, Tuition and Payment Information

2026-2027 Application Fees

- Enrollment for the upcoming school year opens to the public in February.
- Enrollment fees: **$200/student (max of $300/family)**
- Re-enrollment fees: **$100/student (max of $200/family)**
    - *Enrollment fees are not refundable.*

2026-2027 Tuition Costs: Grades K-8

- **1st child** from the same household: **$6,950/student** for the school year.
- **2nd child** from the same household: **$6,450/student** for the school year
- **Additional children** from the same household: **$5,950/student** for the school year

Tuition Discount for Pastor, Mission, and ICA Teacher Families
Impact Christian Academy recognizes the commitment made by full-time pastoral staff members, missionaries, and teachers when they are called to serve at a church, on the mission field, or in a private Christian school. With that in mind, ICA gladly offers full-time pastoral staff members, missionaries, and ICA teaching staff members a 50% discount on annual tuition rates for their entire household. These families can also qualify for additional assistance by completing an aid application through FACTS tuition management system for review by the Financial Aid Committee of ICA.

Other Discounts and Fees

- In a commitment to our active and retired military families, those ICA students with a parent who is either an active or retired military service member will have their enrollment fee waived. This discount applies to all branches of the United States Military and National Guard.

- Multi-child scholarships are automatically credited to your tuition unless your family qualifies for tuition assistance.
- Due to the graciousness of a donor, the Seed-Sower Scholarship is a first-come, first-served scholarship for new students entering first-fourth grade for their first year of attendance at ICA. Applications are available through the school office or by contacting the ICA Office
- 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.

Re-Enrollment

Unless the administrator is informed by parents/guardians prior to February 1st, current students will automatically be re-enrolled for the upcoming school year and the enrollment fee will be charged to their account.

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 1— 2% discount
    - Discount applied after multi-child discount.
    - Not eligible if receiving tuition assistance.

2. Quarterly Payments
    - Payment dates are September 1, December 1, February 1, and April 1.

3. Twelve Monthly Payments
    Twelve Month: Payments are due on the 1st of the month (June – May).

- 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.

2026 – 2027 ICA School Calendar

August 24-27 .....Teacher Workshop Days
August 25 ..... Open House
August 31..... First Day of School
September 4–7…….. Labor Day Weekend – No School
October 14-16..... Fall Break – No School
October 13 - 14 ..... K-4th Grade Teacher Conferences
November 6.....No School - End of Quarter 1
November 5-6 .....5th-8th Grade Teacher Conferences
November 13..... K-4th Grade Report Cards Issued
November 25-27..... Thanksgiving Break
December 21-January 1..... Christmas Break
January 4 …..... Classes Resume
January 18.....Martin Luther King Day Break/End of Quarter 2
January 22.....K-8th Grade Report Cards Issued
February 15.....President's Day Break
March 1-2..... K-4th Parent-Teacher Conferences
March 8 – 12 ..... Spring Break
March 26 – 29 .....Good Friday and Easter Monday – No School
April 2 .....No School - End of Quarter 3
April 9 .....K-4th Grade Report Cards Issued
May 27.....End of Quarter 4/Last Day of School
June 4 .....K- 8th Grade Report Cards Issued

Attendance, Absence and Punctuality

DEFINITION OF TERMS:

Absence: When a student is not present at school for a particulate class period, an entire day, or a defined period of time.

Day of Attendance: One where a student is present for the full day under the guidance and direction of a teacher while school is in session.

- For grades 5 – 8, attendance is taken during each class period.
- For grades Kindergarten – 4, attendance is taken at the beginning of the school day.

Tardy: Arriving later than the required time.

- The ICA school doors will be locked at 7:50 a.m. Please call the ICA school phone number (on the door) to get admittance.
- Students that arrive after 7:45 a.m. must sign in at the ICA Front Desk. ICA staff will escort them to their classroom.
- For grades 5-8, students who are not in a seat in an assigned class by the time the "bell rings" will be considered tardy.
- For grades Kindergarten - 4, students who are not in their classroom by 7:45am will be considered tardy.

School Hours:

- Doors open at 7:30 a.m.
- Classes start at 7:45 a.m.
- School day ends at 2:15 p.m.
- Fridays: Chapel will begin at 1:30 p.m. with dismissal immediately afterwards
- Attendance guidelines have been established, both to help ensure that positive habits are being formed and to make certain that students are complying with the Minnesota State Department of Education guidelines.

Attendance Policy and Requirements:

Student attendance is a priority at IMPACT Christian Academy.

- A student with (15) fifteen or more absences per semester, for any reason, can expect to meet with the administrator to evaluate their situation for passing grade completion. The School Administrator will contact the families when they are approaching fifteen absences.
- Students that acquire 5 tardies will be asked to stay after class to make up any time needed for instruction. This will be discussed with parents and teachers to arrange. Administration will be included if the reason for continued tardiness is not addressed during these conversations.
- In the case of chronic attendance problems, i.e. truancy, chronic tardiness, multiple absences, etc, the School Administrator will partner directly with the student, his/her family and the school board to address appropriate behavioral plans and/or academic consequences.
- No refunds will be made for tuition because of absence.

Absence from School

If your child is absent for the day, please call the office phone line by 9:00 a.m. If there is no communication from a parent or guardian by 9:00 a.m. an attempt will be made to contact the parent/guardian to verify the absence and learn the reason. This is in the interest of student safety. 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
- Church sponsored activities
- Special circumstances which are agreed upon by parents and the Administrator

If a student is absent more than three (3) consecutive days due to illness, a doctor's note is requested for students to be able to return to school.

Homework for absent students can be requested by noon on the day of the absence. Schoolwork for absences is due back to their instructor according to the following:

- 3 or more consecutive days absence - work due within 7 calendar days from date of return to ICA
- 2 days or less days absent - work due within 3 calendar days from date of return to ICA.

Family Vacations

- All family vacations should be organized during scheduled school breaks to the best of your ability. Students taking short trips with their family must give prior notice as soon as possible to the instructor, the office, and the School Administrator.
- More than one trip per year and /or a total of more than (5) five individual days is discouraged.
- Before leaving, get your child's homework and agree that your child will finish the homework. Staff reserve the right to request one week or more to prepare work for long absences.
- Please note: If you request work before you leave, all work must be completed and submitted to staff upon your child's return to ICA.

Late Work & Make-Up Work Policies

It is ICA's policy to teach our students responsibility. As they are here to learn, homework is not elective or optional for our students. If a student has not completed a homework assignment, then the student is responsible for completing their assignment according to their instructor's grading plan. **Parents and students are responsible for understanding their student's teacher's grading rules and standards – this agreement is at the end of every syllabus for each class your child will enroll/participate in at ICA.**

- If students have multiple and continued missing assignments, teachers will attempt to reach out to parents to discuss options for completion.
- If these attempts to reconcile the problem, the Administrator may step in and request a meeting with the instructor, parent, and student to discuss options for a successful outcome. (All members understand that is a mandatory meeting).
- Any missing work (due to vacation, illness, lack of engagement or other reasons (determined by the Administrator) can be made up with the teacher at a determined $30/hour tutoring session to get your student back on track.

Withdrawing Student During the School Day

Withdrawing children from the building during the school day MUST be done through the school office. At no time are students to be dismissed from the classroom without notifying the school office. A parent, guardian, or authorized adult must come into the building to sign out the student. Please stop by the ICA front desk to sign out the student. ICA staff will retrieve the student from the classroom.

A student will NOT be released to any person other than those authorized by the parent via written or verbal communication and/or listed in the student record maintained by the school. These rules are designed for the safety and protection of your children. Identification may be required. 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.

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 3-10	Grading Scale for Grades K-2
	4 – Exceeds Grade Level Expectations
A 93-100% A- 90-92%	3 – Achieves Grade Level Expectations
B+ 87-89% B 83-86% B- 80-82%	2 – Developing; Needs Additional Practice
C+ 77-79% C 73-76% C- 70-72%	1 – Limited Evidence of Understanding
D+ 67-69% D 63-66% D- 60-62% F < 60%	NG – Not Graded at this time

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.

Homework

ICA's 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: 1) the ability to work independently and 2) the ability to do that independent work successfully.

- ICA will be training as well as requiring the use of daily planners for 2nd through 8th grade. These are an invaluable resource for families as well as students that enables them to accurately and promptly complete assignments. It also helps to keep parents informed of the daily goings on in their classrooms/classes. We ask that parents recognize their part in the development of this skill by looking at their child's planner and in lower grades, sign the planner if designated by their instructor.
- We recognize that homework can quickly get out of balance if not addressed as being of value by the teacher and parent/guardian equally. It is difficult to determine a definite

amount of time that each student will spend, since each student works at varying speeds in different subjects. A general guide would be 10 minutes for every grade level that your child is in (i.e. Kindergarten less than 10 minutes, 1st Grade – 10 minutes, 2nd Grade – 20 minutes, 7th Grade – 70 minutes). Reading is not a part of this equation as this should be a daily expectation for growth for all students.

- Complaints about excessive homework are often traced back to the student's failure to effectively use his/her class time as well as their student planner. Any parent who feels that his/her child has too much homework is asked to immediately call the appropriate teacher to discuss a workable plan.
- In order to partner with our families and assist with participation in church events, ICA will not assign additional homework on Wednesdays. Please plan for "normal" homework activity appropriately (i.e. math, spelling prep, reading) for your child's success.

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 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

Chapel and Opening Devotions

- Kindergarten through 4th grade classrooms participate in a daily morning assembly. During this time students will start each day together to take time for prayer and recognition of God's role in their education. Parents are invited to attend but then are asked to leave when classrooms are dismissed to begin their school day.

- ICA will host weekly chapel services in the Buffalo Covenant Church Sanctuary on Friday afternoons at 1:30 pm. Over the school year, these will include guest speakers, musical groups, drama presentations, as well as ICA faculty, staff, and students leading these services.

  Parents, friends, and family members are encouraged to attend the chapel service, and students will be encouraged to sit with their family members. Please note that ICA Eagle behavior is expected during chapel whether sitting with their family or classmates and that Instructors/Administrator will step in to correct behavior if necessary.

Parent/Teacher Conferences

Monitoring education progress requires a solid partnership between parent and instructor. Excellent communication includes providing information to parents and students via access to student grades, quarter/semester grade reports, phone calls and newsletters/emails. We also value time spent face to face with our families, so we invite parents to attend Parent/Teacher conferences to get updated information on their child's progress.

In a practical setting, a parent or student who has concerns regarding ICA policies, procedures or organizational instructor issues must discuss these concerns with his/her immediate instructor first. Here at ICA, we prepare our young men and women for their future. Self-advocacy and the ability to speak directly and respectfully to those in authority are important skills. All ICA instructors have their students' best interests at heart and desire to serve their needs. After speaking with their instructor, students and/or parents are invited to ask the Administrator for an appointment to discuss a concern and receive input on how to pursue a resolution.

Your Board Members, Administrator, and Staff at IMPACT Christian Academy recognize that students are at different levels in their ability to practice this principle. Following discussion with the instructor, if a parent feels an issue needs further attention, they are encouraged to contact their Administrator to arrange a phone call or appointment. Confidentiality is strongly encouraged. Should an issue remain unresolved, the Administrator will fairly represent the concerns to the Board Members for further action. In turn, the Administrator will fairly communicate the decision and policies of the Board Members to the parents, instructors, and students.

- There are two Parent/Teacher conferences during the school year for kindergarten – 4th grade, and two Parent/Teacher conferences during the school year for 5th – 8th grades. Please refer to the school calendar for the specific dates. **Parents are asked to make conference days a priority and attendance is expected of all families.**
- As communication is important to a successful relationship, parents are encouraged to reach out to their student's instructor if a situation arises during the school year. Instructors also may request a meeting if they deem it necessary. Email will be the best way to communicate with your child's instructor; secondary would be to leave a message with the front office. All staff will respond to emails and messages within 24 hours of receipt (barring weekends and holidays).
- We realize that a lot of information and occurrences about the day will come home with the student. If there is any concern, or if clarification is needed, please immediately contact the instructor or the administrator.

Student Conduct

Disciplinary Guidelines

Proverbs 22:6 "*Train up a child in the way he should go: and when he is old, he will not depart from it.*"

Just as our expectations of behavior here at IMPACT Christian Academy are built around respect for others when discipline is necessary the manner of delivery will seek to be respectful of the parties involved. We believe behavior that requires a conversation and/or a consequence also offers an opportunity to listen and provides a teachable moment.

Responsibility of ICA: 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.

Responsibility of the Parent: 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.

Responsibility of the Student: 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:

A Focus on 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.

- 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, staff or adults.
- Students will strive to learn to be responsible and to take pride in the school and its facilities. 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 with the permission of the classroom teacher.

Character Building

Each month at ICA, our staff will be introducing, focusing on scripture and morning assemblies as well as chapel services. As we talk to our student body about the deeper meaning of what these character traits reflect in their daily lives, we will also talk about what that looks like outside of the walls of ICA. While we won't actively be seeking out negative behavior outside of school hours, an ICA student's behavior continues to impact our entire community.

If questionable behavior is brought to the attention of the administrator, there is an obligation to investigate carefully and when necessary, hold students accountable for their actions. This includes behavior on social outings, pictures posted or statements made on social networking websites, context of text messages/emails, as well as other items as necessary.

We realize that students are still growing up in their spiritual maturity, so we will ask that they continue to remember Philippians 2:3-4 if students, "*Do nothing out of selfish ambition or vain conceit*" and "in humility value others above yourselves, not looking to your own interests but each of you to the interests of others," it is unlikely there will be a need for intervention. If there is a need that is identified, as Christian educators, ICA Staff and School Administrator will consider it their privilege to carefully guide a student through the issue through resolution.

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 to engage in displays of affection while at school.

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.

Classroom Management

As we train our students at ICA to follow Christ's example, we have the opportunity and responsibility to model and show the infinite love and character of God our Father to them. Biblical truths shape our classroom management here at ICA:

God is holy, just and merciful. (Isaiah 6)

Man is awful (Jeremiah 17:9)

God's love and mercy for mankind provided redemption from the penalty of sin through Jesus Christ. God's justice and holiness required the sacrifice of His beloved Son."

We recognize that God created mankind to desire fellowship with Himself and others. We purpose to establish godly relationships with each child to the end that they will establish a personal relationship with Him. And grow in their desire to please Him.

The ICA Staff and Instructors will work together to establish clear expectations of classroom and school-wide discipline. This process will focus on building strong relationships with and among students, establishing and maintaining consistent expectation, and preserving the learning environment.

- Each instructor is expected to maintain order in their classroom.
- Each teacher will convey their management plan to parents and execute the classroom management plan.
- Parents will be contacted for partnership in behavior and character growth.

ICA's School Administrator recognizes that every situation is different and often requires discretionary judgment. In acceptance of enrollment at ICA is the expectation that parents will respect, accept, and support the disciplinary decisions of the staff and administrator.

Explanation of Consequences

Infractions - This is defined as a written report of misconduct from the attending teacher or staff person and signed by the School Administrator. Both students and parents will receive a copy of the infraction. Any associate consequence for the misconduct will be listed in the infraction.

After School Detention - The student must appear on the day assigned and report to the designated space for detention to be served. This consequence will be arranged with the Administrator and parent/guardian.

Disciplinary Probation - Disciplinary probation may be invoked when a student has not brought a noted problem under control or after a student has been suspended from school. Probation is intended to allow for a mutual effort on the part of both the school and home to correct the behavior in question. It is expected that the behavior will be improved to a satisfactory level. If not, the School Administrator will decide if the student will be able to continue at ICA. The School Board must approve the recommendation for dismissal. All positions of trust and responsibility must be relinquished during a probationary period. This will last for a minimum of nine academic weeks and may carry over to a new school year. If during the probationary period, the student shows lack of progress, he/she may be recommended for immediate expulsion from the school.

Suspensions:

> I**n School Suspension**: This is the removal of a student from the classroom for a predetermined period of time. In school suspension will require a signed parental acknowledgement prior to the return to class.
>
> **Out of School Suspension**: This is the removal of the student from school for a specified number of days. The School Administrator has the authority to suspend a student immediately under emergency circumstances. These are left to the discretion of the administrator, and likely involve Level II or Level III violations. Out of School suspension will require a signed parental acknowledgment prior to the return to classes. A readmission conference with parents, School Administrator, and student is necessary for the suspended student to return to school. When a student is readmitted to school, he/she will be placed on probation. Absences due to a suspension count towards a student's absent total.

Expulsion - All expulsions are invoked by the ICA School Board after due process, except in emergency circumstances. Expulsion may be recommended if the student's behavior is preventing classroom instruction, for violation of Category II or III rules, unresolved disciplinary probation, or failure to correct action for behaviors. When expulsion is recommended, a date of withdrawal from school will be set; the expulsion date may be immediate.

Exclusion - Exclusion is an action taken by ICA to prevent re-enrollment of a student for a period that shall extend beyond the school year. Exclusion may also be appealed to the School Board.

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.***

Levels of Discipline

Level I:

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

Classroom Behavior

- Students must follow the Instructor's directions and behave in a respectful manner. Disrespectful and/or disruptive behavior will result in a discipline infraction for 5th-8th grade students. For students in kindergarten-4th grade, repetitive disrespectful and/or disruptive behavior will result in a meeting with the school administrator and parent/guardians.

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.

  Guidelines for Resolving Student Conflict

  When two or more students require teacher intervention:

  1. Instructors will listen to both students' perspectives and guide according to standards of Scripture. Best practice allows students to speak to their classroom instructor individually before bringing students together for understanding and resolution.
  2. Instructors seek student input to determine consequences and restitution.
  3. Instructor follow up action points:
     - Notify parents of both students to inform of incident, consequences, and resolution.
     - Make record in behavior log as appropriate.
     - Notify Administration.

  Instructors or Administration may meet privately with the student to evaluate referred problems and to work with a student in improving his or her accountability. Depending on the circumstances, that meeting may need to take place immediately. When possible, an administrator will communicate with the students' parents in advance in writing or by phone, explaining the problem and how the student is being held accountable. Confidentiality will be practiced.

Level II:

● The following infractions may result in detentions, community service hours, loss of privileges, or other consequences deemed appropriate by the Administrator and the School Board.

- ○ Repeated dress code violations
- ○ Inappropriate behavior
- ○ Inappropriate language
- ○ Leaving class without permission
- ○ Cutting a class period
- ○ Disrespect toward a teacher/student/staff worker
- ○ Repeated in-class disruptions

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, coarse, or foul language will result in discipline appropriate to the situation determined by the instructor and School Administrator.

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. (ICA has a zero tolerance for drug/alcohol/gun/weapons being brought to school at any time)
  - ○ 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
  - ○ 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
- ○ Sexual immorality/possession of pornography
- ○ Sexting
- ○ Lying or dishonesty
- ○ Gambling
- ○ 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
- ○ 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
- 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.

The 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. IMPACT Christian Academy 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.

Steps of Discipline Management

At Impact Christian Academy we believe God has great plans for our students. We also have high expectations regarding the behavior of our students and how they interact with their teachers and their peers. It is our desire that our students display **maturity**, develop **self-control** and **self-discipline**, and demonstrate **kindness** and **respect** to others.

If there are times that the Administrator determines that a student's behavior demonstrates 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 always maintained at Impact. *Impact attempts to provide a positive learning environment for all our students.*

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 role of parents is critical in the spiritual and behavioral development of children as they model and teach Biblical values and lifestyles at home. The spiritual and behavioral goals we have for students will only be met through partnership with parents.

Step 1: The teacher will implement the "Take a Break System" when student conduct occurs.

- The first time a student is given a reminder.
- The second time the student is asked to take a break and is able to come back to the group on their own.
- The third time the student is asked to take a break but returns to the group only when invited by the teacher.
- The fourth time the student is sent to the Buddy Room.

Step 2: If the student continues to misbehave, they will be sent to the Administrator and a phone call is made to the parents. The student will serve detention after school with the Administrator.

- The amount of time served may vary depending on the conduct that has occurred.
- At the discretion of the Administrator, additional detentions with an increased amount of time served may be assigned.
- The Administrator will have sole discretion to decide when it is necessary to move to the next step of discipline.

Step 3: The student will be suspended.

- The amount of time / number of days a student will be suspended may vary depending on the conduct that has occurred.

Step 4: The student will face expulsion from Impact Christian Academy.

Dress Code

Impact Christian Academy (ICA) bases its dress code upon the Biblical standards of modesty (1 Timothy 2:9-10; Romans 12:1; 1 Peter 3:3-4) and the desire for a respectful, non-distracting educational atmosphere where God is glorified and where students respect themselves and care enough not to cause another student to stumble (Romans 14:1-23; Galatians 5:13-15; Colossians 3:17; 1 Corinthians 10:31). ICA recognizes the important impact of student dress on the learning environment. We understand that all of our lives, including our dress, bring honor or dishonor to our God. We also embrace our identity as a Christian school and how we dress impacts our witness for Christ to the world. We see the dress code not as a means to achieve or gain righteousness before God but as an opportunity to demonstrate how one's love for God, self, and others is lived out in a practical way. Our desire is to work hand in hand with students and families to help nurture and develop a heart of honoring God.

In addition to having an online store, J & J Apparel also has embroidery options for those items you choose to purchase on your own for drop off. You drop off items for embroidery with the ICA office. J&J will pick up and drop off items when done. Your bill will appear via ICA FACTS account. If you have any questions, please contact the office.

Items	Descriptions	Colors
Tops	• **Solid color** t-shirts, henleys, and polo-style shirts (with ICA logo) • **Solid color** layering pieces, such as cardigan sweaters, crewnecks, and full or half-zip sweatshirts (logo optional) • Plaid/flannel layering shirts in school colors (no logo needed) • NO brand name logos such as "Nike", "UnderArmour" etc WITH an ICA Logo • NO halter tops, crop tops, strapless, sleeveless, or tank tops	**solid colors:** navy, white, gray, ICA yellow; plaid in school colors are permitted
Bottoms	• **Solid-colored bottoms only**: Golf pants, twill pants, corduroys, jeans, capris, joggers, loose-fitting athleisure (Tip: Pants with pockets are encouraged) • Knee-length plaid skirts/skorts/jumpers in school colors (navy blue/yellow) are acceptable • Brand name logos may be no larger than 3 inches • Shorts, dresses, jumpers, skorts, and skirts must be knee length while standing • Solid color shorts, leggings, or tights must be worn underneath dresses/skirts (see approved colors to the right)	**solid colors:** navy, blue, white, gray, black, tan, or khaki are permitted

	• NO rips, frays, holes, or frayed hems on any bottoms (shorts, pants, etc) • NO pajama/lounge pants, sweatpants, or leggings/flare leggings	
Shoes	• Closed-toe shoes are encouraged for everyday wear • Structured sandals-Ex. Birkenstock, Keen (WITH a backstrap) • Socks are to be worn with athletic shoes • Tennis shoes are required for P.E. • NO flip flops, Crocs, slides, shoes with wheels, or slippers	Any color
Other	• NO hoods, hats, or sunglasses to be worn inside the building • NO unnatural hair color, hair chalk or face gems • Artificial fingernails are discouraged	
Wednesday Dress Code Students are welcome to wear a shirt with a Christian-themed message or design. We ask that all students follow the usual dress code for bottoms.		

Cell Phones and Electronic Devices

ICA 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, or electronic tablets.

- If you and your child determine that it is necessary for them to have a cell phone at school, they are to be turned off and turned in at the front desk each morning. By placing your cell phone into the numbered slot, the student will remove the numbered card so that the correct cell phone will be retrieved at the end of the day.

- Students **may have access** to their cell phone during lunchtime to relay messages, if needed. Please note, ICA Staff retains the right **at their discretion** to revoke this privilege due to misuse or not following the rules. In any case, we advise students to please leave cell phones at home.

- In the case of Smart Watches, these devices will be allowed if students have the airplane mode setting on for the duration of school hours. ICA Staff retains the right to ask students to remove them at any time if students do not follow the rules.

- 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. Families will be required to sign a technology permission slip that indicates the responsibility of using technology at ICA.

- Students will be held accountable for expected appropriate behavior while using these devices and 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 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 monthly.

Lunchtime

- K-4th Grade students will be given one hour for lunch/recess. 5th-8th grade students will get 30 minutes for lunch and 20 minutes for gym/recess either indoors or outdoors.
- All students are expected to eat their lunch in Kidspace unless directed to a different space by their instructor.
- School lunch is available from Premiere Kitchen for a fee. Please contact the ICA office for more information on fees as well as gluten free, vegetarian, or soy options.



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 polices, 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.