

# Indianapolis Southside Christian Academy

## School Handbook 2023-2024



**Adventist Education**  
*Christ-centered Education*



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"All your children shall be taught of the Lord; and great shall be the peace of your children." Isaiah 54:13

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## SCHOOL ACCREDITATION

Indianapolis Southside Christian Academy (ISCA) is owned by the Indiana Conference of Seventh-day Adventists (SDA) and operated by Southside Seventh-day Adventist Church. Indiana is one of 4 states that make up the Lake Union Conference, which is one of the nine union conferences that create the North American Division (NAD) of Seventh-day Adventists. Thirteen divisions compose the global church organization. The Adventist education system is the largest Protestant education system in the world.

Established in 2007, ISCA is a school still under development. In accordance with our accreditation process, our teaching staff is required to hold a degree in Education, certified by the Department of Education of the North American Division of the Seventh-day Adventist Church, and be endorsed by the Lake Union Conference of Seventh-day Adventists. We are also under the guidance and support of the Education Department of the Indiana Conference of Seventh-day Adventists.

In Spring 2017, ISCA received a six year accreditation from the Department of Education of the North American Division of the Seventh-day Adventist Church.

## MISSION

Indianapolis Southside Christian Academy (ISCA) exists to meet the educational needs of the southeast Indianapolis area youth with a Seventh-day Adventist Christian education.

## PURPOSE AND CALLING

This is an educational product of the highest quality within a safe, loving, diverse, Christ-centered environment. We recognize the uniqueness each student and teacher brings to the classroom. The operative goal of ISCA includes preparation for this life and the life to come throughout eternity. We operate in harmony with the educational principles of the Seventh-day Adventist Church and the State of Indiana. Any student seeking a Christian education will be considered. The teaching staff is dedicated in assisting the development of excellence in:

- Developing a personal relationship with Jesus Christ
- Interpersonal skills and responsibilities
- Citizenship skills and social responsibilities
- Academic achievement
- Skills in the development of physical, mental and spiritual disciplines.

An *Adventist Review* article asked the following question: “What ministry of the Adventist Church in North America holds six to eight hour long evangelistic and Christian nurturing meetings in 7,000 sites five days a week every year?” That’s right – Adventist schools and Adventist teachers. It is done for young children, juniors, teens and college students.” Kovalski, George N., *Adventist World-NAD*, May 2007, pg. 14. The implications of this article include the



idea that dollar-for-dollar, Christian education is as important (successful), or maybe more so, than dollars used in general missionary work.

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

“You must respect your own faith in order to successfully introduce it in others.”  
*Fundamentals of Christian Education*, pg. 194.

The educational framework among Seventh-day Adventists is that:

“True education means more than the pursuit of a certain purpose of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the highest joy of wider service in the world to come.”  
*Education* pg.13

Therefore, it is the purposeful intent of the curriculum and its teaching to incorporate Biblical values through-out the student’s learning experience by using intelligent methods and personnel who are serious about the privileges God has granted Seventh-day Adventists. The stated objectives include:

- A quality curriculum
- A loving and safe environment
- Open communication with students and parents
- A knowledge of Bible truths
- An opportunity for students to
  - a. choose to follow Jesus
  - b. grow in their relationship with God
  - c. serve others

## ACADEMIC

At ISCA we have a high academic standard. We believe that all classes are important. With the help of teacher and parent, students strive for academic success. Upon admission, the parents of the student are expected to provide the items the teacher specifies as necessary learning tools.

## CURRICULUM

ISCA uses the Small School Curriculum adopted by the Lake Union Conference of Seventh-day Adventists and the Indiana Conference Education Department. This curriculum emphasizes basic skills in Reading, Mathematics and Language. Proficiency in these areas is essential to success in ALL school projects. Bible, Social Studies, Science, Health, Spelling, Hand Writing, Art,

Music and Physical Education are included in the course of study.

#### ACADEMIC ACHIEVEMENT

Students in grades 1-8 will be given the required MAP (3 times each year) and annual WIDA assessments. Students in grades 3 will be given the annual IREAD 3 assessment. Students in grades 3-8 will be given the annual ILEARN assessment tests each spring.

#### CREDENTIALS

Teachers are credentialed by the North American Division of Seventh-day Adventists. Staff members are Seventh-day Adventists in regular standing in their congregations.

#### HOMEWORK

Much of the day's schoolwork is completed under the supervision of the teacher during school hours. However, some work will usually need to be done outside of school. When used effectively as one part of the teaching/learning process, homework gives students the opportunity to apply independently what they have learned in the classroom, and further aids them in developing responsibility, good work habits, and valuable time management skills.

#### MAKE-UP WORK

Everyone gets sick at times. When your child misses school due to illness or family emergencies he/she will be missing the work assigned during that period. It is the parents' responsibility to see that this work is taken home and completed, but the school will help in any reasonable way we can.

#### PRIOR ARRANGEMENTS

- 1) If a student knows he/she is going to be absent, notification should be given to the teacher at least one day prior to being absent, and arrangements made with the teacher regarding homework and make-up work.
- 2) If a student is going to be absent for part of a school day for a doctor or dentist appointment, etc., the teacher should be notified in advance and arrangements made for homework or make-up work.

#### MAKING-UP WORK

- 1) The number of days a student misses will be the number of days the students has to make up assignments.
- 2) If quizzes or tests are announced for a specific day and the student is present on the day it was announced, but was absent on the day the test or quiz was given, the student will be required to take the quiz or test on the day he/she returns to school.

#### PARENT/TEACHER COMMUNICATION

Teachers, administration and staff alike recognize the importance of maintaining an open and free flowing dialogue between themselves and parents. We welcome the opportunity to talk

with parents concerning their student's welfare and progress. Parent-teacher conferences are held to stimulate communication and questions between the teacher and the parents. Aside from formal conferences, parents are encouraged to communicate with their child's teacher on a regular basis.

"The parent's work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness."

*Fundamentals of Christian Education*, pg. 69-70

"In the formation of character no other influence counts so much as the influence of the home. The teachers' work should supplement that of the parents, but is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate."

*Education*, pg. 284

**The following are some helpful guidelines in this regard:**

- 1) Make home life positive and constructive.
- 2) Encourage positive attitudes about homework.
- 3) Be sure your student has sufficient time to complete homework.
- 4) Provide a space conducive to quiet study and work to establish a regular schedule for completing homework. Pencils, paper, books, adequate lighting, dictionary, ruler etc. should be available.
- 5) Have a family rule about use of phones, TV, DVD and videos, etc.
- 6) Follow a scheduled bed time allowing the child an adequate time to sleep (8-10 hours is recommended) and at least 2-3 hours of sleep before midnight.
- 7) Regular family worships, including prayer for daily study.
- 8) Maintain good healthy eating habits.
- 9) Check (do not complete) all papers and homework for accuracy and neatness.
- 10) Keep book bags and room neat – these qualities carry over into the classroom.
- 11) ) Pray for your child's teacher and keep in close contact.

**The following study habits need to be encouraged in your child(ren):**

- 1) Encourage a positive attitude towards study, fellow students, and teachers.
- 2) Learning requires effort and paying attention.
- 3) The study area should be well lighted and quiet.
- 4) Read through the assignments to get the big picture, then re-read for details.

- 5) Keep a regular studying time by making out a schedule and sticking to it.
- 6) If parents can't read it, neither can the teacher.

**Support quality thoughts/ideas about authority figures:**

- 1) Teach understanding of teacher's "role as parent".
- 2) Teach respect for the law, authority, the rights of others, and for private and public property.
- 3) Support prompt and regular school attendance and encourage full compliance with school procedures.
- 4) In the best interest of the child, support teachers in their efforts to effectively carry out discipline.

**In cases of disagreements and complaints:**

- 1) Speak to the teacher or people involved immediately and discuss the problem.
- 2) If the problem is not resolved to your satisfaction, go again, taking a neutral party. Keep a record.
- 3) If the problem remains unresolved, contact the chairman of the school board, who will add the item to the agenda of the next school board meeting. The final local authority for the running of the school rests with the school board. Any rules or rulings made by the school board will be honored.
- 4) There is an appeal process available through the Indiana Conference if you have followed these steps and still are not satisfied.

**ACCELERATION / RETENTION**

The school will consider acceleration or retention of a pupil on an individual basis and according to the Lake Union Conference Education Policy. The final decision will be made by the school, in cooperation with the parents, and the Indiana Conference of Seventh-day Adventists Department of Education. Poor attendance throughout the school year could also lead to possible retention.

**EVALUATION**

For all pupils, report cards are issued following the close of each nine-week period. The marking system used is well described on the grade card, and these reports should be examined carefully by the parents.

**GRADING SCALE**

93-100=A	90-92=A-	87-89=B+	83-86=B	80-82=B-	77-79=C+
73-76=C	70-72=C-	67-69=D+	63-66=D	60-62=D-	59 & Below=F

**ADMISSION POLICIES**

As a private institution of education, Indianapolis Southside Christian Academy retains the right to admit students at its own discretion. The ISCA Board will make a determination of the

admittance of each student to ensure that the admittance of the student will advance the Mission Statement of ISCA in providing quality Christian education.

Choice School Scholarships: Registration for the 2023-2024 school year will be from March 26, 2023 through April 11, 2023. After that, any available openings for Indiana Choice School Scholarships will be filled using the lottery system on April 30, 2023. Please see page 18, *Indianapolis Southside Christian Academy Lottery Process Policy*.

#### AGE

ISCA requires that students be six (6) years of age by July 1 of the current year to enter first grade.

#### TRANSFER STUDENTS

Applicants must have a valid report card or records from the school previously attended. If the student has no previous school record, appropriate scholastic level will be determined by teacher-supervised testing.

#### SPECIAL NEEDS

The school is not equipped or sufficiently staffed to offer continuous remedial help for children with special needs. At the time of registration please inform the school of any social, physical or civic problems the child may have. Concealment of such information may be cause for dismissal.

#### NON-DISCRIMINATION POLICY STATEMENT for Adventist Schools

SEQ CHAPTER \h \r 1The North American Division of Seventh-day Adventists

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

#### PROCESS

Students will be admitted upon approval by the school board. Since the physical facilities are limited, preference is given to those students whose parents are members of the Seventh - day Adventist Church. In order for each child to be considered for admission, the following documents must be submitted to the school board:

- 1) Application for admission
- 2) Medical certificate of physical examination if entering the school for the first time or fifth (5th) and ninth (9th) grades.
- 3) Complete immunization records
- 4) Consent to treatment form

- 5) Copy of birth certificate
- 6) Any previous academic records

#### PHYSICAL EXAMINATIONS

A current Physical Examination by a physician is required of all students entering school for the first time and at the fifth (5th) and eighth (8th) grades. The Physical Exam form must be turned in to the school within 30 days of enrollment.

#### IMMUNIZATIONS

The Indiana State Department of Health's policy states:

"No child will be permitted to attend school for more than thirty (30) days beyond the date of his enrollment unless he is either a) fully immunized, or b) has begun his immunization and can produce a schedule for the completion of them, or c) has a current or valid religious or medical objection on file." However, Covid-19 vaccines are not required by the State of Indiana or the Indiana Conference of Seventh-day Adventists at this time.

#### MEDICATIONS

A written note from the parent or physician should notify the teacher, in advance, of any non-prescription medication brought to school. Written permission for the teacher to administer such medication as well as written explanation of dosage along with last dosage given is required. The teacher maintains possession of all medications.

#### GRADE PLACEMENT

The school reserves the right to give entrance and qualifying tests to any applicant. The results of such tests, along with the student's previous school records, will make up the information needed to place the student in the grade where he/she will have the greatest opportunity for success.

#### PROBATION

There will be a thirty day (30) general probation period for all new students. If at the end of this time, the teacher, principal, and parents find themselves in disagreement with the practices or policies of the school, parents may be asked to withdraw their child.

#### SCHOLASTIC PROBATION

All new and returning students will be encouraged to maintain a GPA of 2.0 or higher, on a 4.0 scale. Students with grades below 2.0 will be monitored the following nine week grading period and will be evaluated for Scholastic Probation. Scholastic Probation may result in the loss of special programs and activities until the grades reach the minimum of 2.0.

## NON-CUSTODIAL PARENTS

In order to maintain a professional courtesy to the parents of children, ISCA reserves the right to only deal with the custodial parent. A custodial parent may be required to be present when a student is being discussed with a non-custodial parent. Parent-Teacher Conferences are one per child. Therefore if both parents wish to be present, please make an effort to arrange a time that fits both parents' schedules.

## TUITION

2023-2024 School Year

### *\* Registration fee*

A **one time, registration fee** of \$300.00 and \$30.00 insurance fee will be charged upon registration and is due prior to the beginning of the school year in August. This registration fee covers the cost of text books, library books, testing fees.

### *\* Monthly tuition*

There are 10 monthly tuition charges due from August through May. Tuition covers instructional and operational costs. Tuition does not vary by grade level. Tuition is based on constituent and non-constituent students. **Tuition is due by the 15th of each month.**

2023-2024 Tuition Rates	Monthly Breakdown	Yearly Fee
All Students:	\$550.00	\$5,500.00

**All outstanding tuition balances must be paid in full prior to enrolling a student for the next school year.**

## DRESS CODE AND GROOMING

Students are encouraged to have good grooming habits and present a modest, wholesome, and healthy Christian appearance. All students should observe habits of cleanliness and wear clothing that is neither too tight nor body revealing.

Indianapolis Southside Christian Academy has adopted a UNIFORM dress code acceptable for both boys and girls.

SLACKS of khaki/tan, black or navy blue. Exceptions may be made for certain field trips or school activities at the discretion of the teacher or board.

POLO SHIRTS/BLOUSE of white, blue (various shades), red, yellow, black, gray, green, brown. **\*\*\*ALL SLACKS AND SHIRTS/BLOUSES MUST BE SOLID COLOR\*\*\* This means no pictures, printing or patterns.** GIRLS may also wear skirts and jumpers that are no more than two inches above the knees and follow the color guidelines for slacks.

SUMMER/HOT WEATHER WEAR ACCEPTABLE ONLY IN SEASON WITH NO TEE SHIRTS unless worn under the other shirt or it is the official ISCA logo t-shirt worn on Fridays and special occasions.

Girls	Acceptable	Not Acceptable
Tops	<ul style="list-style-type: none"> <li>● Button-up shirts with a collar</li> <li>● Crew neck, and polo–style shirts with a collar</li> <li>● Crew neck sweatshirts, sweaters and vests</li> <li>● School logo tee shirts (on Fridays and special occasions only)</li> </ul>	<ul style="list-style-type: none"> <li>● Form-fitting or tight tops</li> <li>● Shirts that show the midriff at any time</li> <li>● Sleeveless or sheer shirts</li> <li>● Athletic shirts, tank tops</li> <li>● <b>Tops with writing, designs or characters</b></li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>● Full length pants, shorts are acceptable only in season</li> <li>● Skirts, dresses and jumpers that are no more than two inches above the knee</li> <li>● All bottoms must fit at the waist, belts are to be worn if there are belt loops present</li> <li>● Leggings only if they are worn under a skirt or dress and follow the color guidelines</li> </ul>	<ul style="list-style-type: none"> <li>● Baggy, trailing the floor pants</li> <li>● Pants that are frayed, cut-off or have holes of any kind</li> <li>● Tight or low riding bottoms</li> <li>● Leggings or form fitted pants</li> <li>● Sweat suits, pajama-type athletic pants or athletic shorts</li> <li>● Shorts that are farther than 2 inches above the knee and are out of season</li> </ul>
Boys	Acceptable	Not Acceptable
Tops	<ul style="list-style-type: none"> <li>● Button-up shirts with a collar</li> <li>● Crew neck and polo– style shirts with a collar</li> <li>● Crew neck sweatshirts, sweaters and vests</li> <li>● School logo tee shirts (on Fridays and special occasions only)</li> </ul>	<ul style="list-style-type: none"> <li>● Tank tops and athletic shirts</li> <li>● <b>Tops with writing, designs or characters</b></li> </ul>



Bottoms	<ul style="list-style-type: none"> <li>● Full length pants, shorts are acceptable only in season</li> <li>● All bottoms must fit at the waist, belts are to be worn if there are belt loops present</li> <li>● All shorts may not be shorter than 2 inches above the knee</li> </ul>	<ul style="list-style-type: none"> <li>● Baggy, trailing the floor pants</li> <li>● Pants that are frayed, cut-off or have holes of any kind</li> <li>● Tight or low riding bottoms</li> <li>● Leggings or form fitted pants</li> <li>● Sweat suits, pajama-type athletic pants or athletic shorts</li> <li>● Shorts that are more than 2 inches above the knee and are out of season</li> </ul>
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## ACCESSORIES

Non-functional jewelry, such as earrings, rings, neck chains, identification bracelets, leather bands and other conspicuous ornaments are prohibited. Facial or body piercing are not to be worn. The use of cosmetics in a manner that detracts from its natural appearance is prohibited. Hair should be clean and well groomed. Boys' hair should stay cut and neatly trimmed. Hair with unnatural-appearing patterns, colors/bleaching, unnatural designs and styles are unacceptable. Hats or caps for boys or girls are not to be worn indoors.

## SHOES

Shoes and socks are to be worn at all times. Closed-toed shoes, (Oxford, loafers), Mary Janes for girls, sandals with an ankle strap, and tennis shoes are acceptable footwear. Tennis shoes must be clean and neat, with shoe strings intact and tied. (Separate shoes may be brought for recess.) Flip flops are not to be worn at any time. Shoes with wheels or cleats are not to be worn.

Infractions of the dress code policy may result in asking parents to bring in a suitable change of clothing or shoes during the school day. Dress code applies to all ISCA off-campus activities and field trips, unless otherwise instructed by teacher (such as jeans for outdoor activities, etc.)

## CLEANLINESS

Gum chewing and the possession of sticky play substances such as Smud, Slime etc. is a problem in any facility trying to keep desks, chairs, hallways and all carpeted areas clean. If a student violates this maintenance code, or in any other way defaces school properties there may be fines levied to cover the potential cleaning costs. A \$5.00 fine may be assessed for persistent gum chewing within the school premises. Students may be involved in cleaning up areas blemished. Food or drinks are not to be consumed in hallways or bathrooms, especially during breaks to the bathroom. Textbooks, clothing and other personal belongings are to be kept in designated places at all times. Such items left lying around may be confiscated. Desks are to be cleaned regularly.

## RULES OF CONDUCT

### STUDENT CONDUCT AND DUE PROCESS

We believe that God has ordained for Christian schools to be established where our children may not only receive a scholastic training, but act as an extension of home training.

We are committed to providing a safe and secure atmosphere in which students can learn and grow without fear. Please discuss the following code of conduct with your child(ren).

- 1) All disrespect, disobedience, and insubordinate situations are unacceptable and shall be cause for discipline by the teacher(s) and/or school board. This may include suspension by the teacher or school board.
- 2) No swearing, filthy, or foul language.
- 3) No discussion of questionable television programs, movies, or inappropriate online content.
- 4) No media that is contrary to Biblical principles that would encourage inappropriate behavior. All electronic media devices should not be brought onto school grounds and will be confiscated if used during school hours without permission.
- 5) Only teacher-approved books and reading materials are permitted at school.
- 6) Skateboards and scooters are not allowed on school property.
- 7) Misbehavior during school time in any way suggesting familiarity or special friendship between males or females, and/or between the sexes, will not be allowed.
- 8) Respect for fellow classmates is expected. Bullying, cyber-bullying, injuring, degrading or disgracing a fellow student, and fighting of any kind is forbidden. Threats of violence by any means, by any student(s), toward other students, faculty, or volunteers, will result in the police being notified immediately. The parent(s) of the threatening student(s) will be contacted immediately. The act of threat will result in immediate expulsion. Even making a threat jokingly will not be tolerated and could result in extreme consequences up to and including expulsion for the student(s) making the threat.
- 9) Knives or weapons, fireworks, matches, lighters and the like are never allowed on school property. Any such items found at school or on an off-campus school function will be confiscated immediately and the individual responsible will be subject to serious discipline by administration and other possible consequences arising from the involvement of the law.
- 10) If students damage school or church property through negligence or violation of school rules, the parents will be responsible for cost of repairs or replacement.

12) Students must not violate another student's right to privacy by touching or discussing private areas. Sexual connotations of any kind will be treated as a major disciplinary action and may result immediate suspension or expulsion.

13) Behavior such as note passing, classroom disturbance, eating/chewing gum, dress code violations, cheating, lying, stealing, fighting or any of the above mentioned behaviors will result in disciplinary action as deemed appropriate by the teacher and/or schoolboard.

#### LUNCHES

At this time, students are required to bring a lunch to school each day, unless there is an announcement made about a special occasion (Christmas party, birthday, etc.). When preparing your child's lunch, please keep in mind the principals of the Seventh-day Adventist Church and its health message. Recognizing that our bodies are the temple of God, and recognizing that a close relationship exists between a student's health habits, and his or her ability to learn, parents are asked to provide a well-balanced lunch. Please refrain from sending caffeinated beverages, Leviticus unclean meats such as pork or ham, and limit high sugar foods in student lunches.

Students will NOT be permitted to use the kitchen, refrigerators, or microwaves. This means that lunch boxes will be placed on a designated table in the social hall (NOT refrigerator) and lunches will not be cooled or warmed. Parents can purchase an ice pack, thermos, or other such device to keep their child's lunch at the desired temperature

At ISCA, we like to celebrate each student's birthday in a special way. Parents are not required to send anything, but those who wish to bring in treats to celebrate a child's birthday are asked to contact the teacher in advance and bring in a store purchased treat for each child.

#### CELL PHONE USAGE

Students can bring cell phones to school for emergency use only. Cell phones should never be seen or heard without permission during school hours. Cell phones should always be set on silent mode and stored in their backpacks. In case of an emergency, students will be allowed to call or text their parent(s) using their teacher's cell phone.

## VISITORS

Students may not invite friends or relatives to visit the school without first obtaining permission from the teacher prior to the day for the visit. All visitors are expected to conduct themselves in harmony with the standards of the school. Board members and parents are urged to visit the school, but not to tie up the teacher's time during the school day.

## ACCIDENT INSURANCE

The school provides, to all students, a group accident insurance policy. It provides medical coverage for accidents, up to \$500.00 occurring at school or any school functions, and while traveling to and from school. Coverage is limited to 30 minutes prior to the beginning of the school day and 30 minutes after the school day has ended. The premium is not included in the school registration fee.

## FIELD TRIPS

All students are expected to attend field trips. Field trips are an extension of classroom learning. The school board must approve all field trips and a permission slip must be signed by a parent or guardian of the student in order to adequately provide insurance coverage. Parents may be needed to assist in transporting students to and from events.

## SAFETY AND DISMISSAL REQUIREMENTS

Parents are requested to make arrangements for their students to be picked up right after school is dismissed (within the first 15 minutes of dismissal). When parents wish to stay and visit with each other, students should remain in their vehicles and not on the playground or in the school building.

## LEAVING DURING THE SCHOOL DAY

In order for a student to be taken from school during school hours, a phone call or written request must be made by the parent or guardian prior to the time of pick up. If the person picking up the child is not the parent or guardian, identification must be shown. Those picking up a student will be required to sign the sign-out form before the student is permitted to leave during school hours.

## UNPRINTED POLICIES

Policies may need adoption by the school board or teacher during the school year. These policies will be announced to the students and parents via a printed notice or letter. These policies will have the same validity as those published in the school handbook. It may be necessary for teachers to vary the discipline plan to fit a particular circumstance or to affect a more positive outcome.

## LIBRARY MATERIALS

The students may borrow library books. Students are expected to take good care of all borrowed materials.

## ATTENDANCE

### SCHOOL HOURS

School will be held Monday through Thursday, 8:30 am to 3:30 pm (8:30 am to 2:30 pm on Friday). Students are not to be dropped off at school before 8:15 am. If you arrive early and none of the staff have arrived, please stay with your child(ren) until a staff member can supervise them. Never leave them unattended.

All students need to be picked up at 3:30 pm (2:30 pm on Friday). The staff at ISCA cannot provide after school care for your children.

### ABSENCES AND TARDIES

At ISCA, regular and prompt attendance is a vital component to your child's education. Because Christ is the center of our school, we begin our day with worship. Beginning the day in this manner is one of the components that set us aside from public schools. In order to include this important aspect of Adventist Education, our classrooms must begin on time.

It is the responsibility of parents to provide reliable, punctual transportation for their child(ren). Provisions should be made in advance to leave early enough so a train, slow traffic, or inclement weather would not keep a student from being on time.

**Please be prompt in picking up your child(ren) on time. The teacher's after school time is valuable for planning and preparing the next day's lessons.**

The attendance policy is as follows:

- 1) School will begin each day promptly with worship.
- 2) All students enrolled are expected to be punctual and regular in attendance.
- 3) Emergencies, sickness, and/or death in the family are considered legitimate excuses for absences.
- 4) Written excuses are required for all absences and should be given to the teacher the day the student returns to school.
- 5) A student who has unexcused absences/tardiness for more than 10% (5 days) of the grading period will receive a call or letter stating the student has had a high number of absences. The school board may be advised at its next meeting.
- 6) Excessive absences (20%) of two grading periods may jeopardize the student's grade placement. The student may be expelled from school, if such absences are not deemed excused absences as noted. Also, missing more than 20 consecutive days of school will result in a Choice Scholarship student losing their scholarship and reverting to full tuition status.
- 7) Whenever a student is absent for three (3) days in succession, upon the fourth (4th) day a doctor's excuse is required.

8) Enrolled students are expected to attend the following school functions as necessary: extra-curricular activities, special programs, field trips, class graduation, and/or music festival.

#### EXCUSED vs. UNEXCUSED ABSENCES

The State of Indiana requires the teacher to report all unexcused absences or tardiness. There is a heavy penalty if this is neglected. The student is considered absent or tardy without excuse if the parents do not call or send written explanation giving valid reasons for the absence: illness, doctor appointments, etc.

Vacations are not excused absences per Indiana Conference of Seventh-day Adventist policy.

Students will have a grace period of one day for each day missed to make up their missed assignments. Assignments turned in late will face possible reduction in credits.

Since field trips are considered part of the curriculum and part of the learning experience, if a student is absent on that day, the teacher may deem it necessary for the student to do make up work for the learning missed that day.

#### INCLEMENT WEATHER

School may be delayed or closed due to severe weather or driving conditions. You will receive a phone call if school is cancelled or delayed. Cancellations or delays will be posted on Channels 4, 6, 8, 13, and 59. You can also visit the websites of these stations if you don't want to wait for it to show on the TV news stations.

#### RECESS

During winter months and inclement weather, outdoor recess will be at the teacher's discretion. Temperature for outdoor recess may be 25 degrees F or above. Please make sure your child has appropriate clothing and change of clothing in case of snow. If you prefer your child not go out to recess on these days, please send a note stating such.

#### PATHFINDER AND ADVENTURER CLUBS

Your church may sponsor a Pathfinder or Adventurer's Club, and some of the requirements may be fulfilled as part of the school's learning experiences. Contact your teacher(s) as to what is/can be done in this area.

#### BAPTISMAL CLASSES

Baptismal preparation classes may be available to all students who are age appropriate and express interest in this area. If a child is interested in preparing for baptism, the teacher should be notified.

#### RINGING ITEMS FROM HOME TO SCHOOL

Students must obtain permission from the teacher before bringing to school such things as pets, playthings, toys, special projects. They are to be kept in the student's designated storage area or back pack unless permission is granted by the teacher.

#### HOME AND SCHOOL ASSOCIATION

The Home and School Association includes all parents, students, and teachers, along with all community members who are interested in participating in the spiritual, mental, social and physical growth of our children. A Home and School Committee, representing a cross-section of the Association, meets regularly to plan and execute activities. We welcome all who wish to assist in any way. Simply contact the Home and School coordinator; he/she will be happy to hear from you! The Home and School Association benefits all of our children, promoting a stronger and more meaningful relationship between home, church and school. Thus, it should be well supported by all.

Our active Home and School Association sponsors many fun and enjoyable activities throughout the school year. We appreciate help from our parents in helping to make these a success. Ask the teacher or Home and School leaders about how you can volunteer and help with the fundraisers for our school. In addition, Home and School is sponsoring the General Mills Box Tops for Education program. Please save these labels from any of these products you purchase.

**DROP OFF PROCEDURES:**

Wearing a mask this year is optional. You must provide a mask if you want your child to wear one. The staff will provide hand sanitizer for their use each morning. Parents/Drivers need to wait and see that their child was admitted before driving away.

**LUNCH PROCEDURES:**

Students will NOT be permitted to use the kitchen, refrigerators, or microwaves. This means that lunch boxes will be kept in the hallway with their coats, etc., (NOT refrigerator) and lunches will not be cooled or warmed. Parents can purchase an ice pack, thermos, or other such device to keep their child's lunch at the desired temperature.

Students may not share food. NO exceptions.

The water dispenser MAY NOT be used at all. Therefore, parents must supply a **reusable** water bottle each day for their child to use. If a student runs out of water, staff will make sure that the bottle is refilled and returned to them.

**ILLNESS:**

Students should not be sent to school if they are showing signs of illness, such as fever (99 degrees or above), diarrhea, stomach ache, nausea, vomiting, constant coughing, sore throat, constant runny nose, tiredness or a headache the previous night. Children who are ill should be fever-free for 24 hours without the use of fever reducing medicine before attending school.

If a student becomes ill at school, staff will notify the parent immediately to come pick the child up as soon as possible.

If your child has not been tested, but experiences symptoms of Covid-19, a Covid-19 test can be administered at the school. You will have to wait until we have the results before leaving with your child. **If your child tests positive, they may return if the following conditions are met:**

If other symptoms have improved such as cough or shortness of breath. If they test positive, at least 5 calendar days from that positive test have to pass before returning to school. Please refer to current CDC Covid-19 policies.

**NOTE:** *These policies are subject to periodic review and change by the school board.*



## Indianapolis Southside Christian Academy Lottery Process Policy

If Indianapolis Southside Christian Academy (also known as ISCA) were to receive a number of Choice Scholarship applicants that exceeds the number of Choice Scholarship places that ISCA can successfully accommodate, then ISCA would conduct a random lottery drawing of eligible Choice Scholarship Students who meet the admission standards for ISCA.\*

The priority of admissions order that ISCA abides by during the admissions process is as follows:

1. Returning Students
2. Returning Students' Siblings
3. Southside Church Members' New Students
4. Non-Southside Church Member's New Students
5. New Students

The deadline for application submission to be considered for part of the lottery is 4/11/2023.

If a lottery is needed, the date for said lottery would be 4/30/2023.

\*If the number of Southside Church Members' New Students (#3 listed above) applications exceeds the number of Choice Scholarship places that ISCA can successfully accommodate for the coming school year, then the lottery would include only those students.

# Indianapolis Southside Christian Academy (ISCA)

## Computer/Internet Use Policy

To: Students and Parents

We are in a fast changing world and to be prepared to advance in school and to find a place in the world of work technology is utilized in our instructional program. We continue to expand our computer usage which includes internet access.

As with all media,( including books, pictures, and television programs), computers and the Internet have good and bad attributes. There is a great deal of information, good and bad, on the Internet. It is essential for students in today's learning environment to know how to use computers and the Internet for study and research. ISCA has established guidelines and restrictions as to the use of computers and Internet. This is an endeavor to prohibit access to certain undesirable areas that are unacceptable. We also have restrictions to protect our equipment and to generally limit our technology use to educational purposes only. Our goal is to educate students in the correct use of technology. ISCA has taken steps to safeguard and protect our students by instituting firewalls and filtering devices to block unacceptable websites. Our students are now being educated in Internet safety to be made aware of the dangers in certain Internet activities.

Technology is moving at a fast pace. With all the safeguards in place some unacceptable information could possibly slip through. Therefore, it is important that our students also take responsibility in their use of computers and the Internet, and to follow the posted rules for such use. Any inappropriate material that comes through the Internet should be immediately reported to the teacher so that the site can be added to the filtering device.

Students are not to: hack, download programs, change computer defaults, use chat rooms, use social nets, use personal email or copy copyrighted material, or any other misuse of the computers, or disregard any stated or posted rules. (Any exceptions to the above restrictions are only with express permission of the teacher.)

Students are not to have drinks or eat food while using the computers. Hands are to be washed after eating before using the computers.

To qualify to use school computers, the students and parent/legal guardian must agree to abide by the rules set forth by the ISCA Board by signing the following contract. Deviation from the rules will result in the student losing computer and internet privileges and possible suspension from school by the ISCA Board.

Indianapolis Southside Christian Academy  
Computer/ Internet Use Contract  
2023-2024

I \_\_\_\_\_ (Student) agree to the following rules for using computers and the Internet at school (ISCA)

- The use of school computers and the Internet at school (ISCA) is a privilege, not a right. If I abuse that privilege I will lose it.
- I will practice Christian courtesy with the use of school computers and Internet.
- I will use the internet at school for the purpose of education, and for researching approved school assignments only.
- I will avoid all areas (i.e. web sites) that do not meet school/Christian standards.
- I will not access and use chat lines, personal e-mail, copying MP3 files, social network, etc. unless specifically designated and permission given by the teacher(s). (Example might be chat with NASA astronauts, school projects, etc.)
- I will not download or save to disk or flash drives any programs, images, movies, sounds, or media content without my teacher's consent.
- I will not load, install, or setup any software or applications without express permission by my teacher.
- I will not play any games without the teacher's permission.
- I will use only flash drives, or disks available from the school, and not disks or flash drives from home.
- I will not hack or change computer defaults or application settings without express permission from the teacher.
- I will only use the internet under the supervision of a teacher. I understand that unsupervised use is not permitted. I will not hide my online activities from my teachers.
- I will observe copyright laws. I will not plagiarize information. I will not bring software from home to copy onto school computers, nor will I copy school software for home use.
- I will not change log-in passwords. I will never add passwords without permission.
- I will not log-in as another person. I will not delete, copy, or modify another person's files.
- I will report all technical issues or inappropriate websites that may get through to the teacher.
- I will only print with the teacher's permission.
- I will treat the school's equipment with respect at all times. I will not eat or drink near the computers.
- I will follow all announced and posted computer/Internet rules and accepted practice.

Student \_\_\_\_\_ Parent \_\_\_\_\_



## Indiana Conference of Seventh-day Adventists<sup>®</sup> Media Release Statement for Student Handbooks

Students enrolled at Indianapolis Southside Christian Academy will be photographed and included in our yearbook and other school publications. This includes but is not limited to news reports, web pages, brochures, and other sources of media. All rights, title, and interest in the photography and media outlets belong to said school and there will be no student or family financial compensation for the use of any of the photos or media. Indianapolis Southside Christian Academy has the sole control over them to edit, copy, alter, and revise them. Indianapolis Southside Christian Academy further retains control over their use and distribution.

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 07/07/2016



Indiana Conference of Seventh-day Adventists®  
**Indianapolis Southside Christian Academy**

4801 Shelbyville Road  
Indianapolis, IN 46237  
Phone: 317.207.4182

**Statement of Handbook Acknowledgement**

I hereby acknowledge that a copy of the [insert name of school] Handbook has been provided to me and that I understand its requirements and agree that I am responsible to read and review it in its entirety, including any revisions, during my child's enrollment at [insert name of school]. I willingly agree to its provisions. I am committed to helping my child comply with the guidelines stated in the handbook.

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I am required to comply with the [insert name of school] Handbook and its subsequent revisions during my enrollment and I agree to follow the provisions, rules, and guidelines

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_