

# **Student/Parent Handbook**

## **2025-2026**

# **Imparting Wisdom Christian Academy**

A ministry of Imparting Wisdom Ministries, Inc.

A 501c3 Non-Profit Organization

**66 Isaiah Lane, Suite 5**

**Hustonville, KY 40437**

**Telephone: (606) 510-1968**

**[www.impartingwisdom.com](http://www.impartingwisdom.com) [www.iwcacademy.com](http://www.iwcacademy.com)**



**This Student/Parent Handbook belongs to:**

**Name:** \_\_\_\_\_

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Imparting Wisdom Christian Academy is a private, Christian school that was established in 2021 and is a ministry of Imparting Wisdom Ministries, Inc. IWCA currently has classes for K through 12th grade. Curriculum is centered on God as Creator and Jesus Christ as our Lord and Savior. Chapel services and devotions are held on a regular basis. This handbook will acquaint you with IWCA – our rules and regulations, what we offer, and what is expected.

### **IWCA Purpose Statement**

The purpose of Imparting Wisdom Christian Academy is to come along-side Christian parents to help them fulfill God's commands as stated in Deuteronomy 6: 5 – 9...

*And thou shalt love the LORD thy God with all  
thine heart, and with all thy soul, and with all  
thy might.*

*And these words, which I command thee this  
day, shall be in thine heart:*

*And thou shalt teach them diligently unto thy  
children, and shalt talk of them when thou sittest  
in thine house, and when thou walkest by the  
way, and when thou liest down, and when thou  
risest up.*

*And thou shalt bind them for a sign upon thine  
hand, and they shall be as frontlets between  
thine eyes.*

*And thou shalt write them upon the posts of thy  
house, and on thy gates.*

---- and Proverbs 22:6...

*Train up a child in the way he should go: and  
when he is old, he will not depart from it.*

## **IWCA Mission Statement**

The Mission of Imparting Wisdom Christian Academy is to provide a Christ-centered environment where students can grow academically and spiritually. Imparting Wisdom Christian Academy will encourage all students to grow in a personal relationship with Jesus Christ and will emphasize the value of the eternal soul, the worth of the individual, and the love of God for all students. Further, the Mission of Imparting Wisdom Christian Academy is to provide the opportunity for each student to achieve academic excellence. Finally, it is the Mission of Imparting Wisdom Christian Academy to prepare students for a life of service to God and others, whether that be through full-time ministry or in the workplace.

## **Imparting Wisdom Ministries, Inc. ---Statement of Faith**

We believe that the Bible is the Infallible, inspired Word of God. The Bible is the supreme authority in everything it teaches. We use the King James Version of the Holy Bible in our ministry.

We believe in one God eternally existing. We believe in the Father, the Son, and the Holy Ghost. We believe that Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of a virgin. We believe Jesus lived a sinless life, was crucified as a substitutionary sacrifice for our sins, rose from the dead, and ascended back to the right hand of the Father as the Intercessor between God and man.

We believe in the Genesis account of creation as a direct act of God in six literal 24 hour days. The doctrines of Creator and Creation are foundational to the gospel of Jesus Christ because one's belief about his origin will affect his philosophy of life.

We believe that man was created in the image of God, but by his own choice man sinned, bringing physical and spiritual death. Therefore, all have sinned and come short of the glory of God and repentance is commanded of God for all and necessary for forgiveness of sins.

We believe that salvation is wrought by grace through personal faith in

Jesus Christ as Savior. As a new creation in Christ, and therefore empowered by the Spirit of God, all the saved are called unto a life of separation from all worldly and sinful practices and should live a holy, consecrated life.

We believe in water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.

We believe that gifts and callings in the Church are of God by the Holy Ghost and are manifested by the presence and power of the Spirit.

We believe that Jesus Christ shall return in the clouds as Judge of the living and the dead. We believe in the bodily resurrection of the just and the unjust; eternal life with the Lord for the righteous, and eternal punishment separated from God for the wicked.

We believe that the only legitimate marriage sanctioned by God is the joining of one naturally born man and one naturally born woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to only occur between a man and a woman who are married to each other, and has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality, such as adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God.

We believe that all human life is sacred and begins at conception. The unborn child is a living human being, created in the image of God, and must be respected and protected before and after birth. The abortion of an unborn child or the active taking of human life through euthanasia constitutes murder, and is a sin against God and man.

**School Mascot:** The Royals - “But ye *are* a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should shew forth the praises of him who hath called you out of darkness into his marvellous light:” – I Peter 2:9

**School Song:**

**Be A Missionary Every Day!**

Be a missionary every day!  
Tell the world that Jesus is the way!  
Be it in the town or country  
or the busy avenue!  
Africa or Asia, the choice is up to YOU!  
So, Be a missionary every day!  
Tell the world that Jesus is the way!  
The Lord is soon returning  
There is no time to lose, so  
Be a missionary  
God’s own emissary  
Be a missionary to day!  
Let’s GO!!!

**Accreditation**

For families desiring accreditation of their child’s high school diploma program, IWCA partners with North Atlantic Regional High School (NARHS), a Learning Service Provider, regionally accredited by the Middle States Association of Colleges and Schools (MSA-CESS.org), who is authorized to verify credits earned in other educational settings. As a designated Model School, IWCA also offers dual-enrollment with Lighthouse Christian Academy, the fully accredited, official distance-learning provider for ACE School of Tomorrow. Students completing the required documentation and coursework, and paying the associated fees, will upon graduation receive a regionally accredited transcript/diploma to verify the coursework completed for their high school diploma at IWCA.

Please bear in mind that accreditation of a private, Christian school is not necessary. Graduates, whose transcripts are validated by ACT or SAT scores, are not only accepted but are also recruited by colleges and universities. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Imparting Wisdom Christian Academy does not seek accreditation by any governmental accrediting agency, but it does endeavor to provide the highest possible academic program.

### **Admissions Policy**

Imparting Wisdom Christian Academy admits students of any people group, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. IWCA does not discriminate based on people group, color, or national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or any other school administered programs. Selection of students is based on interviews, past behavior, achievement, placement testing, and openings in their particular grade. Family life, church attendance, general behavior, and character references are carefully considered before a student is accepted. IWCA requires that at least one parent/guardian has a saving relationship with Jesus Christ. The student and at least one parent/guardian must regularly attend a New Testament Bible-believing church.

IWCA is currently accepting a limited number of students ages 5 to 14 years of age, entering K through 9<sup>th</sup> grades. Students ages 15 to 16 years of age are only accepted when transferring from another private, Christian school and other admission requirements have been met.

Students admitted to Imparting Wisdom Christian Academy must be of at least average intelligence. IWCA is not equipped to educate students with severe learning disabilities or psychological problems. Students who have been diagnosed with ADD/ADHD or learning disabilities/differences will be considered for admission on an individual basis.



IWCA is not a 'reform' school. Parents seeking help with troubled children will be referred to schools that specialize in these types of situations. At the time of application to IWCA, parents **MUST** disclose any disciplinary issues or actions that have been taken by other schools, law enforcement, or the courts. Students with a history of rebellion, bullying, violence, or truancy are not eligible for admission to IWCA. Failure to disclose any prior disciplinary or legal issues involving the student will result in immediate dismissal of the student from IWCA.

IWCA does not accept students with tattoos, facial piercings, or with any intentionally created disfigurement of any part of the body. IWCA does not accept students who promote rebellion to authority, immoral behavior, or non-Biblical lifestyles. If such activity or behavior arises after a student has been accepted for enrollment, that student will be promptly dismissed.

### **Admissions Procedures**

1. Download, print, and complete the IWCA Admissions Application and the IWCA Student Records Request Form.
2. Read and understand the Student/Parent Handbook and other documents contained in the Enrollment Packet.
3. Complete the Application for Admission along with any documentation pertinent for acceptance. Complete the Request for Student Records Form.
4. Schedule an interview with administration. At least one parent/guardian and student must be interviewed as part of the admissions process. Submit the Application for Admission, any documentation pertinent for acceptance, Request for Student Records, and pay the Application Fee at the time of the interview.
5. Schedule student Placement Testing.
6. Within three business days of completing steps 1 through 5, you will be contacted about your child's acceptance.

7. Once your child has been accepted, you will need to promptly complete the rest of the forms contained in the Enrollment Packet and submit them along with a copy of the child's certified, full-size Birth Certificate, the child's Immunization Certificate, and a copy of their Social Security Card. A student who does not have an Immunization Certificate must have a Certificate of Religious Exemption on file at IWCA.

Forms Checklist:

- Medical/Dental/Eye Exam Forms completed by the respective professionals
- Student/Parent Handbook Agreement
- Payment Policy Form
- Emergency Contact & Pickup Information Form
- Emergency Medical Release Form
- Media/Publicity Permission Form
- Certified, Full-size Birth Certificate (Copy)
- Social Security Card (Copy)
- Immunization Certificate or Certificate of Religious Exemption

Please submit all of these forms before the scheduled date of Parent Orientation.

8. Pay Curriculum Fee, due July 15, 2025. This fee must be paid no later than July 25, 2025.
9. Pay Tuition in Full by August 1, 2025, and receive a \$250 discount for grades K-12. OR Pay Tuition Payment #1 of 10 by no later than August 1, 2025.
10. Attend Parent Orientation. At least one parent/guardian must attend Parent Orientation before the school year begins.

**Re-enrollment of Current Students**

A student is not automatically accepted for re-enrollment for the next school year.

Parents will receive a Re-Enrollment Form near the end of the current school year. If the form is not completed and returned, noting the intention of the student to return the next school year, a spot for that student cannot be guaranteed.

Any student who is not making satisfactory academic progress or who has an unsatisfactory attendance record may not be accepted for reenrollment.

Any student who has exhibited behaviors that are detailed in the Admissions Policy section of this handbook that disqualifies them from admission/enrollment will not be accepted for the next school year. Students exhibiting such behaviors may also be dismissed immediately from IWCA.

### **Withdrawal and Dismissal**

Attendance at Imparting Wisdom Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of this school, as outlined in this handbook, may forfeit this privilege. The school may dismiss or request the withdrawal of any student at any time that, in the opinion of the administration, exhibits any of the following:

- Attitude incompatibility
- Rebellion toward established school standards and rules
- Rebellion toward discipline
- Chronic complaining
- Nonconformity to standards of conduct and grooming
- Immoral Behavior
- Non-Biblical behavior or promotion thereof
- Fighting, stealing, lying, cheating
- Use of alcohol, tobacco, or illicit drugs

Students who withdraw a second time from Imparting Wisdom Christian Academy will not be eligible for re-enrollment. High school age students who withdraw from IWCA are not eligible for readmission.

## **Tuition and Fees**

The Application Fee is due when the Application for Admission is submitted. The Application Fee is non-refundable.

The yearly Curriculum Fee is due on July 15, 2025, and for us to receive curriculum components by the start of the school year, the Curriculum Fee must be received by absolutely no later than July 25, 2025 for the 2025-2026 school year. The Curriculum Fee is refundable until 9 a.m. on July 15, 2025. After that date and time, the Curriculum Fee is no longer refundable.

If Yearly Tuition for grades K-12 is paid in full by August 1, 2025, a \$250 discount will be applied to your account. No other discounts are available at this time. The Yearly Tuition may be divided into 10 Monthly Payments. Tuition Payment #1 is due by August 1, 2025. The remaining nine Tuition Payments are due on the 1<sup>st</sup> day of each month and no later than the 5<sup>th</sup> day of each month. Any advance tuition payments will be calculated and refunded if a student withdraws before May 1<sup>st</sup>.

Information about IWCA tuition, fees, and payment information is detailed in the IWCA Payment Policy Form.

### **Miscellaneous Fees:**

**Standardized Testing Fee** – \$50.00 (This fee is due by January 31<sup>st</sup>.)

**Returned/NSF Check Fee** – \$30.00

**Late Tuition Payment Fee** – \$20.00 (Monthly Tuition Payments are due by the 5<sup>th</sup> of each month. If arrangements have not been made with the administrator prior to the 5<sup>th</sup>, a Late Fee will be charged.)

**Failed PACE Fee** - \$4.50 each - If a student fails a PACE Test the student must repeat the entire PACE. Parents/Guardians will be billed for repeat PACEs.

**Additional Curriculum Fee** – If a student completes a year's worth of PACEs or other curriculum and there is still time remaining in the school year, parents will be required to pay an Additional Curriculum Fee for the needed extra curriculum. This would only be for self-paced courses.

**Property Destruction Fee** – Varies depending on what has been destroyed. This could include, but is not limited to furniture, scoring pens, flags, Score Keys, textbooks, electronics, etc.... Parents will be notified of cost.

**Special Class Fee** – Some students, especially high school students, may be charged for supplies or items necessary for special classes. Parents will be notified before students are enrolled in such classes.

**Music/Band Fees** – If a student's chosen instrument is not available as a loan from IWCA, an instrument may be purchased or rented from local sources. Parents will be responsible for the cost to replace/repair lost or damaged instruments loaned by IWCA.

**High School Accreditation Fee** – Students in grades 9-12 must pay a yearly fee of \$200 for NARHS transcript accreditation.

**Graduation Fee** – Graduating students will incur costs for their cap, gown, diploma, and other graduation supplies. The Graduation Fee will be due in early March of the graduation year.

**NASP Archery Team** (Grades 4<sup>th</sup> – 12<sup>th</sup>) – Students will participate on the IWCA NASP Archery Team. Students will be required to purchase a team shirt. Students will also be expected to pay \$100 Archery Fee by October 1, 2025. Some after-school practices may be required. Students are required to participate in at least three tournaments per school year.

Other Miscellaneous Fees may be incurred for special projects, field trips, Junior Convention, RSC, ISC, etc... Parents will be notified.

Imparting Wisdom Christian Academy does not accept grants or other financial assistance from governmental agencies. Therefore, IWCA conducts fund raising programs throughout the school year. Parents and students are asked to participate in helping to raise funds for supplies and other school programs.

### **School Hours**

For grades K – 12, classes are normally conducted at IWCA from Monday through Thursday each week. Any scheduled exceptions are noted on the IWCA School Calendar. Students should arrive after 7:45 A.M. each morning. The school day begins promptly at 8:00 A.M. and dismisses at 2:45 P.M.

### **Focus Fridays (Grades K – 12):**

Students will Focus on specially assigned projects and assignments at home (or other designated places) on Friday each week. Focus Friday will allow some students to concentrate on subjects in which they may be behind, and it will give others the opportunity to explore special interests. This will also provide families an opportunity to spend time learning together. Students will complete their Goal Cards, keep a journal, or use some other means to record their assigned Focus Friday activities. This will allow these “Focus Fridays” to be counted as learning/instructional time on our calendar. All projects and activities must have prior approval from the student's teacher. On occasion, field trips may be scheduled as part of Focus Friday activities. A Parent/Guardian must sign the student’s Assignment Log each week verifying the student has completed their assignments.

### **Snow or Emergency Day Plan:**

In order to minimize make-up days at the end of the school year, IWCA has implemented a Snow/Emergency Day Plan. When weather forecasts call for inclement weather or other emergency type situations arise, IWCA teachers will have each student bring home their PACEs/Textbooks/assignments and Goal Card/Assignment Log. The student's Goal Card/Assignment Log will detail all assignments that need to be completed if the school facility must be closed due to inclement weather or other emergency. Students are REQUIRED to complete their assignments on Snow/Emergency Days.

Parents must not do the assigned work for their child, but an adult should be available to assist the student if necessary. Parents will not have Score Keys, but they should take a quick look at their child's work once they have completed it. If any incorrect answers are evident, parents should instruct the child to make corrections. Students will check all assignments using the Score Keys once they returns to school.

PACEs have detailed instructions for assignments. These instructions are usually in a box at the top of the page before the assignment. If a

student has difficulty with an assignment, have them reread the instructions or read the instructions with them, giving them additional explanations if necessary.

If an excessive number of days are missed, or if children are not completing their assignments as instructed, make-up days will have to be added to the school calendar.

### **Cancellations and Delays:**

If in-person school must be closed or the “Snow/Emergency Plan” must be implemented, announcements will be broadcast on WKYT Channel 27 or listed on their website – [www.wkyt.com](http://www.wkyt.com).

Announcements will also be posted on the Imparting Wisdom Christian Academy Facebook Page and in the IWCA Families FB group. A text will also be sent for cancellations/delays.

### **State or National Emergencies:**

IWCA will follow public health/CDC guidelines with regard to any current illness related State of Emergency. Guidelines and protocols will be shared with parents as situations arise.

### **Attendance**

One of the most important areas of character development in young people is the responsibility of attendance at school. Parents who encourage their children to come to school 'rain or shine' will be ensuring that their child will be receiving all the academic and spiritual training available. Occasionally, some parents take a light view of their children's attendance. This undermines the training of faithfulness and responsibility and sets bad habits that can be detrimental later in life.

Please try to avoid scheduling appointments for students during school hours. If at all possible, try to schedule appointments for Fridays when students' school schedules are more flexible. If an appointment

must be scheduled during regular school hours, please try to schedule it as late in the day as possible.

If a student must be absent, arrive late, or leave early – he/she must make sure he/she has all of his/her assignments with him/her and knows their due dates. All assignments must be completed in a timely manner. It is the STUDENT'S RESPONSIBILITY to know what assignments are required.

Students arriving at school after 11:15 A.M. or leaving before 1:00 P.M. will receive a ½ day absence. A student leaving before 11:15 A.M. will receive a whole day absence.

If your child is going to be absent ALWAYS send a dated note with your child when he/she returns to school stating the reason for the absence. The following are considered excused absences:

- Illness of the student
- Court appearance
- Death in the student's immediate family
- Other valid reason as pre-approved by administration

An unexcused absence is any reason not found in the excused category. All excuses must be in written form. If you call/message to explain an absence, please follow-up with a written excuse. We need written excuses for our records folder.

IWCA will accept no more than 6 Parent-Written Excuses per school year, divided into 3 the first semester and 3 the second semester. Parent-Written Excuses will only be accepted for 2 consecutive days missed. If a child misses more than 2 consecutive days, a Professional Excuse must be presented.

All additional absences will require an excuse from a professional (doctor, court official, funeral director, licensed counselor, etc...)

Due to the abuse of Professional Excuses, certain information must be included for them to be considered valid. Professional Excuses must tell the date of the appointment, the time of the appointment, and the time the student left the professional's office. The Professional Excuse



should also state if the student should have attended school before or after the appointment. (If the child is sick, the Professional Excuse should state when the child should return to school.)

Every effort should be made to make appointments outside of school hours or as late in the day as possible. Please understand when appointments are scheduled for afternoon hours, students should be able to attend school during the first half of the day, especially if the appointment is a local appointment. It is possible that ½ may be unexcused if the student misses more than is necessary for a scheduled appointment.

Parent-Written Excuses will not be accepted the last month of the school year. A Professional Excuse must be given for absences the last month of the school year (ie: doctor, funeral director, court worker, licensed counselor, social worker, etc...).

At least a 3-day notice is required for planned absences to be excused. We do ask that families **not** plan any trips while school is in session. Missing school for vacation trips breaks the students daily school year routine, it causes them to miss important activities at school, and most importantly, it causes them to get behind in their school work.

### **Sick Children**

If your child is sick with a fever or vomiting, please do not send the child to school. Please be sure your child has not vomited and has been fever free, without taking a fever reducing medicine, for at least 24 hours before they return to school. If your child comes to school with any suspect symptoms (fever, vomiting, pink eye, sore throat, etc...), staff will call the parent or a person listed on your Emergency Contact list. We will ask them to pick-up the child and to seek medical attention.

If a child has been diagnosed with a viral or other type of contagious illness, please follow CDC recommendations for returning to school. Please notify the school within 24 hours of diagnosis of a contagious illness so that IWCA can make other parents aware that their

child(ren) may have been exposed. Your child's name will not be shared; it will be kept confidential. An excuse must be presented from a physician stating the child has been treated before they will be permitted to return to school.

### **Tardiness**

A student is considered tardy when he or she is not inside the building at 8:00 A.M. Excessive tardiness will necessitate a conference with the parents and/or dismissal from school.

### **Truancy**

Any student who has been absent/tardy three times during a school year without a valid excuse will be considered truant. Once three unexcused occurrences have been recorded, a letter will be sent home to parents and the student placed on probation. If an additional three unexcused occurrences are recorded, the student will be dismissed from IWCA, and a Notification of Dismissal will be sent to the local board of education.

### **Early Student Release**

If a student must leave school at a time other than normal dismissal time, the student must bring a note from home stating the reason and the departure time. The signed and dated note must be given to the child's teacher the morning of the early release. If we are unaware that a student is leaving early, you may have to wait until your child is prepared to leave.

### **Administering Medication to Students**

If a student must take an oral medication during school hours, the medication must be brought to school in a container properly labeled by a pharmacist or physician that details the instructions for administration. A parent/guardian must send a dated note requesting that the student be given the medication, dosage, and time of administration, or the parent may come in and complete a Medication Administration Form. Please note any side-effects that could be of concern.

Any over-the-counter medication sent to school with the child should be in an original, properly labeled container. It should be accompanied with a dated note detailing administration instructions, including dosage, time, and reason for administration, or the parent may come in and complete a Medication Administration Form.

Any medicine brought to school should be given to the administrator or the child's teacher upon arrival at school.

### **Head Lice Policy**

Upon discovery of head lice on any child enrolled at IWCA, all students will be checked for head lice. The infected student's parents will be notified, and the child will not be allowed back to school for at least three days. The student **MUST** be treated for lice with lice shampoo that can be obtained at the public health department or from a local pharmacy. A letter stating the child is free from lice or nits will suffice. We have adopted a zero-nit policy for head lice. This means your child must be nit free (whether nits are dead or alive) in order to return to class. In addition, a note will be sent home with each student stating they may have been exposed to lice.

If a parent/family member discovers that a student has lice, that family is required to notify the school immediately.

### **Emergency Drills**

Emergency Drills are conducted at various times throughout the school year. Students are expected to move in an orderly and quiet manner to specific locations where roll will be taken.

### **Visitors**

All visitors, including parents, must knock on school door and check-in with a staff member upon arrival. If you need to meet with your child's teacher or administration, please schedule an appointment. We want to address your concerns as quickly as possible. Please do not hesitate to request an appointment.

NOTE TO PARENTS: Please refrain from smoking while on school property. Also, clothing which is to any degree immodest is not to be worn by any adult who enters the school when dropping off or picking up students. We are not asking parents to follow school dress code for drop-off or pick-up, but we must insist on modesty. If you must enter the school/ministry building, PLEASE wear modest attire. (NO tight or revealing clothing, nothing with offensive pictures or words, NO shorts.)

### **School Telephone**

Students are only allowed to use the school telephone in emergency situations. Students should bring all necessary supplies with them to school. All after school arrangements should be made prior to arriving at school.

### **Snack and Lunch**

Students should bring their lunch to school each day. Only plain, non-themed lunch boxes are permitted. Lunch boxes will be placed in a designated refrigerator each morning. Microwaves are available for heating lunches. The student MUST bring everything necessary for lunch, such as a drink, spoon, fork, bowl, plate, napkins, etc...

All students take a morning break, and many of them like to have a snack at that time. If your child does not eat breakfast before coming to school, please send some type of breakfast food with them.

We strongly encourage parents to send healthy foods and drinks for lunch and snack. Snacks/drinks with excessive amounts of sugar and caffeinated drinks seem to impair students' concentration. Foods and drinks containing certain food dyes (especially red 40 and yellow 5) seem to exacerbate behavior problems in some children. Please make food choices that promote good nutrition and good behavior. Please do not send carbonated beverages or energy drinks (including powder mixes) with your child to school.

## **Student Automobile Policy**

Driving an automobile is a privilege not a right. Only responsible students will be permitted to drive an automobile to school.

1. Student must be a junior or a senior.
2. Student must maintain at least an 85% overall grade average.
3. Student drivers must have a copy of their driver's license and proof of insurance on file in school records.
4. Cars are to be parked in a back row parking space.
5. Car must remain parked throughout the day.
6. Student is not allowed to be in the car during the school day.
7. Student must give car key to administration upon arrival each day.
8. Students who drive must wait until all other students have left before they will be given their key and allowed to leave.
9. Student cannot have excessive tardiness or absences.
10. Any student driver who demonstrates unsafe driving behavior will lose their privilege of driving to school.

## **Supplies**

IWCA provides notebooks, folders, pencils, pens, crayons, glue, scissors, rulers, Bibles, and any other necessary academic supplies for each student.

IWCA does have on-going needs throughout the school year for certain items including: paper towels, facial tissues, hand sanitizer, sanitizing wipes, liquid hand soap, and bottled water. Parents are welcome to send in items from this list on a weekly, monthly, or quarterly basis.

Young ladies may bring a small purse to school. All purses must be placed in the school's designated safe keeping area upon arrival and will be kept there until the end of each day. Young ladies will only

have access to their purses with permission. Forbidden items must not be carried to school in purses.

Students in Kindergarten through 3<sup>rd</sup> grades need to bring a bag to school containing a fresh uniform (including shirt, skirt/jumper/pants, socks, and underwear). These may be left at school until the items have been used. The bag will then be sent home to be refilled.

Students should NOT bring backpacks or tote bags to school.

### **Basic Math Facts**

Students at Imparting Wisdom Christian Academy are required to memorize the basic facts of addition/subtraction and multiplication/division.

Age/grade appropriate facts drills are a regular part of daily assignments. Mastery of these facts is a requirement.

Students are not permitted to use calculators unless a lesson specifically calls for their use.

### **Grading Scale**

A = 94 - 100

B = 88 – 93

C = 80 – 87

F = 79 and Below

Any student who scores below an 80% on a Test must repeat that PACE/unit/chapter work and repeat the Test.

### **Quarterly Progress Reports**

Progress Reports are issued following the end of each quarter.

Parent/Teacher Conferences are conducted following the end of the first and third quarters.

To help keep parents informed about their child's progress, Congratulations Slips are sent home on a regular basis with each

student. The Congratulations Slips list the scores for each Test taken the week before. They also list the number of Tests completed up to this point in the school year.

### **Rewards and Privileges**

Imparting Wisdom Christian Academy believes that a student's learning and good behavior should receive recognition and reward for its value, effort, and significance. Therefore, students who meet specified academic goals, who assume greater responsibilities, and who exhibit appropriate behavior will earn certain rewards and privileges. These rewards and privileges will be determined and announced on a regular basis by the administrator or teachers.

### **Scripture Memorization**

Memorization of Scripture and applying it to one's life is a very important aspect of the Christian's life. Students are required to memorize weekly/monthly Scripture passages. Students who consistently memorize these Passages, building from week to week, will be rewarded. In addition, students are also required to memorize Scripture as part of their regular classroom studies.

### **Conduct and Discipline**

Upon enrollment of a student at Imparting Wisdom Christian Academy, parents are pledging to support the authority of the school, to insist that their child/children abide by the policies of the school, and to promote a spirit of cooperation.

One of the most important objectives at IWCA is to teach students self-discipline -- to be responsible for their own behavior and actions and to develop a respect for themselves, parents/elders, fellow students, and staff members. It is impossible for learning to take place if good order is not maintained. Discipline is necessary for the welfare of the student as well as for the entire school. The goal of discipline is not to punish but to disciple; to prepare by instructing in correct principles and habits. Students are reminded that they must adhere to a good code of conduct not only for their benefit, but for the benefit of

others as well. Our teachers will take proactive steps to help students learn to be self-disciplined by setting and maintaining clear classroom expectations, routines, and procedures. IWCA does NOT use Corporal punishment/spanking as part of its disciplinary system.

At IWCA there is a great sense of commitment to the students and families we serve. There is a superseding commitment to the Lord Jesus Christ and His Word. Through prayer, Bible study, and appropriate child training, our ultimate responsibility and goal is to provide a Christ-honoring atmosphere where our students can grow spiritually and achieve academic excellence.

If disagreements or problems arise concerning disciplinary measures, it is of utmost importance that they be dealt with in a Christian manner. Teachers are trained to handle all general misconduct and to enforce rules without partiality. We ask that parents give staff members the benefit of the doubt when situations arise.

If a parent has a legitimate complaint or concern about a disciplinary procedure or method, the parent should call the school to schedule a meeting with the child's teacher. If after meeting with the child's teacher the issue cannot be resolved, please call the school to schedule a meeting with the administrator. Please adhere to the chain of command for addressing problems and complaints.

The General Rules of Conduct for Imparting Wisdom Christian Academy are listed later in this handbook. In addition, during Student Orientation, conducted the first week of school, specific school and classroom rules and expectations are discussed. Disciplinary measures for failure to abide by the General Rules of Conduct will be determined by the severity of the offense and may range from reports, service projects, detention, suspension, or expulsion. Determination of disciplinary measures will be at the discretion of the child's teacher and/or administration.



## **General Rules of Conduct**

The following is a list of General Rules of Conduct that must be adhered to at Imparting Wisdom Christian Academy. This list is not exhaustive. In the event that situations arise that are not covered in the IWCA Student/Parent Handbook, the administration has full discretion to make the decision as to how the situation should be handled.

- All adults should be addressed as Mister/Brother or Misses/Miss/Sister with their last name, unless otherwise instructed to do so.
- Respect is to be shown to all teachers, staff, and visitors. Sarcastic, abusive, or threatening comments will not be tolerated. Bullying of other students will not be tolerated.
- Arguing, murmuring, griping, profanity, any kind of slang, or taking the Lord's name in vain will not be tolerated.
- Assembly begins at 8:00 A.M. After this time, you must knock on the school door to gain entry to the building. An adult must accompany a tardy student into the building and sign-in the student, giving the reason for the tardy.
- Students are responsible for completing their daily goals/assignments in a timely manner.
- We only have one restroom, and students will have to take turns accordingly.
- All food and drinks are to be kept in the lunch area. No food or drink is allowed at the student's desk.
- Chewing gum is not allowed at school. Students may have hard candy or cough drops at their desks as long as wrappers or pieces of the candy are not found on the floor or other places.
- Students should work quietly when completing individual seatwork.
- Students are expected to participate in class discussions and collaborative learning exercises.
- Students should not be at any other student's desk, nor are they to touch anything that belongs to another student without permission or consent.

- There should be no loud talking, pushing, running, or horseplay in the school building. Neither should there be any pushing or horseplay during breaks.
- Students should bring all necessary supplies to class with them. It is the student's responsibility to bring additional supplies when they are needed.
- Students are not to touch other students. Keep hands to yourself.
- Students may only leave school with persons listed in their file. All students must be signed-out by an adult listed in their file. Only students who are 18 years old may leave without an accompanying adult. Students who drive to school must have a note from a parent to be able to leave at any time other than the end of the school day.
- It is the responsibility of any student who leaves early to obtain a Homework Slip and to complete any unfinished assigned work.
- Students are not to leave the building or property without valid permission.
- Students are not to deface school property. Parents will be billed for any damages.
- Electronics are not to be brought to school. Devices including, but not limited to: radios, CD players, MP3 players, cell phones, iPads, iPods, computers, tablets, etc... are not to be brought to school. If a student needs an electronic device to complete an assignment while at school, the parent will be notified. Watches must not beep, make any noises, or connect to the internet.
- Students must not bring any type of weapon to school.
- When using computers or tablets during school, students are to complete their assignments and not visit websites unrelated to assignments. Students should consult with their teacher before visiting any website. Web-filter software will be utilized to help protect students from inappropriate content.
- Students should not bring any books, magazines, or other literature to school that portray un-Christ-like attitudes, lifestyles, behaviors, or immodesty. Anything referring to pop culture is inappropriate.
- It is the student's responsibility to keep their office area clean and neat.

## **Searches and Drug Testing**

Imparting Wisdom Christian Academy reserves the right to search a student's desk, belongings, and/or car in the event school staff suspects the student may possess any prohibited items. Registration and enrollment at IWCA constitute consent of a search.

Imparting Wisdom Christian Academy also reserves the right to request a drug or alcohol screening test at any time a student is suspected of using these substances. If a student or parent refuses said testing, the student will immediately be dismissed from IWCA.

## **Dress Code**

### **Introduction**

Studies have shown that the manner in which people dress has an effect on their confidence and performance in all areas of life. At IWCA we would like the manner of our students' dress to reflect that God has made them uniquely male and female.

Our philosophy of dress and appearance is the result of our belief that every sphere of life, including appearance, must be under the Lordship of Jesus Christ. Our appearance will reflect our relationship with God, demonstrating an integration of faith and lifestyle. In examining what guidelines Scripture gives us, we discover a number of Biblical references to physical appearance and principles of Christian conduct, along with a general philosophy for life. These can be summarized into three basic principles relating to appearance: cleanliness, moderation, and modesty. Practicing these principles includes appearance that:

- a. brings glory to God, not one's self
- b. does not call attention to one's self
- c. indicates a wholesome respect for one's self
- d. reflects Christian values
- e. exhibits a distinctive Christian witness

Another consideration for appropriate dress is the safety factor for students. Certain regulations must be followed for safety.

We discourage our students from blindly following trends set by the advertising, modeling, and entertainment industries when making decisions about dress and general appearance. Rather, we encourage our Christian young people to challenge the world with intelligent Biblical alternatives. We belong to Christ. We represent Him in our society. Let us glorify Him in our attire.

### **IWCA Boys School Uniform:**

**Uniform Pants:** Khaki/Twill Plain or Pleated Front

Colors: Tan, Navy, Black

**Belts:** If pants have belt loops, a belt must be worn. Belt should be black or brown leather. Belt buckles must be plain; no large or gaudy belt buckles.

#### **Uniform Shirts:**

- Polo Shirts with the IWCA logo may be purchased from the school. Each student needs to purchase at least one polo shirt with the school logo to wear for certain activities.
- Navy, Red, Burgundy – Half-Sleeve or Long Sleeve Polo Shirts - These may be purchased at a local store or ordered online. These should have no logo of any kind, should be plain.
- A white, navy, tan, or black turtleneck or long/short sleeve t-shirt may be worn under the uniform shirt. These undershirts should not have any buttons.
- Shirts must be worn tucked-in. They should be long enough so that the shirt will stay tucked-in when arms are raised.

**Shoes:** Solid Black or Brown Dress or Casual Shoes.

Solid Black or White Tennis Shoes/Sneakers. No Flip Flops/Sandals, Crocs, or Work Boots. Shoes must have a closed toe and heel.

**Socks:** Black, Tan/Brown, Navy, White – No Show/Ankle socks are not appropriate.

## **IWCA Girls School Uniform:**

### **Uniform Skirts: Khaki/Twill**

Colors: Tan, Navy, Black

Must be at least two inches below the knees in length, preferably at least calf-length. Must be below the knees when standing and sitting. No front/side splits. Back splits can be no higher than the bend of the knee. Must not button down the front or back.

Please NOTE: The stretchy-type material skirts are **not** appropriate for school. The heavier/thicker material is required because the stretchy material is see-through, and it does not stay down during P.E. activities, making them very immodest.

### **Uniform Dress Jumpers (Grades K-2 ONLY):**

Khaki/Twill

Colors: Tan or Navy

Must be at least two inches below the knee in length. Must be below the knees when standing or sitting. No splits. Must not button down the front or back.

### **Uniform Shirts:**

- Polo Shirts with the IWCA logo may be purchased from the school. Each student needs to purchase at least one polo shirt with the school logo to wear for certain activities.
- Navy, Red, Burgundy – Half-Sleeve or Long Sleeve Polo Shirts. These may be purchased at a local store or ordered online. These should have no logo of any kind, should be plain.
- A white, navy, tan, or black turtleneck or long/short sleeve t-shirt may be worn under the uniform shirt.

These undershirts must be tucked-in and should not have any buttons.

- Shirts may be worn tucked-in or out-over. Shirts should be long enough so that the shirt will stay tucked-in when arms are raised, or shirts should be long enough that the shirt does not rise above the top of the skirt when arms are raised.

**Shoes:** Solid Black or Brown Dress or Casual Shoes.

Solid Black or White Tennis Shoes/Sneakers.

No Flip Flops/Sandals, Crocs, or High Heels.

Shoes must have a closed toe and heel.

**Socks/Hose/Tights/Leggings:** Black, Tan/Brown, Navy, or White. No Show/Ankle socks are not appropriate.

### **Further Clothing Details:**

- Boys' pants and girls' skirts must fit around the waist and not be form-fitting.
- Pants/Skirts should not be "skinny" fit.
- Clothing should not have holes or frayed hems.
- Boys pant legs must not drag the ground.
- All clothing should be clean, neatly pressed, free from stains and odors.
- Only securely fastened shoes are to be worn. If a student cannot tie his/her shoes, please have them wear slip-on shoes or ones with Velcro.
- Socks, hose, or tights must be worn at all times.
- Plain white or black tennis shoes/sneakers should be brought to school and kept under the student's desk for use in Physical Education class.
- Do not buy expensive clothing or shoes. One of the purposes of the IWCA Dress Code is to keep costs for clothing at a minimum.
- Shoes should be comfortable with non-slip soles.
- A specific uniform combination will be announced and required for field trips or other special occasions.

- Students may wear a cardigan sweater in the classroom over their regular uniform polo shirt. Acceptable sweater colors are navy, tan, burgundy, red, or black. Sweaters must be plain, no logos or symbols, no designs, no zippers.

### **Unacceptable Clothing:**

These types of clothing are not to be worn to school:

- Carpenter/Cargo Style Pants or Pants with pockets on the legs
- Sweatpants, Bell Bottoms, Hip-hugger pants or skirts, Stretch Pants or Skirts
- See-through, Tight/Form-Fitting, nor Revealing Clothing
- Skirts or pants that are made of stretchy material.
- Sleeveless or Cap-Sleeve shirts/tops
- Hats are not to be worn inside the building.
- Hooded sweatshirts are not to be worn inside the school building. Hooded sweatshirts and all jackets/coats must be placed on a hanger upon entering the building.

### **Boys' and Young Men's Hair**

- Must be in good taste
- Must be cut above eyebrows, above collar in back, and trimmed around/above ears
- Should not be shaggy in appearance
- No braids, rat tails, ponytails, etc...
- No Mohawk/faux hawk, spiked, shaved, or fad styles
- Hair should be washed regularly and neatly combed each day.
- Sideburns should be no longer than the middle of the opening of the ear.
- Hair should be distinctly masculine
- No facial hair – Students must be clean shaven.
- No hair dyes are to be used.

### **Girls' and Young Ladies' Hair**

- Must be in good taste
- No hair dyes are to be used
- No rat-tails
- No spiked or fad styles
- Hair should be washed regularly and neatly combed each day.
- Hair should be distinctly feminine in appearance.
- Hair **MUST** come below the shoulders.
- Hair **MUST** be secured away from the eyes and face.

### **Other Accessory Notes:**

- Jewelry is not permitted to be worn to school, not even hidden under clothing. Items not permitted include necklaces, bracelets, earrings, finger rings, nose rings/studs, eyebrow rings/studs, etc...
- Students may wear a plain face watch with a black, brown, white, silver, or gold colored band. Watch must not make any noises. No smart watches.
- Make-up that creates an unnatural appearance is not permitted to be worn at school. Eye shadow, eye liner, rouge/blush, and lipstick are not to be worn. High school age girls may wear foundation or face powder that is natural looking and that blends with their natural skin tone. Young ladies may wear clear lip gloss. Only clear nail polish may be worn.

### **Dress Code for Parent Volunteers**

We appreciate all parents who volunteer when we are in need of help with field trips or other activities. We ask that volunteers abide by the regular school Dress Code when helping at IWCA or with field trips. If you have questions about what is required, please contact the administrator.



## **Background Checks**

To help ensure the safety of our students, all staff members must pass a criminal background check. In addition, we require that any parent/guardian/grandparent who wishes to volunteer at IWCA complete a criminal background check before volunteering. The volunteer must cover the cost of the background check. If you are interested in volunteering, please talk with IWCA administration about completing the background check as soon as possible. Please know that we truly appreciate volunteers.

## **Family Fellowships**

A couple times each school year, we hope to host Family Fellowships where staff, students, and parents share a time of fellowship. Each Fellowship will include a meal (potluck, picnic style, or catered), a brief devotional lesson, and some type of student presentation or activity. Family Fellowship dates will be announced with at least a month's advance notice. All families are encouraged to attend.

## **Closing Remarks**

As with any handbook or manual, all situations cannot possibly be addressed. As different situations present themselves from year to year, our handbook is updated accordingly. Therefore, Imparting Wisdom Christian Academy administration reserves the right to make updates and policy changes as necessary. Parents will be notified in writing of any policy changes. If situations or issues occur that are not currently addressed in the handbook, IWCA administration will address the situation using the Bible and common sense as a guide.

We look forward to working with all students and parents this school year. We want IWCA to produce students who have not only received an excellent academic education but also those who know Jesus Christ as Lord who will be Christian leaders in our community and the world.