



# PARENT / STUDENT HANDBOOK

*Clearly a Great Education*

83400 Overseas Highway  
Islamorada, FL 33036  
664-4933  
[www.islandchristian.org](http://www.islandchristian.org)

An Educational Ministry of  
Island Community Church

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**ATTENDANCE AT ISLAND CHRISTIAN SCHOOL IS A PRIVILEGE. STUDENTS FORFEIT THIS PRIVILEGE IF THEY DO NOT CONFORM TO THE STANDARDS AND IDEAS OF WORK AND LIFE OF THE SCHOOL. THE SCHOOL MAY INSIST ON THE WITHDRAWAL OF A STUDENT AT ANY TIME THAT THE STUDENT, IN THE OPINION OF THE SCHOOL, DOES NOT CONFORM TO THE SPIRIT OF THE MINISTRY.**

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This handbook is a condensed version of the policies and procedures of Island Christian School. The material included is selected as being most pertinent to the families on a daily basis. This is NOT intended to be an all

inclusive list of the daily operational procedures of ICS. Detailed policies are stated in the ICS Administrative Manual.

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## Message from the Principal

The faculty and staff of Island Christian School welcome the opportunity of working with you and your children this year. We will endeavor to uphold the highest spiritual and academic standards possible here at ICS.

Island Christian School was founded to teach academics from a Biblical viewpoint. We believe in the spiritual command to “train up a child in the way he should go” (Proverbs 22:6). We are calling on the Lord for another fruitful year as we endeavor to teach and train children. We believe it takes the home, school, and church working together to benefit the child.

The purpose of this handbook is to help you and your child understand the workings and rules of our school in its philosophy, doctrine, and requirements. Please read this handbook carefully with your child, keeping it handy for a future reference, since it will answer questions regarding school policy.

In conclusion, be assured that we will do everything possible to meet the needs of your children spiritually, academically, physically, and socially in preparation for their future. Our administration, faculty, and staff are committed to do the best job possible of educating your children.

Sincerely,

Mr. J. L. Roper

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### Administration

Senior Pastor/Superintendent

Pastor T. Hammon

Principal

Mr. J. Roper

Academic Dean

Mrs. M. Allman

### Senior Staff

Junior and Senior High Chaplain

Mr. J. Beeler

Athletic Director

Mr. R. Lucas

Elementary School Secretary

Mrs. F. Orlando

Junior and Senior High School Secretary

Mrs. P. Reynolds

Business Office

Mrs. E. Sassine

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## **Introduction**

### **History of ICS**

In 1968, students from Florida Bible College drove from Hollywood to Islamorada on a regular basis for youth meetings and later began a Sunday Bible Study. This Bible Study soon became Island Community Church which first met in the home of Mr. Floyd Russell. Growing from a handful of people, the church leased the “Old Post Office” which was located in the small building on the old highway across from today’s church building. In 1973, a preschool program was instituted in this leased building.

Our Lord truly blessed us in those early days. A bus ministry was begun after a donation was given to the church. In 1974, the church body was able to act on the conviction that the church should provide a Christian School. Island Christian School became an active ministry of Island Christian Church in order to train the youth of today by providing a well rounded education and spiritual guidance each day of the week. A gift of \$220,000 was given for the purchase of the Islamorada Theater which became the new home for the Island Community Church. An elementary classroom complex was built, and school opened with 54 students in preschool through sixth grade. By the end of the year the student body had grown to 154 students.

The following year, a junior high school program and a Key Largo preschool program were opened with an enrollment of nearly 300 students. In 1975, a 7.5 acre piece of property in Islamorada was purchased for an athletic facility and future high school. In 1979, a new three-story building to hold the preschool and high school was completed through cash donations from individuals.

Today, our fully accredited program offers classes for 2 year old Early Childhood Classes through 12<sup>th</sup> grade. Classes are held at two campuses. These campuses include two libraries and elementary and high school desktop computer labs with Internet access in most high school classrooms. Last spring we dedicated the Family Life Center. Students are now able to use this facility for PE classes as well as team sports and club meetings. A more detailed history of the school can be found at [www.islandchristian.org](http://www.islandchristian.org) .

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## **ICC Statement of Faith**

- \* The Bible in its original documents is the inspired, infallible, authoritative Word of God; the written record of His supernatural revelation of Himself to man.
- \* There is one God manifest in three persons - Father, Son, and Holy Spirit.
- \* Jesus Christ is fully God who took on flesh, was sinless, and gave Himself as a substitutionary payment for our sins (past, present, and future) by shedding His blood and dying on the cross. He then returned from the dead on the third day, ascended to the right hand of the Father, and will return in power and glory.
- \* Each member of the human race is fallen, separated from God because of sin, both Adam's and individual. Man has been redeemed by God's undeserved mercy and grace. God would have all men to be saved, but man can willfully reject God's gift of salvation.
- \* The moment a person receives Christ as his Savior, the Holy Spirit indwells him and he is sealed until the day of redemption.
- \* God has ordained the church of this age, the body of believers, for the perpetuation of His truth and work.
- \* Water baptism is not necessary for salvation but is a testimony to the world that one has believed that Jesus is his Savior.
- \* Once a person is saved he cannot lose his salvation. However, through sin a Christian can lose his fellowship and incur the Father's chastisement.

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## **ICS Mission Statement**

Providing quality Christian education to the families of the Florida Keys; educating the mind, body, and spirit while developing a closer relationship with Jesus Christ. [Back to Search](#) [Back to Contents](#)

## **Non-Discriminatory Policy**

Island Christian School admits students of any race, color, or ethnicity to all 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, or ethnicity in administration of its educational policies, admissions policies, scholarships, athletic programs, and other school-administered programs. [Back to Search](#) [Back to Contents](#)

## **Educational Goals**

In order to fulfill the mission of Island Christian School, the following goals have been established:

### **Educating the mind**

- 1 Teach analytical thinking to assist students in problem solving and critical thinking.
- 2 Equip students with the love of learning and endeavor to produce life-long learners.
- 3 Challenge students to a high level of performance within their potential given by God.

### **Educating the body**

- 1 Teach students to respect their bodies as gifts from God and as temples of the Holy Spirit.
- 2 Encourage students to accept the responsibility for the stewardship of their bodies and to

establish good health habits in all areas of their lives.

- 3 Provide students with the opportunity to participate in a broad spectrum of team and individual sports in order to build character, develop team and leadership skills, and enhance physical abilities.

### **Educating the spirit**

- 1 Teach that the chief end of man is to glorify God and enjoy Him forever.
- 2 Prepare students to live out their Christian commitment in all areas of life, as participants in God's redemptive work.
- 3 Teach self-discipline, individual responsibility for actions and decisions, provide leadership skills, and build Christian character.

## **Educational Objectives** [Back to Search](#) [Back to Contents](#)

The entire educational program is designed so that each student who attends Island Christian School is led to accomplish predetermined objectives according to the age and maturity of the child. These objectives reflect our mission and stated goals to educate the mind, body and spirit.

### **Island Christian graduates will be lifelong learners who:**

- 1 develop and regularly evaluate their educational, career opportunities and goals from a biblical perspective.
- 2 critically evaluate and take responsibility for their own learning.
- 3 analyze, evaluate, and solve problems using information from a variety of sources and perspectives.
- 4 demonstrate abstract thinking and reasoning skills.
- 5 identify and solve problems working individually and in a group.

### **Island Christian graduates will be effective communicators who demonstrate their knowledge and understanding through:**

- 1 perceptive and articulate writing and speaking.
- 2 asking and answering questions clearly and perceptively.
- 3 being technologically literate learners who effectively use technology and computer applications.
- 4 accessing information and solving problems with computer applications and technology.
- 5 presenting information using multi-media.

### **Island Christian graduates will be lifelong learners who are socially responsible members of their community and therefore:**

- 1 participate in community service opportunities.
- 2 demonstrate respect for peers, staff, and family.
- 3 demonstrate respect for the environment.
- 4 actively spread their faith culturally, relevantly, unashamedly, uncompromisingly, and without offense.

## **School Organization** [Back to Search](#) [Back to Contents](#)

Island Christian School is the name for the educational ministry of Island Community Church as provided for in the church corporate charter. The authority for its existence and its operation comes from the membership of Island Community Church which has delegated administrative authority to the Principal, the business manager, and the board, all who are responsible to the senior pastor. The pastoral staff of Island Community Church serves as the advisory board to the school, as they do in their relationship to all the ministries of Island Community Church, as servants appointed by the membership of the church. Additionally, a separate school board was established in 2009 to assist in the governance of Island Christian School.

## **Academic Information Kindergarten through High School**

### **Early Childhood Classes (Preschool)** [Back to Search](#) [Back to Contents](#)

Island Christian School operates loving, caring, safe early childhood education classes for children who are 2 years old by September 1 and who can initiate and complete the toileting

procedure by themselves. Individual classes are held for ages 3 and 4 prior to our academic kindergarten. Please be sure to check the school calendar for vacation days for which our school is closed.

Students in early education classes and Kindergarten at Island Christian School are considered to be enrolled for the academic year (late August – end of May). Tuition is set each spring for the upcoming year. Tuition payments are not adjusted when absences occur.

Our early childhood classes begin at 8:30 am daily. Early drop-off is available at 7:45 am during the academic year. Students remain in the classes for a nap until bus dismissal at 3:10 pm or for extended care which is open until 5:30 pm.

During the academic school-year, early childhood classes begin with social playtime in a structured environment. Bible time provides the basis for a solid Christian education. This precious time includes Bible stories, memory verses and songs.

The early childhood classes for two and three-year-olds introduce the children to God's word and His love for all. In class the children learn the importance of discipline and the social skills needed to play with others. Colors, number and letter recognition, and basic phonics are taught in a fun-filled creative manner. Small and large motor coordination and skill development are stressed through daily play in the classroom and outdoors.

As the children progress to 4K (children must be 4 by September 1), their skills continue to develop. Phonics is continued as the foundation for reading by the spring of the year. Children learn to print the letters, spell their names, and read one vowel words in addition to number recognition and order.

All students in our early childhood classes enjoy outdoor playtime in our secure playground when weather permits. Nap time is held each afternoon prior to our extended care play time. Students bring personal towels/blankets for naps.

### **Academic Kindergarten** [Back to Search](#) [Back to Contents](#)

Kindergarten Class at Island Christian School begins the transition to a full day of academic work. ICS follows Florida State law and requires our kindergarten students to be five years old by September 1. Our academic session begins in late August and ends in late May, early June.

Early care opens at 7:45 am during the academic year with classes beginning at 8:30 AM and concluding for bus dismissal at 3:10 pm. The academic day leaves time for a morning snack and two play times outdoors for plenty of exercise and cooperative play. Extended care is included in the tuition and is open until 5:30 pm.

The school year finds our kindergarten students concentrating on reading, math, Bible, handwriting and other solid academic class work such as science and social studies in preparation for elementary school. Kindergarten curriculum is centered on a traditional phonics based curriculum for reading which builds upon the solid foundation from our 4K program. The math program allows the students to become successful in addition and subtraction of numbers as well as basic math concepts.

Good study habits are developed as the students are introduced to nightly homework during the second semester in addition to the Eagle Reading Club.

In addition to a solid, well-rounded basic academic education, ICS kindergarten students enjoy computer time, art, music, crafts and playtime outdoors on a daily basis.

Students complete standardized testing at the end of the year prior to promotion to our first grade class.

### **Elementary** [Back to Search](#) [Back to Contents](#)

The Elementary students begin First Grade with a basic academic program including strong phonics, reading, math and communication skills. The curriculum becomes more intensive as the student progresses through the grades. By the completion of Sixth Grade, the student has a solid foundation in reading, math, English grammar, composition, communication, American and world history/geography, (including participation in the National Geographic Geography Bee) and earth and space science, and the basic principles of chemistry and physics.

The academics are complemented with art, Spanish, music, and physical education as well as the preparation for our annual Christmas musicals presented to parents and the public. Each classroom is equipped with a computer in addition to the desktop computer lab in the elementary library for expanded learning opportunities in all subjects. In compliance with [1003.455 f.s.](#), students in First through Third Grades participate in physical education classes on our playground each afternoon in addition to their morning recess time. Grades 4 - 6 continue this training during their Physical Education classes on our High School athletic courts and fields four days per week. Throughout the year, these students participate in the President's Physical Fitness Program. Art instruction is given on a weekly basis to students in grades 2 - 6 by our art instructor. Many of their projects have received recognition and awards in local art competitions and shows. Island Christian School students always do well when participating in local poster and essay contests.

We at Island Christian School are proud of our school and consider it a blessing from God. We believe that we are instructed to educate the total child in the way he should go (Proverbs 22:6). To us, this means we are to give him an excitement for life and learning - not just book knowledge. As a part of our total education at Island Christian Elementary School, each class incorporates a number of field trips, guest speakers and hands-on learning experiences.

**Junior High** [Back to Search](#) [Back to Contents](#)

**Seventh grade** students will register for the core academic classes: Bible, math, English, literature, world studies, and life science. **Eighth grade** students will register for the core academic classes: Bible, pre-algebra, English, literature, American history, and earth/space science. Often times, when scheduling permits, the last period will be scheduled for JV sports practices for the junior high athletes. Students not participating in a sport season will be scheduled for PE class in compliance with [1003.455 f.s.](#)

**Senior High** [Back to Search](#) [Back to Contents](#)

Students in grades 9 - 12 are scheduled for college prep courses that meet or surpass all of the state requirements. College Board approved AP classes are offered when possible. Qualified students may enroll in evening classes at the local community college for dual enrollment credit. Students may take special classes through the Florida Virtual School when classes are available to enhance those offered in the ICS classroom. Students register for and complete the PSAT/NMSQT test, PLAN evaluation, and ACT/SAT college entrance tests

The following is the recommended schedule for a competitive college prep program.

**Ninth Grade**

Spiritual Development	English I Honors
American Hist /World Geography	Algebra I & Algebra I Honors
Physical Science Honors	Foreign Language or Art
Physical Education	Health (HOPE)

**Tenth Grade**

Spiritual Development	English II Honors
World History Honors	Geometry & Geometry Honors
Biology Honors	Foreign Language or Art
Elective	

**Eleventh Grade**

Spiritual Development	English III Honors
U.S. History Honors	Algebra II Honors
Chemistry Honors	2 Electives

**Twelfth Grade**

Spiritual Development	English IV Honors
Economics/Am. Govt. Honors	Trigonometry
Pre-Calc	3 Electives available

**Selected Electives / Upper Level Core Classes**

Graphic Design	Marine Science Honors	Physics
Anatomy Honors	AP Statistics(FLVS)	AP Calculus (FLVS)
AP English Language	AP English Literature	Writing
AP Art	Ceramics	Drawing/Painting
2D Comprehensive Art	Speech	Teaching Assistant
PSAT/SAT Prep	Drama	Latin I and II (FLVS)
Study Skills	Yearbook	ACT Writing
Computing for Colleges and Careers	On-Line College Courses with approval	
Dual enrollment college classes with FKCC as approved by the state		

## **Graduation Requirements** [Back to Search](#) [Back to Contents](#)

Island Christian School students must complete a minimum of 25 high school credits in grades 9-12 before graduation. Students must adhere to **s. 1003.43(5)(d), F.S.** which states that a student must hold or surpass a cumulative GPA of 2.0 on a 4.0 scale in these graduation credits. Island Christian School continues to follow **1003.43(1)** which identifies the required courses for graduation. It is the intent of ICS to be sure that our graduation requirements adequately prepare our students for college entrance and meet or surpass the graduation requirements as established by the state of Florida. Therefore, Island Christian does not issue standard diplomas to students who have completed less than four years of high school or less than the state's top requirements. **Students must be in attendance for ICS classes on campus during their eighth semester in order to participate in graduation ceremonies.**

Starting with the 2009-2010 school year, Spiritual Development classes will earn only ½ credit for the year; some rotating electives will earn ½ credit or less, depending on the number of completed hours. Starting with the freshmen class entering during the 2007-2008 school year, ICS's 25 graduation credits must include the following courses in order to receive a standard diploma from Island Christian School in compliance with **1003.43 FS.:**

- 4 credits in English
- 4 credits in Mathematics - **must include algebra I or approved equivalent**
- 3 credits in Science - two must include significant lab work\*
- 1 credit in American History
- 1 credit in World History
- .5 credit in Economics
- .5 credit in American Government
- 1 credit from: Practical Arts or Fine Arts or a combination of these areas (no more than 3 credits in the practical arts may count towards the minimum 25 required credits)
- .5 credit in comprehensive health (HOPE)
- Spiritual Development class each year enrolled in Island Christian School
- 1 credit of PE - ICS requires students to take additional PE credits each year unless they are enrolled in an academic or elective course during the class period in compliance with [1003.455 f.s.](#)

Students who entered their freshmen year prior to 2007 have a different set of graduation requirements which included ½ credit in life management skills and only 3 math credits. Island Christian School highly recommends that college bound students complete a computer course and two years of sequential foreign language. Island Christian School strongly encourages all college bound students to choose their electives from strong academic disciplines and to take as many courses as possible. Student athletes need to confirm credits required by NCAA for college eligibility. Beginning with the class of 08, these requirements will increase as established by the NCAA.

\*Many colleges may require additional credits in science.

The following are required for class standings:

- Freshman -- successfully complete the 7th and 8th grade
- Sophomore -- complete at least 6 credits during the Freshman year (3 ½ minimum in core academics)
- Junior -- successfully completed 13 course credits during the Freshman and Sophomore years (7 ½ minimum in core academics)
- Senior -- successfully completed 19 credits since the beginning of the Freshman year (11 ½ minimum in core academics)

### **Transfer Students** [Back to Search](#) [Back to Contents](#)

Island Christian School stands as Monroe County's only fully accredited private Christian School with a traditional, academically-sound, Bible-based education. Our reputation for high standards in academics and discipline makes us honored to extend the privilege of a quality Christian education to new students. Acceptance into Island Christian School is granted to those students, who, with their parents, demonstrate a sincere desire to have a Biblically-based education and who meet the requirements of entrance into Island Christian School. Such entrance is offered on a nine-week trial status. First time students at ICS will be evaluated as are all students in terms of academics. Three-week progress reports as well as nine-week report cards will be issued for all students. Transfer students into ICS must maintain acceptable academic records within our competitive college prep program. Although our classes are smaller than found in many public schools, our program remains very competitive. Students who fail to meet our daily expectations in and out of the classroom, or who do not hold a 2.0 GPA (C average) within the nine-week trial period, may be asked to withdraw. This GPA must be attained with no failing grades; more than one D will be cause for concern.

Students transferring into Island Christian School must submit an official school transcript from their previous school. Credits transferring from a Florida School recorded using the state coding system will normally be transferred at face value and count toward minimum graduation standards. Classes not carrying Florida state code numbers will be reviewed by the Academic Dean and Principal. When possible, state codes will be recorded and accepted as required courses. Administration will, on an individual basis, determine which transfer credits meet our graduation requirements. Transferred classes which do not have Florida state code numbers may not be accepted by the Florida Bright Futures Scholarship program. Island Christian School reserves the right to turn down any credits deemed unacceptable from transfer students.

### **Academic Counseling** [Back to Search](#) [Back to Contents](#)

Eighth grade students register for and complete the EXPLORE program sponsored by ACT. EXPLORE is an every-student program that assesses the academic progress of eighth-graders, helps students explore the wide range of career options open to them, and assists them in planning their high school course-work. ICS uses this program to begin monitoring and assessing student development from the eighth through twelfth grades.

Students register for and complete the PSAT/NMSQT test, PLAN evaluation and ACT/SAT college entrance tests during the sophomore, junior, and senior years. Preparation classes for these exams are offered when possible, often times outside of the normal academic school day and may involve extra fees. Since 1995, more than 88% of our graduates enroll in colleges with

many receiving substantial college scholarships.

Students in the senior high program are scheduled for classes as desired for college entrance. These courses meet or surpass all of the state requirements. Students should refer to the Course Descriptions in the office for specific courses and prerequisites and to the Graduation Requirements when planning their course loads.

### **Help Class** [Back to Search](#) [Back to Contents](#)

Students from time to time may require or desire extra help in a subject area. A time for extra help may be set up before or after school, depending on the teacher's schedule. There is no charge for this service, but parents must provide the needed transportation. Parents may arrange for help class by contacting their child's teacher.

Students in the Junior and Senior High program may be assigned to a required help class when they are placed on academic probation. These classes may be arranged by the Academic Dean and held with an academic counselor or the class room teacher. Again, parents are responsible for transportation to and from these help classes as scheduled by the Academic Dean.

In the event there is a more pressing need than can be met through a help class, tutoring may be available through our teachers, or we may be able to recommend another qualified person. A charge is assessed by the tutor for these services. It is our general procedure to assign or recommend a tutor other than your child's classroom teacher.

### **Drop/Add Policy** [Back to Search](#) [Back to Contents](#)

Throughout the year a student may request permission to drop a class in which he was enrolled. A student wishing to change his schedule must request a Drop/Add form from the Academic Dean. Once his parents have signed the form, the student submits it to the Dean. Once a credit evaluation and scheduling options have been evaluated, the request will be given to the Principal. No student may change his schedule without following this procedure to secure the written permission from the Principal.

Requests to drop a class normally will not be considered by the Academic Dean or the Principal prior to the first three-week progress report. A student dropping a class within the first six weeks of a quarter will have no record of the class on his report card. A student who drops a course after the six-week progress report will have a withdrawn passing (WP) or withdrawn failing (WF) recorded on the report card and permanent transcript and will earn no credit for any portion of the class completed. Students enrolled in FLVS classes are subject to their stated drop/add policies in regards to the grades entered on the ICS official records.

### **Academic Probation** [Back to Search](#) [Back to Contents](#)

A student receiving any averaged grade below a 65% on the progress report or report card may be required to attend mandatory help classes during the next three (3) weeks in each subject with the deficient grade. Help class will be one time per week during the next three weeks with the time established by the Academic Dean. This academic probation may include:

- (1) mandatory help class
- (2) weekly monitoring of class progress the Academic Dean or the Principal
- (3) study time at home monitored by the parents.

Academic probation status is reviewed each three weeks by the Academic Dean. A student's over-all grade point average will be evaluated each nine (9) weeks. Any student who is failing two or more subjects, or who is maintaining a GPA lower than the 2.0 required for graduation, may be withdrawn from Island Christian School at the conclusion of any quarter (nine week period). In accordance with **1003.43(5)(c)(2) F.S.**, at the end of each semester, the parent of each student in grades 9 -12 who has a cumulative grade point average of less than 0.5 above the cumulative grade point average required for graduation shall be notified that the student is at risk of not meeting the requirements for graduation.

### **College Counseling** [Back to Search](#) [Back to Contents](#)

Island Christian School provides counseling and guidance to our upper class students in preparation for post-high school plans. This program, which begins in the spring of the junior year, is designed to assist students in the many facets of the college admissions process. Specifically, students are guided through the search for a college/university that is best suited for them. Students are given direct help in filling out applications, securing personal references, writing essays, and searching for financial aid and scholarships. Students are also presented with practical information on how to make their transition to college-level studies and college living flow smoothly.

### **Independent Study** [Back to Search](#) [Back to Contents](#)

A student enrolled at Island Christian School may register for a variety of independent study courses. Any such course must first be arranged through the Academic Dean and then have the written permission of the Principal. Details of the course objectives and requirements must be made available to ICS when requested.

### **Dual Enrollment** [Back to Search](#) [Back to Contents](#)

This program has been established for several reasons:

- Community Colleges offer a number of courses and programs designed for the advanced and high achievement students;
- ICS wishes to make courses and programs for the advanced achievement students available to the students who are enrolled in high school;
- The colleges and ICS recognize a common mandate to provide needed educational services;
- The common objective of providing such educational services may best be achieved in the most economical manner through joint and coordinated action of the college and ICS; and
- The Florida Statutes and State Board of Education Rules provide a mechanism for achieving this common objective.

Accepted dual enrollment courses are found through the state's financial aid page [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) – State scholarships and grants – Florida Bright Future Scholarship – First time applicants – What courses are used to calculate... - Comprehensive Course Table.

Although there are several different types of dual enrollment credits, Island Christian School has an agreement in place with Florida Keys Community College where a student may earn dual

enrollment credit by enrolling in a course taught at any of the FKCC campuses in Monroe County. Students must complete the registration process with FKCC, meet their entrance requirements, and submit an official college transcript to ICS for recording of the grade on the ICS transcript. A letter must be requested from the ICS Academic Dean in order for the tuition fees at FKCC to be waived.

In addition, a student may register on-line with other community colleges which offer dual enrollment courses for high school students. Such an arrangement must be handled by the student and his family. Most of these colleges will require additional tuition payments which are the responsibility of the student and his family. Written permission for such course work to be accepted by ICS must be given by the Academic Dean and Principal prior to beginning course work. A final transcript must be received by ICS in order for the student to receive high school credit.

College courses are not to be used to replace courses offered at ICS during the day, (unless the Academic Dean recommends such enrollment due to a scheduling conflict at ICS), rather as an opportunity to expand the academic base which we are able to offer on campus.

Students enrolled in community college courses will be awarded high school credit whenever possible within Florida State guidelines.(**1007.271 F.S.**) Official transcripts from the community college will need to be received by ICS prior to the addition of the credits onto the transcript. College course numbers will be used on the ICS transcript and will be accepted at face value. Six semester credit hours of instruction which are earned through dual enrollment classes will equal one full year's credit at Island Christian School (three hours = 0.5 credit) in accordance with **1007.271(2) F.S.**

Students are reminded that all college credits earned through dual enrollment programs are a part of the student's college GPA. That is, these courses are the beginning of the college GPA and can be a determining factor for scholarship awards past initial college enrollment.

### **On-Line Courses** [Back to Search](#) [Back to Contents](#)

From time to time, the Academic Dean may recommend that a student enroll in an on-line course through Florida Virtual School. (This is a state funded public school which conducts all of its courses on-line.) These recommendations are made when there is a conflict in the course scheduling with ICS on-campus classes, or for advanced enrichment through classes which ICS is not able to offer due to enrollment.

Students enrolled in FLVS classes are subject to the guidelines and requirements established by FLVS and clearly stated during the on-line registration process. If the ICS Academic Dean is informed by FLVS that a student has fallen behind in course work, the ICS student may be placed on academic probation and could be subject to academic discipline such as required help classes until ICS is informed the student is back on track with submitted work to FLVS.

Transcripts will be provided to ICS from FLVS once course work has been completed for credit. Courses completed through other on-line institutions will be accepted by ICS for high-school

credit if pre-arranged through the Academic Dean and Principal and once official transcripts indicating the credits are received by the ICS office.

### **Work-study and Internships** [Back to Search](#) [Back to Contents](#)

Island Christian School will work with interested students to arrange independent study through work-study and internships with local professionals. Interested students should meet with the Academic Dean prior to beginning such arrangements. A written guideline will be established with the student, job supervisor, parents and Academic Dean. Such a program will require a minimum of 75 documented hours for each semester of credit. Detailed logs of work completed and hours of such work will be given to the Academic Dean for each of the three-week progress reports. Students who do not maintain such documentation may lose the privilege of such an independent study and may not earn credit. Transportation to such a program is the responsibility of the student.

### **PACE Courses** [Back to Search](#) [Back to Contents](#)

In rare situations, ICS will arrange for a student to complete written course work using curriculum developed by Accelerated Christian Education Program (PACE courses). Such arrangements will be made when other options are not viable for required credits. Students will be charged for the purchase of such curriculum and may be charged additional monitoring fees. These courses are generally not of a college prep level, rather remedial in nature. A normal semester course will require a student to complete six workbooks and six tests.

### **Outside Reading** [Back to Search](#) [Back to Contents](#)

Each of our Elementary students is highly encouraged to participate in the **Eagle Reading Club**. Recognition is given on a monthly basis by the Principal in an assembly for all students who have read and recorded the pages read independently outside of assigned class reading. This reading club is designed to encourage good reading habits at home, including parental involvement.

Students preparing to enter grades 7 - 12 are required to read two selected books as a part of their summer activities. These books will be the basis of English class discussions during the first weeks of schools. Students will complete written tests during English class based on the summer readings and class discussions. These book lists are distributed at the completion of each year to provide ample time to complete the summer readings. The summer reading may also be required of students registered for any independent English courses (on-line, dual enrollment, or other independent study.) Tests for these independent study students will be arranged with the Principal and Academic Dean.

Summer 2009 readings are as follows: [Back to Search](#) [Back to Contents](#)

#### **Seventh Grade**

The Bronze Bow

The Incredible Journey

#### **Eighth Grade**

The Giver

The Contender

#### **Ninth Grade**

Animal Farm

#### **Tenth Grade**

Fahrenheit 451

Inventing Elliot

And Then There Were None

**Eleventh Grade**

**Twelfth Grade**

1984







Brave New World

A Separate Peace

Tuesdays with Morrie

AP English classes have an additional list to read each summer

Seventh through Twelfth graders are required to **read six (6) books each year** from the approved reading library. The goals of having students do these reports are

-  to prepare students for college
-  to provide students with a needed literary background
-  to promote the pleasure of reading
-  to encourage reading
-  to expose students to various writing styles and
-  to expose students to a variety of authors, new and old.

After reading each required book, written reports must be completed and submitted to the teacher, as scheduled. Students enrolled in independent study English classes will be responsible for the same deadlines and topics as other students. Report forms are posted on the school's web site as are due dates. [www.islandchristian.org](http://www.islandchristian.org)

## **Accreditation** [Back to Search](#) [Back to Contents](#)

The following statement was made by the Florida State Department of Education and accurately represents their position on accreditation: *"By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."*

While over 75% of all private schools in the state of Florida are not accredited, **Island Christian School enjoys full accreditation status by the Florida Association of Christian Colleges and Schools (FACCS) and the National Council for Private Schools Accreditation (NCPSA)** both of which are nationally recognized by the Florida Association of Academic Nonpublic Schools (FAANS) and our international affiliate, the International Association of Christian Colleges and Schools (IACCS). FACCS accredited schools are recognized and accepted across the country. Island Christian School has never sought, nor expects to seek, accreditation, approval, license, or support from any secular or governmental agency.

## **Admissions** [Back to Search](#) [Back to Contents](#)

Island Christian School admits students of any race, color, or ethnicity and guarantees all the rights, privileges, and activities made available to students at the school. It does not discriminate on the basis of race, color, or ethnicity in administration of its educational, admissions, or athletic policies, and other school administered programs. In order to become eligible to enter ICS, each prospective student and his parent or guardian must do the following:

1. Submit completed application forms which includes recommendation forms for some grades.
2. Submit an official copy of the most recent school records which should include achievement scores. (grades 1 - 12)
3. Taken an entrance test.
4. Parents and students must be interviewed by either the principal or superintendent.
5. Up-to-date Florida student health records must be submitted including a Florida School physical and immunization records, prior to the first day of school. (See section below.)
6. A copy of child's birth certificate.
7. Parent or guardian must attend orientation.

Florida Sate Law requires **all** children entering public or private schools in Florida to have at least the following immunizations, unless they have a valid certificate of exemption. The immunizations **must** be recorded on a Certificate of Immunization or Blue 680 form and signed by the physician. **THIS RECORD MUST BE ON FILE THE FIRST DAY OF SCHOOL OR THE STUDENT WILL NOT BE ALLOWED TO ENTER CLASS.**

<u>Number</u>	<u>Type of Immunization</u>
5	DPT (Diphtheria, Pertussis, Tetanus)
4	Polio
3	Hepatitis B
2	MMR (Measles, Mumps, Rubella)
1	Varicella vaccine or documentation that child has been infected (K-2 <sup>nd</sup> )
1	Tetanus booster (through 12 <sup>th</sup> grade)

**General Admission Guidelines** [Back to Search](#) [Back to Contents](#)

Official acceptance is based upon available space, character qualities, scholastic record, entrance testing, and a genuine desire on the part of the parent or child to attend a Christian school. The school maintains the right to refuse admission to anyone who fails to meet these requirements.

Although ICS's academic emphasis is not exclusively college preparatory, students are accepted on the assumption that they can perform at least average work. Any student accepted under special academic consideration must maintain an accepted level as determined by the school administration in order to remain enrolled. Parents will be expected to give additional help at home, if required. Regrettably, our school is unable to meet the needs of mentally or emotionally handicapped children.

All students are admitted on a 9-week trial period. If a student fails to make acceptable progress, or does not adjust to the program of the school, the parents will be expected to give additional help at home or tutoring. Additional probation may be added for not completing homework or not meeting other academic requirements of the various subjects. See the **Transfer Student** section in **Academics** for more details regarding this probationary acceptance to ICS.

ICS, as a private institution, reserves the privilege of setting and maintaining its own standards for students conduct, dress, cleanliness, and scholarship. **ICS maintains the right to suspend**

**or expel any student who violates the standards set forth in this handbook or other rules as defined by the administration.**

## **Arbitration Statement** [Back to Search](#) [Back to Contents](#)

Believing that lawsuits between believers are prohibited by Scripture, all parents, guardians, and students at ICS agree to submit to binding arbitration, any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the reward rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event of any dispute, claim, question, or disagreement arising out of or relating to the policies or procedures in this handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such a solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described above, and such Procedures of Arbitration are as stated in this handbook.

## **Assignment Pads** [Back to Search](#) [Back to Contents](#)

Assignment pads are required for students in grades 1-6 (sold during fall orientation). Students will be required to write their assignments on a daily basis. Parents are asked to review the assignment pad each evening and sign indicating they are aware of the work to be completed. Students who do not have parental signatures will be subject to classroom discipline. Students in grades 7-12 are encouraged to write down their assignments in an assignment pad/day-timer; however, weekly assignments will be e-mailed to parents.

## **Athletics** [Back to Search](#) [Back to Contents](#)

Athletics at Island Christian School is far more than physical and social enjoyment. In keeping with our purpose, we seek to use athletics to develop Christian young people who know how to cooperate, compete, submit to authority, represent their school and Lord, and to lead others by example. Throughout each program the coaches seek to instill these Godly character traits through athletic experience.

The Island Christian School sports program is dedicated to developing character in young people. Coaches are to diligently strive to develop athletes with character through prayer, devotions, Christian service, physical development, skills training, mental and emotional conditioning. In addition, they expect our athletes to learn and develop responsibility to parents, school, team, peers, themselves and most importantly, Christ.

**Island Christian School does NOT recruit student athletes in compliance with FHSAA bylaws. Island Christian School administration has directed the athletic director and all coaches to adhere to the FHSAA rules and guidelines as to the starting date of each sport season and legal practice dates.**

In compliance with FHSAA guidelines, beginning with the fall of 2007, a student, who for any reason changes schools after beginning the ninth grade, as well as the student's parent(s) or legal guardian(s), must sign in the presence of a notary public an "Affidavit of Compliance with the FHSAA Policy on Athletic Recruiting." The affidavit will be necessary regardless of whether the student changes schools during the school year or during the summer period between school years. The affidavit will be accompanied by an explanation of the FHSAA Policy on Athletic Recruiting, including the penalties for violating the policy, as well as the consequences of making a false statement on the affidavit. The student will not be eligible to participate in interscholastic athletic competition at his/her new school until the school submits the affidavit bearing all necessary signatures to the FHSAA Office.

## **Sports**

### GIRLS SPORTS

JV & V Volleyball

V Soccer

V Softball

### BOYS SPORTS

6-Man Tackle Football

JV & V Basketball

V Baseball

### Affiliations

FHSAA Florida High School Athletic Association

Fellowship of Christian Sports and Activities

Island Christian School is an active member of the Florida High School Athletic Association (FHSAA). Awards are given for outstanding athletic performance by the school during the spring banquet. To be eligible to receive a letter for a sport, students must complete the varsity sport season and must participate in a least 50% of the playing time or periods.

## **Athletic Eligibility and Guidelines** [Back to Search](#) [Back to Contents](#)

Student athlete must be enrolled as a full time student at Island Christian School. ICS will allow home-schooled students to participate in varsity sports provided that the student meets FHSAA requirements, meets with the athletic director, and pays an athletic fee.

- Student athlete must be a US citizen or meet the current visa requirements as stated by FHSAA.
- Student athlete must submit a yearly FHSAA physical form. The physical must be completed after the stated date posted on the FHSAA web-site of the preceding school year and one day BEFORE the first official practice of the desired sports season.
- Student athlete and parents must sign and submit the FHSAA Consent and Release form. This must be on file in the school office at least one day prior to the first practice.
- Athletes in grades 9 - 12 who participates in the sports of baseball, flag football, tackle football, softball, girls weightlifting or boys weightlifting, as well as the student's parents must complete and sign the Consent to Participate in Random Testing for Use of Anabolic Steroids. This is in compliance with Florida Law 2007-193. This form must be submitted to the Athletic Director prior to practice or participation in the listed spots.
- Student athletes must enroll in school within 10 days of the beginning of **each semester** to be eligible during **that semester**. A student, who for any reason changes schools after beginning the ninth grade, as well as the student's parent(s) or legal

guardian(s), must sign in the presence of a notary public an “Affidavit of Compliance with the FHSAA Policy on Athletic Recruiting.” The affidavit will be necessary regardless of whether the student changes schools during the school year or during the summer period between school years. The affidavit will be accompanied by an explanation of the FHSAA Policy on Athletic Recruiting, including the penalties for violating the policy, as well as the consequences of making a false statement on the affidavit. The student will not be eligible to participate in interscholastic athletic competition at his/her new school until the school submits the affidavit bearing all necessary signatures to the FHSAA Office.

- Student athlete must display good sportsmanship and follow the rules of competition before, during and after every contest in which he/she participates. If not, he/she may be suspended from participation for a period of time.
- All athletes must have personal accident insurance with their families. Island Christian School carries a secondary accident insurance to assist with injuries AFTER the family’s primary insurance pays. Families without insurance need to contact the business office to make arrangements to purchase a student accident policy.
- Players must be at all practices. Excused absences will be given for the same reasons as for absences from class or approved by the coach when notified in advance. Conditioning make-up exercises may be required for all absences. Unexcused absences from practice may result in removal from the team. If a student is absent from school, he may not participate in practice unless approved by the Principal.
- If a student athlete chooses to participate in any other league sport, arrangements need to be made with the Island Christian School coach prior to the beginning of the school season. FHSAA does regulate some league play during the school sport season and may determine seasonal eligibility. In addition, any possible conflict of schedules will need to be determined prior to the season’s beginning.
- Players are to set leadership standards for their life. Athletes are often looked to as leaders and examples.
- Student athletes in grades 9 - 12 must maintain a cumulative 2.0 grade point average on a 4.0 un-weighted scale through the end of the previous semester as required by Florida Statutes. Any student not maintaining the appropriate cumulative 2.0 grade point average for a semester will be academically ineligible for the next full semester (18 weeks). The Principal of ICS reserves the right to rule a student ineligible for other reasons even though the 2.0 average has been maintained. Refer to FHSAA 11.2.1 – 11.2.14 for complete ruling.

## **Attendance** [Back to Search](#) [Back to Contents](#)

Island Christian School is in session for 180 days each school year and designs its curriculum and programs around full attendance by each student. In the event that a student **MUST** be absent from school, Island Christian School will assist the family to make up missed work.

## **Absences** [Back to Search](#) [Back to Contents](#)

Absences due to personal illness or injury, death in the immediate family, doctor's appointments that could not be scheduled after school, and family emergencies will be excused. In special

situations where the Principal has issued prior approval, family trips are then excused with no academic penalty if assignments are completed. Absences for all other reasons will not be excused and will result in grade point reduction in the daily averages even though class work must be made up.

On the day a student returns to school after missing a class, classes, or an entire day, he must bring an Island Christian School absence note provided by the school and distributed during orientation. The absence note must be signed by the parent or doctor specifying the reason for the excused absence. Failure to submit a completed form within two days of returning to school may result in the absence becoming unexcused and daily grade averages will be adjusted accordingly. In the event that the family can anticipate a time of absence, a note should be sent to school in advance of that absence. **Download excuse notes from the school's web page.**

Students will have one (1) day to make up work for each day missed. Therefore, if a student misses one (1) day, he will have one (1) day after he returns to make up the work. If a student is absent on a day a test is given and had knowledge of the test prior to the absence (or if it was an unannounced quiz), the student should take the test the day he returns. It is the student's responsibility to find out from the classroom teacher what work was missed and to arrange a time to make up the work and the tests when absent for more than one day.

Excessive **Elementary** absences, excused or unexcused, may jeopardize promotion to the next grade. **Junior High** students should miss no more than nine (9) days per semester. **Senior High** students will not earn graduation credits if more than nine days are missed per semester per class.

**Absences considered excused and counted toward maximum of nine per semester per class:**

- personal injury or illness
- death in the immediate family
- doctor's appointments which could not be scheduled after school
- family emergency
- family trips which have been pre-arranged through the Principal

**Homebound Students** [Back to Search](#) [Back to Contents](#)

Island Christian School provides a special Homebound program for students who must be absent from class due to an extended illness. The office will notify the teachers of the extended illness, arrange for class work which was missed or special projects to be completed in place of class discussions, and arrange for the family to pick-up the necessary materials. **All of the assigned work must be completed and submitted to the teachers the day the student returns to classes.** Once the teachers verify that all of the work was done, the days missed (or portion equal to the amount of work completed) are recorded as Homebound days rather than days absent from class. For this reason this homebound program **must** be established prior to the student's return to school. Work not submitted upon return to classes will result in the days counting as days absent and will be added to the cumulated days which may not exceed 9 per class per semester. Homebound arrangements will not be considered after a student returns to classes.

**Family Trips/ Extended Vacations** [Back to Search](#) [Back to Contents](#)

**Kindergarten through Sixth Grade:** Island Christian School recognizes the importance of family trips throughout the school year. At this academic level, such trips are acceptable by ICS if the family communicates with the school office two weeks prior to the departure. This notification will allow the teachers to work with the family to maintain class understanding. Families are asked to realize that trips lasting more than ten days could be detrimental to the child's academic progress.

**Seventh Grade through Twelfth Grade:** Although ICS believes family trips are important, in order to maintain the integrity of our program, only one trip per year will be approved with a maximum of ten days missed according to our homebound policy stated above. A note requesting this must be sent to the office for approval at least two weeks before the first day of absence for the trip. Two or three days notice will not be considered advanced notice. All absences due to family trips beyond these ten days will be considered as absences adding up to the total permitted for the year. (Once in a lifetime educational opportunities will be considered on an individual basis.) Work missed due to these trips must be completed in accordance with our homebound policy listed above. Families will be charged \$20 per day for such arrangements. Teachers will give the assigned work just prior to the student leaving and will be available for out of class study period upon the student's return to ICS.

### **Late Morning Arrivals** [Back to Search](#) [Back to Contents](#)

Students are expected to be on time for school and classes. If a student arrives to school late, a parental note must accompany the student when he comes to school. Late arrivals are excused for the same reasons as absences. Unexcused late arrivals will result in break detentions and discipline points for students in grades 7 - 12. A student driver who is habitually late in the morning may lose his driving privileges.

### **Early Dismissal** [Back to Search](#) [Back to Contents](#)

Parents are to notify the office any time a student must leave school during school hours and complete the proper sign out procedures. Leaving campus without permission is strictly forbidden. Students leaving campus with their parents must sign out from the office. Students must return to school the following day with a completed excuse note as described in **absences** section above. Early dismissals for students in grades 7 - 12 will result in an absence from each class missed that afternoon.

### **Behavior at Athletic Events** [Back to Search](#) [Back to Contents](#)

Although the tempo of athletic competition often lends itself to becoming emotionally involved, Island Christian School will not tolerate un-sportsmanlike conduct for players, cheerleaders, or spectators at either home or away games. **Respect is to be shown at all times to game officials, opponents, and persons from schools with which we compete.** Please refrain from "booing" or ridiculing the other teams or officials because of the call they make or do not make. We do allow and encourage spectators to shout encouragement to the teams. Students should be appropriately and modestly dressed while in attendance at athletic events.

### **Boy-Girl Relationships** [Back to Search](#) [Back to Contents](#)

Proper behavior while at any school function is to be expected by dating students.

## **Bus Transportation** [Back to Search](#) [Back to Contents](#)

Busses transport students from Key Largo to Marathon. Due to the distance traveled, we ask that parents cooperate by having their children at the designated stops on time. We try to group students to make the bus routes as short and safe as possible. Your bus stop and time will be assigned at the orientation meeting at the beginning of the school year. All students in the third grade or below must be met by an adult who is listed with the office. Students who are not met will be kept on the bus with Island Christian School personnel until the family can be located. All bus stop changes should be sent to the office through the homeroom teachers. No student will be permitted to exit the bus at a different stop than scheduled without written notice from the office indicating parental consent and request for such a change.

For maximum safety of the children, bus conduct guidelines are established and enforced. The following are the established School Bus Rules:

1. Stand off the roadway while waiting for the bus.
2. Remain seated at all times while the bus is in motion.
3. Keep your arms and head inside of the windows.
4. Wait for the driver's signal to cross the road when boarding.
5. Avoid unnecessary conversation with the bus driver while driving.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. The driver is in charge of the bus and pupils. Pupils must obey the driver.
8. Driver has the right to assign seats if needed to promote order on the bus.
9. No eating or drinking is allowed on the bus.
10. Students must be on time. The bus cannot wait for those who are tardy.

Bus miss-conduct slips (pink slips) are given to students who misbehave on the bus. A **student will not** be allowed to ride the bus until he/she returns the slip signed by his/her parents to the bus driver. Discipline points may also be assigned for students in grades 7 - 12. An accumulation of pink slips by a student may result in suspension from transportation for a given period of time. Students who miss school due to a suspension from bus transportation will receive an **unexcused absence**.

## **Change of Address and Personal Information**

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We ask that if you have a change of address, home, cell, or work number, or e-mail that you notify the respective school office. It is imperative that we have up to-to-date contact information in case of an emergency.

## **Clinic and Medications** [Back to Search](#) [Back to Contents](#)

There is a clinic in the elementary and high school buildings where students may lie down for a short time if they become ill. For any special needs, an administrator or staff member trained in first aid will be asked to look at the student. Normally, if a student is too sick to be in class, parents are notified so the student may go home or to the doctor. Our clinic is designed to serve only as a temporary, emergency rest area. Therefore, parents must make arrangements to have children picked up if they are ill. In the event of an injury or accident, parents are notified immediately, through emergency numbers supplied to the office. Every effort will be made to

contact parents before medical treatment is given. The signed release for medical treatment will be sent with the student to the doctor indicating parents' permission for treatment. This form **must be updated** with insurance information, signed and notarized each year. Only first-aid is administered by Island Christian School personnel.

According to Florida State Law [FS 230.22 (2); 228.093; 231.085;232.23; 232.46; and 232.47] no prescription or non-prescription medications or vitamins are permitted on campus unless a note from the doctor accompanies the item indicating the reason and the dosage. All medicines **MUST BE** kept in the office in the **original** bottles or containers and be administered by office staff. This includes the use of Tylenol/Advil or related products for headaches, other over-the-counter medications for colds, allergies, and sore throats, or creams and ointments for wounds or insect bites. Students **MUST** have written permission from the family doctor in the office prior to receiving or taking **any** medication. Island Christian School does not provide medication of any kind. In order to meet state requirements, ICS will maintain a medication log in which all distribution of medication to students is recorded.

Living in South Florida demands that we respect the sun with regards to proper skin care. ICS encourages the use of sun care products for long-term health of students. However, sun care products are considered medication and cannot be administered to students without proper written permission. Students are outside for recess and physical education and may wish to use these products. Families are asked to plan ahead and administer the sun care products as needed before leaving for school.

**Communicable Diseases** [Back to Search](#) [Back to Contents](#)

Island Christian School desires to maintain a healthy environment by instituting controls designed to limit the spread of communicable diseases. The term “communicable disease” shall mean any illness which arises as a result of specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

Reportable diseases include:

Acquired Immune Deficiency Syndrome	Mononucleosis	Mumps
Meningitis	Aids Relate Complex (ARC)	Paralytic Shellfish Poisoning
Amebiasis	Yellow Fever	Plague
Animal bite by potential rabid animal	Pertussis	Meningococcal Disease
Botulism	Poliomyelitis	Psittacosis
Relapsing Fever	Anthrax	Brucellosis
Cancroid	Rabies	Rocky Mountain Spotted Fever
Salmonellosis	Campylobacteriosis	Schistosomiasis
Giardiasis (acute)	Dengue	Gonorrhea
Smallpox	Encephalitis	Syphilis
Leprosy	Shigellosis	Hemorrhagic Fever
Toxoplasmosis (acute)	Granuloma Inguinale	Trichinosis
Histoplasmosis	Tetanus	Legionnaire's Disease
Tularemia	Hepatitis	Typhoid Fever
	Tuberculosis	
	Leptospirosis	

Lymphogranuloma  
Venerum  
Vibrio Cholera

Typhus  
Measles (Rubella)  
H1N1 Flu

Malaria  
Head Lice

Other illnesses will be included if identified to ICS by local, state or national health organizations.

Any student or employee with a communicable disease shall be temporarily excluded from school when ill and during recognized periods of communicability.

If the nature of the disease and circumstances warrant, ICS may require an independent physician's examination of the student or employee to verify the diagnosis of the disease. ICS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all the necessary action to control the spread of communicable diseases within the school.

ICS administration is required to notify the local county public health unit immediately upon any suspected outbreak of noticeable disease or other disease condition in accordance with statute 10D-13.064, F. A. C., Communicable Disease Control. (A suspected outbreak occurs when three (3) or more children or employees have the onset of similar signs or symptoms within a 72-period, or when one (1) or more cases of a serious communicable disease is diagnosed or suspected in a child or employee.)

### **Head Lice** [Back to Search](#) [Back to Contents](#)

Head Lice is a common medical problem in South Florida. The condition has nothing to do with social or economic class of the patient. The following is the policy in which ICS will follow regarding Head Lice:

When a parent contacts the school informing the office/teacher of an outbreak of Head Lice in the family, the classroom teacher will make arrangements with the office to conduct a head check of all students in the class. Teachers of classes which enroll siblings of the patient will also arrange for head checks. Printed notices will be sent home to the parents informing them that a head check has been conducted and encouraging them to continue checking their child over the next two (2) weeks to control the situation.

Early Childhood education classrooms will also have the carpet treated for lice when a student has been identified as having lice. This is to control the spread during nap time.

Parents are encouraged to complete the cleaning of all personal items of the student identified with lice.

Any student identified with lice or nits during a routine head check will be sent to the office immediately. The parents will be contacted and informed of the situation. Parents will be required to take the student from school and treat immediately. ICS supports the Monroe County no-tolerance policy in regards to lice -- no student may attend classes until all nits and lice have been treated and removed.

A teacher suspecting a situation involving lice, such as a student constantly scratching his/her head, will arrange a head check with the office to determine the cause. A possible check of the classmates may also need to be arranged.

## **Community Service / Volunteer Hours** [Back to Search](#) [Back to Contents](#)

*"If you want to be great in God's Kingdom, learn to be a servant of all."*

Students in grades 9 - 12 at Island Christian School are required to complete twenty (20) hours of community service / volunteer work each year. This minimum has been established to help the students meet the required 75 hours for the Florida Bright Future Scholarships. Students and parents are reminded that many other scholarship committees require many more hours for consideration of their funding. It is our desire that each student view this program as an opportunity and an investment of his life, not as a requirement. Scripture is full of examples and direction from Jesus Christ, the ultimate teacher and instructor, helping those in need, doing unto others as we would have them do to us, and most of all, being a servant of all. As students develop a closer relationship with Jesus Christ, it will come naturally to complete these community service hours -- it will be a part of the Christian life style which they should live on a daily basis.

Island Christian School has a responsibility to fully educate each student and to prepare each individual the best we can for a productive future in our society. Post high school environments, whether it is college or career, evaluate a graduate on many areas of merit. Colleges and scholarship committees no longer consider only grades and test scores -- they also consider total community involvement. Organizations and review committees want to see several hundred hours of community service projects or volunteer hours in a number of areas.

Therefore, Island Christian School has established the following guidelines for the Community Service / Volunteer Hours program.

- Each student should select the community service, or non-profit organizations, with which to work.
- Community service / volunteer hours may be completed throughout the year. Hours should be submitted to the office no later than May 15 for each school year. (i.e. Summer hours will show on the next academic year.)
- The minimum twenty (20) hours should be completed with a minimum of three (3) organizations or areas of service.
- All hours must be on a volunteer basis and should not be directed to serve only a family member.
- Each project completed needs to be recorded on the Community Service / Volunteer forms or in a letter from the sponsoring organization. Hours are submitted to the homeroom teacher and recorded on quarterly report cards.
- ICS recommends students desiring local and national scholarships and university admittance acquire in excess of 50 hours per year from various community organizations. Students are encouraged to be involved in service activities that have a significant impact in meeting the needs of our local community.
- Students are reminded that many national organizations require the hours to have been

completed in community projects – not related to a church or religious organization. Although Island Christian School encourages summer missions’ trips and regular involvement with your church programs, these hours may not qualify for some community service credit hours.

## **Computer and Internet Use** [Back to Search](#) [Back to Contents](#)

Island Christian School proudly provides desktop computers for student use in lab situations. This includes Internet access in many cases. We are very pleased to bring Internet access to Island Christian School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

Island Christian School realizes that a number of students now own lap-top computers. ICS assumes no responsibility for loss, theft, or damage to privately owned computer equipment including memory sticks or other memory devices. Use of lap-top computers is prohibited in the classroom setting unless it is in use for a presentation to the class. Laptop computers should be used only during study halls for on-line class work as pre-arranged with the Academic Dean. Students using laptops with wire-less capabilities for on-line classes will need to have their connections secured with the Academic Dean. Once the connection has been secured, only the owner may use the laptop for internet connections.

1. **Acceptable Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Island Christian School. **This will limit student access to Instant Messengers, You-tube, or popular chat rooms such as “My Space” and “Face Book” on school premises.** Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. (Each student who receives an account will be part of a discussion with an Island Christian School faculty member pertaining to the proper use of the Internet.) The system administrator will deem what is inappropriate use and his decision is final. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of Island Christian School may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Network Etiquette** – you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone numbers of students or colleagues.
  - d) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities or in conflict with Island Christian School policies and philosophies will be reported to

- the administration and possible authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assumed to be private property.
4. Island Christian School makes **no warranties** of any kind, whether expressed or implied, from the service it is providing. Island Christian School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Island Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your school coordinator. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to log on to the Internet as anyone but you may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
  6. **Vandalism** – Vandalism may result in cancellation of privileges and disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

## **Conduct Code** [Back to Search](#) [Back to Contents](#)

To assure the right of each student to receive a quality education which best brings glory to God, we have established a code of conduct for the students at ICS.

- I. The first principle that the students need to learn in **obedience**.
- II. The second principle is **respect**. This is fundamental to getting along with people. It starts in the home with attitudes towards parents and siblings. These same attitudes carry over into school.
- III. The third principle is **responsibility**. This is when a person is given things to do and has developed the self-discipline to get the job done.

## **Conduct When Representing Island Christian School** [Back to Search](#) [Back to Contents](#)

*The following guidelines apply before, during, and after school hours:*

1. Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use of alcohol, narcotics, and other dangerous drugs (including possession), viewing or possession of pornography are unacceptable behaviors while enrolled as a student at ICS. Consequences may result in expulsion.
2. Acts of intimidation or threat by a student toward a teacher or staff member or another ICS student will not be tolerated on or off school property.
3. Criticism of the school or its staff will not be tolerated.
4. Garbage receptacles, not the ground or floor, shall be used for disposing litter.
5. **CHEWING GUM** is prohibited at all times while on campus.

6. Electronic devices such as cell phones, pagers, beepers, iPods, MP3 players, CD/cassette walkman, CD/cassette players, and radios will not be used during school hours. See [Telephone and Electronic Devices Usage](#) for further clarification.

### **Conduct in the Classroom and as an ICS Student** [Back to Search](#) [Back to Contents](#)

General guidelines for classroom discipline have been established for purposes of control; however, individual teachers may have specific guidelines which must also be followed.

*The following is a list of school-wide guidelines:*

1. Students will be in their class and prepared when the tardy bell rings.
2. Students are to remain in their seats unless given permission by the teacher.
3. Any student out of class must have a Hall Pass.
4. There is to be no horseplay or throwing of any objects anywhere on campus.
5. Students are to make an effort to keep halls, classrooms, and restrooms neat.
6. Students should treat God's property and other people's property with respect. Defacing of church/school property will carry serious consequences.
7. Students should show respect at all times to their teachers and peers.
8. Students will refrain from writing or passing personal notes or sending/receiving text messages.
9. Bullying, fighting, intimidation or demeaning others are unacceptable behaviors and will result in a discipline referral.
10. Profanity is never acceptable at any time.

### **Discipline** [Back to Search](#) [Back to Contents](#)

Attendance at ICS is a privilege. As a private school, we produce students who are successful because we have a structure based on respect. We seek to reward students who are meeting our expectations. Their reward is a quality education they receive because of the respect they have for the school, what it stands for, and those in charge of administering that education.

However, in order to do this, our policy includes disciplinary measures such as break detentions, monetary fines, after school detentions, Saturday School, office referrals, suspensions, and meeting with the Discipline Review Board, which could result in expulsion.

### **Early Childhood Education, Kindergarten, and Elementary Discipline** [Back to Search](#) [Back to Contents](#)

Each early childhood, kindergarten, and elementary classroom teacher creates an atmosphere of comfort and success. Three basic rules are used in all classes:

Students stay in their seats.

Students are quiet.

Students face the front.

Island Christian teachers stress strong character development and training for life-long contributions to society. Discipline is taught by modeling the positive. Wrong actions and attitudes are not over-looked. Teachers deal with problems as they arise according to their classroom routines. Corrective measures change as the students mature, but are consistent within a classroom. Parents are always kept abreast of their child's progress, both positive areas and those that need correction.

Discipline in the elementary level is usually handled by the individual classroom teacher. Structured discipline is established in the classroom to best produce a safe learning environment for all students. Teachers generally introduce a modified version of a tally system so that the student is given a warning for inappropriate behavior. Consequences are established which are age appropriate and may include:

- \* A student placing his/her head down on the desk in order to gain acceptable control.
- \* “Time-out” at the back of a classroom.
- \* Assigning spelling words to be written into sentences.
- \* Phone calls home to discuss the situation and appropriate actions.

Anytime that a student is asked to talk with an administrator the parents will be contacted by the teacher. Continued disruption in regards to the classroom, may require a parent conference with the teacher and or administrator.

## **Junior and Senior High Discipline** [Back to Search](#) [Back to Contents](#)

### **Break Detention**

Break detentions which may be held during regular morning breaks and the addition of points to a student’s discipline record may be received for such things as:

- \* Disruption of the class.
- \* Being late to class.
- \* Infractions of other rules of the Code of Conduct as stated earlier.

An accumulation of break detentions may result in an after school detention, suspension, Saturday School, or a meeting with the Discipline Review Board.

Students will receive academic discipline consequences for lack of homework or proper classroom responsibilities. These guidelines are listed in the [Homework](#) section of the handbook.

### **Cheating** [Back to Search](#) [Back to Contents](#)

Dishonesty demonstrated by cheating on a quiz, test, or exam will be regarded as most serious offense and may result in the following:

- \* Parent notification.
- \* Parent conference with Principal.
- \* A grade of zero ( 0%) on quiz, test, or exam.
- \* After school detention, fine, and discipline points assigned.
- \* Loss of positions of leadership, such as class officer.
- \* Suspension
- \* Expulsion

A student caught copying a homework assignment will be considered to have cheated. This level of dishonesty will result in a minimum of a break detention, academic detention, discipline points assigned, and a parent phone call.

### **Plagiarism** [Back to Search](#) [Back to Contents](#)

*Plagiarism* is the act of using or passing off as one’s own, the ideas or writings of another. It is a

form of cheating that has existed for many years, mostly through the stealing of one's words or ideas and copying them in one's own handwriting or re-typing them. This unethical and illegal act will not be tolerated at ICS.

To avoid plagiarism, a student must give credit whenever he/she used:

- \* Another person's idea, opinion, or theory.
- \* Any facts, statistics, graphs, drawings, or any pieces of information that are not common knowledge.
- \* Quotations or another person's actual spoken or written words.
- \* Paraphrasing materials from a source text without appropriate citation.
- \* Providing a list of references that either do not apply to the content or who do not really exist. (*Helping Students Avoid Plagiarism*, by Stephen Wilhoit.)

The English department may scan written book reports, essays, formal research papers, and other major writing assignments through a plagiarism detection source to evaluate the authenticity of the project. Works which are more than 15% plagiarized will not be accepted for passing grades. This includes evidence of incorrect citations. Failing grades will be assigned to the project; the project then needs to be corrected before any credit in the course can be assigned. Further discipline action may be assigned by the administration.

**Island Christian School considers plagiarism a situation of cheating.**

### **Monetary Fines** [Back to Search](#) [Back to Contents](#)

Students may be given monetary fines for violations of school policy such as uniform violations and detentions. These fines will be turned into the office on a regular basis. Accumulated fines will be given to the parents via email messages and must be paid prior to the end of each grading period. Report cards will not be issued to students owing fines. Discipline points may be added to the student's record in addition to monetary fines.

### **Office Referral** [Back to Search](#) [Back to Contents](#)

When the behavior, attitude, or respect for a teacher and others distracts the academic progress, a teacher may send a student to the office. This "Office Referral" is a serious matter and will always result in a teacher phone call to the parents, three (3) points added to the student's record, and some level of detention. Further measures may need to be taken by the administration pending evaluation and circumstances. Due to the seriousness of an Office Referral, an accumulation of these may lead to a meeting with the Discipline Review Board.

### **In-School Detentions and Work Suspensions** [Back to Search](#) [Back to Contents](#)

If a student has received an Office Referral or has accumulated discipline points to prescribed levels, the student will serve an in-school detention. ICS has established several levels of intervention, even prior to a such a detention, to educate a student in proper, acceptable behavior, rather than a continued pattern of poor-decision making. These level of detentions and suspensions may be required for, but not limited to:

- |                     |                  |
|---------------------|------------------|
| Skiping school      | Stealing         |
| Vulgarity/profanity | Fighting         |
| Cheating            | Cutting classes  |
| Lying               | Office referrals |

Destruction of school property      Inappropriate behavior  
Accumulation of discipline points      Leaving campus w/o proper authorization

**After School Detention** (45 minutes) [Back to Search](#) [Back to Contents](#)

Students will normally be notified one (1) week in advance of the scheduled detention. Parents are responsible for transportation home, and a fee is charged to the student. A scheduled detention will take priority over athletic events and after-school jobs.

First time	\$10.00
Second time	\$15.00
Third time	\$20.00

Additional detentions may be charges in increments of \$5 and many require physical work around the school.

**In-school Work Suspension** [Back to Search](#) [Back to Contents](#)

After a conference with parents and the administration, a student may receive a work suspension during the school day. Such a suspension will be recorded as an unexcused absence form class in reference to the missed work and grades, but will not be considered toward the maximum number of days a student may miss during a semester. The student will be charged a minimum of \$25 for such a suspension.

**Saturday School** [Back to Search](#) [Back to Contents](#)

Saturday School is where 1 ½ hours to up to 3 hours may be accessed, during which a student would be assigned supervised physical work jobs on campus. This level of discipline will be used at the discretion of the administration, usually after previously discussed measures have been taken. Students will be charged a minimum of \$35 for such an occurrence. Parents are responsible for transportation to and from school.

**Suspension** [Back to Search](#) [Back to Contents](#)

Students who receive excessive break detentions, office referrals, and or other levels of detentions and in-school suspensions may by suspended from class. Students may be suspended for other mis-conduct situations as deemed serious by the administration. Students suspended from school will see a reflection of the suspension in their academic grades. Students will be assigned a zero (0%) grade for each academic class missed. Assignments will need to be made up and turned into the respective teacher within one(1) day upon return to school. Tests and projects will be made up within the normal allotted time period. Days missed due to suspension will be counted toward the maximum nine (9) days allowed per semester that a student may miss class.

**Discipline Review Board** [Back to Search](#) [Back to Contents](#)

Knowing that it is a privilege to be a student at ICS, a student at any time, may be brought before this review board for infractions or failure to adhere to the policies, philosophy, and attitude expected here at ICS. This review board is comprised of a group of faculty and administrators who meet to counsel with a family whose student has displayed behavior and or attitudes not keeping with the goals and purpose of ICS. All students who come before the discipline review board will, at the very least, are placed on disciplinary probation.

## **Probation** [Back to Search](#) [Back to Contents](#)

Students who have been placed on probation will be periodically evaluated by the review committee for progress displayed in areas of concern as outlined during the meetings with the parents. Committee members will rely on reports of school involvement, student leadership, academic progress, classroom conduct, and a lessening of further discipline offenses. Students placed on probation may not be eligible for all positions of leadership, including participation in athletic function, clubs or similar school activities.

## **Early Dismissal** [Back to Search](#) [Back to Contents](#)

Situations may arise when students need to leave campus prior to the official end of the school day. A written note should be sent to school that morning, prior to the dismissal time. All students must sign out through the respective school office. Please try to make all appointments after school hours because missing class takes away from the education of a child.

## **Emergency Closing** [Back to Search](#) [Back to Contents](#)

In the event of serious weather or road conditions, ICS will abide with the decision of the Monroe County Public School System. We will have this information on as many television and radio stations as soon as possible and on our web site [www.islandchristian.org](http://www.islandchristian.org).

## **Extended Care** [Back to Search](#) [Back to Contents](#)

Extended after-school care is available from 3:00 pm to 5:30 pm each school day for Early Childhood Education Classes through Third Grade students. Charges for Early Childhood and Kindergarten children are included in their tuition rates. Elementary students will be charged on an hourly rate in increments of 15 minutes. Parents are billed monthly with payment due upon receipt. There is an overtime charge assessed at 5:30 pm of \$5. Charges will accrue at the rate of \$1.00 per minute after 5:31 pm.

During the special weeks when our upper schools close during the academic year, ICS may continue an activity oriented program for students in our early childhood classes and kindergarten students when there is both sufficient need and proper staffing available. This program is often open from 8:00 am to 5:30 pm daily with structured, fun activities scheduled on our campus for the students. There will be additional fees for this service for all students as it is not part of the regular, academic year tuition fees. *Bus transportation will not be available during these times.*

Island Christian School has proudly offered Camp Eagle during the summer months. This is a structured summer camp for children ages 3 – 13. There are separate registration fees, weekly tuition, and field trip charges for this camp. Information for the summer's program is distributed to our families in late spring and posted on the school's web site. See also [Extended Care](#) in the Financial section.

## **Facilities of the School/Church – Responsibility** [Back to Search](#) [Back to Contents](#)

1. School property is never to be defaced or destroyed.

2. All trash should be picked up, even if it is not yours and placed in trash cans provided.
3. Destruction of school and church property, including marking on walls, desks, floor, tearing up books or furniture, etc. will result in student fines. In addition, disciplinary action may be taken.

## **Field Trips** [Back to Search](#) [Back to Contents](#)

Field trips are scheduled throughout the year as an educational alternative to classroom instruction. Each trip is scheduled in advance and is reviewed for educational content, safety, and affordability. Attendance and any work assigned on a field trip are required from each student. Any student who is disciplined for a severe disciplinary infraction may be prohibited from attending future field trips. If a field trip exceeds a cost of \$20, the administration may consider a financial hardship exemption from attendance upon written request from the parents. It is recommended that the student not attend school that day since the rest of his class will be on the trip.

## **FINANCIAL POLICIES** [Back to Search](#) [Back to Contents](#)

Since Island Christian School is a non-tax supported school and is based on tuition payments, it is necessary that fees and tuition be paid when due. Tuition payment plans have been established for the convenience of our school families who are unable to pay the full tuition by August 1.

1. A one-time application fee of \$ 35 is paid for all applicants. We have established a maximum of \$ 50 per family.
2. Registration fees must be paid to hold a class spot for each child. Registration fees for the 2009- 2010 school year are \$100 for 3K, \$175 for 4K and 5K, and \$445 for grades 1 - 12.
3. If a student withdraws from Island Christian School prior to July 15, all of the registration except \$ 95 is refundable. (Early Childhood Education Classes have an \$85 non-refundable portion of the registration fees.) After July 15, only tuition is refundable.
4. New students entering ICS prior to September 1 are billed tuition at the following rates for the 2009-2010 school year.
  - 3K Tuition of \$ 3,800.00
  - 4K Tuition of \$ 4,000.00
  - 5K Tuition of \$ 4,200.00
  - Grades 1-6 Tuition of \$ 6,950.00
  - Grades 7-12 Tuition of \$ 7,000.00

Families with several children enrolled in 5K - 12th grade are given small discounts. Full tuition is due by August 1. However, Island Christian School utilizes FACTS Management as our tuition management company. FACTS enrollment contracts specify procedures and rules of their company. FACTS uses

an automatic bank withdrawal system that can be tailored to meet the family's payment needs. Island Christian School accepts Visa/MC for scheduled payments. Parents must contact the business office to set up such credit card payments.

5. Bus transportation is provided for Island Christian School students. Field trips **will** require additional payments.
6. Students in grades 7 - 12 will be asked to purchase textbooks used throughout the school year. Families will be given the opportunity to purchase used books when possible. Billing of these purchases will be handled through the book keeping office during the first two weeks of each semester. Beginning with the spring 2010, students may submit used books in good condition for partial credit towards the book fees in 2010-2011 based on the intended re-use of the curriculum.

### **Registration Fee** [Back to Search](#) [Back to Contents](#)

The registration fee enables the school to meet its obligations to our suppliers during the opening of school. The registration fee allows ICS to have curriculum, student insurance, and the property improvements ready for the opening of school, prior to the first tuition payment. Parents are asked to consider this fee as an eleventh payment.

If a family withdraws from school prior to July 15, \$95 of the registration fee per child is non-refundable; \$85 is non-refundable in the Early Childhood Education program. Withdrawals after July 15 will forfeit the entire registration fee.

### **Bus** [Back to Search](#) [Back to Contents](#)

Bus transportation is available for students to be picked up as far north as mile marker 107 and as far south as mile marker 48. Several buses run in order to make the trip to and from school as short as possible for each child. There is no additional charge for this service.

### **Extended After School Care** [Back to Search](#) [Back to Contents](#)

Extended after school care is available from 3:00 PM to 5:30 PM each day for Early Childhood Education through Third grade students. Charges for students in Early Childhood Education classes and Kindergarten children are included in their tuition rates. Elementary students will be charged on an hourly rate in increments of 15 minutes. Parents are billed monthly with payment due upon receipt. There is an overtime charge assessed at 5:30 of \$5.00. Charges will accrue at the rate of \$1.00 per minute after 5:31.

### **Insurance** [Back to Search](#) [Back to Contents](#)

Each year a student accident insurance plan is established for all students attending Island Christian School. The fee for insurance is covered by the school and is in place upon paid registration for each student. This is a **secondary policy** and will pay only those claims not covered by other personal insurance which you may have.

### **Special Fees** [Back to Search](#) [Back to Contents](#)

#### **Textbooks**

Students in grades 7 - 12 will be asked to purchase textbooks used throughout the school year. Families will be given the opportunity to purchase used books when possible. Billing of these purchases will be handled through the business office during the first two weeks of each semester. Beginning with the spring 2010, students may submit used books in good condition for partial credit towards the book fees in 2010-2011 based on the intended re-use of the curriculum.

**EXPLORE / PLAN/ PSAT-NMSQT** [Back to Search](#) [Back to Contents](#)

Island Christian School feels that certain aptitude and interest tests are an important part of the high school curriculum. Therefore, various tests and evaluations are scheduled each year for students in appropriate grade levels. Families will be informed of these tests and the associated testing fee. Fees for these national tests range from \$20 - 50 each.

**AP Tests** [Back to Search](#) [Back to Contents](#)

Students registering for an AP class at Island Christian School will be charged for the national AP Exam given in the spring. The exam fee is established by the College Board organization and ranges from \$80 - \$100.

**Rescheduled Semester Exams** [Back to Search](#) [Back to Contents](#)

Class days are designated in grades 7 - 12 for semester exams at the conclusion of the first semester and at the conclusion of the school year. Students who request for any reason other than serious illness or death in the immediate family that their semester exams be given at any time other than the scheduled day and time, will be charged a \$30 fee per semester exam.

**Extended Family Trips** [Back to Search](#) [Back to Contents](#)

Although ICS believes family trips are important, in order to maintain the integrity of our program, only one trip per year will be approved with a maximum of ten days missed according to our homebound policy stated earlier in the Parent Student Handbook. Families will be charged \$20 per day for such arrangements (grades 7 – 12). Teachers will give the assigned work just prior to the student leaving and will be available for out of class study period upon the student’s return to ICS.

**Class Fees** [Back to Search](#) [Back to Contents](#)

Certain classes such as laboratory, computer, and art are frequently assessed additional fees to cover the unusual expenses incurred in offering these classes. Some clubs or extra curricular activities may also have dues or fees. These will be assessed before a student registers for the class or activity.

Marine Science	\$50.00	Anatomy	\$60.00
Life Science	\$15.00	Biology	\$50.00
Chemistry	\$50.00	Physics	\$50.00
	\$50.00	Scuba Certification	will have additional fees paid to the

designated dive shop.

Art class fees are based on assigned projects and required materials. Art 1 usually carries a fee of \$20 while Art 2 and AP Art carry fees of \$50. Additional projects or variations in projects may require additional fees throughout the year.

**Class Dues** [Back to Search](#) [Back to Contents](#)

Junior High and High School students are obligated to pay class dues, as well as to work on projects designated by the class officers and adopted by the class members. Failure to pay class dues will result in exclusion for participation in class sponsored activities. In addition, grades and records may be held for any quarter or partial quarter unless dues are paid up to date. Dues will be \$15 per quarter or a one time fee of \$50 if paid by end of the first quarter. Class dues will be used for the class trips, a class gift, and for benevolent uses.

**Discipline Fees** [Back to Search](#) [Back to Contents](#)

Certain disciplinary acts such as uniform code violations, detentions, after school detentions, and Saturday School will have a monetary penalty attached.

Belt usage	\$1 rental (\$15 charged if not returned). The fee may be increased for repeat offenders.
1.5 hr. Saturday School	\$35
3 hr. Saturday School	\$50
After school detention	\$10, \$15, \$20 and may increase in \$5 increments for each additional occurrence.

**Fees for Damaged Property** [Back to Search](#) [Back to Contents](#)

In the event that a student damages school property through maliciousness or carelessness, an assessment of the damages will be made and charged to the student. Damages caused through disobedience, even while under careful supervision, will be charged to the student. Charges will include materials plus an hourly labor fee of \$25.00 per hour.

**Financial Aid** [Back to Search](#) [Back to Contents](#)

Island Community Church provides a limited amount of financial aid for qualifying families each year. The money offered to a family through the financial aid program is raised by special requests made to family members, church members and friends. Island Community Church is committed to quality, affordable Christian education at Island Christian School and will continue to assist Christian families who need financial assistance to provide this privilege. This amount is then credited to the total tuition charged for the recipient's education. Applications for financial aid may be received beginning May 15 from the Admissions Office. Applications will begin the review process June 15. Applications received after that date will be considered if funds are still available. Families are asked to understand that ICS/ICC does not offer full scholarship or full financial aid packages. All families will be responsible for registration, book fees, class dues and any balance of the tuition not covered by the financial aid package offered. This includes families registering with special state scholarship/financial assistance programs.

**Re-enrollment** [Back to Search](#) [Back to Contents](#)

Re-enrollment contracts are issued in the early spring to families who have demonstrated agreement with the philosophy, goals, and structure of Island Christian School.

Families who have not met their financial obligations will not be offered re-enrollment until accounts are paid in full.

Students who have demonstrated disharmony with the school through attitude and/or discipline infractions may be asked to withdraw at the conclusion of an academic year.

### **Withdrawals** [Back to Search](#) [Back to Contents](#)

Parents wishing to withdraw their children from Island Christian School must do so in writing. Withdrawal procedures will be initiated at that time regarding transcripts and termination of financial obligations. A **\$50 withdrawal fee** will be assessed to cover administrative costs when withdrawing during the school year. All fees, dues, and assessments must be current at the time of withdrawal. Forms for this purpose are in the school office.

### **Financial Points to Remember** [Back to Search](#) [Back to Contents](#)

1. Tuition payments are arranged through FACTS for all families. Visa/MC payments can be arranged through the business office. Other incidental fees including class dues and book fees can be mailed to: Island Christian School, Business Office, 83250 Overseas Highway, Islamorada, FL 33036. Payments can also be sent to the office with your child.
2. **Students who leave Island Christian School for any reason are responsible for all tuition and fees for the time enrolled.** Parents must clear all financial accounts with the business office before records can be released.
3. It is the policy of Island Christian School to charge \$40 for all checks returned to us by your bank for any reason plus any and all bank charges for each occurrence.
4. Students dismissed from school for disciplinary reasons automatically lose all fees paid.
5. **No transfer of records or release of final report cards will take place until all fees are paid in full.**
6. We are unable to accept post-dated checks.

### **Fire Drills** [Back to Search](#) [Back to Contents](#)

Fire drills will be scheduled on a periodic basis in compliance to state regulations. When the alarm is rung, student, staff, and visitors are to immediately get silent and follow the directions of the teacher in charge. Students must exit in an orderly fashion without talking so they can hear instructions.

### **Fund Raisers (School-wide)** [Back to Search](#) [Back to Contents](#)

From time to time it may be necessary to have a school-wide fund raiser. We encourage and appreciate the participation of students in our fund raising programs. However, in fairness to our overall program and our community, all fund raisers must be approved by the Principal and scheduled accordingly. The proceeds for each event will be designated when announced and may provide money to buy equipment, desks, and items to enhance the over all school programs.

### **General Information** [Back to Search](#) [Back to Contents](#)

#### **School Hours**

Junior and Senior High School classes are in session each day from 8:00 am till 3:09 pm. Elementary classes are in session from 8:00 am till 3:00 pm. Students are expected to be in class at the beginning of school and remain until the end of the day. Since attendance is extremely important in all school classes, parents are asked to make appointments after school hours

whenever possible.

### **Office Hours** [Back to Search](#) [Back to Contents](#)

The Island Christian High School office is open from 7:30 am to 4:00 pm each school day. All school business should be conducted through the office in the High School building by calling 664- 4933. The Elementary Office is open from 7:30 am - 4:00 pm daily during the school year. (Phone: 664-2781)

We encourage parents and friends to visit our classrooms. However, we do ask that all visitors first check in at the office for registration and guest passes to ensure a smooth visit.

### **Telephone and Electronic Device Usage** [Back to Search](#) [Back to Contents](#)

Island Christian School values all instruction time with our students during the day. Therefore, students are not permitted to leave classes to make or take phone calls. When a student becomes ill or has another emergency, the office will gladly contact the parents or other adults listed in the file for emergencies. When athletic or activity schedules change, the coach or athletic director will arrange calls to parents to make timely changes in the daily schedule. Parents are strongly encouraged to work with their student to make all transportation and special trip arrangements prior to leaving for school in the morning. The office phone is not available for general student use.

Island Christian School recognizes that a number of families desire the use of cell phones by their child when traveling to and from school, especially while in personal automobiles. However, ICS assumes no responsibility for loss, theft, or damage of any electronic devices such as cell phones, pagers or beepers. **Students may NOT use these devices on school property during school hours. Electronic devices including cell phones and headphones may not be displayed. They must remain in a purse or book bag and be turned off during school hours.** Any calculator, phone, beeper, etc. that is used to play a game during class will also be given to the office until parents arrive. Authorized use of these electronic devices may be issued by appointed staff members and the office **only** during morning break and/or lunch outside of the classroom setting. Any use of electronic devices other than morning break or lunch will result in confiscation; the item can be returned only to the parent. Inappropriate use of such devices may result in additional administrative disciplinary action.

### **Who To Call for Information** [Back to Search](#) [Back to Contents](#)

The following is a guideline to assist you with people and numbers to call for various school information and concerns:

- ADMISSIONS INFORMATION                      Mrs. P. Reynolds                      664-4933  
  AND ENROLLMENT
  
- BUS CHANGES **should be made prior to 2:30 daily in order to permit a timely, organized dismissal from school**
  - Early Childhood Classes*                      Mrs. P. Reynolds                      664-4933
  - Elementary*    Mrs. F. Orlando                      664-2781
  - Junior and Senior High*                      Mrs. P. Reynolds                      664-4933

- TUITION PAYMENTS Mrs. E. Sassine 664-2781
- CLASSROOM CONCERNS Individual class teachers
  - Early Childhood Classes* 664-4933
  - Elementary* 664-2781
  - Junior and Senior High* 664-4933
- TRANSPORTATION/BUS Mr. K. Haab 664-4933
- GRADUATION REQUIREMENTS or CLASS SCHEDULES Mrs. M. Allman 664-4933
- ATHLETIC EVENTS Mr. R. Lucas 664-4933
- FUND RAISING, DEVELOPMENT and PUBLIC RELATIONS Mr. J. Roper 664-4933
- MATTERS REGARDING SCHOOL POLICY
  - Principal* Mr. J. Roper 664-4933
- NOTIFICATION of EXTENDED ILLNESS or FAMILY TRIPS
  - Elementary* Mrs. F. Orlando 664-2781
  - Jr./ Sr. High School* Mrs. P. Reynolds 664-4933
- CHANGE in ADDRESS, PHONE NUMBER, EMERGENCY NUMBERS Mrs. P. Reynolds 664-4933
- FAX NUMERS
  - Elementary/Church Building* 664-9536
  - High School Building* 664-8170
- E-MAIL ADDRESS [iceagles@bellsouth.net](mailto:iceagles@bellsouth.net)  
*Individual teachers and staff members can receive emails by using the first initial, last name @ islandchristian.org. For example: [mallman@islandchristian.org](mailto:mallman@islandchristian.org)*
- WEB PAGE [www.islandchristian.org](http://www.islandchristian.org)

**Guidance** *Psalm 139:14* "I will praise thee; for I am fearfully and wonderfully made: marvelous are thy works; and my soul knoweth right well."

To understand God's creating power in each of our lives, it helps to examine our strengths, weaknesses, and possibilities. As we better understand ourselves, we can more fully develop

relationships, achieve and plan for the future. The Guidance staff is available to help students in each of these areas:

**Personal Guidance** [Back to Search](#) [Back to Contents](#)

The junior and senior high school years are a time of tremendous physical, emotional, spiritual, and interpersonal growth. During the growth process, students may experience times of confusion, disappointment and questioning. It is important for students to realize they are not alone in facing these struggles. By seeking help from teachers and counselors, students will find understanding and support as they confront their problems.

**Academic Assistance** [Back to Search](#) [Back to Contents](#)

What course should I take? I don't really understand the teacher's explanation. Can I get a schedule change? How should I study for an exam? I put in three hours of studying and barely passed! Help, I need a tutor! The Academic Dean and teachers are available to discuss these kinds of problems.

**College Assistance Program** [Back to Search](#) [Back to Contents](#)

This program is designed to assist students in the many facets of the college admissions process. Specifically, students are guided through the search for a college/university that is best suited for them. Students are given direct help in filling out applications, securing personal references, writing essays, and searching for financial aid and scholarships. Students are presented with practical information on how to make their transition to college-level studies and college living flow smoothly. Additional information is available to families through a Florida department of education web site: [www.fldoe.org](http://www.fldoe.org)

**Homework** [Back to Search](#) [Back to Contents](#)

In order to reinforce and practice classroom material, homework is assigned on a regular basis. Additional assignments are made over a long period of time to give students experience in research and writing. Homework amounts may vary from time to time but are always given in moderation to allow for proper family time, social development, and athletic activity.

Elementary students are required to keep an assignment pad to record all homework assignments. Parents are to sign the assignment pad so the teacher knows the parents are aware of the homework that is given. Each teacher establishes a file system to keep accurate records of missed homework assignments and problem areas. If a student is negligent in completing homework, disciplinary action may be taken based on the number of missing assignments.

Homework will be assigned by each teacher so that the average student will spend approximately the following amount of time each evening on the assigned work:

1st grade:	15 minutes	4th grade:	40 minutes
2nd grade:	20 minutes	5th grade:	50 minutes
3rd grade:	30 minutes	6th grade:	60 minutes

Elementary teachers will alter Wednesday night's assignments in that no written homework will be given. Study, (*i.e.* spelling, vocabulary) and independent reading will be assigned. This may change for Sixth graders during the spring of the year as they prepare for the transition to our Junior High program.

Island Christian School firmly believes that students who desire to be successful in a **competitive college prep program** should spend one to two hours a day in preparation for class discussions and participation. As a parent, you should expect a minimum of 30 minutes for math assignments and 15-30 minutes for each other subject. Effort is made by ICS staff to coordinate projects or long term assignments by giving two or three days to complete work or by staggering the days on which work is assigned so daily assignments are still within limits for students planning their nightly schedules. Students need to schedule study time to avoid conflicts and overloads. Parents, especially during Elementary and Junior High years, need to be active partners in developing good routines at home. Students should realize that honors classes and AP courses will require more homework and study time on a nightly basis.

### **Missing homework (grades 7 – 12)** [Back to Search](#) [Back to Contents](#)

Students are expected to record the nightly assignments when given by the teacher in the classroom. Teachers will also send weekly assignment guides to the parents at the beginning of each week with the understanding that adjustments may be made during class time.

Teachers will maintain an accurate record of late and/or missing assignments for each student. Teachers will contact the parents by phone or email when the student has missed three (3) homework assignments in a quarter. The Academic Dean will also be notified of this situation. The Academic Dean may meet with the student at that time to resolve the lack of responsibility. If the student misses a fourth assignment in the quarter, the parents and Dean will once again be notified. At this time, the teacher will give the Academic Dean a list of all work missed by the student. The Academic Dean will establish a study time for the student, possibly during the morning break or after school. The student will complete all of the missing work even if the teacher's grading policy does not allow a grade other than a zero. Each time a student misses an assignment from that point on, the same procedure will be followed. If a student records a total of six (6) missed assignments in a quarter, he will be required to attend an after school academic detention with the Dean of Academics. The Dean may also contact the parents at this time.

If a student misses three (3) assignments within a week, an after school academic detention with the Dean of Academics will be required.

These academic probationary steps may take precedence over athletic practices or games. Lack of cooperation on the part of the student or family in regards to after school academic detention may jeopardize continued enrollment at Island Christian School.

### **Library Policies** [Back to Search](#) [Back to Contents](#)

Books may be checked out for 2 weeks in the elementary and 3 weeks in the junior/senior high. Books may be renewed. Written notices will be sent home when books become overdue. If books are not returned after the second written notice, they will be considered lost and fees will be assessed. Students may be charged for damaged books. Encyclopedias are not to be taken out

of the library unless a teacher writes a note requesting use of the book in the classroom. Report cards will not be released to those who owe library fines.

## **Lunches/Food Service** [Back to Search](#) [Back to Contents](#)

**For the safety of our students with food allergies or diabetes, Island Christian School requests that there be no sharing of food or utensils.** Families wishing to provide food for class room events are encouraged to check with the teacher regarding special dietary needs of students in the class.

## **Early Childhood Education** [Back to Search](#) [Back to Contents](#)

The daily Early Childhood Education class schedule includes a morning snack time. Students enjoy fruits, chips, crackers, vegetables, juices, etc. during this time. Lunches and afternoon snacks may include dessert type items as the family desires. Early Childhood Education classrooms have a microwave available for lunch heat-ups. Utensils, plates, etc. should be supplied from home. Island Christian School does maintain a small supply of simple lunch items for emergency situations only.

## **Elementary** [Back to Search](#) [Back to Contents](#)

Students bring their lunch from home. Microwaves are available in each classroom. Food for microwave use needs home preparation. Please send all items in microwaveable containers with a secure lid, i.e. pop top containers must be transferred to a plastic microwaveable container. Utensils, plates, etc. should be supplied from home.

## **Junior/Senior High** [Back to Search](#) [Back to Contents](#)

Students bring their lunch from home. Microwaves are available in the cafeteria. Food for microwave use needs home preparation. Please send all items in microwaveable containers with a secure lid, i.e. pop top containers must be transferred to a plastic microwaveable container. Utensils, plates, etc. need to be supplied from home.

## **Make-up Work** [Back to Search](#) [Back to Contents](#)

Students will have one (1) day to make up work for each day missed. Therefore, if a student misses one (1) day, he will have one (1) day after he returns to make up the work. If a student is absent on a day a test is given and had knowledge of the test prior to the absence (or if it was an unannounced quiz), the student should take the test the day he returns. It is the student's responsibility to find out from the classroom teacher what work was missed and to arrange a time to make up the work and the tests when absent for more than one day.

## **Orientation** [Back to Search](#) [Back to Contents](#)

Parent and student orientation is conducted prior to the beginning of each new school year to assist parents and students in becoming acquainted with the school, new teacher(s), and with any changes that take place from year to year. **It is required that at least one parent attend orientation.**

## **Parent-Administrator Communication** [Back to Search](#) [Back to Contents](#)

It is the policy of ICS to ask parents to contact the teacher directly involved if a problem arises. If satisfactory resolution cannot be reached, a conference may be requested between the parent, student, teacher, and administrator.

## **Parent Involvement / Participation** [Back to Search](#) [Back to Contents](#)

Parents are encouraged to participate in their child's education. Various opportunities are available to parents ranging from assisting with fund-raisers, chaperoning on field trips, assisting in the classroom, and helping out at sporting events. We ask that parents dress modestly when assisting in any of these areas.

## **Parent-Teacher Communication** [Back to Search](#) [Back to Contents](#)

Teachers attempt to quickly inform parents of problems as they arise in the classroom. In addition, weekly parent letters are sent home on Friday by each teacher in the Early Childhood Classes through 6th grade. Ample opportunity is provided for dialogue at all levels. If, however, additional questions arise, please feel free to contact the school office to set up an appointment. (See also [Parent-Teacher Conference](#).)

In our efforts to remain on the forefront of technology, communicate to the best of our ability with you the parents, and to be good stewards of the funds which the Lord provides, Island Christian School will complete a majority of our parent communications via **e-mail**. It is our desire for teachers to distribute weekly assignments and individual memos regarding class work and conduct to the parents via a secure **e-mail address**. The development and public relations office will also be "sending" most of our monthly calendars, newsletters, and information flyers to our parents via **e-mail**. The school's web page will post game results, calendars, and other pertinent information.

It is the policy of ICS to ask parents to contact the teacher or staff member directly if a problem arises. If satisfactory resolution cannot be reached, a conference may be requested between the parent, student, faculty member, and administration.

## **Parent-Teacher Conference** [Back to Search](#) [Back to Contents](#)

We encourage parents to contact teachers whenever problems or questions arise. Any time a parent wants to speak to a teacher about a school matter, an email message may be sent directly to the teacher or a written note may be sent with the student. Parents may call the school office and leave a message for the teacher to return your call in order to schedule an after school meeting. Please do not request an appointment with teachers during normal classroom hours since teachers are not permitted to leave their classrooms unattended. Parents may find it more convenient to call a teacher in the evening at their home. We ask that you respect the staff member's family time in the evenings; but do call when you feel it is necessary. On matters regarding school policy or administration, similar requests can be directed to the Principal.

## **Parent-Teacher Meeting** [Back to Search](#) [Back to Contents](#)

Near the end of each of the first three nine week periods, an evening parent-teacher meeting is

held. These meetings are designed to inform parents of what has happened in the previous nine weeks and what will happen in the next nine weeks. The elementary teachers may have the opportunity to show parents samples of student work and to suggest how they can help at home and at school.

The general format of the PTM is a main assembly in the auditorium. School wide announcements are made with a short address from the Principal and/or Senior Pastor. Upcoming events, fund-raising activities and projects are discussed. After this meeting elementary parents are often encouraged to visit the classrooms where they will meet with their children's teachers. High school teachers are available for short conferences.

## Parties [Back to Search](#) [Back to Contents](#)

In the Jr./ Sr. high school, if a parent wishes to bring in cupcakes, cookies, etc. for a birthday or other special event, it is to be done during lunchtime in the cafeteria only. In the kindergarten and elementary, parents wishing to bring in refreshments for a birthday party or other party should contact the teacher in advance. There are occasional scheduled parties throughout the year, in which refreshments will be needed.

## Playground Conduct [Back to Search](#) [Back to Contents](#)

During recess time for kindergarten and elementary, and in extended care, students will remain in the designated play area, away from cars. Playground equipment will be handled with care, and each piece of equipment will be used for its designed purpose only. **Children will not throw anything when on the playground and must abide by all the rules** for the playground. Please find below a list of general play ground rules that apply to recess and extended care:

1. Slides are one way; slide down feet first in a seated position.
2. Only swing in a seated position. Do not stand on the swings or swing on stomach. Only one child per swing.
3. There is to be no standing or walking on top of picnic tables.
4. Do not pick up rocks, sticks, or mulch.
5. Listen carefully to teacher instructions.

Our main concern is for the safety of children when they are on the playground.

## Prohibited Items at ICS [Back to Search](#) [Back to Contents](#)

Island Christian School reserves the right to prohibit any personal items which we feel do not enhance the school environment or academic necessities of each school day. In particular, the following articles are prohibited on school property: tobacco in any form, alcoholic beverages, narcotics, weapons of any kind - toy or real (knives, guns, matches, and explosives), ammunition, or magazines except those required for a class project.

## Report Cards and Grading [Back to Search](#) [Back to Contents](#)

A unique feature of Island Christian School is our progress report system which is designed to keep parents informed of their student's progress. We have found that progress reports sent out every third week keep the parents well informed of homework grades, test grades, and academic averages. These reports list conduct grades as well as grades received for class work, quizzes,

tests, and homework. Grades are calculated to date as an indication of academic performance in each class or subject. After careful evaluation, the progress reports must, within two days, be signed and returned to school.

Report cards are issued each nine weeks. Junior and Senior High students receive semester grades indicating an average of two quarter averages and semester exams. These semester grades are transferred to high school transcripts beginning in the Freshman year. *All fees and fines must be settled before the report card will be released at the conclusion of each academic quarter or upon withdrawal from Island Christian School.*

### Academic Grading [Back to Search](#) [Back to Contents](#)

Grades 1- 12 at Island Christian School will use the following Florida State Grading Scale. As the state makes changes, Island Christian School will review new recommendations and make an administrative decision regarding implementation.

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D

59 or below is a failing grade and receives no credit

Grade point averages and class standings for transcripts and college entrance are calculated on a 4.0 scale in the following manner:

A = 4                  B = 3                  C = 2                  D = 1                  F = 0

*Example:*

*A student earns 3 A's; 3 B's and a C. The GPA is found by taking the number of A's times 4 + number of B's times 3 + number of C's times 2 and divide by 7 (the number of grades). This student would have:  $23/7=3.286$  un-weighted GPA.*

### Weighted Grading Scale [Back to Search](#) [Back to Contents](#)

Island Christian School uses a weighted grading scale for grades 9-12 when determining honor roll status. The weighting system is consistent with that used by the Florida Bright Future Scholarship Committee. ICS assigns additional weights to grades earned in the following courses when determining honor roll status:

- Courses identified in the Course Code Directory as Advanced Placement.
- Courses designated as academic dual enrollment courses in the Statewide Course Numbering System. These courses must be in the areas of mathematics, language arts, science, social studies, and foreign languages.
- Courses identified in the Course Code Directory as Level 3 in the subject areas of mathematics, language arts, science, and social studies. These include many of the honors courses.

The additional weight assigned to a course shall not exceed 0.5 per course. For example:

**(Final Course grade + .5 weight if applicable) x credit  
value = quality points assigned to course grade.**

The assignment of additional weight is intended to be an incentive for students to continue to

enroll in higher-level courses while pursuing honor roll status while at ICS.

**Minimum GPA** [Back to Search](#) [Back to Contents](#)

A cumulative grade point average of 2.0 on a 4.0 scale for required graduation courses must be earned to remain enrolled at Island Christian School. Students must maintain a minimum un-weighted GPA of 2.0 to graduate from ICS in accordance with **s. 1003.43(5)(d), F.S.** In accordance with **1003.43(5)(c)(2) F.S.**, at the end of each semester, the parent of each student in grades 9 -12 who has a cumulative grade point average of less than 0.5 above the cumulative grade point average required for graduation shall be notified that the student is at risk of not meeting the requirements for graduation. Colleges and universities will calculate the student's academic GPA using only the academic semester credits which they choose to accept.

**Athletic Eligibility** [Back to Search](#) [Back to Contents](#)

Island Christian School is proud to be a part of the Florida High School Athletic Association (FHSAA). Therefore, as a certified member of the state organization, Island Christian School athletes must meet the eligibility standards set by **FHSAA**. All student athletes must maintain a cumulative 2.0 grade point average on a 4.0 un-weighted scale through the end of the previous semester as required by Florida Statutes. This GPA must include all courses taken since the student entered high school. For sixth-graders, seventh-graders and eighth-graders, the student must have been regularly promoted from the previous grade, carry a normal class load, do satisfactory classroom work and maintain a satisfactory conduct record. (FHSAA Bylaw 11.2) Any student not maintaining the appropriate 2.0 cum average for a semester will be academically ineligible for the next full semester (18 weeks).

**Honor Roll** [Back to Search](#) [Back to Contents](#)

The following honor rolls and their requirements are recognized at Island Christian *Elementary School* each 9 weeks and semester:

Straight A Honor Roll	All A's
A Honor Roll	All A's with no more than one (1) B
B Honor Roll	B average with no more than one (1) C

*Junior and Senior High* students will be recognized for achieving the following honor rolls each nine weeks:

Superintendent's Honors	4.0 or higher
Principal's Honors	3.9 - 3.7 with no grade lower than a B
Faculty Honors	3.69 - 3.0

*-- A student must be enrolled in at least 3 credits per semester in order to be considered for any honor roll status.*

*-- No student may achieve any honor roll status with an incomplete grade.*

*-- No student may achieve any honor roll status with more than one C and/or any grade lower than a C.*

When calculating the GPA for honor rolls, Island Christian School will use the weighting formula used for Florida Bright Future Scholarships as described in the previous section.

### **Honor Society** [Back to Search](#) [Back to Contents](#)

Membership in the Honor Society is available to those High School students with a cumulative **un-weighted grade point average of 3.5 or higher**. The same standard holds for membership into the **Junior Honor Society**. Island Christian School may hold a luncheon for induction into both of these groups when possible.

### **Class Ranking** [Back to Search](#) [Back to Contents](#)

Class Rank is determined using an un-weighted GPA and is used only for the purpose of applications which require such an entry. Counselors will also note that this is an un-weighted GPA and is not necessarily used for determination of graduation honors.

A student may (by attending summer school where available) be able to have enough credits to graduate in three years. That student will NOT be eligible for class rank, nor will he receive a diploma from ICS. The student will be considered a junior as universities view them. The student is considered to be a junior leaving high school early. This student is an early admissions student and will be treated by the university according to the policy of the institution. ICS awards diplomas only to students who have completed at least four years of high school with at least the senior year here on the ICS campus and who have met the minimum requirements as stated earlier.

## **Course Forgiveness** [Back to Search](#) [Back to Contents](#)

Island Christian School has established a policy for course forgiveness as authorized by **1003.43(5)(e)1, F.S.** The ICS Forgiveness Policy for required courses shall be limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. The forgiveness policy for elective courses shall be limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently by retaking the same or comparable course or another course. Therefore, a student in the 9th - 12th grade may not retake a course to improve a “B” or “C” for the purpose of raising his/her GPA, especially for the Bright Futures Scholarship program (in compliance with BSFA State memo: #00-1:38 of April 11, 2001). The ICS Forgiveness Policy does not apply to courses taken below the ninth grade. Any course grade not replaced according to the ICS Forgiveness Policy must be included in the calculation of the cumulative grade point average required for graduation, class ranking, and athletic eligibility. Arrangements to participate in the ICS Forgiveness Program must be made through the Academic Dean with the Principal’s approval.

Recalculations of a student’s cumulative grade point average as explained in this policy are done solely by Island Christian School. Our policy is in-line with the state guidelines. However, students are to realize that colleges and other academic programs will calculate students’ GPA’s according to their own policies which may consider all grades, failing and passing.

Details of the program are found in the Island Christian School’s Administrative Handbook as well as the Academic Manual.

## **Commencement Honors** [Back to Search](#) [Back to Contents](#)

Graduates who have attended ICS for the four high-school years will be reviewed by the administration during the final weeks of school. Students who have attended ICS for less than four years of high school may be considered on an individual basis. The administrative team will consider academic grades, course load, and number of credits earned during this process. A select number of seniors will then be given the appropriate honors from *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* during the commencement ceremony. The administrative team will also make a decision at that time regarding speeches to be given during the evening’s ceremony.

## **Student Automobiles** [Back to Search](#) [Back to Contents](#)

It is a privilege to be allowed to drive to school. In order for this privilege to continue, the following regulations will be observed:

1. Only Sophomores, Juniors and Seniors may drive to school.
2. All drivers must have a valid Florida driver’s license, valid insurance coverage, and current license plates for the vehicle.
3. All student drivers must be registered with the office.
4. The 5 m.p.h. speed limit on campus will be observed at all times.
5. Each driver should be an example by displaying courteous driving habits. Reckless driving may result in revocation of a student's privilege to drive to Island Christian School.
6. Cars are to remain parked in designated areas until students leave for the day. Students

are not allowed to go to their cars during the school day.

7. Students may NOT drive to and park at the auditorium for Off-Balance Friday's and special assemblies.

Students riding with other drivers do so at their own risk. Parents are asked to discuss this with their students. It is the responsibility of parents to determine who may and may not ride with their student driver. It is the responsibility of the parent to be informed of all Florida State Driving rules which may regulate the number of teenagers in the car which is driven by a teen driver.

A student who receives citations by a law-enforcement officer for driving infractions may lose the privilege of driving to school.

## **Student Life and Activities** [Back to Search](#) [Back to Contents](#)

### **Chapel/Off-Balance Friday**

Chapel or Off-Balance Friday is held on a regular basis in elementary as well as the Junior/Senior High. These events are conducted by the instructors, administrators, pastors, and guest speakers.

Elementary:	Wednesday	Auditorium	8:30 AM
Jr. /Sr. High:	Friday	As Scheduled	8:00 AM

### **Extra Curricular Activities** [Back to Search](#) [Back to Contents](#)

An important part of enjoying school years and growing socially comes from participation in extra-curricular activities. Island Christian School and Island Community Church offer a full variety of activities for Elementary and Junior/Senior High students.

All extra-curricular activities are chosen and conducted in accordance with the school purpose, emphasizing the development of Christ-likeness through obedience to Biblical principles.

- **Florida Math League** - Students in grades 4 - 12 participate in regular math competitions which encourage problem solving and critical thinking as well as mastering math knowledge.
- **Junior Honor Society** - open to students in grades 7 and 8 who have earned a cumulative un-weighted 3.5 GPA during the junior high grades. An annual induction luncheon is held to honor the members when possible. Field trips are scheduled throughout the year for member participation.
- **Honor Society** - open to students in grades 9 - 12 who have earned a cumulative un-weighted 3.5 GPA since entering ninth grade. An annual induction luncheon is held to honor these members when possible. Field trips are scheduled throughout the year for member participation.
- **Hall of Fame** --Members (students in grades 11-12) are selected each year by the student body and administrative vote. Semi-finalists submit information concerning their involvement in school, church, and community. Academic achievement, sports involvement, church attendance, church involvement, and the number of hours of community service are all considered in the administrative decision process for the Hall of Fame representatives. The Hall of Fame honor will remain with the student from the

time of initial honor. Students will be introduced during the first year of induction.

- **Key Club** - open to students in grades 9 -12 who are interested in working on numerous community service projects.
- **Art Club** - open to students in grades 7-12 with an interest in art. Members participate in face painting at our annual Christmas Festival, painting of booths for the Festival and various other community service projects.
- **Spirit Week.** This is a school activity involving fun and laughter designed to raise school spirit. Activities involving class points are tallied each day in terms of class participation in costumes and themes. A field day is a school highlight of class competitions which could include egg tosses and relay races. This is a week of creativity and fun leading up to a big game.
- **Christmas Festival** - a major fund raising event of the school year. The students are involved in “their” festival in many ways from running games to selling sodas or even entertaining the crowds with music and singing. Each representative of the 7-12 grade classes is responsible for the preparation and running of the booth of their class’s choosing. This event is a great day of fun and work in a community atmosphere.

### **Fine Arts** [Back to Search](#) [Back to Contents](#)

Although some plays and programs are required as part of the curriculum, others, including concerts and recitals, are extra-curricular. Often credit can be received for scheduled daily practices to give the student the best of both academic and extra-curricular participation

### **Student Government** [Back to Search](#) [Back to Contents](#)

Students are able to participate in the democratic process by serving as student body and class officers. Each student who runs for office will submit a personal nomination form which includes his personal testimony of salvation and Christian growth. A "C" average and good social standing is required of all class officers in order to maintain their position. All class candidates should be faithful to church services prior to running for and while holding office. Students on probation may be restricted from holding a government office. The purpose and goals of our class organization are to give the students practical experience in correct parliamentary procedures and the democratic process.

### **General Policies of Student Government** [Back to Search](#) [Back to Contents](#)

1. Seventh - Twelfth grades elect class representatives by homerooms each year.
2. Class officers may hold office succeeding years.
3. Officers are elected each year for Student Government.
  - ↪ president
  - ↪ vice-president
  - ↪ secretary
  - ↪ treasurer
  - ↪ chaplain
4. Class officers are expected to be in harmony with the objectives of the school at all times and are expected to attend all class and school functions. Remember, no church, no leadership.
5. Class meetings are conducted according to "Robert’s Rules of Order".
6. Past representatives should preside until new officers are elected. If these officers have

withdrawn from school, then the class sponsor should appoint a temporary chairman.

## **Substance Abuse Policy** [Back to Search](#) [Back to Contents](#)

Island Christian School strives to provide a chemical-free environment for our students. Our position is that the use of alcohol, tobacco or any illicit drug, or the misuse of prescribed and/or over-the-counter drugs, is detrimental to the health and the well-being of the individual and is incompatible with the belief that our bodies are a “temple of the Holy Spirit.” We are “fearfully and wonderfully made” and we are to respect this body which we have been given. ICS expects all students to adhere to the policy 24/7 - both on and off campus, including evenings, weekends and vacations.

During a school year, the administration of ICS may periodically ask any student to submit to a drug screening. Families not wishing to comply with this policy may be asked to withdraw the student from school for lack of philosophical agreement. Any student showing positive results on the drug screening, which indicates drug use, will be suspended until the administration schedules a meeting with the Discipline Review Committee. The administration and review committee will determine the final discipline which will include a minimum of probationary status, regular drug test, and could decide on dismissal from ICS. The following is a list of specific guidelines to be considered regarding this policy:

- A. Drug abuse, possession of drugs, transportation of drugs or involvement in purchasing, attempting to purchase, or the securing of drugs by an ICS student will result in a suspension to an expulsion from school. Students may also be removed from all extracurricular activities including sports and student government. During the suspension period, it may be the responsibility of the parents to find a satisfactory remedial program for professional help (*i.e.* counseling, etc.). This program must be approved by administration prior to enrolling. Progress must be made to a degree where the administration believes the students’ return is not detrimental to the welfare of any student at ICS.
- B. A second offense involving drugs will result in automatic removal from school. Removal from school is defined as being one of the following: suspension, withdrawal or expulsion, as determined by the administration.
- C. Drug dealers will automatically be removed from school property.
- D. The administration has the right to question students about suspected or actual drug abuse.
- E. The administration has the right to search a student’s locker in connection with suspected or actual drug use or abuse. Personal belongings including book bags and cars may also be searched. Refusal by a student to submit to such a search may result in dismissal from school.
- F. The administration is authorized to inform parents and student that an immediate urinalysis test will need to be completed at the expense of the parents.
- G. Any student caught buying, selling, or otherwise distributing drugs will be removed from school property. Each case will be dealt with individually by considering the student’s record, including the cooperation of the parents with the school in all areas.

**Note:** ICS reserves the right to add, amend, or delete any rule or policy which it deems best in the interest of the school and its goals.

## **Testing** [Back to Search](#) [Back to Contents](#)

Testing is an important part of school. It helps to monitor progress, reveal weaknesses, compare achievement, provide rewards, and gives parents and students pertinent academic information. It is also a valuable aid to the school in evaluating teaching methods and curriculum. Daily and weekly quizzes, chapter tests, unit tests, and semester exams may all be given to help give academic accountability to the students. Class days are designated in grades 7 - 12 for comprehensive semester exams at the conclusion of the each semester. Students who request, for any reason other than illness or death in the immediate family, that their semester exams be given at any time other than the scheduled day and time, will be charged a \$30 fee per semester exam.

Achievement tests with national comparable norms are given to each grade (5K-11) in the spring. The EXPLORE evaluation is given to 8<sup>th</sup> graders and the PLAN evaluation is given to sophomores to assist in college and career planning. The PSAT/NMSQT is taken by juniors to assist in college and career planning and consideration for the National Merit Scholarship given annually to outstanding high school students throughout America. College Entrance tests (ACT and SAT) which are required by most colleges for acceptances are strongly encouraged.

## **Textbooks** [Back to Search](#) [Back to Contents](#)

The selection of textbooks and use of programs of study are determined according to the philosophy of the school. Textbooks written and published by Christian organizations are used whenever possible. Curriculum guides are either purchased or written to ensure continuity of study in a class and from grade to grade. All programs of study and textbooks are carefully selected to provide quality academic learning based on Christian principles. Course sequencing, particularly in the High School, is carefully maintained in order to prepare students for college entrance tests, national achievement tests, and vocational training. Island Christian School strongly considers the published Florida Department of Education's Sunshine Standards when developing course curriculums. However, it is our intention to meet or exceed these standards. When the Sunshine Standards contradict fundamental Christian precepts, Island Christian will unreservedly choose to adhere to our established philosophical beliefs.

Students in grades 7 – 12 will be billed for their textbooks. Billing information is given to the parents during orientation. Replacement textbooks will cost more than the original books.

## **Uniform Code** [Back to Search](#) [Back to Contents](#)

A uniform code has been established to remind parents and students that dress appearance must be in good taste and not be a distraction to the operation of the school and its purpose. We realize that we could never set dress standards to please everyone. **We are however, asking that as parents, please be sure your child/children is/are dressed according to these standards everyday.**

ICS reserves the right to determine what is appropriate for all school related activities. Please use the following as a specific guideline on what your child should wear to class or school functions unless otherwise stated.

Uniforms may be purchased **only** through the Sunshine Uniform Company. Enrolled families will be given information to facilitate on-line purchases at [www.sunshineuniforms.com](http://www.sunshineuniforms.com). Uniforms may also be purchased through their customer service number line at (800) 354-7724. The store is located at 9660 Sunset Drive in Miami (local number 305-595-5200). Purchases of uniforms should be completed early in the summer to avoid long lines and back orders of sizes and quantities.

The Island Christian School uniform has been uniquely designed by Sunshine Uniform company. Therefore, students may no longer wear uniform clothes from other manufacturers or vendors.

## **Early Childhood Uniform Policies** [Back to Search](#) [Back to Contents](#)

### **Girls**

1. Girls are required to wear approved Sunshine Uniforms.
2. Torn clothing should not be worn to school. Please make necessary repairs.
3. Shoes are to be worn at all times. For safety reasons, flip flop and slippers may not be worn. Sandals must have a heel strap. No roller shoes are permitted.
4. Uniform selection should be the style that young girls can handle appropriately when using the restrooms.
5. Remember that these young people will be playing outside as part of their daily routine.

### **Boys**

1. Boys are required to wear approved Sunshine Uniforms.
2. Torn clothing should not be worn to school. Please make necessary repairs.
3. Shoes are to be worn at all times. For safety reasons, flip flop and slippers may not be worn. Sandals must have a heel strap. Roller-shoes may not be worn.
4. Uniform selection should be the style that young boys can handle appropriately when using the restrooms.
5. Remember that these young people will be playing outside as part of their daily routine.

### **Kindergarten Uniform Policies** [Back to Search](#) [Back to Contents](#)

Kindergarten children may follow the pre-school dress guidelines. Shoes are to be worn at all times. For safety reason, flip flops, or slippers may not be worn. Sandals must have a heel strap. Roller-shoes may not be worn.

### **Elementary Uniform Policies** [Back to Search](#) [Back to Contents](#)

1. Students are required to wear complete uniforms purchased from Sunshine Uniform Company.
2. Acceptable length for skirts and jumpers is no shorter than 5" above the back of the bend of the knee.
3. Shoes are to be worn at all times. For safety reasons, flip flops and slippers may not be worn. All sandals must have a heel strap. Roller-shoes may not be worn.
4. Torn clothing should not be worn to school. Please make necessary repairs.
5. Hats, hoods, caps, and other head covering are not to be worn inside any of the school buildings.
6. All students are to have their **shirts tucked in** at all times and must **wear an approved belt** with clothing having belt loops.
7. Students may not layer their uniform, that is, any t-shirt worn under the uniform shirt may not be seen.
8. Only approved jackets and sweaters may be worn in the school building. During inclement weather, students may of course wear additional outerwear to school. These items however, are not to be worn inside the buildings.

### **Junior and Senior High Uniform Policies** [Back to Search](#) [Back to Contents](#)

All school uniforms must be purchased from the Sunshine Uniform Company. Uniforms may be purchased on-line at [www.unshineuniforms.com](http://www.unshineuniforms.com). Uniforms may also be purchased through their customer service order line at (800) 354-7724. The store is located at 9660 Sunset Drive, Miami, FL and their local number is (305) 595-5200.

All clothing must be proper size - neither too small or too large. Torn and / or stained clothing should not be worn to school. Please make necessary repairs.

Students should expect that all uniforms will be checked at the beginning of the school day. Students not in proper school uniform will not be permitted to attend class until properly dressed. It is the responsibility of the family to correct this problem as soon as notified of the infraction.

### **Young Ladies' Uniform Code** [Back to Search](#) [Back to Contents](#)

A young lady's dress requires modest apparel that attracts attention to an inner spirit of meekness and quietness (I Peter 3:4). Therefore, **young ladies attending ICS must wear the appropriate school uniform.**

1. The uniform shirt is to be tucked in so that the waistband or belt is visible. If the young lady is wearing the button-down blouse from Sunshine, modest undergarments should be worn, but may not be seen at the bottom. That is, the under garment must be tucked in at all times.
2. Shorts, skirts and jumpers may not be shorter than 5" above the back of the knee.
3. The fit, the tightness or bagginess, must be appropriate.

4. Shoes are to be worn at all times. For safety reasons, flip flops and slippers may not be worn. All sandals must have a heel strap or significant foot covering. Roller-shoes may not be worn.
5. Hairstyles and make-up should be complimentary and not distracting, such as black or dark lipstick, nail polish, and un-natural dyed hair. Ladies are to avoid extreme hair cuts and styles that draw undue attention to the student.
6. Earrings should not exceed two (2) pair per ear. No body or tongue piercing will be allowed.
7. Body tattoos, including temporary ones, may not be visible anytime on campus.
8. **School dress regulations (modest length and style) must be worn to all school programs, banquets, graduation, assemblies, etc.** Dress for athletic events should be modest. Long, loose fitting shorts are permitted with blouses that are long enough to be tucked in. No skin should show when both arms are raised above the head.
9. Hats, caps, visors, and sunglasses are not permitted in the classroom, auditorium, or cafeteria.
10. Only approved jackets and sweaters may be worn in the school building. During inclement weather, students may of course wear additional outerwear to school. These items however, are not to be worn inside the buildings.

### **Young Men's Dress Code** [Back to Search](#) [Back to Contents](#)

A young man's life should reflect an attitude of self-control and should demonstrate a pattern of good works (Titus 2: 6, 7). Therefore, **young men attending ICS must be neatly groomed at all times and wear the appropriate school uniform.**

1. All pants must fit properly at the waist, hip, seat, and legs. Pants must be worn pulled up so that the waist of the pants is ABOVE the hips.
2. **A belt must be worn at all times.**
3. The uniform shirt is to be tucked in so that the belt is visible.
4. Shoes are to be worn at all times. For safety reasons, flip flops and slippers may not be worn. All sandals must have a heel strap or significant foot covering. Roller-shoes may not be worn.
5. Young men should be clean shaven every day they come to class.
6. Young men are to avoid extreme hair cuts and styles. This includes fads, coloring of the hair, or styles that draw undue attention to the student. Young men are to have neat hair cuts so the hair is trimmed above the ears, not touch the collar of the uniform shirt, and above the eyebrows. Side burns are to be no longer than the middle of the ear.
7. Body tattoos, including temporary ones, may not be visible anytime on campus.
8. Earrings for boys are not acceptable at school or any school functions.
9. Hats, caps, visors, and sunglasses are not permitted in the classroom, auditorium, or cafeteria.
10. Only approved jackets and sweaters may be worn in the school building. During inclement weather, students may of course wear additional outerwear to school. These items however, are not to be worn inside the buildings.

### **Dress Code Violation Procedures** [Back to Search](#) [Back to Contents](#)

More than two (2) infractions for the same dress code violation may result in additional disciplinary actions. Pending the nature of the offense, the parent may be called to come to school to correct the dress code violation (such as bringing a change of clothing, etc.) or remove the student from school until the correction has been made (such as hair style/length). Students who do not abide by the dress code may have one or more of the procedures given:

1. Parents are called.
2. Repeat infractions may result in detention, suspension, and/or probation.
3. Consistent lack of cooperation may result in expulsion, and/or permission to re-enroll not granted for the coming school year.

### **Special Dress-up Days** [Back to Search](#) [Back to Contents](#)

Occasionally the administration allows select groups of students to dress in non-uniform for special occasions and reasons. Please understand that all dress will be modest and have pre-explained guidelines. Students not adhering to these guidelines may lose such a privilege in the future and may require a parent to bring suitable school uniforms to school.

### **Athletic Dress on Game Day** [Back to Search](#) [Back to Contents](#)

During a JV and Varsity sports' season, coaches may arrange for special travel uniforms. These uniforms will either mimic the school uniform or be more formal. That is, the shirts must have collars, sleeves, and be tucked in. Men's sports teams may choose to wear shirt and tie on game day. For a given sport, all team members are to wear the same travel uniform. These travel uniforms are to be worn only during their season and only on game days.

**The administration reserves the right to modify, approve or disapprove clothing and/or styles as deems necessary and appropriate.**