**INTERNATIONAL CHRISTIAN ACADEMY**

**2025-26**

**“For it is God who worketh in you, both to will and to do of His good pleasure.”**

**Philippians 2:13**

**Vision**

Our desire is for our students to become the best person they can be with God’s power and direction.

**Mission**

Our mission is to teach students to glorify the Lord Jesus Christ through their mind, body, and spirit, while providing excellent academic education to all students.

**Our Pledge**

We love our students and believe they are not here by chance, but by the appointment of God. As teachers and staff, we pledge to you the same level of excellence and commitment that we request from you and your child.

Let each year be a year in which we can say we have “…studied to show [ourselves] approved unto God, a workman that need not be ashamed…” II Timothy 2:15.

**Our Philosophy**

ICA’s bases its educational philosophy on a Biblical worldview. We recognize that the fear of the Lord is the foundation of all wisdom and knowledge.

Scripture clearly teaches that parents are responsible for their children’s education and discipline. The school is an extension of the home. It is one means through which parents fulfill the responsibility the Lord has given them.

**Statement of Faith**

We believe:

The Bible to be the inspired, only infallible, authoritative Word of God.

There is one God, known as Father in creation, Son in redemption, and Holy Spirit in regeneration. Jesus is His name.

In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension, and in His personal return to power and glory.

That for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.

In the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.

In the spiritual unity of believers in our Lord Jesus Christ and that the true church, with the Lord as their Savior, is the body of Christ.

In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

**Artificial Intelligence-AI**

The use of AI on any assignment or project is strictly prohibited. The paper will receive a 0% grade and an automatic suspension.

**Attendance Policy of The Florida Department of Education:**

International Christian Academy of LaBelle maintains regular attendance to meet the minimum compulsory attendance requirements in State Board of Education Rule 6A-1.09512 of at least 170 actual school days and 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12.

**Bible Class Attendance**

Bible class and chapel attendance are required by all students. A student who is habitually late or has excessive absences for Bible and chapel attendance **may be dismissed** from ICA.

**Class Attendance**

To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all students at ICA. Please, make certain your child arrives approximately 10 minutes prior to their scheduled class time *to ensure preparation for class*. If a student must miss any class time, please, notify the ICA office by 8:00 AM (863) 342-8900, Monakajkowski@ICALaBelle.education . Nine (9) unexcused absences per year may result in grade level failure. For scholarship students, ***18 absences may cause you to lose your scholarship***. Scholarship programs ask for the attendance records to be disclosed. Auditors verify attendance, too. ***Poor class attendance may result in dismissal from ICA at the discretion of the administration.*  There are no credits or refunds for missed class days.** Attending ICA is a privilege.

**Attendance PROBATION**

If your child is placed on attendance probation, we will evaluate his/her attendance and punctuality at the end of the school year. Your child is in jeopardy of NOT returning to ICA in the fall. Please, make sure that your child is at school, daily **by 7:20 am.** Good attendance and punctuality will help in their grades, their mental health, and proves that you want them at International Christian Academy for the following year.

**Class Cancellations**

Class will not be cancelled due to weather, and we will meet according to the school calendar except for extreme conditions such as a hurricane or tropical storm. If cancellation is necessary, parents will be notified by phone, text, or an email will be sent, if the weather permits. A general rule***: If Hendry County Schools have been dismissed for extreme weather conditions, ICA will be dismissed as well.***

**Class Placement**

We strive to provide the best learning environment for individual’s needs. Instructors at International Christian Academy strive to place students in academic levels that are most suitable for each child. Students are placed

according to their current stage of academic ability, physical and emotional development, and age. At times, there may be changes in your student’s level, as the need may occur.

**Class Withdrawal**

If a student must withdraw from classes, please, notify the ICA’s office immediately. **Tuition and fees paid are non-refundable.** Scholarship organizations will bill the school for the appropriate amounts to be returned.

**Desks**

Desks are to be kept clean and in order. They should not be picked at, damaged, or destroyed.

**Discipline**

In addition to positive reinforcements to promote good behavior, the teachers and administration will use a variety of disciplinary methods to maintain a positive and safe school environment. Each case of misconduct will be considered on an individual basis. Examples of corrective measures which may be employed are as follows: (Not necessarily in this order.)

1. A warning
2. Time out
3. Work duty
4. Seat reassignment
5. Sentence writing
6. Exclusion from snack time or recess- SNACK is a privilege
7. Elective missed, or field trip missed
8. A student-teacher conference
9. A student-administrator conference scheduled by the teacher
10. A parent-teacher-administrator conference
11. Detention Hall (before school, during snack or lunch, or after school)
12. In-school suspension
13. Out-of-school suspension
14. Expulsion or withdrawal

**Dismissal/ Pickup:**  Students are dismissed at 2:55 pm Monday-Thursdays. On Fridays, students are dismissed at 12:30. Learning takes place until dismissal. Students are to be picked up promptly at dismissal. **IMPORTANT**: ***If you are unable to make this time, there may be a fee of $10.00 charged for being late for the first 10 minutes and every minute late thereafter is an additional $2.00.*** Our teachers were at school for many hours. Teachers and administrators have appointments to get to and/or families to tend to. ☺

***CHECK -OUT PROCEDURES***If you need to check your students out early, please:

1. Do so by **2:20 PM**, Monday through Thursdays and 12:00 PM on Fridays. If a student must be taken out afterwards, there will be a $25.00 fee.
2. You will need to call ahead of time, if possible: (**863) 342-8900**.  Do NOT CALL Sis. Co.  She may or may not be working at a different location or may be teaching a class.
3. You will need to let the office personnel know and sign your child out.

1. You will need to **sign** out:
	1. Your child’s name
	2. Time of check-out
	3. Your name
	4. Reason:
		1. Doctor/ Dentist Appointment
		2. Illness
		3. Personal

**Dress Code**

Basic Premises:

1. Modesty in attire. (“Raise your hands, touch your toes, go change your clothes, if anything shows.”)
2. Distinction between male and female.

3. Clean and orderly appearance, contributing to academic environment.

4. Moderately priced, not emphasizing economic differences; not calling undue attention to self.

**All students are required to wear an approved school uniform:**

EVERY BOY AND GIRL NEEDS 1 RED shirt, 1 PURPLE shirt, and a 1 TEAL shirt for special events.

1. **Shoes:** Shoes should be tennis shoes. (Students have recess at least twice a day.) **No** platform shoes, sandals, flip flops, or shoes that have lights or wheels on them. *No changing shoes during the day.*
2. **Socks:** BE SURE YOUR CHILD IS WEARING SOCKS. Shoes begin to stink without them.
3. **Jewelry:** Any jewelry or extra accessories should be left at home and are **not** permitted in class or during performances. Students are distracted by items such as these. Please, NO EARRINGS. They are a safety hazard, distraction, and uncomfortable during use of headsets. If forgotten, we will help your child to remove them and send the item home.
4. **Tattoos:** NONE
5. **No watches.**
6. **No SMART watches or any other electronic on their person.**

GIRLS:

1. **Skorts or Skirts** with shorts or capris worn under the skirt for modesty. They should be school uniform style. Skirts should be navy blue, black, or khaki colored. Capris should be solid colored navy blue, black, or khaki if they show below the skirt. ***Older girls are to get skirts below their knees when sitting.***  (As the year progresses, the girls grow, and the skirts get shorter.) We want to make sure that modesty continues throughout the school year. No sweatpants, pajamas, or joggers.
2. You may order online:

**Frenchtoastschool.box.com** This following is the direct link: [**https://www.frenchtoastschoolbox.com/schools/International-Christian-Academy-OF-Labelle-QS5UHPA**](https://www.frenchtoastschoolbox.com/schools/International-Christian-Academy-OF-Labelle-QS5UHPA)

The above is a Q- LETTER “S” then digit “5” (Be sure to **add the ICA LOGO with your** order.)

ii. You may search under “long skirts”, too. Remember, girls 9-10 years and up, need skirts **below their knees**.

1. **Shirts:** 1 RED shirt, 1 PURPLE shirt, and 1 TEAL shirt are required for field trips and performances. Other colors allowed but not necessary: pink, sunny yellow, navy blue, light blue, royal blue, or white (not recommended-too many stains). **Shirts MUST have** **the ICA Logo on them.**
2. **Hair:** We prefer girls’ hair uncut. *“But if a woman has long hair, it is a glory to her, for her hair is given to her for a covering.”* (I Corinthians 11:15 NKJV) Hair should be pulled back away from the face, neat, and secured. Hair should be combed back in a ponytail or bun. This helps the student to see and to avoid getting or spreading lice. Natural hair color, only. No dyed hair is allowed. *There should be no females*

*with shaved hair after attending ICA.*

1. **Make-up, colored fingernail polish, or fake nails of any sort:**  NONE. If your child has this, we will help remove this. If they miss class time taking care of it, they will have to make that time up during recess.
2. **Clear acne patches only, no colorful ones.**

BOYS:

1. **Shirts:** 1 red shirt, 1 purple shirt, and 1 teal shirt are required for field trips and special events. Other colors are allowed but not necessary: sunny yellow, navy blue, light blue, royal blue, or white (not recommended-too many stains). Any other colored ICA logoed shirts may be worn on FRIDAYs, only. **Shirts MUST have** **the ICA logo on them. (Boys are to wear shirts tucked in with a belt.)**
2. **Pants:** Long, navy, black, or khaki. NO ELASTIC AT ANKLES or waist bands. Pants should have belt loops. No string drawn waist. Be sure the color is khaki and not tan or brown. Kindergarten and first grade boys may wear pants with **elastic waist** and no beltsbut **NO ELASTIC AT ANKLES**.(Older boys, with extra special needs may wear pants with elastic waists, only. This is approved by Sis. Co on a case by case, only.)
3. **Belts:** 2nd through 12th graders- Should be worn daily with shirts tucked in pants.
4. **Shorts:** ONLY Boys may wear long uniform shorts (knee length or below) **on PE day only**. DO NOT wear shorts on any other day but PE day. These are navy, black, or khaki uniform type shorts.
5. **Hair:** Hair should be neatly cut short above the collar. *“Doth not even nature itself teach you, that, if a man have long hair, it is a shame unto him?”* (I Corinthian 11:14 KJV) Ears should be visible. No Mohawks, braids, or fad haircuts. **Hair should not be longer than an inch on top**. At an inch and a half, ICA will be calling you to remind you to get your child a haircut, if needed. Natural hair color, only. No dyed hair. No facial hair, no slit eyebrows.

*\*\*\*Sister and Pastor Co have the final authority to determine what is an ICA appropriate length of hair. If hair is not cut appropriately, your child will be asked to leave.*

Attention: Coats, jackets, sweaters are to be worn outside. If the temperature is above 68 degrees, coats, jackets, and sweaters need not to be worn outside. We do not want someone overheating. If a sweater or jacket is worn inside, it **must bear the ICA logo. No hats or hoodies worn on head.**

**Logos may be done at:** Our online French Toast store or at All Uniform Store at 12001 S. Cleveland Ave., in Fort Myers. 33907, (239) 274-7472 (*You may want to call in advance to make sure their machines are operating.)* ICA has a contract with All Uniform Store. There may be a couple of embroidery shops in LaBelle. We do not have a contract with them.

**ONLINE STORE**: C. Frenchtoastschool.box.com This following is the direct link: [https://www.frenchtoastschoolbox.com/schools/**International-Christian-Academy-OF-Labelle-QS5UHPA**](https://www.frenchtoastschoolbox.com/schools/International-Christian-Academy-OF-Labelle-QS5UHPA)

**ORDER THE LOGO at the same time. You must press that LOGO button!**

The above is a Q- LETTER “S” then digit “5”

*Dress code will be strictly adhered to. Please, be prepared by having clean uniforms on hand.* ***Parents be sure to inspect your student* BEFORE they leave home.**

If your child is out of dress code, your child may not be able to continue with their classes until compliant. Please,

expect to be called to bring proper attire. Your child may change at school. If infractions with dress code are a habit, your child may be dismissed from ICA.

ICA has high expectations, standards, and academic goals for each student. ICA requires 100% support from its students and *especially* the parents. What is allowed at home may not work in a school setting. ICA wants a positive atmosphere that is conducive to learning. It is truly a privilege to attend ICA. Many are sacrificing to make this school possible. We do not want this privilege misused or abused.

**A friendly reminder: Please, put your name on all articles of clothing, clear lunch boxes and clear backpacks. ICA** is not responsible for lost or stolen articles.

**Christian or Patriotic T-Shirts on Friday**

Each Friday, students have the **option** to wear a **Christian** or **U.S. Patriotic** T-shirt of their choice. These must be modest as well. No sleeveless shirts.

**Electronics**

**Electronics are not to be brought to ICA. NO TELEPHONES or smart watches. They will be confiscated. Inappropriate use of electronics, *in or outside of school could warrant a dismissal from ICA.***

**End of the Year Programs and Graduations**

It is mandatory that students attend end-of-the-year programs and graduations. If students do not attend, or if they are not in ICA dress code, they will not be allowed to participate in

the end-of- the-year fun days such as field day, water day, and whatever is on the schedule. If a student shows up to graduation and is not in ICA dress code, they will not be allowed to walk for their diploma.

**Hygiene**

Personal clean hygiene is a must. It is difficult to help students who have not bathed, their clothes are dirty and smelly, and their breath is foul. No one enjoys that environment. No one wants to address this with another person. Allow me to do so now: Students play and sweat **daily**. Please, **bathe daily**. Please, brush your teeth, tongue, and the roof of your mouth before coming to school. This will help make everyone happier. 😊

**Field Trips**

ICA plans one or more educational field trips during the school year. Students are expected to abide by all school rules while attending any school-sponsored trip. Each child must have a completed permission slip signed by the parent to attend any field trip. (This is also found on the registration packet.) Students may, on rare occasions, be denied permission to attend a field trip for disciplinary or academic reasons. In such cases, the student will be required to complete an alternate assignment or be assigned to detention or in-home suspension.

**REWARD Trips are for students who have 2 excused absent or less and or 2 tardies per semester. There is usually a cost to these trips.**

Parents may be asked to participate as drivers and/or chaperones. Field trips are designed to have educational value and provide a learning experience, which cannot be obtained in the classroom.

**Field Trip Procedures:**

Friendly Reminders: Students and teachers represent ICA.

1. Students should be dressed in RED, TEAL, or PURPLE ICA shirts. (Whatever is announced)
2. Students should be groomed and bathed. (“Yes, I am serious.” 😊)
3. Students represent our school. They should conduct themselves in an orderly fashion. They should stay together. They should not be roaming around without permission.
4. Students go to the restroom BEFORE leaving ICA.
5. Students go to the restroom upon arrival of destination.
	1. Students are ***accompanied by an adult.***
	2. The restroom is left in a neat orderly fashion, using similar restroom procedures as used at ICA.

***Students leave the restroom with adult chaperone***.

1. No electronics. NO TELEPHONES
2. No food or drinks are carried in cars by students.
	1. Put all bag lunches and water in coolers provided by ICA.
	2. No food is to be saved for later. All thrown out.
3. ***Only older, larger adult sized students*** are permitted to ride in front seats.
4. All the other students sit in back seats.

1. TEACHERS or Directors of Field Trip: **Plan ahead** of time.
	1. Seating chart for cars
	2. Driving directions
	3. Lunch orders
	4. Itinerary of the day. Share with the teachers and administrators.
2. Chaperones:
3. **All students should wear seat belts.**
	1. You must inspect the students. They only do what you inspect. Check to see if seat belts are fastened properly and on tightly. Check to see that no food is in the car.
	2. Before a parent chaperones, you may be required to get a fingerprint clearance. This may also be at your own expense.
4. Please, honor and follow all seating charts.
5. No electronics are allowed to be brought by students.
6. The music played in the cars should be:
	1. Christian genre
	2. Classical
7. Videos played in cars need to be pre-approved by the administrator of ICA.
8. There may be a limit on the number of chaperones. Teacher chaperones are always given the preference.
9. We will try to put your student in your vehicle if possible. On rare occasions, this is not possible,

 due to the distribution of students and the number of rides.

**Financial Agreements**

All parents will sign a financial agreement as provided or have a scholarship on record. If there is no agreement, your child may not be permitted to attend ICA. Renewal scholarship students must have a scholarship ahead of time. If not, tuition and fees are expected to be paid at the beginning of the month starting in August. (Scholarship families have had plenty of time to secure their scholarships.)

**\*\*Scholarship payments: Most scholarships do NOT pay fees in full.** Tuition and fees will come out of the scholarship, first. In most cases transportation will be paid for by the parents, privately and not the scholarship. Scheduled Fees are published annually.

**Fire Drills**

Fire drills are conducted on a regular basis. Emergency exit procedures are reviewed in class at the beginning of the school year. Exit routes are posted in each classroom. Each class has a designated meeting area within the safety zone outside the school building. During the fire drill, students are to WALK quickly and quietly as a class

unit to their designated area. If a student is in the restroom or out of the classroom at the time of the drill, he/she

should exit by the nearest door and proceed to his/her class’s meeting area, without returning to the classroom. Students may return to their classroom when the teacher gives directions to do so.

**Homework/Agendas**

Homework is designed to be used as a tool for developing skills and as a method of preparing students for class. It

is not a waste of time. All assignments should be completed with care. Each student will be given an agenda on which homework assignments will be written. ***Parents should review the agenda nightly and place their signature on the appropriate date after seeing completed homework.*** It can be expected that most students will have some homework each night. It is difficult to determine a definite amount of time that each child spends, since each child works at varying speeds in different subjects. Complaints about excessive homework can often be traced to the student’s failure to use class time efficiently. **Reading homework:** For lower grades, students are to read aloud 3 times to a parent or adult. Spelling words should be practiced daily.

**Illness/Injury**

ICA does not have facilities to house children who are ill. If a student is too ill to remain in the classroom, the parent will be called to retrieve the child. In the event of injury or accident, parents are notified immediately by calling the emergency telephone numbers given on the registration forms. **It is vitally important that these telephone numbers be kept up to date. Contact the office with any updated information.** Every effort is made to contact the parent before medical attention is obtained. The staff administers only basic first aid.

A student with a communicable disease shall be excluded from school while ill and during the recognized periods of communicability. If the nature of the disease and the circumstances warrant, the school may require a physician’s release before the student may return to class. The protection of all children in our care is our primary concern.

*Please, do not send your child to school if you know they are ill or with a fever or have lice.*

**Communicable Disease Control**

The overall health and welfare of our students at ICA is of utmost importance to us, therefore the following communicable disease criteria of the **Christian School Association** have been adopted: Any child, or childcare personnel suspected of having a communicable disease is to be placed in an isolated area until able to leave, and not allowed to return until the signs and symptoms are no longer present for 24 hours. Signs and symptoms include any of the following:

1. Vomiting more than 1 time within 24 hours.

2. Diarrhea (more than 2-3 abnormally loose stools within a 24-hour period).

3. Temperature of 101 degrees or higher within the last 24-hour period. (Child should have a normal temperature WITHOUT medicines such as Tylenol or Advil for 24 hours *before* returning to school.)

4. Conjunctivitis (pink eye).

5. Severe cough, causing the student to become red or blue in the face or make a whooping sound.

6. Difficult or rapid breathing.

7. Stiff neck.

8. Untreated infected skin patches.

9. Unusually dark urine and/or gray or white stools and yellowish skin and eyes.

10. Lice needs to be properly treated, and hair needs to be combed to remove all nits.

Lice checks will be conducted with or without notice.

If your child or your family has the Corona Virus, please isolate yourself. Please, consider others and their health. If you have exposed our school, please, notify us. The health and safety of our teachers and students are of great concern. According to the FLDOE, if a student has been exposed to Co-vid and has no symptoms, they may attend school. ICA will abide by this guideline as much as possible.

**Students will have their temperature taken daily, before entering the building. Please, watch for the older student or adult to give a “thumbs up” before leaving your child or children.**

**Internet Policy**

Students should never send inappropriate pictures of themselves over the internet. Students may be dismissed if the internet is used inappropriately. This includes property in or off school.

**Lockers:**

Students get everything out of their book bags. Students store bookbags and lunch boxes in their own

locker. Lockers are to be kept clean and in excellent condition. There will be no decorating the lockers on the outside or on the inside. There will be no locks on them. Lockers may be searched at any time with or without warning.

**Lunches & Snacks**

Students should bring lunch to school, which includes a healthy mid-morning snack. No junk food is allowed except chips. Parents will need to supply their child with a healthy lunch and clear water ONLY. PLEASE, do not send your child chocolate, candy bars, juice drinks, Takis or sodas. Again, water only. No chewing gum. CLEAR lunch pails and CLEAR water bottles. These items may be found on Amazon.com. SNACK TIME is a PRIVILEGE. Your child may lose their snack time if they are not on task or late to school.

There is no refrigeration or microwaves provided for the students. Parents must provide any utensils necessary (plates, bowls, spoons, forks, etc.).

**Notices**

Students are responsible for ensuring the delivery of school notices to their parents. To ensure prompt notice, you are welcome to join our e-mail and text list. Please, update as needed. QUICKSCHOOLS is used to communicate with the parents instead of teachers’ personal texts.

Party

Special celebrations for holidays and other special times occur throughout the school year. Parents, if you wish to celebrate your child’s birthday at school, please, make arrangements with your child’s teacher, one week prior to the special date. Call ICA’s office at (863) 342-8900. The message will be delivered.

**Private Meetings**

We are a school of order, discipline, and structure. Our day is scheduled with learning and events that will contribute to the well-being of your child. If you have questions or concerns, please notify us. You may e-mail, call and leave a message (863) 342-8900. Private meetings must be scheduled to allow classes to continue in a timely manner and to ensure you receive proper attention. Do not approach a staff member during school hours or

events (field trips, school music programs or worship services). A word for the wise: *If your child has a complaint, please, get* ***all*** *sides of the story before making a judgment.* Additionally, if there is a situation that happens, it may have happened at the end of the day, give the staff time to investigate the situation.

**Performances**

ICA may have several special performances throughout the school year (Christmas, Swamp Cabbage Festival, and Spring, among others TBA). We also have “Sunday School” 3-5 times a year. Graduation is on a Sunday. It is a school day. **All students are required to participate.** If a student does not participate, their grade will be lowered.

**Report Cards**

Report cards are sent home every nine weeks of grading period. The report cards indicate a letter grade for each academic subject area. Included on the report card is a record of days absent or tardy. The report card must be signed and returned within three days of its issuance. ***To receive reports cards or school records, parents must be current on their child’s financial account.***  This includes volunteer hours.

**Safety**

Safety is a high priority at ICA. To ensure the safety of the children, all exterior doors to the building are

locked and secured. Children are not allowed to open doors for anyone without permission from the supervising teacher. You should call the office. The office will call us and notify us of the situation. *Please, wait at the door if you arrive with or without an appointment.* You may call us at **863-342-8900**, if you need the door open. We have installed video cameras. This allows us to see what is happening in the building and outside.

**Scholarships**

ICA accepts several different types of scholarships. Florida students qualify for scholarships. Once your child receives a scholarship, they are eligible for that scholarship for their entire K-12 school career. If they are on the Unique Abilities Scholarship, they still are eligible until they are 22 or until they return to a public school. They are **FIRST COME, FIRST SERVED**.

One choice is the **Family Empowerment Scholarship with Unique Abilities (FES-UA).** If your child has an IEP or certain doctor’s diagnosis, they may be eligible for the FES-UA scholarship. These are educational savings accounts which will follow your child throughout their educational career.

**The Florida Tax Credit Scholarship** and **The Family Empowerment Scholarships-EO** are processed through Step Up For Students and AAA Foundation, ([www.stepupforstudents.org](http://www.stepupforstudents.org)) and ([www.aaascholarship.org](http://www.aaascholarship.org)) These scholarships are based on RESIDENTIAL eligibility.

**Scholarships Approved by Parents:**

Parents will need to approve the scholarship for payment on-line in lieu of hand signing a check. This needs to be completed in a timely manner on EMA. **Important: If you do not approve the scholarship payment, YOU are responsible for any amount due. IF you are having technical difficulties, YOU are responsible for getting it corrected, or YOU are responsible for any amount due.** The scholarship program will not give out information to the school concerning your child’s account. **The school cannot contact the scholarship program in place of the parent.** The parent is responsible for all payments to any school. Florida residents are extremely blessed to have the opportunity to help with their child’s educational payment.

**Speech Therapy**

ICA will do everything possible to secure a speech therapist. Parents, you will need to sign up your student with the ESE department in the public-school system and request an evaluation. Parents, you will need to make sure that you require the public school to provide services which are required **by law**. Parents, please, make every effort to complete the speech homework with your child and to have them practice at home daily.

**Staff**

We are part of the body of Christ and are one family through our heavenly Father. For this reason, our staff is known as Sister Co and Pastor Co, Brother Nathan, etc.

**Student Conduct**

*Our body is the temple of the Holy Ghost. We are not our own.* (I Cor. 6:19-20)

No cussing or slang.

Treat others as you would like to be treated.

No bullying or calling names, rude or hurtful.

No cyberbullying.

No smoking or vaping, tobacco chewing.

No lying

No alcoholic beverages or drugs.

Keep your hands to yourself.

No physical contact of any towards the opposite sex. No inappropriate contact with anyone.

Please, respect those in authority over you.

If something isn’t right, approach your teacher about it.

**No gossiping.**

Set a good example.

Have good sportsmanship when playing or competing in outdoor or indoor sports.

**Student Probation and Dismissal**

It is a privilege to attend International Christian Academy. It is the goal of ICA to treat each student with the highest ethics and in a manner that would please our Heavenly Father. It is the goal of ICA to have a safe- learning environment for all students. Any student may be dismissed at any time, for any reason including but not limited to POOR ATTENDANCE, discipline reasons, inappropriate behavior, or academic failure.

**Student Pick-Up/Drop-Off**

Parents are responsible for transporting their child to and from class on time. Please, notify the office if someone other than the student’s parents/guardians will be picking them up. Students should arrive by 7:20 AM. We will open the building at 7 AM or after. Students must not be left at the school until the staff is present to receive them. *ICA is not responsible for your child if you leave a student unattended.* Classes are dismissed at 2:55 p.m. Monday through Thursday. **Classes are dismissed at 12:30 on Fridays.** Pick-up should be prompt.

A $10 late fee for the first 10 minutes. It will be $2.00 for each minute after the first 10 minutes. Example: If you are 15 minutes late, $10 for the first 10 minutes and $2 for each minute thereafter= $20. Copies of custody papers or any other legal restrictions involving students must be on file in the school office.

**Supply List and Replaced Items**

Please, see the attached supply list which may include headphones and other needs. (Returning students have their Bibles at ICA. New students will receive a Bible.) We will all be using the same KJV Bible.

CLEAR backpacks and clear lunch boxes or lunch pails are required. Please, no backpacks with rollers or mesh backpacks.

If your child ruins their headphones, agenda, or Bible from abuse or misuse, they will be required to pay for the replacement. If they lose their A Beka books, they will be charged for the replacement.

**Tardiness**

Tardiness is detrimental to the child and disrupts the educational process for all students in the classroom. School starts at 7:20 AM.**.** Students are considered **tardy** in the morning when they are not unpacked, ready for school and seated in their Bible class by 7:30 AM. Students should arrive at school by 7:20 to prepare and complete any personal business necessary. They need to be seated in the classroom when class begins. Excessive tardiness (3 in one semester) may result in loss of privileges for the student. ***Chronic excessive tardiness may result in expulsion of a student or parents asked to withdraw their student.***

**Telephone Usage**

The telephones are not to be used by students. If an emergency arises, the office staff or teacher will phone the parents. Forgotten homework or books are not considered emergencies. Getting in trouble and wanting to call someone to pick them up is not an emergency.

Drop off all forgotten lunches at the office.

**Cell phones or any other electronic devices are not to be brought or used by students on school**

**grounds. They may be collected.** ICA has iPads and computers if a student needs them at school.

**ICA Transportation**

*In rare cases where ICA helps with transportation,* a payment of $12 a day will be charged, whether your child is there are not. ICA is saving their space where another child could be taking advantage of the ride given. A contract will need to be signed and an automatic charge to your account will be issued on BrightWheel. In addition to the cost of purchasing a vehicle, there are insurance costs, registration, gasoline, repairs, and maintenance, and

payment for the drivers to pick up and return your child. This small fee that ICA charges doesn’t begin to pay for these expenses.

**Tuition Policy**

Our class tuition is based upon an August-May season of school instruction and is ***non-refundable***.

Tuition may be paid through scholarships or cash. These scholarships are no longer income based. All Florida students are eligible. Parents or guardians must apply on-line at Step Up For Students at [www.stepupforstudents.org](http://www.stepupforstudents.org) or AAA Scholarships at www.aaascholarships.org .

1. Parents or guardians must apply and **complete the application.**
2. Parents or guardians must **give their child’s award number to the school** for the school to place their child on the EMA account of International Christian Academy of LaBelle.
3. After the award is placed on the school’s account, the parents or guardians must go back into their child’s account and **accept ICA as their child’s school**.
4. This must be completed in a timely fashion or payment will be denied for that quarter by the scholarship organization. The parents or guardians will be responsible for any payment, or any tuition, and other fees not paid by the scholarship program. Again, **the parents or guardians are responsible for payment of**

**tuition and all fees.**

1. IF your child does not receive a scholarship, yearly tuition and fees may be paid upon registering for classes or may be divided in ten monthly installments. Tuition and fees should be paid by the 5th of the month.
2. Your child may be dismissed if tuition and fees are not paid.

Include your child’s name and payment details with each payment to ensure your payment is applied properly. We accept cash or checks; please, make all checks payable to *International Christian Academy.* A $30.00 fee or the bank’s fee, whichever is higher, will be charged for all returned checks. Payments must be submitted to the office of International Christian Academy of LaBelle. We also have online payment options such as ***Brightwheel***.

**Volunteer Hours**

Many needs of the school are met through the services of volunteers. It is encouraged that ICA’s parents volunteer at least 10 hours per year. There are many opportunities to complete this. Workdays are scheduled. The old adage says, “Many hands make light work.” Please, inquire of Sister Co/ Pastor Co for any needed completion of tasks. Some areas of needed support are yard work, pressure washer technician, field trip chaperones, window washer, contractors, and builders. Parents and others who would like to volunteer their time and talent to the school are encouraged to contact the office. A security clearance may or may not be required.

**Water Bottles:**

Due to safety issues, students need a clear water bottle with a lid attached.

No plastic water bottles are allowed in the classroom. Students may have clear water thermos with a connecting lid on.

If a student does not have a thermos, they may use their clear plastic water bottle to drink at snack, lunch, and after PE. They will need to put it in their locker during class time.

**Negative Consequences:**

If a student is found to have something in their mouth whether bottle cap or other items, they will have negative consequences:

1st infraction: No snack break

2nd infraction: No PE

3rd infraction: Suspension

\*\*\*This is a living document and may be revised during the school year, as needed.

*(Return this portion to the school secretary, please.) 2025-26*

Yes, I have read the student/parent handbook and will abide and support ICA according to these guidelines.

Parent’s signature

Child’s signature

Second child’s signature

Third child’s signature

Fourth child’s signature

­­­­­­­­­­­­Fifth child’s signature

Sixth child’s signature

Seventh child’s signature

Eighth child’s signature

Ninth child’s signature

­­­­­­­­­­­­Tenth child’s signature