



*Idaho Learning Center
& Academy*

Student and Parent



Handbook

Revised October 2016

TABLE OF CONTENTS

WHO WE ARE

PURPOSE

MISSION

CORE VALUES

STATEMENT OF FAITH

NON-DENOMINATIONAL POSITION

EXPECTATIONS OF PARENTS, STUDENTS, AND TEACHERS

ADMISSIONS

PROCESS OF ADMISSION

IDAHO LAW REGARDING ENFORCEMENT OF IMMUNIZATION REQUIREMENTS:

CRITERIA FOR ADMISSION

PLACEMENT

HEALTH EXAMINATION

PARENTAL REQUIREMENTS

FINAL ACCEPTANCE

ATTENDANCE

MAKE UP WORK FROM MISSED SCHOOL DAYS

MAXIMUM ALLOWED ABSENCES

MEDICAL APPOINTMENTS

PARTIAL DAY ABSENCE / STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

PRE-ARRANGED ABSENCES

TARDIES

UNEXCUSED ABSENCES/TRUANCIES

ACADEMICS

REPORTING AND GRADING

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

ACADEMIC PROBATION

ATHLETIC/EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

HOMEWORK

PROGRESSION POLICY – SECONDARY CLASSES

ILC GRADUATION REQUIREMENTS

EARLY GRADUATION – SECONDARY CLASSES

OFF CAMPUS AND ONLINE CLASSES

PE CREDIT POLICY

TESTING

CONDUCT/DISCIPLINE

CONDUCT
STUDENT EXPECTATIONS
SEXUAL HARASSMENT
DISCIPLINE
DISCIPLINE PROCEDURE
STUDENT SELF-DISCIPLINE
SUPERVISORY AUTHORITY
STUDENT/PARENT PROCESS OF ADDRESSING CONCERNS
BULLYING
ACADEMIC HONESTY

DRESS AND APPEARANCE

SCHOOL AND HOME PARTNERSHIP

COMMUNICATION
CHANGE OF ADDRESS

TUITION

TUITION AND FEES SCHEDULE
SCHOOL DEBTS
TUITION AID
FUNDRAISING
GIFTING

MISCELLANEOUS

ACCREDITATION AND AFFILIATION
ADVISORY PERIOD – SECONDARY CLASSES
ASSOCIATED STUDENT BODY – SECONDARY CLASSES
AUTOMOBILES – SECONDARY CLASSES
BICYCLES
BOOK DAMAGE
BUILDING ACCESS / SCHOOL HOURS
SHUTTLE/BUS
CALENDAR
CELL PHONES
CHAPEL
CLOSED CAMPUS
COMPUTER/INTERNET USE
EMERGENCY SCHOOL CLOSURE
FIELD TRIPS
HEALTH/COMMUNICABLE DISEASES

[LOCKERS](#)
[LOST AND FOUND](#)
[MEDICAL EMERGENCY INFORMATION](#)
[NON-DISCRIMINATION POLICY](#)
[SCHOOL OFFICES](#)
[SCHOOL SPIRIT](#)
[SPORTSMANSHIP](#)
[STUDENT INSURANCE](#)
[TESTING SERVICES](#)

WHO WE ARE

The Idaho Learning Center Academy, in partnership with Cole Valley Christian Schools, is a school for students who benefit from a non-traditional approach to learning in order to help them reach their fullest potential in the Lord. The school's Purpose, Mission, and Core Values center on biblical discipleship.

The Academy began in 2009 in Nampa, Idaho with 8 students diagnosed with learning difficulties and who needed a smaller classroom environment and specific teaching strategies. After more growth which required several moves, the ILC Board decided to re-locate to Meridian and partner with Cole Valley Christian Schools. After outgrowing the Meridian location, ILC was able to purchase a building that has allowed the student body to grow to over 70 students as well as provide on-site services to students who do not attend the Academy.

The Academy is located at 2150 W. Cherry Lane, Meridian.

We provide a spiritual environment that fosters growth and discipleship. This includes an academic program that challenges our students just above their ability in order to push them to grow in their area of strength and greatly improve in their areas of weakness. Extracurricular and athletic activities that compete at the state level are available to Academy students. We recognize the sovereignty of parents over their children and our desire is to partner with parents in the growth and development of their children.

PURPOSE

The only reason we exist is to serve Jesus Christ by developing the whole person to impact the world for Him.

MISSION

In partnership with families, we develop students who learn differently by shepherding them through a Christ-centered non-traditional education, challenging them to achieve their fullest potential spiritually, academically, socially, physically, relationally; and preparing them with the foundation of God's unchanging truth so that they can serve Christ in a rapidly changing world.

The mission of ILC Academy is the implementation of the purpose. Our purpose provides the big picture of "why we do what we do". Our mission gives us more specific direction for what we are trying to accomplish. Our core values guide how we go about fulfilling on our mission and help us build a culture built on Grace, Truth, and Love.

CORE VALUES

1.3 As a school that exists to serve God, our core values reflect His character (Ex. 34:6). They provide the context in which day-to-day decisions are made.

1.3.1 **GRACE** – We believe that our very existence depends on the unmerited favor bestowed on us by God through the death of Christ on the cross (Col. 2:13-14; Titus 3:4-7). Therefore we:

1.3.1.1 Develop an environment where people are loved, not because of what they do, but because we choose to love them (Dt. 7:7-8; Rom. 12:9; 2 Tim. 1:9).

1.3.1.2 We value students because they are God’s unique and dearly loved creations, we appreciate their unique abilities and learning differences given by God according to

His

grace, and we strive to understand how this unique gifting affects their outward behaviors (Psalm 139:13-16; Romans 12:3-8).

1.3.1.3 Cultivate an environment where forgiveness is practiced and encouraged (Eph. 4:30-5:2).

1.3.1.4 Endeavor to keep rules to a minimum (Gal. 2:16; Col. 2:20-23).

1.3.1.5 Strive to encourage success rather than focusing on preventing failure (Phil. 3:12-14).

1.3.1.6 Encourage students to develop the resilience of a maturing faith that enables them to persevere through difficulties (Rom. 5:1-5; James 1:2-4).

1.3.2 **TRUTH** – We believe that the Bible is God’s Word (John 10:35; 2 Cor. 4:2; 2 Tim. 3:16), that God’s Word is truth (Ps. 119:160; John 17:17), and that knowledge of it is key to unleashing its transformational power (John 8:31-32). Therefore we:

1.3.2.1 Teach that Jesus is the Way, the Truth, and the Life (John 14:6).

1.3.2.2 Endeavor to teach truth in all academic subjects (Ps. 19:1; Ps. 25; Eph. 4:25; Col. 1:16-17).

1.3.2.3 Evaluate all truth claims against Scripture (Ps. 119:105; Acts 17:11).

1.3.2.4 Encourage our students to embrace truth and live according to it (John 8:31-32; 3 John 1:4).

1.3.2.5 Strive for growth, learning, and improvement according to God’s Word as individuals and as an organization (1 Cor. 9:24-27; Phil. 3:12-14; Col. 3:23; 1 Thes. 4:1).

1.3.3 **LOVE** – We believe that we are each called to love God with all our heart, soul, strength, and mind, and to love our neighbor as ourselves (Luke 10:27). Therefore we:

1.3.3.1 Cultivate an outward focus by encouraging students to serve others (Heb. 13:16).

1.3.3.2 Provide encouragement and assistance to other Christian schools (2 Cor. 8:3-5; Phil. 2:3-4).

1.3.3.3 Endeavor to speak the truth in love (Eph. 4:15).

1.3.3.4 Diligently preserve unity (Eph. 4:3; Phil. 2:2) while valuing each other’s unique giftedness (Rom. 12:3-8; 1 Cor. 12:12-27).

1.3.3.5 Monitor the effect of our behavior on others so that we do not hinder someone’s relationship with the Lord (Rom. 14; 2 Tim. 2:23-26).

STATEMENT OF FAITH

The Idaho Learning Center does not require that parents or students profess to believe in Jesus Christ as their personal savior. However, we will be teaching according to our beliefs as outlined in the following statement of faith. Parents will be asked to acknowledge that they understand and agree that their students will be taught from this perspective.

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit. (Acts 5:3-4; I Corinthians 12:4-6; II Corinthians 13:14; Ephesians 1:1-14)
- Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He rose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. (Matthew 1:22-23; Luke 1:35; John 1:1-18; Romans 3:21-26; Hebrews 1:1-3, 2:7; I Peter 3:18)
- The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment. (John 14:16-26; 16:5-11)
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are the complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice (Matthew 5:17-20; John 10:35; II Timothy 3:16)

When we say that the Old and New Testaments constitute the only rule of Christian faith and practice, we specifically mean that we do not accept any other testaments, documents, or revelations claiming similar divine inspiration. We consider any other such claims to be false and heretical.

- Man was originally created in the image and likeness of God; he fell through disobedience, incurring both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:26-27; John 14:6; Acts 4:12; Romans 1:18-3:20)
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, receiving Him as personal Savior and Lord, are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Acts 2:38; Romans 3:21-26; Romans 10:9-10; Titus 3:5-6; I Peter 1:3-5)

We believe that this salvation process comes by grace, through faith alone. Works of any kind are a result of salvation, not in any way a means to it. (Ephesians 2:8-9)

- The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. (Matthew 28:18-20; Romans 1:4; I Corinthians 12:13; Ephesians 1:22-23)

Part of our witness is found in how we respond in society. Civil governments are of divine appointment for the interests and good order of human society. Those in civil authority are

to be prayed for and conscientiously honored and obeyed except in things contrary to the Word of God. (Romans 13:1-7; II Samuel 23-3; Exodus 18:21-22; Acts 4:19-20, 5:20, 23-5; Matthew 22:21; Daniel 3:17-18)

- The local church is a body of believers in Christ who are joined together for the local worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper. (Acts 2:42-47; Acts 10:47-48; Luke 22:17-20; I Corinthians 11:23-32)
- There shall be a bodily resurrection of the just and the unjust; for the former a resurrection unto life, for the latter, a resurrection unto judgment. (Matthew 25:31-46; Hebrews 9:27)
- The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is vital truth which is an incentive to holy living and faithful service. (Acts 1:9-11; Titus 2:13; I Peter 1:13; II Peter 3:11)
- God designed marriage to be the life-long union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4)

NON-DENOMINATIONAL POSITION

It is our desire that the nondenominational position of the school be stressed and maintained. Emphasis is placed upon the unity and basic biblical principles that we share as believers in Christ. We do not engage in debates over secondary issues that could create division in the body.

EXPECTATIONS OF PARENTS, STUDENTS, AND TEACHERS

Parents, students, and teachers have responsibilities in the educational process. Meeting the following expectations is critical to each student's success.

Parents are expected to:

- accept responsibility for the education and training of their children
- understand the school's purpose and program
- cooperate in helping their children to attain the highest possible level of academic achievement
- consult and cooperate with the teacher in overseeing and showing interest in their children's homework and demonstrate an interest in class work, praising in areas of achievement and encouraging in areas of weakness
- honor the authority of the school administrator and teacher(s), partnering in matters of discipline, whether in the form of correction or encouragement
- give priority to parent meetings and parent-teacher conferences and support school functions and activities whenever possible
- pledge themselves to meet their financial commitment to the school
- pledge their cooperation to keep doctrinal controversy out of the school
- commit to the philosophy of home and school partnering together to achieve the most for each student

Students are expected to:

- accept personal responsibility for their learning and understand that they are accountable to God, self, parents, and teachers
- maintain the desire to succeed and realize that internal motivation is a key to success
- understand that effort is a prerequisite to the reward of personal growth
- stay on task
- complete their work assignments
- persevere with difficult problems
- contribute to a positive school atmosphere
- practice behavior that contributes to positive interpersonal relationships
- show respect to all persons and property
- respond positively to the encouragement and correction of teachers and staff
- demonstrate an openness to God's Word and the Gospel
- understand they have dignity and worth because they are made in God's image
- apply biblical values to real life experiences

Teachers are expected to:

- accept personal responsibility for their teaching and understand that they are accountable to God, self, parents, students and administration
- exhibit expectations of their students to reach their fullest potential in the Lord
- seek to make the objectives of instruction explicit

- communicate a sense of purpose and passion for learning by following our 5 essential questions:
 - What do you know about your students?
 - What do you want them to know and be able to do?
 - How do you know if they know it?
 - What will you do if they don't?
 - What will you do if they do?
- continually monitor student progress
- insure that students are on task
- establish a climate for learning
- encourage students to persevere with difficult problems
- stimulate interest and actively involve students in learning
- require students to use higher level thinking skills
- use cooperative learning activities
- be knowledgeable about each individual student
- be process- and people-oriented as well as product- and subject-oriented
- encourage student growth and self-discipline
- be dedicated to regular study of the Word
- provide a secure environment in the context of love and discipline
- guard the human dignity and worth of students
- be committed to personal growth and professional development
- work closely with peers and function as a team player
- cooperate closely with parents
- communicate with parents in a timely fashion (being proactive in addressing behavior, progress, and struggles)

ADMISSIONS

PROCESS OF ADMISSION

In order for a student to be considered for admission to the Idaho Learning Center Academy, families will have to follow the following procedures. The purpose of this extensive process is to gather all of the possible data to determine if we are a fit for your student and where the best placement can be.

For new families to the ILC/CVCS family, you will:

1. Complete a new student application with any formal testing received and pay \$75 application fee. We ask for any district and/or private testing, IEP, 504s, teacher referrals, etc. to help us better assess your students strengths and weaknesses to best place him/her where they can begin to reach his/her potential.
2. Schedule informal testing with one of our directors. This is a quick 20-30 minute assessment that will allow introduce us to your student and begin to get to know them and his/her strengths/weaknesses.
3. Schedule a meeting with one of the directors to discuss potential placement options.
4. Once your family accepts the placement, the final step is to complete the enrollment form and pay a \$100 enrollment fee.

For current CVCS families transferring to the ILC, your student's campus will transfer all of the information/documentation to our campus. Before your student transfers, you will:

1. Schedule informal testing with one of our directors. This is a quick 20-30 minute assessment that will allow introduce us to your student and begin to get to know them and his/her strengths/weaknesses.
2. Schedule a meeting with one of the directors to discuss potential placement options.
3. Once your family accepts the placement, your student will be enrolled and able to begin classes the next day.

* Your student will need formal testing before being accepted into the ILC. We offer formal testing services for a nominal fee, but can also recommend 3rd party services upon request.

IDAHO LAW REGARDING ENFORCEMENT OF IMMUNIZATION REQUIREMENTS:

150. ENFORCEMENT OF IMMUNIZATION REQUIREMENT.

01. Noncompliance. Any child not in compliance with this chapter upon admission in preschool, kindergarten through grade twelfth (12) in any Idaho public, private or parochial school, will be denied attendance by school authorities. (4-6-05)
02. Length of Exclusion. **Any child denied attendance in accordance with Subsection 150.01 of these rules, will not be allowed to attend any Idaho public, private, or parochial school until they are in compliance with the requirements of this chapter.** IDAPA 16.02.15.

If a parent/guardian chooses to not immunize their student for religious, medical, or personal reasons, they must sign an Immunization Exemption Form which is available from the office administrator upon request.

CRITERIA FOR ADMISSION

ACADEMY REQUIREMENTS

Elementary: an academic program for students in grades 3-6 with an average to above average intelligence with a learning difference that hinders them from succeeding at grade level in 1 or more content area. ADHD and executive functioning difficulties also hinder their academic success. 10:1 student/teacher ratio.

Secondary: an academic program for students in grades 7-12 with an average to above average intelligence with a learning difference that hinders them from succeeding at grade level in 1 or more content area. ADHD and executive functioning difficulties also hinder their academic success. Class size is 10:1 student/teacher ratio.

Foundations: an academic program for students in grades 7-12 who benefit from a 1:5 student/teacher ratio in order for them to reach their fullest potential.

Blended Learning: an online education program for students who need a personalized academic program in order for them to reach academic success. Students work independently with teacher oversight and assistance.

PLACEMENT

Final placement of students is made in cooperation with parents and administration based on the following factors:

- Available class openings
- Class size
- Student ability/learning style as informed by parent consultation and testing

HEALTH EXAMINATION

A doctor's examination may be required, if considered necessary at any time, and a statement concerning the student's physical fitness for school filed in the office. See our website for the requirements related to student athletes.

PARENTAL REQUIREMENTS

Spiritual:

- Parents agree that we are a Christian school and we will teach according to our Statement of Faith.

Demonstrate Interest and Cooperation:

- Parents and students must meet with an administrator or counselor prior to the student's acceptance.
- Parents must agree with and sign the "Parent Commitment" form.
- Parents must agree to the policies set by the administration and agree to fully support the administration, teachers, and staff of ILC.

Financial Responsibility:

- Parents agree to meet their financial obligations.
- A family transferring from another school may not be accepted if a past due balance is owed that school unless suitable financial arrangements have been made.

FINAL ACCEPTANCE

- The school reserves the right to deny enrollment to any parent who does not agree with our Statement Faith. Enrollment may also be denied if the applicant does not meet the minimum entrance requirements.
- The final placement for all students is determined by the administration, teachers, and staff.
- If previously undisclosed information is found that may have had a bearing on the student's admission to ILC, the parents may be asked to withdraw the student.
- Notification concerning acceptance of the applicant will be in the form of a verbal or written notice to the parents.
- If the school does not accept a student, or if there is no room for the student in the grade to which a student would be assigned, the school will refund the registration fee, deducting from that fee \$25.00 for each child tested. If a parent voluntarily withdraws a child from the school after submitting an application for enrollment, the registration fee is non-refundable.

ATTENDANCE

The Idaho Learning Center recognizes the importance of attendance and punctuality at school. Regular attendance and punctuality help to insure that students are reaping the full, daily benefits of their education.

A record of attendance is taken at the beginning of each school day. When a student will be absent for *any* reason, the school office must be notified by phone or email before 9:00 a.m. on each day of absence. Please use the following email address to report an absence: latkins@cvcsonline.org If the school office does not hear from the student's family, they will be calling you to confirm absence.

MAKE UP WORK FROM MISSED SCHOOL DAYS

An absence is considered excused when a parent or guardian notifies the school of the absence. Parents and students are responsible for making up daily work and tests. Full credit will be given for summative assignments when students have excused absences, excluding pre-arranged absences (see below).

MAXIMUM ALLOWED ABSENCES

Each student must be in attendance no less than 90% of the days in session (absence not to exceed 9 days per semester or 18 days for the school year). Students in attendance less than the 90% requirement must obtain administrative approval before academic credit will be granted. School sponsored activities absences will not be counted toward the 90% attendance rule.

MEDICAL APPOINTMENTS

Every effort should be made to schedule medical appointments so they will not interfere with school hours. This is particularly important during standardized testing. Medical absences count toward the maximum allowed limits discussed above. If a student does need to miss school due to medical appointments, they need to check in with the school office upon return to be admitted back to the classroom.

PARTIAL DAY ABSENCE / STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- If a student is absent unexcused for any part of the day, he/she will not be allowed to participate in any extracurricular activity that day.
- If a student is absent excused for more than three class periods (or for more than 3.5 school hours in grades K-6), he/she will not be allowed to participate in any extracurricular activity that day without the permission of an administrator.

PRE-ARRANGED ABSENCES

For a planned absence of three days or longer, such as a family trip or special occasion, **notification must be made at least 3 days in advance**. We recommend not scheduling trips or outings during standardized testing. The procedure to be followed in order for the absence to be excused is:

- A "Pre-Arranged Absence" form should be obtained from the school office. Submit the completed form to the office at least three days before the absence begins.
- The form will be given to the teacher(s), who will complete the assignment and date due portions and will then return it to the parents.
- The student is to have work and/or tests completed and handed in to the teacher on the day the student returns. An alternate plan is to work with the teacher(s) to determine due dates.

TARDIES

Punctuality is important. A tardy student disrupts class and misses valuable class time. Personal illness, family emergency, doctor's appointment, extreme weather conditions, and participation in school programs are valid excuses for tardiness.

A student who arrives at school after the first 20 minutes of class will be considered absent for that class. The student must sign-in at the front desk. Tardies are generally unexcused. Students late to other periods (such as between classes), must report directly to the front desk where the decision will be made whether or not to excuse the tardiness. If a teacher detains a student, the teacher should communicate with the next teacher. Three unexcused tardies to school and individual classes (each quarter) result in an unexcused absence.

Tardy totals are reset each quarter. A pattern of tardies will result in a parent conference.

UNEXCUSED ABSENCES/TRUANCIES

Absences without the consent of the student's family or school officials are unexcused absences, also called truancies. This includes a student who is sent to school by parents but fails to arrive at school or a case of deliberate absence from school after having been marked in attendance.

Unexcused absences count toward the 90% attendance requirement.

On the occasion of a student's first truancy, there will be a parent meeting with an administrator. If truancy occurs a second time a consequence will be determined by the administration in partnership with the student's family.

Any student who is unexcused or truant will receive a zero on all assignments missed. Teachers may require the student to make up the work without credit.

ACADEMICS

Specific curriculum distinctives at the Academy include the following:

- Science courses are taught from a creation point of view since we believe that "In the beginning, God created..."
- Mathematics is not taught as an invention of man, but from God, a mirror which reflects His order and reliability in a unique way.
- Historical time-lines are set in the perspective of God's plan for the ages. We evaluate the impact of biblical principles and of individual Christian faith on major historical themes such as exploration, colonization, economic progress, art, literature, and constitutional government.
- Language arts are taught so as to enhance and apply the values of the Christian faith. Because men are influenced by words, and all words communicate some value system, we strive to select and evaluate literature in the light of biblical values. We also give priority to mastery of the written and spoken word.
- Bible classes are an integral part of the Academy. God's truth is "...profitable for teaching, for reproof, for correction, for training in righteousness, that the man of God may be adequate, equipped for every good work." (II Timothy 3:16, 17)

All classes are presented in the light of biblical truth.

REPORTING AND GRADING

Purpose for Providing Grades

Primary Purpose:

- Communicate students' achievement of learning relative to Essential Learning Outcomes to those who use student grades for evaluation (Families, Other schools, colleges, etc.).

Other Purposes:

- Encourage student growth and progress in learning.
- Provide information that students can use for self-evaluation and growth in their learning journey.
- Evaluate and inform the effectiveness of instruction, curriculum, and assessment practices.

Grading and Assessment Policy

	Assessment OF Learning	Assessment FOR Learning	Assessment of <u>Behavior</u>
Guideline as a % of the grade	100% of the grade is derived from Summative Assessment	0% of grade is from Formative Assessment. Assessment for learning is used for practice and informing improvement.	Behaviors are disciplined outside of the grade. There should be no behavior reflected in the grade, with the exception of the attendance apology.
Explanation and Examples	Summative Assessment: Measure understanding and use of knowledge <ul style="list-style-type: none"> ● Unit Assessments or significant mid-unit assessments which measure ELO's ● Major Performance Tasks – Products, Projects, Essays and Performances 	Formative Assessment: Score for practice work and providing feedback. <ul style="list-style-type: none"> ● Independent Practice on daily work. ● Brief progress checks – short quizzes or reviews. 	Behavior assessment will be managed outside of grades with a separate set of criteria developed by the team. <ul style="list-style-type: none"> ● Effort ● Attitude ● On-time delivery ● Attendance* ● Participation *See Attendance policy
Minimum Quantity per Semester	No fewer than 7-10. Needs to be enough to provide an accurate assessment of the students' achievement in the course.	As many as needed	

ATHLETIC/EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

It is our goal that student's succeed in their academic learning and appropriately prioritize their primary function for going to school. Athletics and Activities are outstanding opportunities to expand learning and apply life skills and we want to support our students in participating in them. The following policy is not for punitive purposes, but to provide an incentive for students to prioritize getting their work done to the best of their ability.

ACADEMIC PROBATION

Academic Probation – A student will be placed on Academic Probation when they have 5 missing assignments, including both formative and summative assessments. A student may remove himself from Academic Probation and resume extracurricular activities once these assignments have been mastered. While on Academic Probation, a student will be prohibited from participation in

extracurricular activities (which include athletics, Academic Bowl, Student Council, cheerleading, etc.).

HOMEWORK

Teachers intend to use classroom time efficiently for guided as well as independent practice. Homework is for the purpose of review and teaching our students responsibility.

HOME STUDY GUIDELINES FOR STUDENTS

- Write down daily assignments at school in the ILC Student Planner
- Bring home needed materials.
- Have a special place to keep materials and a quiet place to study.
- Set aside a definite time to work/study.
- Set goals and organize work.
- Ask for help when needed. If immediate assistance is not available, go on to the next problem or assignment.
- Show work to parents on a daily/weekly basis.

Families should see that the student use his/her homework folder or Student Planner to record and keep track of homework assignments to be completed. Please check regularly in order to provide accountability and encouragement.

Homework sheets, emails from the teachers, Renweb, and/or Student Planners are all means for monitoring homework.

PROGRESSION POLICY – SECONDARY CLASSES

Successful completion (with a 80% or above) is required to advance to the next level. If the standards are not completed, the student will continue during next academic year unless other accredited options have been utilized and passing grades received (i.e., summer school, online courses, etc.).

ILC GRADUATION REQUIREMENTS

One credit earned for each semester of class. Core requirements:

8 credits	English/Literature
6 credits	Math (Algebra 1 and Geometry are required - math required senior year)
6 credits	Science (Biology is required)
6 credits	History (US Hist. 2 credits; World Hist. 2 credits, Middle Ages Hist. 2 credits)
1 credits	American Government
4 credits	Bible (student must earn a minimum of 1/2 credit for each semester at ILCA)
1 credit	Economics
1 credit	Health
1 credit	Speech

34 credits
16 credits

Total core requirements
Electives/Workshops

50 credits

Graduation Requirement

EARLY GRADUATION – SECONDARY CLASSES

ILC discourages early graduation. Requests for early graduation must be submitted to the administrator by the end of the sophomore year, and a full academic plan must be created with the student, parent(s) and administrator to meet all graduation requirements.

OFF CAMPUS AND ONLINE CLASSES

Students may take courses at other schools as the class schedule permits. See a secondary teacher if you are eligible to pursue this option.

PE CREDIT POLICY – CVCS SECONDARY CAMPUS

CVCS requires 1 PE credit for graduation. This PE credit may be earned by participating in 1 CVCS sports season at the high school level. A maximum of 1 PE credit may be earned from sports not offered by CVCS. Junior High students may waive their PE requirement by participating in 2 CVCS sports seasons over a 2 year span.

TESTING

Elementary Classes:

Standardized Testing for Grade 3-6

The MAP evaluation is offered in the spring for all students. This computer-based exam is aligned with state academic standards and provides a monitor of student achievement and annual growth. Test results are reviewed by the administrators and the Student Academic Services Director to identify students in need of remediation in math, reading, and language usage. Classroom teachers also have access to detailed content area reports so they can assess effectiveness of instruction and plan instructional improvement strategies for individual students or classes of students.

Results of the MAP testing are given to parents of all students who have taken the assessments.

Secondary Classes:

Standardized Testing is administered in the fall and spring for Grades 7 through 10. Students in grades 11 and 12 are tested only if they did not meet grade 10 proficiency standards.

Standardized testing for grades 7-10 consists of an annual administration of *Northwest Evaluation Association's MAP Evaluation*. This computer-based exam provides a monitor of student achievement and annual growth. In addition to testing all students in grades 7-10 every spring, students in grades 11 and 12 are tested if they did not meet grade 10 proficiency standards. This test is administered to all new students who do not have current standardized testing scores available for evaluation. Test results are reviewed by our staff to identify students in need of remediation in math, reading, and language usage. English, literature, and math teachers also have access to detailed content area reports on students in their courses so they can assess effectiveness of instruction and plan instructional improvement strategies for individual students or classes of students. Results of the MAP testing are mailed to parents with report cards after the school year of all students who have taken the assessment.

All students in grades 8-11 will offered to take the PSAT on campus in the fall.

CONDUCT/DISCIPLINE

Our conduct guidelines are based on John 13:34-35: "So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other. Your love for one another will prove to the world that you are my disciples." Obedience is an outcome of love for God and others. Handbook policies, teacher/ staff instructions, and biblical principles exist in order to guide us to live in such a way that our freedom in Christ is helpful, encouraging, and protects those around us.

CONDUCT

The Idaho Learning Center Academy seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that can guide the development of Christian character.

STUDENT EXPECTATIONS

- Show respect and courtesy for others by treating them the way you want to be treated.
- Show respect for others in your speech. Improper (coarse, vulgar, abusive, swearing) language is prohibited.
- Cooperate with school guidelines and classroom procedures that exist to create a healthy, safe culture where learning is fostered and nurtured.
- Practice personal cleanliness. If this is an area of difficulty, allow teachers to help and guide you to grow in this area.
- Practice truthfulness and honesty in word and life.
- Practice healthy habits. The use of tobacco, alcoholic beverages and illegal drugs is not permitted. This includes vaping (e-cigarettes). This policy applies even if the student is 18 years of age and can legally purchase the item.
- Show respect for school property.
 - The school retains the right to engage in search and seizure in cases of suspicion. Lockers are school property and can be searched at any time by a school official. Items deemed inappropriate can be taken from the locker and from the student.
 - Parents of students who in any way deface and damage school buildings/furnishings/equipment will be liable for damages to the extent of replacement or repair costs.

Outdoor guidelines (Elementary):

- Students should observe boundaries and be in sight of the supervising teacher/volunteer.
- Once outside, students need permission before re-entering the building to use the restrooms, visit the office administrator or for any other reason.
- Students are to have no sharp objects in their possession.
- Students are responsible for properly returning borrowed equipment.
- Students are responsible to keep the playground free from litter.
- Students are not to climb trees or fences surrounding the grounds.
- Students are not to throw rocks or other dangerous objects at any time.

Outdoor guidelines (Secondary, Foundations and Blended Learning Classes):

- Students should use outdoor equipment according to their intended use.
- Students are responsible to keep the playground free from litter.
- Students are not to climb trees, buildings or fences surrounding the grounds.
- Students are not to throw rocks or other dangerous objects at any time.

SEXUAL HARASSMENT

It is the policy of ILC to maintain an educational environment that protects dignity and individual work, promotes mutual respect for each individual, and is free from sexual harassment. Each employee, student, or visitor has the right to work or participate in an atmosphere that promotes equal opportunities, free from conduct that can be considered harassing, coercive, violating, or disruptive. It is our desire that no student or adult be subjected to language or harassment that makes him/her feel uncomfortable or unsafe.

Sexual harassment is defined as any unwelcome sexual conduct that limits a student's ability to participate in or benefit from his or her education, or a pattern of such conduct that creates a hostile environment. Sexual harassment may include:

- Unnecessary touching, including patting, pinching, and repeated brushing against another person's body.
- Cornering or blocking of normal movements.
- Unwanted sexual comments, gestures and jokes.
- Displaying, wearing or distributing sexually suggestive pictures or written materials.
- Unwanted teasing about an individual's ability to succeed in a certain class because of gender or appearance.

DISCIPLINE

ILC is committed to a safe, nurturing learning environment for all students. This includes an atmosphere conducive to studies and free from disruption as well as making school a place where students feel loved and accepted. The purpose of discipline is for growth (Hebrews 12:11). We desire to develop the whole person for the glory of God.

DISCIPLINE PROCEDURE

The majority of classroom discipline will be handled by the teacher and/or administrator. Appropriate consequences may be implemented, at which point parents will be contacted. Consequences will align to the behavior as much as possible. Conversations and consequences for each student will only be communicated to the appropriate people (parents and staff) in order to preserve the privacy and trust of that student.

If the inappropriate behavior continues, a plan of action, in partnership with parents, will be implemented in hopes of helping the student grow and mature from their mistake. More serious behavior issues will be handled by the administration.

STUDENT SELF-DISCIPLINE

The best discipline is self-discipline. It is this training that develops resilience, self-control, and godly character. Students are encouraged to exercise and develop self-discipline in all areas of school life. The school guidelines exist to help students in this process. When a student deviates from acceptable behavior, it is the responsibility of both the home and the school to intervene with correction and guidance. Parents and teachers must fully cooperate, being careful to avoid

anything that threatens respect, understanding, and confidence in each other. By working together, parents and school staff set the standards by modeling partnership and positive behavior

SUPERVISORY AUTHORITY

Students are under the supervision of their classroom or advisory teacher. However, staff members, such as other teachers, lunch supervisors, bus drivers, and others in authority may provide correction within their sphere of assignment. Students requiring disciplinary action may be referred directly to the administration.

STUDENT/PARENT PROCESS OF ADDRESSING CONCERNS *(As outlined by Matthew 18)*

If a parent or student has a concern or complaint regarding a specific teacher and/or administrator, **it is essential that initial communication be with that teacher and/or administrator.** When a student brings home a complaint, take the time to advise your student how to approach the teacher and/or administrator in order to bring resolution of the conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. The key is giving students the skills needed to work through these daily concerns and the positive experience of seeing them solved in a biblical/relational way.

When addressing concerns with the teacher, initial contact should be made with the student's teacher. Parents are expected to work with the teacher before approaching the administration. The teacher will listen to the concern(s) and address the issues(s). If this conference does not result in a resolution, the next step is to contact the administration.

BULLYING

ACSI's definition: "Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. The following actions are forms of bullying:

- Physical aggression - including hitting, punching, kicking
- Teasing or verbal abuse – including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, looks or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means."

Bullying is not an acceptable behavior. As with all forms of behaviors that are not conducive to a healthy learning environment, or are detrimental to the individual or other students, a Biblical approach to discipline will be used. We will focus on getting to the heart of each student and pursuing an individual plan that will correct detrimental behavior and encourage success for all students.

ACADEMIC HONESTY

One goal of our education at ILC is to foster an environment that produces educated and ethical persons, people who live out a trust in Christ in our everyday experience. Cheating and plagiarism

are not compatible with this goal and will not be tolerated. All work that students submit must reflect their own ideas. When they use the work and/or ideas of others as supporting information, correct citation must be made.

Academic dishonesty occurs whenever someone:

- seeks to receive credit for a paper or project that has been purchased
- copies from another participant's exam, either before, during, or after the exam
- uses "crib notes" while taking an exam or uses information stored in a computer, cell phone, or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place, or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- attempts to receive credit for another person's work
- fails to properly document source material in a paper or project
- receives editorial assistance that exceeds the scope of acceptable assistance

The notations above do not provide a complete list of instances of academic dishonesty. **If a student is responsible for an act that is dishonest, their assignment will receive a zero; repeated offenses will result in a failing grade for the course.**

DRESS AND APPEARANCE

As we live in community at the Idaho Learning Center, it is our desire to teach students the importance of biblical modesty as it relates to those around them. A heart of modesty is motivated by a love for others which means modesty is not simply about what we wear, but how we act, how we communicate, and how we relate to others. More often than not, modesty standards are seen as repressive, arbitrary rules that restrict someone's creativity and freedom. But when modesty is motivated from the heart, the exact opposite is true. *Modesty is a respectable manner of adorning one's body and carrying oneself, born out of a freedom from a worldly definition of beauty and worth, and motivated by a desire to respect others and draw attention to God.*

There may be times when students come to school without appropriate dress and may be asked to call their parents for a change of clothing. The administration reserves the right to make final decisions in regard to questionable dress or appearance for the sake of the student and the those around them.

If any question arises on any issue, the decision of the school shall prevail.

The following guidelines are for the purpose of helping our students love and respect each other.

Some specific guidelines are given below:

- Elementary Classes: As a safety concern, flip flops or strapless shoes are not permitted while playing on the playground in grades Kindergarten through 3rd grade.
- Shorts are permitted for school wear but not shorter than 4 inches above the knee,
- Girl's skirts or dresses must have at least a knee length hemline.
- Tank tops must have at least a three-inch strap. (Spaghetti straps *are only* permitted if they have a shirt underneath or a covering over the top of the shirt.)

- Midriff must be covered, even if hands are raised.
- Pants are to be worn at proper waist level.
- Clothing worn to school cannot have negative or immoral messages, drug, alcohol, or suggestive insignias, messages, or otherwise age-inappropriate messages.
- Clothing must not have holes or abrasions above the knees that reveal skin or undergarments.
 - Spandex and similar tight clothing must not be worn unless covered by clothing that meets the above criteria.
 - Makeup or hairstyles that are of unnatural colorization that cause distraction to others are not allowed.
 - Dress code applies to ILC extracurricular activities.
 - When students participate in electives or extracurricular activities with CVCS, CVCS dress code applies, which may be more restrictive in some areas.

SCHOOL AND HOME PARTNERSHIP

It is our desire that school staff and parents partner with each other in the educational process. The Idaho Learning Center is critically dependent upon parental support in prayer, volunteer work, finances, and encouragement of student achievement/behavior. The home and school must both consciously cultivate a positive working relationship.

As families, you are the most important people in your student's life. Your influence is vital in helping your student succeed. Students need to know that we are working together to encourage responsible behavior and wise choices.

COMMUNICATION

It is our desire to keep the lines of communication open with all parents.

For Elementary classes, teachers will send home all completed work and communication in Homework Folders. All Homework Folders and things needing to be signed and returned, are to be returned Monday morning. Please take time to go over all assignments with your child so you will know what is being taught and how your child is progressing.

For the Secondary classes, assignments are communicated through Renweb. Please take time to go over all assignments with your child so you will know what is being taught and how your child is progressing. Student Planners will be used every day as a way to help them organize their time and assignments.

A weekly newsletter will be emailed to keep you informed about upcoming events and other pertinent information.

Throughout the school year there are various opportunities for parents and teachers to become better acquainted and work together. These include Parent Orientation, Parent/Teacher conferences, Art/Science fair, Fundraisers, and special meetings.

A careful effort is made to evaluate each student. It is the intention of the staff to inform parents immediately upon becoming aware of actual or anticipated difficulties. Contact the school when you have a question or concern regarding your child or the curriculum.

Parents who wish to talk with a teacher, please make an appointment for after school hours (3:45 or later). Before school or immediately after school, are preparation and dismissal times when teachers have responsibilities. Parents may call the school office any time during the school day and *leave a message* for a teacher to return a call.

If transportation arrangements change during the course of the day and your child needs to be notified, please call the school office before 2:30. Please make every effort to have transportation arrangements settled before school begins.

Email

Teachers' primary means of communication, including daily assignments and homework, is through email. If families do not have access to the internet, please notify the teachers for other arrangements to be made.

CHANGE OF ADDRESS

Change of address, telephone numbers, or cell phone numbers should be reported to the front desk. It is important that the office records contain the correct information at all times, especially in case of emergencies.

TUITION

TUITION AND FEES SCHEDULE

Idaho Learning Center with Smart Tuition Aid for the management of our tuition collection process. More information regarding tuition and fees can be found on our website or by contacting our business manager at (208) 947-1212

Parents should not enroll children in the school unless they intend to discharge school obligations in full. Students of parents owing two months of tuition may not be re-admitted to Idaho Learning Center at the beginning of the third month without payment unless parents make suitable arrangements with the school concerning payment of the overdue amount. A written plan of action will need to be made to the Superintendent if enrollment is to continue.

When a student is voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month that the student was in attendance, on the basis of one-ninth of the annual tuition. When a student is withdrawn at the recommendation of the school, tuition will be due on the basis of $1/180^{\text{th}}$ of the annual rate for each day of attendance.

SCHOOL DEBTS

Students will be allowed to re-enroll in ILC for the upcoming school year with past due amounts still owing, but will not be able to attend class until such time as past due amounts are paid in full.

No school records will be issued from the school office until all bills owed to the school for tuition and/or other fees, lost or damaged texts and library books, and other debts have been paid.

TUITION AID

It is the desire of the Idaho Learning Center to do all we can to make a Christian education possible for families. Limited tuition aid is available to qualifying school families. If you are seeking tuition aid, please request application instructions from the school office and submit the completed application (with supporting documents and a filing fee) to the ILC business office, 200 East Carlton Avenue, Meridian, Idaho 83642. An application for Admission or Re-Admission and registration fee must be received by the school before tuition aid will be considered. All information will be kept strictly confidential. Tuition aid is allocated based on need and funds available.

FUNDRAISING

As a private school (a non-profit 501(c)3 organization), ILC does not receive any federal or state funds for its operation. Rather, ILC funds its program through student tuition, select fundraising events, and charitable contributions from those who support its mission. Everyone who is a part of the ILC family bears the cost involved in providing an excellent, Christ-centered education. We depend on the revenue earned from the various school fundraisers to meet our budgeted expenses and to provide for additional activities and events for the students and families. Throughout the year, ILC may hold fundraising events to meet specific needs; however, these are limited. All school families are asked to participate as much as possible in the fundraising efforts of the Idaho Learning Center.

Tuition Credit Program (TCP):

When you purchase TCP cards through the national program ILC participates in, you're purchasing prepaid cards and gift certificates that are used just like cash. You can use these cards to purchase everyday expenses like food, gas, clothing and other essentials at hundreds of businesses, many of which you probably shop at on a regular basis. With every purchase, you earn tuition credit and revenue for ILC. Contact the Tuition Credit program manager at (208) 947-1212 for more information.

Referral Credit Program:

Because costs increase per student when we have fewer students, we would like to provide the opportunity for families to share in the benefit of new students coming to the school and a way for current families to reduce their tuition. ***A \$500 Tuition Credit for each new student enrolled in full-time 3 through 12th grade.***

Example: Refer a family that enrolls two full-time 5-day 3-12th grade students and receive a \$1,000 tuition credit, or a family of three students and receive \$1,500 etc. Contact the Office Administrator at (208) 893-5130 for more information.

GIFTING

Tuition and fees do not cover the total cost of education for students. The Idaho Learning Center depends on gift income from parents, friends, grandparents, alumni, foundations, and businesses to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit within the state of Idaho), you help ILC bridge the gap between tuition and operating expenses. These dollars make a great difference in our program. For more information

on gifting to Idaho Learning Center, contact the Office Administrator (208) 893-5130.

MISCELLANEOUS

ACCREDITATION AND AFFILIATION

Cole Valley Christian Schools is a member of the Association of Christian Schools International (ACSI). CVCS is fully accredited with the Association of Christian Schools International (ACSI) and AdvancED. ACSI is the premier accrediting agency for Christian schools and provides parents with an assurance of a quality education from a dependable educational institution. AdvancED is a national accrediting body recognized by the US Department of Education. The High School classes of the Idaho Learning Center Academy are accredited through CVCS.

ADVISORY PERIOD – SECONDARY CLASSES

The Secondary classes have an Advisory Period every day. The Advisory Period ensures that every student on our campus is involved in a discipleship group with adult accountability. Shepherding is a big part of our mission and our desire is to be intentional in this pursuit. Advisory Periods are grade specific. Some typical activities that occur during this time include: Bible study, prayer time, chapel discussion, etc. Advisory time also includes academic accountability and will include the oversight of student planners. Teachers will help guide students in time management, planning, and the preparation of projects.

ASSOCIATED STUDENT BODY – SECONDARY CLASSES

All junior high and high school students are members of the ILC ASB (Associated Student Body) and as such have the option to be involved in student government. Students are represented on the student council and are involved in elections of the following high school officers: President, Vice-President, Secretary/Treasurer, and Class Representatives. The student council will work with the faculty and administration in planning and sponsoring student activities throughout the year. Student Council elections are held in the fall of the school year.

A student activity sponsored by ILC to which a written invitation has been extended through the school to every member of the class is considered a ILC-sponsored activity. Sponsors and chaperones are required for these activities and the purpose for the activity should be in keeping with the philosophy of the school. ILC does not accept the responsibility for activities of a social nature which may include ILC students but were not planned under the direction of the school.

AUTOMOBILES – SECONDARY CLASSES

- Cars are to be parked in designated areas only.
- Driving to and from campus is a privilege which may be revoked at any time by the administration, if necessary.
- The school will not authorize any student to ride with another student driver without parent approval. Please discuss this restriction with your student.

BICYCLES

It is recommended that students lock their bicycles. We cannot be responsible for damaged or stolen bicycles. It is suggested you have the bicycle licensed with the Local Police Department. Keep a personal record of the serial number and description of the bicycle.

BOOK DAMAGE

If a book (library, text or resource) is damaged beyond normal wear, the student responsible will be charged for the required repair or replacement.

BUILDING ACCESS / SCHOOL HOURS

The Library is open and entry available at 7:45 am. The building is supervised from 7:45 am to 4:00 pm only. Classes are in session from 8:10 am to 3:15 pm. Students are not to be in the main school building unsupervised. Students may be in the building beyond these hours only by prior arrangement with and under the supervision of a staff member. The school office hours are 8:00 am to 3:45 pm. Students are encouraged to arrive no earlier than 15 minutes before starting time and to be picked up no later than 15 minutes after dismissal time.

SHUTTLE/BUS

A Shuttle/Bus service between the ILC/CVCS campuses is offered as a service to our school families. The shuttle runs from Nampa to ILC and then to CVCS secondary campus daily. Students riding the CVCS bus from the elementary may ride the shuttle to the ILC campus. These routes run both before and after school. Bus passes may be purchased in the front desk. Both daily ride and annual passes are available. Please contact the office administrator for the cost of these options.

Bus rules will be strictly enforced by the bus driver and school administration to insure the safety of all students riding the bus. Students must remain seated throughout the trip. Riders must refrain from talking in a loud voice and must keep arms and objects inside the windows at all times. Students must show respect to the bus driver, vehicle, and other passengers.

The bus driver is responsible for the welfare of everyone riding the bus and is in charge at all times. When a student fails to comply with the rules a warning will be issued to that student. Persistent discipline problems may result in suspension from riding privileges.

CALENDAR

Our school uses the Tandem calendar which is accessible from the front page of the CVCS website (ColeValleyChristian.org). Parents are given access to view calendar items and have the ability to filter by sports, grades, events. Contact the office administrator for assistance.

CELL PHONES

Elementary Classes:

Students will not be permitted to answer the phone except in an extreme emergency. Please leave messages with the secretary, who will see that they are delivered to the student.

School phones may be used by students only in emergencies, and only with the permission of teachers first.

Secondary Classes:

Students may keep their cell phones with them during the school day. They are allowed to use their phones during passing periods and lunch. Classroom use of cellphones is at the discretion of individual teachers. We ask that parents not text or call their students during class times. If a student's phone disrupts class, the teacher may take it for the remainder of the class period once the student has turned it off.

CHAPEL

The Idaho Learning Center believes that the spiritual life of its students is of the utmost importance and strives to encourage them to know and understand God's incredible love for them. Chapel services provide one source of inspiration and instruction. For the Secondary, Foundations, and Blended Learning Classes, chapel is from 8:10-9:10 on Friday morning. For the Elementary Classes, chapel is held each Friday beginning at 9:10 am. **Parents are welcome.**

CAMPUS POLICIES

Elementary Classes:

Students are required to remain on campus during school hours. If a student is to be released early from school with someone other than a parent, a written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the student's teacher prior to departure. When picking up a student to leave the campus for any reason prior to the release time, the responsible adult to sign the child out with the office administrator. Students may leave campus *only* when accompanied by a responsible supervising adult.

Consistent with our closed campus policy, students (participants or spectators) are required to remain on campus during any school-sponsored extracurricular activity. This applies to parties, athletic practices, competitive events, etc. Students may leave campus only when accompanied by a responsible supervising adult. If the adult with whom the student is leaving is not his/her parent, the student must have received prior written parental permission. It is the student's responsibility to notify the on-duty staff member, coach, or designated adult supervisor prior to his/her departure.

Secondary Classes:

7th through 8th grade students are required to remain on campus during school hours. After turning in a signed liability waiver, high school students may leave campus during lunch, unless the parents request that their student remains on campus. If a student is to be released early from school with someone other than a parent, a written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the office prior to departure. When picking up a student to leave the campus for any reason prior to the release time, the responsible adult must first check in at the front desk and sign-out their student. Juniors and seniors are not allowed to take under classmen off campus.

COMPUTER/INTERNET USE

ILC has established a computer network with Internet access to support and enhance learning and prepare students for success. The school has installed filtering software to minimize access to inappropriate material. The use of the network and Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and high standards of character and conduct. In order for students to use the Internet, their parents or guardians must first read the following acceptable use policies, and then indicate their agreement by signing the Photo, Internet, and Website Permission form included with their application.

Acceptable Uses

- The computer network and Internet are to be used only for educational purposes. This includes classroom activities and educational research.
- Students will have access to the school computers. Student access is limited to school hours.
- Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Photo, Internet, and Website Permission form. Parents/guardians may revoke approval at any time.
- Material created and/or stored on the system is not guaranteed to be private. Network administrators may review files from time to time to ensure that the system is being used properly.
- Network users must keep their passwords private. Accounts and/or passwords may not be shared.
- Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

- The Internet may not be used to establish new email accounts or check existing email accounts.
- School computers may not be used to play games.
- The Internet may not be used to access/participate in any interactive websites, social media or applications. This includes chat rooms, blogs, message boards, instant messaging, etc.
- The Internet may not be used to download or copy any software, games, music, or Internet wallpaper without prior permission from a teacher or the network administrator.
- School computers may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from a teacher.
- School computers may not be used for any activity, or to transmit any material, that violates United States' or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

Safety Guidelines for Students

- Notify an adult immediately if you encounter any material that violates this Acceptable Use Policy. This will protect you against a claim that you have intentionally violated this policy.

EMERGENCY SCHOOL CLOSURE

We usually follow the Meridian School District regarding school closure due to inclement weather. We will always close if they close. However, we may close even if they are open. Listen to radio stations KTSY (89.5FM), KBOI (670AM), TV Channel 7 or the school website for bulletins regarding school closure. Once the school day has begun, school will be kept in session until regular closing time except in extreme conditions.

FIELD TRIPS

Teachers take students on field trips during the school year. Parents participating as supervisors and drivers **must** show evidence of insurance coverage for privately owned vehicles. A current copy of the parent's proof of insurance as well as a photocopy of their driver's license **must be filed in the school office**. In addition, a Background Check must be submitted and results received before parents can accompany the student. This background check needs to be **re-submitted every five years**. If you are unsure if yours is still current, please check with the school office. For the background check, see the school's website, Student Life, SecureSearch Background Check.

HEALTH/COMMUNICABLE DISEASES

When a child is taking regular medication or has a special physical or medical condition, the teacher and office administrator should be informed. The ILC does not have an on-site nurse. Parents may delegate medicine disbursement to ILC personnel by signing an authorization form. Specific individual health plans may be developed for students who need proactive health care intervention within the capability of ILC's non-medical personnel.

Since recess and the outdoor activities of the school day are scheduled for the academic and physical benefit of students, the school urges that no child return to school until well enough to participate in the total school program. Please do not send your children to school if you suspect they are sick. If they have been ill, they must be free from fever for 24 hours without using fever-reducing medicine, and/or have had no diarrhea or vomiting for 24 hours before returning to class. If they will need to take medicine during the school day, please notify the office administrator who will dispense the medication. All medicines need to be in the original container with instructions (when to take, how much to take) clearly marked. If your child's ability to perform is affected by the medication, please talk to the office administrator about whether or not the child should attend school that day.

Communicable Diseases

For the well-being of all students, parents should not allow their son or daughter to come to school with a fever or other signs of any communicable disease. Should a student contract a communicable disease or contagious illness during the school year, immediate notification to the office is necessary and is appreciated.

LOCKERS

- Decorations are allowed for special events. Please use masking tape to attach decorations to lockers. Any decorations must be removed by end of school Friday.
- Stickers, writing, contact paper, gum, or anything that is not easily removed may not be put on the inside of the locker.
- Items displayed inside the lockers need to be appropriate and in good taste.

- School lockers are the property of ILC. Periodic, general inspections of lockers may be conducted for any reason at any time, without notice or student consent. Students will be present for any locker inspection.
- Locks are optional. Students may use a combination or key lock that they purchase. The combinations or extra key must be given to the office. Also, we recommend students **not** leave computers or devices in their lockers overnight.

LOST AND FOUND

Clothing or items of value should be clearly labeled with your student's name. Properly labeled items will be returned to the owner. "Lost and Found" items can be found at the front desk.

MEDICAL EMERGENCY INFORMATION

Parents are asked to complete a medical emergency form for each student attending ILC. Two places for signature are provided to cover the following services:

- Release to take a student to the nearest medical emergency facility in the event that a parent cannot be reached right away
- Release to administer Tylenol and Advil to a student by the office administrator or other authorized personnel.

NON-DISCRIMINATION POLICY

ILC admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies and other school programs.

SCHOOL OFFICE AND VISITORS

Parents are welcome in the school and office. When parents desire to visit a classroom for any reason, they must first sign in at the school office and receive a visitor's pass. Lunches, homework, books, etc., may be left at the front desk to be delivered, and should not be taken directly to the student.

SCHOOL SPIRIT

The Idaho Learning Center in partnership with Cole Valley Christian Schools spirit is evidenced in COURTESY toward teachers, fellow students, volunteers, and officials of school activities; PRIDE in what the school endeavors to accomplish; SPORTSMANSHIP which is the ability to win and lose gracefully; LOYALTY to the academic and conduct standards of the school; and SUPPORT of school functions.

SPORTSMANSHIP

All students, parents and fans represent the Idaho Learning Center and Cole Valley Christian Schools at sporting events, whether on the field or in the stands. Conduct needs to reflect Christian sportsmanship toward the opposing team(s) and toward the officials.

- Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to God, bring honor to Him, and in no way jeopardize our Christian witness.
- Fans and students are asked to be positive toward officials, coaches, players, and other fans.
- Good sportsmanship includes respecting the facilities of other schools and obeying their rules, however they may differ from our own.

STUDENT INSURANCE

The school does not provide insurance for students who are involved in accidents at school. Parents are responsible to provide insurance for their student if/when they are injured at school either through homeowner's insurance or another health care policy the family carries.

TESTING SERVICES

Testing services are available to families either through the public school district or through the Idaho Learning Center. Families are required to have current test data while their student is enrolled at ILC. Testing fees will be discounted for current students. Cognitive testing should be re-administered after 3 years. Achievement testing should be re-administered after 2 years. You will be contacted by the ILC Director of Services if your student needs updated testing.