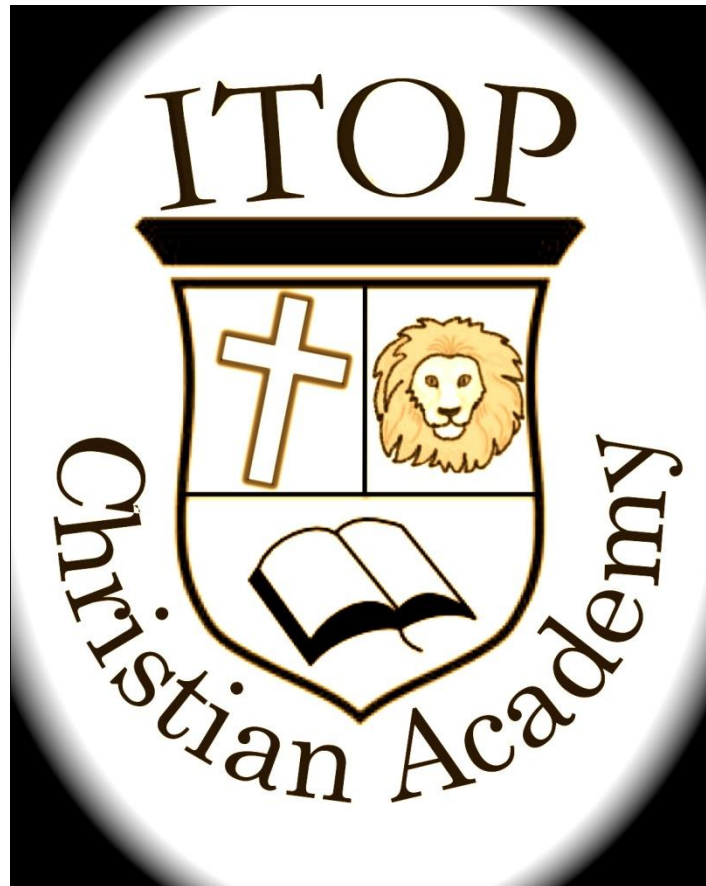


# PARENT/STUDENT HANDBOOK



## ITOP CHRISTIAN ACADEMY

2010 E. Lancaster Avenue

Fort Worth, TX 76103

*(817) 885-8875 Phone*

*(817) 870-9855 fax*

[www.itopca.com](http://www.itopca.com)

## **TO THE PARENT/GUARDIAN:**

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at ITOP Christian Academy. These policies are in effect as written or as may be amended during the year. You are urged to contact Elder Daryl Davis, ITOP Christian Academy Headmaster, if you have any questions.

## **VISION STATEMENT**

ITOP Christian Academy adheres to the vision statement of our founding church, the Inspiring Temple of Praise Church. The purpose of ITOP Christian Academy is to create a learning environment that will provide students with the education, biblical principles and foundation that will challenge them to become successful and productive individuals.

We believe and teach these fundamental principles:

1. The Bible is the undisputed, infallible Word of God
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitution death, resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

## **MISSION STATEMENT**

*Inspiring students to reach their potential*

ITOP Christian Academy exists to impact the lives of this generation of young people. Our goals for every student are:

1. To know the love of Jesus Christ through example and teaching; to develop a personal relationship with Jesus Christ by accepting Him as personal Savior; and to learn the importance of showing this love to others.
2. To acquire a lifestyle of Christian character, morality, respect, and responsibility.
3. To participate in acquiring the finest education attainable in a school whose expectations are constantly being enhanced.

4. To find daily at ITOPCA an atmosphere of love, joy, righteousness, and respect.

We exist for no other purpose. We will be satisfied with nothing less.

## **PHILOSOPHY OF EDUCATION**

ITOP Christian Academy was birthed out of the spirit of Bishop Reginald D. Jordan to serve as an educational institution based in the inner-city to serve the school-aged children of the community. ITOPCA strives to provide a high-quality education at affordable rates, whereby inner-city youth will be able to learn and excel in a controlled environment. Students will be exposed to advanced curriculum, bible doctrine and principles, as well as extracurricular activities, which will develop and produce well-rounded students. While there are different philosophies of education, we believe that the only true education one can receive is an education based on the undisputable truth, the Word of God.

## **SCHOOL BOARD**

ITOP Christian Academy's Board of Directors is a self-perpetuating Board made up of individually selected members of the Inspiring Temple of Praise Church, the Headmaster of ITOP Christian Academy and Bishop Reginald Jordan. School Board meetings are not open to anyone except Board members and invited guests. The Board operates as the final authority in conjunction with the ITOP Board in legal and financial matters and as an advisory council in the day-to-day operation of the school.

## **ACCREDITATION**

ITOP Christian Academy is a member of the Association of Christian Teachers and Schools, and is fully accredited by ACTS.

## **ADMISSION POLICIES**

1. **Application for Admission**-Obtain an Application for Admission packet and a Parent-Student Handbook from the administration office or website [www.itopca.com](http://www.itopca.com). Please read the handbook completely.
2. **Testing Fees and Records**-Return the completed Application for Admission, the application fee, registration fee, your child's immunization record, a copy of a state issued Birth Certificate, a copy of your child's Social Security Card and a copy of your child's last school report card and

withdrawal form from the previous school to the administration office. **Students will not be permitted to attend classes until file is complete.**

3. **Entrance Testing**-All enrolling students will be tested based on the recommendation of the Headmaster and ITOPCA Board. Parents must schedule a date for your child to take the entrance test. Parents must schedule a personal interview, following the testing, with the Headmaster and Board of Directors. The student may also attend this interview.

4. **Teacher Recommendation from Former School** - All transfer students must submit a recommendation completed by a former teacher or a letter to the board explaining why this cannot be done.

5. **Letter of Recommendation**-All students are required to submit a letter of recommendation from their pastor or church official. Parents must sign the ITOP Christian Academy Standard of Student Conduct.

6. **Probation**-All new students are admitted for a nine-week probationary period.

### **ANTI-BULLYING/ HARASSMENT POLICY**

All students are entitled to a positive, safe and civil educational environment, free from harassment, intimidation or bullying. The administration, all faculty members, all staff members, all students, and parents/guardians are firmly opposed to any types of bullying or harassment.

Bullying is defined as an intentional written, verbal, or physical act that has caused:

- Physical or emotional harm
- Property damage
- a threatening educational environment
- the disruption of the operation of the school
- an imbalance of power
- Forms of bullying, harassment, or intimidation include:
  - slurs, rumors, lying about another person
  - ethnic , religious or racial taunts
  - teasing, jokes, innuendos, pranks, gestures
  - ignoring or rejecting individuals
  - demeaning comments
  - drawing cartoons
  - physical attacks, threats, written, physical, or oral action
  - cyber, text or social media bullying

When a discipline problem for bullying or harassment has been determined by faculty and administration, the student will be referred for disciplinary consequence according to policy.

## ATTENDANCE

### 1. General Information:

a. Regular school attendance is a vital part of a student's academic success. Students must be in attendance for at least 90% of the days school is in session during a semester in order to receive credit for a class.

b. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the school. The following absences may be submitted for consideration regarding extenuating circumstances:

1. Personal illness
2. Sickness or death in the family
3. Quarantine
4. Weather or road conditions making travel dangerous
5. Days of suspension
6. Medical or dental appointments
7. Any other unusual cause acceptable to the appropriate school committee.

c. The deadline for making such an appeal is the last day of the semester in question. Alternate ways, such as make up days during Summer School, may be made available to students who need to make up work or regain time lost because of excessive absences.

d. Note: According to school policy, three (3) unexcused tardiness or three (3) unexcused early dismissals count as one (1) unexcused absence for the class (es) missed.

**2. Family days (two days per year) -** Family days must be pre-approved and may not be used during major testing periods, i.e. semester tests, or finals. These days are counted as excused absences and do disqualify a student from perfect attendance awards. Family days must be spent with the family.

### 3. Procedure for Reporting Absences

- a. When a student is absent from school due to illness, the parent or guardian is requested to telephone the school administrative office on the day of the absence between 7:30 and 10:00 a.m. The call does not constitute an excused absence.
- b. The parent or guardian must send a note on the morning of the student's return in order for the student to be considered for an excused absence. However, any absences not cleared with written verification three (3) days after a student returns will become unexcused.
- c. Students will be excused for illness, a death in the family, and doctor or dental appointments.
- d. Unexcused absences may result in academic penalty

**4. Truancy**-Students are considered truant when they are absent from school or any of their classes without following the attendance guidelines. Students without passes who are out of class a portion or all of the period are considered truant. **Truancy constitutes an unexcused absence.** Disciplinary action will be taken.

**5. Permission to Leave School**-Students who must leave school during the school day must sign out in the Administrative Office with acknowledgment by the Office Administrator. In order for the student to receive authorization to leave school, he/she must present a written request to his/her teacher. The parental request must:

- a. Identify the need for release from school.
- b. Designate the pick-up area for the student to meet the parent.
- c. Specify the exact time for early dismissal.
- d. Unanticipated emergencies are dealt with on an individual basis.

**6. Illnesses - Parents:** If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. It is very important that we have an **updated, working phone number** on the emergency contact card to reach you. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is remedied. Parents of students injured in school to the degree he/she must see a doctor must submit written permission before the student can return to participate in recess or PE.

To comply with Health Department standards, students running a temperature or vomiting may not return to school until he or she has been fever free for 24 hours.

## 7. Re-Entry During the School Day

- a. All signing in or out must be acknowledged by the Office Administrator. Students signing in must receive a pass to be admitted to class.
- b. When signing in after a doctor's appointment, a student is required to bring a note from the physician.

## 8. Closed Campus

- a. Students are not to leave the school property during the school day, except in cases of early dismissal or after proper procedures are followed for checking out of school. A student who does not sign in or out, or does so without approval of the Office Administrator, will be considered truant from school and will receive an unexcused absence.
- b. Visits to the classroom are limited to parents and grandparents of currently enrolled students. Visits by youth pastors and other youth workers are limited to lunch time. All visitors must follow proper check-in procedures in the Administrative Office. Classroom visits are limited to one hour unless a longer visit is approved by the administration.

## 9. Tardiness

- a. Three (3) unexcused tardies to school within a 6-week period will count as one (1) **unexcused absence** for class missed. Students could be subject to detention.
- b. Students tardy to school must report to the Office Administrator to obtain permission to enter class.

Secondary students receiving three (3) unexcused tardies in a 6-week period will be fined \$5.00.

## 10. Make-Up Work/Tests

- a. The student is allowed one (1) day to make up work from a **one day** excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on his/her return to school. Time allowed for make-up work for multiple absences will be determined on the basis of need.
- b. A student who is absent from school for any reason other than those listed under "Excused Absence" **will not be able to make up work** and may receive "0's" for classes missed. Exceptions can only be granted by the Advisory Board.
- c. Students should go to their teacher and ask for make-up work as soon as they return from an illness. In case of an extended illness, the parent may call the office to request make-up

work for a student before 10:30 a.m. Assignments may then be picked up in the office after 3:00 p.m.

d. **Exception to above policies:** Major research projects/papers/assignments assigned at least 3 weeks ahead of due date shall have the following deductions if handed in late:

- 1 Day late – credit for 80% of regular grade
- 2 Days late – credit for 60% of regular grade
- 3 Days late – credit for 50% of regular grade
- 4 or more days late – projects will receive a "0".

### **CHEATING**

Any student cheating in any form will receive a "0" for the assignment and disciplinary penalty. The second offense of cheating may result in disciplinary action which may include suspension.

### **CLOSING OF SCHOOL**

ITOPCA will notify parents of all school closing announcements due to inclement weather or other emergencies by 6:30 a.m., when possible. The most immediate sources for school closing information are the school website: [www.itopca.com](http://www.itopca.com), the Facebook fan page, or the phone blast system. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via the same methods. Please do not call staff members for school closing information.

### **ADDITIONAL CLASSROOM ACTIVITIES**

1. **Parties**-Room mothers in kindergarten and elementary grades will contact parents concerning regular school parties. Birthday parties may be scheduled during lunch for the particular grade. Please contact the classroom teacher before scheduling a party for your son/daughter.
2. **Field Trips**-Classes at ITOP Christian Academy enjoy the educational advantage of learning away from the school campus. Students enjoy field trips which enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, students may be retained at school for disciplinary reasons.



## CURRICULUM

- 1. Bible**-A Bible lesson is taught each day. Each student learns a number of Bible verses from memory each year. The King James Version is used for teaching and memorization in elementary school.
- 2. Language Arts**-Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, and literature.
- 3. Math** – A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications.
- 4. Science**-Students receive instruction in areas such as plants, animals, the earth, the solar system, and creation. In science, as in all other subjects, the Bible is the absolute authority.
- 5. History**-Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian perspective.
- 6. Music**-Elementary students have music classes on a regular basis. They are taught hymns and choruses as well as music theory and secular songs. Private lessons are available on a limited basis at additional cost through contracted services.
- 7. Art**-Elementary students receive instruction through craft projects and art projects on a regular basis.
- 8. Physical Education**-Kindergarten and elementary students participate in organized playground games and activities.
- 9. Special Education**-ITOPCA does not provide for Special Education needs.

## DAILY SCHEDULE

|                              |                 |
|------------------------------|-----------------|
| Students Arrive.....         | 7:30AM - 8:10AM |
| Regular Classes Begin.....   | 8:15AM          |
| All Regular Classes End..... | 3:15PM          |

*(Dismissal times may be staggered to facilitate traffic flow. Please follow published schedules.)*

Note: Students should not be dropped off at school before 7:30 a.m. All students must be picked up by 3:30 p.m. unless they are involved in an after-school activity. **Students picked up after 3:30 p.m. are automatically sent to after-school care and will incur additional charges.**

## **DETENTIONS**

*Detentions for disciplinary or academic purposes are not designed to be convenient for the student or the student's family. They provide a teaching opportunity for the student to learn that his/her behavior and responsibility affects not only himself but also the family and others.*

1. Detentions will be assigned the next day after school. Failure to serve an assigned detention may result in a student being withheld from classes.
2. Detentions may be assigned for 15 minutes, 30 minutes, 45 minutes, or one hour. The amount of time will be indicated on the detention notice.

The teacher will also give the detention assignment. The assignment may be:

- a. Extra work for the subject in which the detention was given.
  - b. An essay which has been assigned by the teacher.
  - c. Disciplinary sentences.
4. Additional disciplinary action may include in-school suspension, out-of-school suspension, probation, de-enrollment, or expulsion from school.
  5. This handbook does not define all types and aspects of student behavior; however, the Administration has the responsibility to set forth policies, rules, and regulations to help each student. The classroom teachers may establish certain rules and policies not inconsistent with those established by the Administration.

## **DIVISIONS**

1. **Kindergarten 3**
2. **Kindergarten 4**
3. **Kindergarten 5**

### **Elementary School**

- a. Grade 1 (must be 6 years old by September 1 or if younger, must have completed Kindergarten in an accredited school or state licensed Daycare program.)
- b. Grade 2 (must have completed first grade)

## **FACULTY**

The teachers at ITOP Christian Academy are among the finest faculty found anywhere in Texas. Each of our teachers has received proper training to equip him/her for the task of properly educating students. Teachers are qualified not only because of their training, but also because of their own personal standards and their proper relationship with the Lord. Our teachers are dedicated to the ministry of teaching and have the child's best interest at heart.

Staff information is available at [www.itopca.com](http://www.itopca.com)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day ITOP Christian Academy receives a request for access.  
Parents or eligible students should submit to the Academy Headmaster a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask ITOP Christian Academy to amend a record should write the Academy Headmaster, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member

(including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

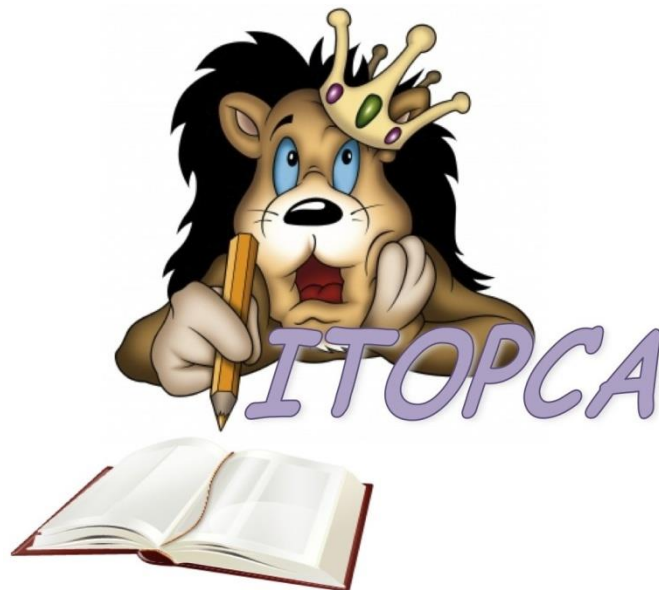
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ITOP Christian Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements

that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))



## GANG FREE ZONE

Under Texas Penal Code, any area within 1000ft of a child care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## GRADES

**Report Cards** are sent home with each student at the conclusion of each six-week period.

**Progress Reports** are sent home with each student at the conclusion of each three-week period.

### Grading Scale:

|             |            |            |            |
|-------------|------------|------------|------------|
| A+ 97 - 100 | B+ 87 - 90 | C+ 77 - 80 | D+ 67 - 70 |
| A 94 - 96   | B 84 - 86  | C 74 - 76  | D 64 - 66  |
| A- 91 - 93  | B- 81 - 83 | C- 71 - 73 | D- 61 - 63 |

## GUIDANCE SERVICES

Guidance services are performed by School Personnel on an as needed basis.

## HANDBOOK

All students are held responsible for knowing and abiding by the regulations in the Student Handbook and the separate Dress Code for Students which have been approved by the Administration.

## HEALTH SERVICES

**Illnesses:** If a student becomes too ill to remain in class, school personnel will contact you via phone and recommend that you come to school and pick up your child. It is very important that the school office have an updated, working phone number on the emergency contact card to reach you. Transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. If a Student contacts their parent or guardian directly, concerning an illness or injury, without going through the administrative office, the student may receive an unexcused absence.

**Return to school following an illness:** Please follow the following standards regarding students returning to school after a health-related absence. These standards are in accordance with guidelines issued by the State of Texas and may be reported to the Tarrant County Health Department. Please note that these are minimal standards and certain children with certain illnesses may require a longer period of recuperation than what is listed below. Illnesses not on this list will require a doctor's note before the student is readmitted.

**Condition/Readmission criteria**

**Chicken Pox** - 7 days after onset of rash. Student must have a doctor's note stating readmission is appropriate.

**Common Cold** - Must be without fever for 24 hours.

**Fever/Flu** - Must be without fever for 24 hours. An improving temperature is not enough.

**Stomach Flu** - 24 hours after last episode. Same as for fever/flu plus vomiting and/or diarrhea must have ended and the student is able to eat food.

**Lice** - After application of medicated shampoo or lotion and approval from the school office.

**Strep Throat** - Must be without fever. Not before 24 hours after antibiotic administered. Doctor's note required for readmission.

**Conjunctivitis/pink eye** - Doctor's note required for readmission.

**Excused from activities:** In order for students to be excused from activities, students must have a signed note from a parent. A doctor's note is required for more than three days. Parents of students injured or ill to the degree he/she must see a doctor must submit written permission before the student can participate in athletics.

## **HOMEWORK**

Students can expect approximately one hour of homework per night. Students coming to school with incomplete homework will usually be required to serve a detention held in their grade area. Homework is given at ITOPCA for several reasons:

- Reinforcement – most students require review to master material essential to their education's progress.
- Practice – Following instruction, homework may be given so the material will be mastered.
- Remedial – As weak areas in a student's grasp of material become evident, homework may be assigned to overcome such difficulties.

## MISCELLANEOUS

- 1. Care of Facilities, Equipment, and Textbooks**-Students are expected to take care of school facilities, equipment, and textbooks. Disciplinary action will be taken when students abuse the facilities or equipment. A student will also be expected to pay for repair or replacement of any facilities, or equipment he/she damages. Fines may be charged for books lost, or books left in unapproved areas.
- 2. Phone Calls**-Please feel free to call or email the office at any time. To contact a teacher, please call the office and leave your number or email them directly. The teacher will return your call. All ITOPCA staff members have email addresses for ease of contact should a parent desire to use that means. To contact your son/daughter, call the office and the Office Administrator will give the student a message or call for the student to come to the phone. Only parents may contact their son/daughter during the school day. Students are not permitted to use the office phone except in emergencies.
- 3. Lunches**-Lunches, drinks, snacks, the parent's responsibility. Students that bring lunch each day will have them refrigerated. Students are encouraged to bring lunch that can be served cold or at room temperature due to the fact that faculty and staff are unable to reheat lunches due to health concerns. Lunch may be purchased on a monthly basis for \$50. In the event a student does not have lunch, they will be served lunch, and parents are responsible for the \$2.50 charge at the end of the day.
- 4. Medicine**-Students are not to have any medication in their possession at school. All medicines are to be turned in to the Administration office in the morning with instructions as to the proper time and dosage. Parental consent is necessary for our staff to administer any medication. (This includes any prescription or over-the-counter medication). All medicine, including prescriptions, must be in the original container. Students who become ill at school will be sent home if the staff deems it necessary or if they have a temperature of or exceeding 100 degrees. Students having head lice will be sent home. They may return to school when the problem has been properly treated according to Health Department guidelines.
- 5. Money turned in**-When sending money to the school office; please place it in an envelope showing the student's name, amount, and reason for payment.
- 6. Student Pickup**-Students will be picked up only at the main entrance to the facility at the front door of the building. Students are not to leave campus to be picked up at another location. Students picked up after 3:30 p.m. will incur additional charges unless they are involved in after-school activities.
- 7. Student accident or illness**-Any student seriously injured at school will be taken to an emergency center, or a similar facility, unless the parent advises otherwise. Parents will be called to meet the school official at the center or a similar facility, so that proper permission forms may be executed. Minor injuries will be treated at school by the appropriate staff personnel. Parents will be called if a student is too ill to remain at school.



Students with a temperature of more than 100 degrees will not be permitted to remain at school.

8. **Party Invitations**-Birthday or party invitations cannot be passed out at school unless they include all the girls or all the boys in the class.

9. **Visitors to School**-All visitors must report immediately to the Administrative office to receive permission to be on the premises. Only those individuals who have school related business to conduct will be granted permission to remain.

10. **Cell Phone Usage** - students may not use cell phones or have them visible during class sessions or any time from 8:00 am until 3:30 pm. Exceptions must be approved by the Headmaster. Students violating this policy will have their phones confiscated. They may be returned when student pays a \$25 fine for the first offense, \$35 for the second offense, and \$50 for third and any additional offenses.

## **NONDISCRIMINATORY POLICY**

ITOP Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **PARENT-SCHOOL COMMUNICATIONS**

1. Communication between the parents and school is of utmost importance. Parents are issued a school calendar which gives important dates. Communication may also be included in special meetings, notices sent home, or emails. The school website [www.itopca.com](http://www.itopca.com) is a primary means of communication.

2. Parent-teacher communications may be in the form of written notes, phone calls, or emails. Parents may call the administrative office to set up a conference with the teacher, or may send a note requesting a call, or may email the instructor. All staff has individual email addresses for parents wishing to use this method.

3. Elementary students write their assignments on a student planner that is checked and signed daily by the parents.

4. Students in grades 1-2 may receive failing slips when they make a failing grade on a major test. These slips must be signed by the parents and returned within two days.

5. At the teacher's discretion a retest may be scheduled for a failed test. 80% is the maximum grade possible on a retest. Tutoring may be required instead of a retest.
6. Parents should understand that students in grades 1-2 failing to successfully complete homework assignments may be required to serve in detention until the assignments are complete.
7. ITOP Christian Academy encourages parents to be as involved as possible in their child's education. If you would like to visit your child's classroom, you are more than welcome. Visits must be pre-scheduled and approved by the Headmaster. Please follow these procedures:
  - a. Call or talk with the Headmaster, to let them know when you would like to visit. They will check schedules, etc.
  - b. Please check in at the administrative office when you arrive.
  - c. Classroom visits should be limited to one hour. Any visits longer than ten minutes should be scheduled one day in advance. Lunchroom visits should be limited to one time per week and are limited to church staff or immediate family members.
  - d. Any items (supplies, lunches, sports equipment, etc.) to be delivered after 8:10 a.m. should be left in the office. Please do not interrupt the class.

## **PROBLEM RESOLUTION**

As in any endeavor, problems may arise. ITOP Christian Academy follows the 1 Corinthians 6 principal in regard to problem resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the teacher or other individual directly involved for a personal conference.
3. If unresolved, schedule an appointment with the Headmaster for a conference.

(If the Headmaster deems advisable, matters pertaining to student discipline or admissions may be referred to the Advisory Board at any stage during the above process. The decisions of this committee are final and binding.)

4. If a dispute arises out of or relates to any of the services being provided by ITOP Christian Academy or any of its faculty or staff members and if the dispute cannot be settled through direct discussions with teachers and administration, then the parties agree to

endeavor first to settle the dispute in an amicable manner by submitting the dispute to one or more individuals who will attempt to resolve the dispute through Christian conciliation. If Christian conciliation is unsuccessful, the parties agree to submit any unresolved controversy or claim arising out of or relating to the services being provided by ITOP Christian Academy or any of its faculty or staff members to mediation under the Commercial Mediation Rules of the American Arbitration Association before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to the services being provided by ITOP Christian Academy or any of its faculty or staff members will be settled by arbitration in accordance with the Commercial Arbitration Association. Decision of the arbitrator will be final and binding on both parties. Any costs relating to the conciliation, mediation, or arbitration process will be equally divided between the two parties.

### **REPORT CARDS**

Report cards will be emailed at the end of each six-week period. Students entering school after the school year has started must be in school at least 4 ½ weeks prior to the date report cards are issued to be entitled to receive a report card. Hard copies are available by request during any period.

At the end of the final six-weeks parents will receive a hard copy report card in the mail after final statements are paid. The date cards will be ready is posted on the school calendar, in the school newsletter, and on the website.

### **STANDARD OF CONDUCT**

*(The school generally follows its discipline procedures contained in this and other Handbook sections. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately. Parents and students should understand any guidelines contained herein that are applicable to the off campus behavior of the students are expected of enrolled students 24/7/365.)*

The administration and faculty of ITOP Christian Academy feels that the following activities are important in the lives of students and are vital to well-rounded spiritual growth:

1. Regular church attendance at their home church
2. Participation in a youth program in church
3. Maintain Christian standards of courtesy, morality and honesty

The administration and faculty of ITOP Christian Academy feels that the following activities do not promote the spiritual growth of the students; therefore, each student must refrain from these activities 24/7/365 as long as they are enrolled in ITOP Christian Academy. Students involved in the following practices may not be permitted to attend ITOP Christian Academy.

1. Using tobacco in any form
2. Drinking alcoholic beverages
3. Using illegal drugs of any type including marijuana.
4. Involvement in serious moral offenses or homosexuality in any form.
5. Illegal activities which involve arrest and prosecution
6. Involvement in gangs or gang related activity
7. Leaving parent or guardian supervision for an extended period
8. Involvement in the occult.

The restrictions listed on the standard of conduct are not intended to condemn those who disagree, but they point out types of conduct which we feel would hinder the ministry of ITOPCA.

Students are expected to abide by these standards for the entire period of their enrollment at ITOPCA. Students who are not in harmony with ITOPCA may be requested to withdraw. All new students are admitted on 9-weeks probation.

During the pre-registration conference with an ITOPCA representative, students and parents should be prepared to discuss other aspects of applicant's lifestyle and background.

Parents should also understand that parental display of attitude or behavior detrimental to the atmosphere or function of ITOP Christian Academy may be grounds for unenrollment or dismissal of the student.

## **STUDENT CONDUCT**

### **General Conduct**

1. Students will receive a conduct grade on their report cards.
2. Parents are expected to cooperate with the faculty and administration in the area of student conduct.

3. Students with a continuing problem of swearing, lying, cheating, stealing, disrespect, or fighting will be considered out of harmony with the school standards and policies and are subject to progressive disciplinary action up to and including suspension and possible unenrollment or dismissal.

4. The sale, barter, or trade of any items at school is not permitted without prior written permission from the administration.

5. The following articles are not to be brought onto the campus: knives, guns of any type, fireworks, any reading materials or audio or visual media not assigned by the faculty for educational purposes, drugs, tobacco, alcohol, legally prohibited devices, trading cards, chains, or anything that would distract from classes.

6. Students are not permitted to chew gum on campus from 7:30 am until 6:00 pm. Fines are issued for violations.

7. Romantic physical contact between boys and girls is not permitted at school or at any school function.

8. Students who are not in harmony with the policies of the school are subject to disciplinary actions. The following are considered as grounds for swift, progressive disciplinary action up to and including suspension and dismissal:

a. Defiance or direct confrontation with school authorities.

b. Stealing.

c. Failure to comply with the terms of disciplinary probation.

d. The possession or use of alcoholic drink.

e. The possession, use, or dissemination of drugs.

f. Activities which involve police intervention.

g. Serious moral offenses.

h. Gambling.

i. Personal misconduct that is deleterious to the good name and reputation of the school.

j. Fighting/Assault/Bullying.

k. Sexual Harassment: Students will not engage in verbal or physical conduct of a sexual nature directed toward any person at any time. Such

actions may result in immediate disciplinary action and/or prosecution by the appropriate law enforcement agency.

#### I. Other offenses deemed serious by school officials.

There should be no expectation of, and there is no right of privacy. ITOP Christian Academy reserves the right to monitor any computer or electronic device usage or communication on the ITOPCA campus.

Any activity which, in the opinion of the school, jeopardizes the reputation of the school whether on or off campus (24/7/365) may result in the offending student being subject to disciplinary action up to and including expulsion. Such activities specifically include postings on web sites, cell phone or other electronic communication of any type, etc.

Unfortunately we live in a violent society permeated by drugs, alcohol, and other mood altering substances. We are believing God that ITOPCA will have few problems in these areas. However, it is our responsibility to be eternally vigilant. Parents of students should be aware that the school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item or substance. Such a search may be conducted without the student's or the parent's permission. Registration of a child constitutes parental consent to such searches. Backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from school and/or referral to law enforcement officials. School officials will not conduct "strip searches" but may require access to pockets, etc.

### **SEARCH AND SEIZURE POLICY**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

The Principal or another staff person designated by the Academy Headmaster may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

#### I. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession

of illegal or unauthorized materials and/or as a result of Safety Contracts specifying ongoing (daily) or random searches.

A. Students will be escorted to the Administrative Office and the Academy Headmaster or delegated staff member will conduct the search, with at least one other adult witness. A staff member of the same sex as the student **MUST** be present.

B. Standard searches consist of:

- The student removing all outer garments (coats, hats, gloves, vests, belts, shoes, etc.) and handing them to staff member and/or placing them on a table for inspection.
- Staff will inspect outer garment items and will lay out all items found for viewing.
- Student will turn out all pockets and pull up pant legs and place contents of pockets on the table/desk for staff review
- Student will lift up each foot, so staff can view bottom of feet/sock.

C. Students wearing multiple layers of clothes, for example two pair of pants, may be asked to remove the outer layer or garment.

D. If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, and only when authorized by the Academy Headmaster.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Headmaster, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

## 2. STUDENT USE AREAS

Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

## 3. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. **Additionally, possession of illegal materials will result in suspension and/or expulsion.**

## 4. RETURN / DISPOSAL OF CONFISCATED ITEMS

Materials confiscated by school personnel, not deemed illegal nor contraband, will be held for parent pick-up in the administrative office. Written documentation of items seized will be kept on file within the office and parents may request a copy of the Search & Seizure report. The Academy

Headmaster reserves the right to dispose of confiscated items at the conclusion of the school year, if retrieval has not been made.

### **SERIOUS DISCIPLINARY PROBLEMS**

Serious offenses or continuing problems in one or more areas may result in the following disciplinary action(s):

1. Warnings
2. Time Out or Detentions
3. Disciplinary Paddling (For those students whose parents have granted permission)
4. Probation (different levels are used)
5. In-School Suspension
6. Out-of-School Suspension
7. Un-enrollment
8. Expulsion

Depending on the seriousness of the offense, some or all of these steps may be omitted. Suspensions or expulsions may be appealed to the Advisory Board. The Board's rulings are final. An exception for one student does not mean an exception for all students.

### **SEXUAL HARASSMENT**

ITOPCA and The Board of Advisors are committed to safeguarding the right of all members and students of the Academy community to an educational and work environment that is free from all forms of sexual harassment. To this end, the Board prohibits all forms of sexual harassment on school grounds, vehicles, and at all school sponsored events including those that take place at locations outside the building. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors. Therefore, the Board prohibits all unwelcome behaviors of a sexual nature, which are either designed to extort sexual favors, or which have the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the



harassment immediately. ITOPCA will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, ITOPCA finds a violation of this policy, prompt corrective action will be taken in accordance with ITOPCA policy, state and federal law.

## STUDENT HONORS AND AWARDS

1. **Honor Rolls**-Students who make an "A" grade in every subject will be listed on the "A" Honor Roll. Students with all "A" or "B" grades will be listed on the "B" Honor Roll. Conduct grades will be considered in determining honor roll students.

2. **Perfect Attendance**-Any student who is in attendance each school day and is tardy no more than two times will receive a certificate of perfect attendance. Family days **do** count against a student's perfect attendance record.

3. **Citizenship Awards**-These are presented to students who display outstanding citizenship throughout the year. Students will be selected by the faculty and administration. Students must attend all year to be eligible for these awards.

4. **Academic Awards**-Awards are presented in the different academic areas to the students who excel in those areas. Students must have attended ITOP Christian Academy for the entire year to be eligible for major awards.

7. **Programs and Award Ceremonies**- Students are expected to attend their age appropriate programs such as the Christmas program, award ceremonies, etc.

## STUDENT/STAFF RELATIONS

The Academy accepts the principle that the relationship between staff and students should be one of cooperation, understanding, and respect. ITOPCA believes that the Headmaster and each staff member, as instructional leaders, must exhibit a visible, involved relationship with pupil activities to create an appropriate environment for learning. Staff members shall be expected to regard each student as an individual and to afford each the rights and respect due to any individual. Students shall be treated with courtesy and consideration.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.

## **SUSPECTED CHILD ABUSE**

The School Board recognizes that children have the right to an educational environment, which does not threaten their physical and emotional health and development. Child abuse by school personnel violates this right and therefore is strictly prohibited. Parents may elect to have the Headmaster issue pops as a form of discipline. This responsibility falls solely on the Headmaster.

The Headmaster is directed to ensure that all employees are informed of this policy. Every school employee who suspects an incident of child abuse of a student by Academy personnel or volunteer shall immediately report all information to the Headmaster. School personnel have the same responsibility of mandated reporting if there is suspected child abuse in the child's home or anywhere outside of school.

It shall be the responsibility of the Headmaster, with the assistance of the Office Assistant and Advisory Board, to promptly and thoroughly investigate and document any suspected incident of child abuse of students by Academy personnel, volunteers or family member.

## **TRANSFER STUDENTS**

Transfer credit is given only for completed work. Transfer students who maintain an overall "C" average or better during their first semester at ITOPCA will be able to transfer all grades at full value. However, if an overall "C" average or better is not maintained, a "D" will not be transferred.

## **TRANSPORTATION POLICIES**

ITOP Christian Academy does not provide transportation to and from school on a daily basis, only in the event of student related activities or field trips. The Transportation procedures are listed below:

- Students will be broken up and seated by classes.
- Each class should be counted and the number recorded on field trip participation form.
- A list will be compiled of students participating and call roll before bus loading. Roll number should be consistent with numbers taken by Faculty and Staff.
- At the appointed time, students are to be loaded on the buses and recounted to ensure that the proper number of students load the bus.
- Once we arrive at our location and students get off the bus, buses are to be checked row by row.
- Students are to be counted in their respective group.
- Students are to remain in their groups with the assigned Faculty/Staff member and chaperones (if applicable).
- At the time of reloading, students should be recounted to ensure that everyone is on the bus.

- At the time of our arrival on campus, students must be counted as they get off the bus or arrive inside the building.
- Buses must be inspected to ensure that no students were left on the bus or belongings.
- Participation forms must be signed and turned in to the Headmaster.

## UNIFORMS

ITOPCA students do wear uniforms. Students are expected to adhere to the guidelines below.

**Boys and Girls:** Modest fitting slacks in khaki or navy blue. Several different styles of slacks are available for girls. (*Grabbing the slack material at the hip line, at least 1" of material should be able to be easily "pinched" away from the body*). All slacks should be worn at the waist with a solid color black or brown belt.

**Girls:** Girls may also wear skirts, skorts, shorts or Capri pants. Skirts and jumpers should come to within 2" of the knee. Skorts should come within 3". Clearly visible white, navy or flesh colored hose or socks may be worn with the girl's attire. Any pattern in socks or hose should be subtle and not designed to draw attention to the wearer. Girls may not wear warm-ups under skirts, jumpers or Capri's.

### **Shorts**

**Boys and Girls:** Appropriate khaki or navy blue shorts may be worn on school days. Clearly visible solid color socks in white, navy or flesh color and black or brown belts should be worn with shorts. Shorts must come within 3" of the knee.

### **Tops**

**Boys and Girls:** "polo" type pullovers, long or short sleeve, in white or soft yellow. No long sleeve shirts should be worn under short sleeve polos. All tops must be tucked in. During cooler weather, white, navy or tan sweatshirts may be worn. When wearing sweatshirts, students of all ages must wear a solid white short or long-sleeve polo. During the month of December only, sweatshirts or shirts other than specified attire may be worn if they are clearly decorated for the Christmas season.

Students may wear their choice of outerwear (jackets, sweaters, etc.) to school. Once in the classroom, however, non-uniform outerwear must be removed. Only ITOPCA approved jackets or sweatshirts may be worn over uniforms as outerwear in the classroom.

|                    | <b>Boys</b>                                    |                              | <b>Girls</b>                                     |  |
|--------------------|--|------------------------------|--|--|
|                    | <u>Top</u>                                     | <u>Bottom</u>                | <u>Top</u>                                       | <u>Bottom</u>                          |
| <b>Monday</b>      | White Polo<br>Long or Short<br>Sleeve          | Navy Blue<br>Shorts or Pants | White Polo<br>Long or Short<br>Sleeve            | Navy Blue<br>Shorts, Pants or<br>Skirt |
| <b>Tuesday</b>     | Soft Yellow<br>Polo<br>Long or Short<br>Sleeve | Khaki Shorts or<br>Pants     | Soft Yellow<br>Polo<br>Long or Short<br>Sleeve   | Khaki Shorts,<br>Pants or Skirt        |
| <b>Wednesday*</b>  | White Long<br>Sleeve Oxford<br>with Tie*       | Navy Blue Pants              | White Rounded<br>Collar Blouse<br>and Cross Tie* | Plaid Skirt or<br>Jumper               |
| <b>Thursday</b>    | White Polo<br>Long or Short<br>Sleeve          | Khaki Shorts or<br>Pants     | White Polo<br>Long or Short<br>Sleeve            | Khaki Shorts,<br>Pants or Skirt        |
| <b>Friday</b>      | Soft Yellow<br>Polo<br>Long or Short<br>Sleeve | Navy Blue<br>Shorts or Pants | Soft Yellow<br>Polo<br>Long or Short<br>Sleeve   | Navy Blue<br>Shorts, Pants or<br>Skirt |
| <b>Spirit Day*</b> | ITOPCA Spirit<br>Shirt*                        | Blue Jeans                   | ITOPCA Spirit<br>Shirt*                          | Blue Jeans                             |

## **VOLUNTEERS**

ITOPCA encourages volunteers to assist in many areas of the school program. Some areas of opportunity include: Scripture memory hearers, lunchroom workers, fund raiser assistants, parent volunteers, handyman helpers, room parents, etc. All volunteers must undergo a criminal background check prior to being approved as a volunteer.

## **WITHDRAWALS AND DISMISSALS**

1. **Withdrawals**-Withdrawals from school must be made through the administration office. Any account left open will incur additional tuition and fees until a withdrawal is signed in the office. School records will not be released until all financial accounts are paid.

2. **Dismissals**-

a. Students will be held out of class if the family fails to keep their financial agreement with the school.

b. A student may be dismissed from school or unenrolled at any time he/she is found out of harmony with the rules and policies of the school.