



Parent/Student  
Handbook  
**LOWER SCHOOL**

3601 N. Scenic Drive  
Alamogordo, NM 88310  
575-434-3903

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## **VISION OF IMAGO DEI ACADEMY**

### **Discipling Life-Long Learners to Boldly Transform Culture through Christ.**

## **MISSION OF IMAGO DEI ACADEMY**

Partnering with families, equipping them with truth through Gospel centered academic excellence. Using the classical model, we intentionally mentor students to serve with God's heart.

The vision of Imago Dei Academy is to provide an education that is inherently different in philosophy and content than that which is currently offered in the government and private school setting of the Tularosa Basin and surrounding area. We wish to partner and associate with like-minded people who will help us communicate the school's message to the world and to help us train the next generation of Christian leaders. Thus, our vision encompasses the following four areas.

### **The Student**

The aim of Imago Dei Academy is to graduate young men and women who are wise and eloquent image bearers of Christ and who:

- think clearly and listen carefully with discernment and understanding;
- reason persuasively and articulate precisely;
- recognize cultural influences as distinct from biblical influences, and who are unswayed towards evil by the former;
- are well-prepared in all situations, possessing both information and the knowledge of how to use it;
- are socially graceful and spiritually gracious;
- are equipped with and understand the tools of learning;
- desire to grow in understanding, yet fully realize the limitations and foolishness of the wisdom of this world;
- have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction;
- can distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ;
- reflect a lifestyle of faith-based and heart-felt obedience to God's divine order of relationships and personal conduct;
- demonstrate loyalty to God's Holy Nation and Royal Priesthood;
- possess these with humility and gratitude to God.

### **The Staff**

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Imago Dei Academy. We desire our staff to:

- be professional and diligent in their work;
- be gifted in teaching, loving their students and their subjects;
- clearly understand classical education, how it works in their classroom and how their work fits into the whole;
- possess a lifelong hunger to learn and grow;
- have opportunities to be refreshed and renewed;
- coach and nurture new staff;
- serve as academic mentors to students; and
- mature in Christ, growing in the knowledge of God.

### **The Family**

Imago Dei Academy strives to operate as a servant to the family, believing that Scripture clearly places

authority for education in the hands of parents, not state and federal governments. For our parents we:

- Intend to cultivate a sense of responsibility for the school, and to see them well informed about the goals of our classical and Christ-centered approach;
- Desire them to grow with the school, to be involved in and excited about the journey; and
- Aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir one another to love and good works.

### **The Community**

Finally, in our relationship with our community, we aim to be above reproach in our professional relationships and supportive of the local business community. We seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## **Statement of Faith**

The statement of faith adopted by the Imago Dei Academy is limited to primary Christian doctrine which is central to all Christian denominations and which sets Christianity apart from other faiths. For our purposes, a Christian is one who has heard the word of truth, or Gospel (Col 1:5), as summarized in the statement below and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Romans 10:9-10).

We believe:

- The Bible to be the inspired, the only infallible, authoritative Word of God. The Bible is the final standard of belief and conduct, as interpreted by the IDA School Board. (1 Timothy 3:16; 2 Peter 1:21).
- There is one God, eternally existent in three persons, Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Matthew 28:18-19; Mark 12:29; John 1:14).
- In the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Matthew 1:20-23; John 1:1, 14; Acts 1:11; Hebrews 7:24-26).
- The Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. His death made the atonement for the sin of the world and is efficacious for all who repent and believe (Hebrews 7:25; Hebrews 9:12-15; Ephesians 1:7; Colossians 1:14; John 11:25).
- That salvation from eternal punishment and restoration to fellowship with God is secured only by His grace through faith in Christ, and all who receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (John 3:16; Titus 3:5; John 3:3; 14:16-17; Ephesians 2:8-9).
- That faith without works is dead. (James 2:26).
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 3:3-7; Ephesians 2:1-5).
- In the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation (1 Corinthians 15:51; Revelation 20:11-15).
- In the spiritual unity of all believers in our Lord Jesus Christ (Hebrews 10:25; Ephesians 1:22-23).
- In the importance of Christians reaching into all the world to call people to faith in Christ and helping influence their world for good. (Matthew 28:18-20).
- In the life-long covenant of marriage between one man and one woman, and that all forms of sexual activity outside marriage are sin. (Genesis 2:18-24, 1 Corinthians 7:1-2).
- In the inherent image-bearing of God's human creations, with each person to reflect His image as male or female, behaving in a manner according to biological gender assigned at birth. (Genesis 1:26-27, Matthew 19:4).

Imago Dei Academy has also adopted the first two chapters of the Westminster Confession (a requirement for membership in ACCS), as well as the Apostles' Creed, the Nicene Creed, and the Definition of Chalcedon,

all contributing to the foundational beliefs that undergird the school's statement of faith.

## School History and Governance

***Imago Dei Academy, which means “image of God” in Latin,*** began in 2008 as the vision of a small group of teachers and parents who are passionately dedicated to Christian education. Their vision grew into the reality of Imago Dei Academy, a school committed to partnering with parents, and dedicated to providing an excellent education – a classical Christian education – to the families of the Tularosa Basin. We encourage our students to love learning, think clearly, communicate eloquently, and engage in a lifelong pursuit of wisdom.

*Imago Dei Academy* is an independent, non-denominational, board-administered classical Christian School.

*Imago Dei Academy* is managed by the Board of Directors of said Association (hereafter referred to as the School Board) and its appointed Headmaster.

## Philosophy of Education

While most Christian schools agree on certain fundamentals, it is imperative that parents scrutinize the beliefs on which a school is founded prior to enrolling their children. We believe that parents must be clear on the philosophical elements that distinguish our approach to education.

We believe:

All education is discipleship. There is no neutral truth. To disciple is “to teach; to train or bring up; to convert to doctrines or principles.” (Webster, N. 1928).

- The Bible clearly instructs *parents* to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible.
- God's character is revealed not only in His Word, but also in every facet of creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- All truth is God's truth. God created everything we can observe, test, understand, and experience, and He is in control of it. As a result, all academic content is viewed from the perspective that it all comes from God, with the educational process centered on both the living and written Word.
- Each child is God's image-bearer and that "... the life of the covenant child should ever increasingly become a true inflection of the life of Christ that is born within the heart" (Berkhof & Van Til, 1990, p. 81). Each student deserves the opportunity to manifest the image of God in his or her life. One of the commitments of Imago Dei Academy is to employ a process of education that *draws out* that which inherently resides within each student (Cox, 2001).
- Nurture and enhancement of the *imago Dei* qualities helps diminish learner frustration and promotes learning. As a result, we endeavor to draw out "... *imago Dei* qualities like love, dignity, trust, security, authority, jurisdiction, self-discipline, dominion, worship, morality, creativity, eternity seeking, competence, destiny/purpose, and excellence" (Cox, 2000, p. 14) in each student by placing Scripture at the core of all learning.
- Biblical principles should be integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

## School Goals

Imago Dei Academy provides a Christ-centered, classical education that seeks to achieve the following goals in all levels of our program and teaching:

### **Christ-Centered**

- Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17)
- Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40)
- Encourage every student to begin and to develop his relationship with God through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15)
- Prepare young people to be image-bearers of Christ within the local community.

### **Classical**

- Emphasize grammar, logic, and rhetoric in all subjects (see definitions below)
- Encourage every student to develop a love for learning and live up to his academic potential
- Provide an orderly atmosphere conducive to the attainment of the above goals.

### **Definitions**

**Grammar:** The fundamental rules and vocabulary of each subject.

**Logic:** The ordered relationship of the particulars in each subject.

**Rhetoric:** The clear expression of the grammar and logic of each subject.

### **School Strategic Planning Objectives**

With the completion of the 2022 IDA looks to focus on continued growth spiritually and resourcefully. In order to maintain an environment of continuous improvement, the leadership team has chosen three objectives to pursue in the revised School Strategic Planning session. The goals include:

Objective 1: Increase enrollment/resources to amplify our mission and vision

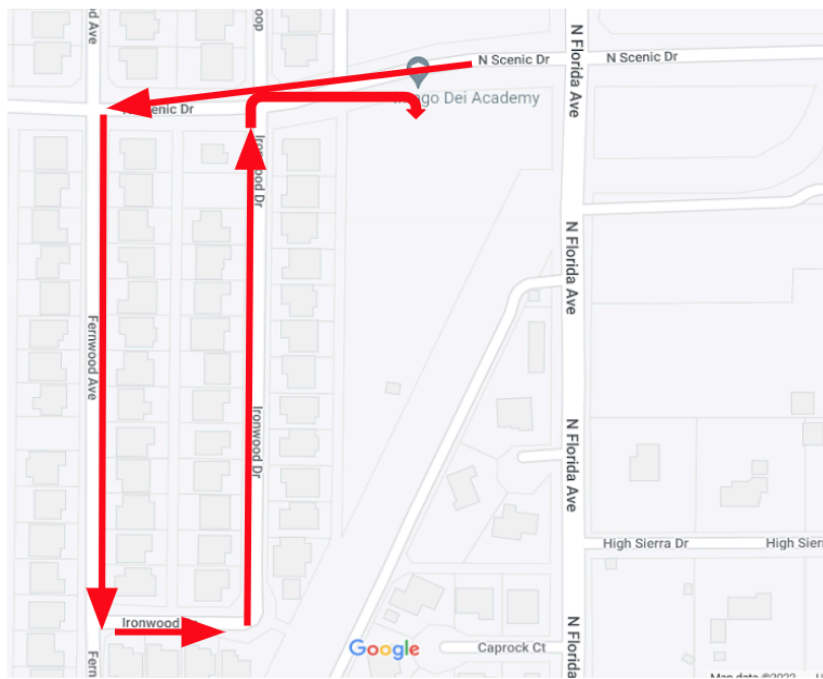
Objective 2: Amplify discipleship effectiveness

Objective 3: Invest in staff to increase our capacity to meet the vision and mission of IDA.

## Day to Day Operations

**Drop Off/Pick Up:** To ensure safety for all children, please read this carefully and follow all instructions implicitly. Some procedures may vary slightly from year to year. If there are variations, families will be notified.

- Students may be dropped off between 7:30-8:00 a.m.
- Kindergarten and second-grade students dismiss at 3:15, announcements starting at 3:10. Third through twelfth-grade students dismiss at 3:30, announcements starting at 3:25.
- **For dismissal**, each student is assigned a number that we use in an app the school has adopted PikMyKid (an app) for means to communicate pick-up.. If you choose not to download the app each student still receives a number. That number should be posted in the window or on the dashboard on the passenger side so that students may be called as guardians arrive. Families must have the number given to them by the school or be on the pick up list. For multiple vehicles, families may request additional signs from the school office.
- Drivers should read signs and follow instructions of teachers and volunteers each afternoon.
- Children must enter and exit cars on the passenger side to avoid walking between cars.
- Vehicles should pull as far forward in the line as possible and form **one, single file line**, avoiding large gaps between cars.
- CARS ARE NOT TO BE LEFT UNATTENDED IN THE DROP-OFF/PICK-UP PATH; traffic must flow as quickly and efficiently as possible.
- **ALL CARS MUST TURN RIGHT TO ENTER THE PARKING LOT AND TURN RIGHT TO LEAVE THE PARKING LOT. NO LEFT TURNS ARE ALLOWED. (Please see visual below)**
- Parents, staff, or students who wish to speak with another adult or student may not block the drop-off/pick-up line. Please park or schedule a time to speak to them during their normal duty hours.
- Those who wish to park in the parking spaces or along the outer side of the median that are out of the traffic path, must escort their elementary-aged child(ren) across the parking lot to and from the sidewalk.



- ★ Please no U turns on **Scenic** by Ironwood or the alley
- ★ Turn LEFT onto Fernwood and loop around on Ironwood - take a RIGHT back onto Scenic
- ★ There has been a lot of “**close**” calls with vehicle accidents recently or blocked traffic, especially during Pick-Up time!

## **Appointments and Meetings with Teachers, Staff, and Administration**

- **An appointment is required to visit any teacher, staff member, or administrator.** To schedule an appointment with an administrator, please call or stop by the school office. To schedule an appointment with a teacher or other staff member, please email him/her. **No walk-ins please.** Please respect staff members' needs for family/personal time and refrain from calling and contacting them at home. All teachers have school email, and phone messages may be left for them during regular business hours.
- Staff and faculty will respond to your email communication within 24 hours, except on weekends. Faculty may also take longer to respond over school breaks.

### ***Classroom Visits***

- Parents are encouraged to work with teachers to establish times to assist in the classroom. Teachers are happy to arrange conferences with parents or allow for classroom observations. Parents wanting to visit a classroom during the school day should set up an appointed time with the teacher and visit the office to sign in before going to the classroom.

## Parent Communication

*Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4*

Imago Dei Academy wishes to partner with you as parents to help your student achieve their goals. In keeping with this thought, parents agree to support and cooperate with the school in this process. Any complaints or negative comments will be shared with staff, administration or board of directors and not through social media. Violation of this expectation can result in removal of the student(s) or denial of re-enrollment. Due to required planning time, teachers cannot be available for unscheduled meetings, questions, or comments, before or after school.

### Parent - Teacher Concerns

Parents who notify the teacher/school by 8:30 a.m. of a need to ask a question or discuss a concern, may expect a response by 3:30 p.m. If the teacher/school is notified after 8:30 a.m., they may expect a response by 8:30 a.m. the next school day.

The school utilizes several methods of parent communication. The staff and faculty are dedicated to maintaining the highest levels of communications with parents.

### Email

IDA considers electronic mail as an official form of communication to parents and utilizes email as the primary means of communication with parents. Internet access and email capability are required for effective communication with IDA. Parents can be kept informed concerning IDA activities and programs by frequently reviewing the IDA website at [www.imagodei.academy](http://www.imagodei.academy) or on our social media platforms. .

### FACTS

FACTS is a web-based resource that interfaces with the IDA database. Upon the beginning of the school year or within two (2) weeks of enrollment at IDA, parents are issued a FACTS Family Portal account. Accounts should be immediately activated upon receipt. FACTS allows parents/guardians to remain up to date on academic progress and behavior/discipline reports.

### Grade Reports

Grade reports are for the purpose of communicating on FACTS Family Portal an evaluation of student progress to the student and his/her parent/guardian. Teachers update these grade reports weekly and are available for parent review

### Report Cards

Due to the accessibility of FACTS Family Portal, 9-week report cards and semester grade reports will not be sent home on paper unless requested in writing to the teacher. The 9-week reporting periods are shown on the school calendar on the IDA website.

### Conferences

Your child's teacher will conduct meetings each fall and spring (as needed) to discuss student progress, test scores, behavior reports, and parent-teacher partnership rapport. Conference times will be available for individual families upon request. In addition to the parent meetings, individual conferences will be conducted with all incoming junior and senior students in the spring. These meetings will be conducted in April and early May.

Parent Involvement is important to the Imago Dei Academy Culture. Below are a few ways to do this:

- Assist in the classroom. Arrangements must be made ahead of time with the teacher.
- Chaperone field trips. This may include driving students to and from.
- Serve as a storyteller, song-leader (chapel), guest artist, or offer special talents.
- Present a vocation to the class or invite them to a place of business.
- Share experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer in the preparations for the many tasks related to annual fundraisers.

- Help host class parties in the classroom.
- Attend all Parent-Teacher Conferences that are formally conducted. Informal conferences may be held any time at the parent's and/or teacher's request.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home!
- Offer specific assistance to serve on board-appointed committees.

## Student Health Records

All students attending Imago Dei Academy must have on record with the school office, ***either a current immunization record or an exemption statement according to New Mexico Code***, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

- All students must provide proof of health insurance.
- Prescription medications will only be given to students at Imago Dei Academy when the following criteria are met:
  - The school office must receive a written notice from the prescribing doctor that includes the name of the medication, the dosage, and the time and frequency of administration. This form will be kept in the student's file at Imago Dei Academy.
  - The parent(s) must provide permission, in writing, for the prescription medication to be given by the staff of Imago Dei Academy.
  - The parent must provide the medication in a properly labeled, original prescription bottle.
  - Non-prescription medications (such as Tylenol, Motrin, cough medicine, etc.) will not be given unless doctor ordered and with proper documentation. A general statement from the doctor reading **"as needed"** will not be accepted.
- Every family must fill out the Emergency Medical Form. This form can be found on the enrollment packet not located on Family Portal or obtained from the school office.

# Admissions

## **Admissions Philosophy:**

Imago Dei Academy is open to those interested in securing a Christian, classical education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Imago Dei Academy norms. It must always be understood that attendance at Imago Dei Academy is a privilege and not a right. This privilege will be forfeited by any student or parent who does not conform to the school's code of conduct and/or who is unwilling to adjust to our environment.

All students must demonstrate a desire to attend Imago Dei Academy and agree to apply themselves honestly and wholeheartedly to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily visitors.

Imago Dei Academy does not discriminate based on race, color, national and ethnic origin in admissions policies, athletics, and other school-administered programs. Imago Dei Academy reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Imago Dei Academy administration and to abide by its policies.

## **Admission Procedures:**

- We like to give tours with all our families who are interested in Imago Dei Academy with the headmaster or a designee.
- Following a tour the family completes an online application. Upon return of a completed application, a placement test and a family board interview is conducted.
- The School Board will interview parents and students if available (they could still be testing).
- Placement exams are administered to all new students and all returning students if they have been away from IDA for more than a year. Feedback on the exams will be given as soon as possible.
- If the student is academically cleared for enrollment, the admissions team will send an Acceptance Letter offering the student a position at Imago Dei Academy for the school year and they will finalize their enrollment online via Family Portal.
- Enrollment is not finalized until that online form is complete and enrollment fee is submitted and a tuition plan that includes books are assessed.
- A Transcript Request Form is in the enrollment packet. Parents must give permission to the previous school to release academic and behavioral records.
- All financial arrangements between the family and the school must be understood before an admission is considered final.

## **Admissions Requirements for the Student:**

- A child must be *five years old by October 1* of the fall in which he/she would be entering kindergarten and must be fully toilet trained (able to use the toilet independently and wash hands). **Kindergarteners must have a change of clothing at the school in case of an accident.** If the accident requires more than the child can manage on his own, the parent or emergency contact will be asked to pick up the child.
- If a child has successfully completed the previous school year and schoolwork and behavior compare favorably to the corresponding grade at Imago Dei Academy, the child will be placed in the grade stated on the application. However, the child may not be adequately prepared for the grade level, as evidenced by the entrance exams, with the parents' compliance, he/she may repeat the previous grade. Should parents choose to proceed with the higher grade level, it is their responsibility to keep the student in pace with the peers.
- The child should understand that parents have delegated their authority to the school. Therefore, he/she is subject to the instruction and discipline of the teachers and Headmaster in their prescribed roles at Imago Dei Academy.

***Admission Requirements for the Parents:***

- Though not required to be Christians, the parents of students at Imago Dei Academy should have a clear understanding of the biblical philosophy and purpose of Imago Dei Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's "Statement of Faith" in various and frequent ways within the school's program.
- The parents should be willing to cooperate with all the written policies of Imago Dei Academy. This is most important in standards of conduct, discipline (see "Code of Conduct and School Norms"), and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

# Homework Philosophy and Guidelines

## Philosophy

Below are the primary reasons or causes for homework being assigned:

- Students often need some amount of extra practice in specific, new concepts, skills, or facts. There may not be enough time in a school day to do as much practice as necessary for mastery. Therefore, after using reasonable in-class time, the teacher may assign homework to allow for the necessary practice.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
- The parents must be involved in the educational process by helping their students to learn how to manage their time, assisting with ensuring they complete and submit their assignments, and personally monitoring and evaluating their learning.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a corrective, as well as practical purpose.

## Guidelines

Since homework takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. Necessity for homework will vary from grade-to-grade student to student. This guide should be regarded as average maximum times for most students; however, homework assignments may occasionally require more than the maximum time indicated.

<u>GRADE</u>	<u>MAXIMUM APPROX. TIME PER WEEKNIGHT</u>
K	15-20 MINUTES (infrequently)
1 <sup>ST</sup> - 2 <sup>ND</sup>	20-40 MINUTES (infrequently)
3 <sup>RD</sup>	30-45 MINUTES
4 <sup>TH</sup> - 6 <sup>TH</sup>	45-60 MINUTES
7 <sup>TH</sup> and up	1-2 HOURS

Students who are new to the school and/or are catching up in their studies may need to invest more time as they transition into the school.

## Make-Up Work Due to Absences

- Homework assignments may be obtained by checking your student's classes in RenWeb. For each day of absence there will be two school days allowed to make up work *with a limit of seven consecutive calendar days, including weekends*. All missed homework must be made up by this time. Projects and assignments given in any class before the absence are still due on the due date.
- **For extended absences, all makeup work is due 7 days from the last day of absence including weekends.**
- When students miss assignments because of an excused absence, the student and parent should work carefully with the teacher to get the work completed within the appointed time. Make-up work will be provided for any class in which a student has an excuse. After returning from illness/absence it is the *student's responsibility* to pick up any make-up assignments on the day he/she returns to class. Students and parents are also encouraged to check RenWeb or call their classmates to obtain assignments, if necessary.
- If the student's absences are excused and the work is made up within the prescribed time limit, the student will receive full credit for the make-up work. If a student fails to meet these guidelines, the missing work will be assigned a "0" grade and **averaged into the student's remaining work**. Incomplete "I" grades are not given.

### Day absent

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

### Day homework due at the beginning of class

Thursday  
Friday  
Monday  
Tuesday  
Wednesday

# Grading Guidelines

## **Percentages and Grade Equivalents**

100% - 90%	A ("Excellent")
89% - 80%	B ("Surpassing")
79% - 70%	C ("Satisfactory")
69% - 0%	F ("Failing")

**An average of C (70%) or better for the year is required to pass all classes.** If a student does not meet these requirements, there will be a required parent meeting with the Headmaster and/or teacher to discuss summer work or other arrangements such as repeating the course.

## **Promotions**

Grade 7 promotions are based on the English and math grade. Students may not be promoted if they:

- Fail English or Math
- Fail two other subjects that do not include English or Math.
- Demonstrate a social or maturity level that is not commensurate with that of their peers.
- If a student is absent more than 20 core subject class sessions.

Students must earn a grade of 70% or greater in each course to progress to the next level of the course. All failed courses must be repeated to earn credit towards graduation.

## **Late Assignments**

Points will be deducted from late assignments as follows:

- 1 day late = 25% penalty
- 2 days late = 50% penalty

Assignments more than two days late will not receive credit and will be recorded as a "0" in the grade book.

## Learning Disability Guidelines

To clarify the educational goals of Imago Dei Academy: These guidelines apply to all students and teachers in all classrooms. For students **officially diagnosed** with a learning disability, reasonable classroom accommodations may be made without sacrificing educational integrity.

*Learning Disability:* Any condition in a potential student which does not require a separate classroom, program, and/or staff to provide the education services desired by parents. Some examples are, but are not limited to hyperactivity, Attention Deficit Syndrome, dyslexia, high-functioning Autism, etc. For purposes of these guidelines, it is important whether the condition was accurately diagnosed and is a genuine learning disability.

*Severe Learning Disability:* Any condition in a potential student which would require a separate classroom, program, and/or staff to provide the educational services desired by parents. For example, Down's Syndrome, some forms of Autism, deaf/mute, blind, etc.

### **Guidelines:**

- Children with a severe disability will not be admitted to IDA due to lack of adequate staff, funding, and facilities.
- Children who have been professionally diagnosed as having a learning disability will be required to meet the same academic and behavioral standards as all the other children in their grade level. Some reasonable accommodations may be available on a case-by-case basis. For more information, contact the school office.
- Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

# School Norms

The following list of school norms are those essential policies that we require for all students.

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff.
- Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated. Obedience is defined as “acting upon an instruction RIGHT away, ALL the way, with a GOOD ATTITUDE every day.”
- The following items are not allowed on school grounds, buses, on school-sponsored activities, etc.:
  - Chewing gum (see behavior policy below for individual classrooms), electronic devices not used according to the technology policy, guns, knives, or any other weapons. Alcohol or any drugs regardless of prescription to over-the-counter.
- **Cell phones and smart watches must remain off and must be put away (locker, office, or other secure location) during school hours.** Students will not be allowed to call, text, or otherwise use the device at school unless under direct permission and supervision of a staff member. A device seen or heard by staff or students will be confiscated and the parent/guardian will be responsible for retrieving it from the office.
- Two or more students may not hold a private party or any other unsupervised (by staff or another adult) activity anywhere on campus or at any school function, regardless of location.
- School is not the place in which romantic relationships between students should be cultivated or initiated. Public displays of affection are unacceptable. A male and female student may not be alone in any room or any other part of the school together. If the teacher or other students are not there, they must wait outside the classroom, in public view.
- Students are expected to treat the school's materials and facilities with respect and care. This includes all books distributed to the students. (Students will be charged for lost or damaged books.)

## Etiquette Guidelines

- Boys hold doors for girls
- Girls get in line first
- Lines must be straight and silent. Stay to the right in hallways
- Lunchroom etiquette:
  - Enter lunchroom quietly
  - Eat politely
  - Remain in seats until dismissed
  - Follow the norms of the staff/volunteers in the lunchroom
- Stand when an adult enters the classroom for the first time each day
- Speak clearly and politely to the teacher, other adults, and each other
- Make eye contact when speaking to others

## Discipline Policy

Although IDA has no power to force thoughts or beliefs upon students, it must be able to control students' behavior. The faculty and administration of IDA have the responsibility and authority to correct students' inappropriate behavior in order to maintain a quality-learning environment. At IDA discipline is designed to achieve appropriate behavior while teaching students character and self-discipline. In order to prepare students, IDA must establish and maintain an atmosphere that is conducive to learning. The establishment of such an atmosphere rests upon each student's readiness to assume responsibility for his or her own actions and to meet the demands of a productive educational environment.

Inappropriate conduct will be dealt with in a manner suitable to the seriousness of the offense. Prior to a demerit being given the teacher will use the IDA Behavior Flowchart as a classroom management guideline. The final decision on all disciplinary action lies with administration.

Students at IDA are expected to conduct themselves in the appropriate manner whether at school or any school related event. There will be zero tolerance for the use of any medium (including, but not limited to...video, social networks, email, blogs, etc.) used to publicly place IDA and/or any of its stakeholders in a negative light. Students are responsible for their compliance with standards and for consequences of their misconduct.

As a student at Imago Dei Academy, each student is expected to be a law abiding citizen and represent the school and the name of Jesus at all times; therefore, student behavior on or off campus (during school or non-school hours) that is illicit, immoral or illegal in any manner reflects adversely on IDA and may cause immediate expulsion.

### Violations

Administration will issue demerits to the student and document them in the record for disciplinary consequences. The teacher is responsible for documenting habitual behavior and parent contact leading up to a demerit. Demerits are cumulative and consequences will be issued for total demerits received during each semester. Classroom management is used as a redirection, positive reinforcement, and parent/guardian partnership. Once habitual behavior is established using the IDA Behavior Flow Chart the teacher will refer the student to administration for further parent involvement and behavior plan development.

Any student receiving six (6) or more cumulative demerits in a given semester will, at a minimum, be placed on Behavior Probation for the following semester. Any student receiving ten (10) or more cumulative demerits in this situation may also be subject to expulsion or forfeiture of re-enrollment privilege. When administration recommends expulsion, the board will convene a committee to consider the recommendation. Based on the committee's findings, the student may or may not be expelled.

### Disciplinary Definitions

**In-school detention** may involve morning detention, adjustments of P.E. activities or silent break and lunch, supervised cleaning, or missing an event.

**In-School Suspension (ISS)** is the removal of a student from the traditional classroom for a specified time period. The student will be placed in an alternate classroom for the duration of the specified school days with appropriate teacher supervision. To keep the student engaged in the academic process, teachers will provide subject-specific assignments, which the student will complete and turn in at the completion of each day of ISS. Students serving ISS receive 100% credit for work completed on time. All breaks and lunch will occur as closely as possible to normal times — students will remain physically separated from other students. Parents will be notified of ISS when it is issued. A fee of \$60 will be charged to the student's account.

**Mandatory Off-Campus Assessment (Grades K-6)** may be required when determined by the administration and/or the board. When off-campus counselor assessment is determined as a necessary step following an administration referral, parents will provide documentation of the assessment completed by a qualified mental health professional to administration within the time frame designated. Failure to comply with counseling assessment requirements could result in expulsion.

**Dismissal (Grades K-1)** is the removal of a student when it is determined by the staff that the school cannot safely and adequately serve the needs of the student and the family. This is normally required when repeated behavioral issues that affect the safety of the student, other students, or staff members have occurred. Dismissed students may exhibit a lack of maturity that affects their success and/or the class as a whole. Dismissed students may be readmitted to IDA in future years when issues causing dismissal have subsided. IDA reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school. Parents will be notified of a dismissal determination in writing to include the process for appeal to the president and board appeals committee as required.

**Expulsion (Grades 2-6)** is the permanent removal of a student from IDA. IDA reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school. Parents will be notified of expulsion determination in writing to include the process for appeal to the president and board appeals committee. Any student expelled from IDA may not be on campus or attend any future school functions.

### **Behavior Probation**

Students may be assigned behavior probation at the discretion of administration due to ongoing behavior problems. When students are assigned behavior probation, their parents will be notified by letter, after face-to-face conferences are conducted. This letter will go in the student's file. Should behavioral difficulties continue, dismissal or expulsion will be considered. An off campus assessment may be a part of the behavior probation plan as well. A progressive discipline approach will be used starting at the lowest level and commensurate with the violation. Students placed on behavior probation will remain on behavior probation for a minimum of one semester. During the probationary period, parents will be kept informed regarding their student's status and/or progress.

Re-enrollment, probationary periods, promotion status, and participation in events will also be considered by administration on a case-by-case basis and will be addressed in the development of the transition plan. Students who disrupt the school environment by promoting promiscuous practices or beliefs are subject to disciplinary action up to and including expulsion of the student.

The kind and amount of consequence will be determined by the IDA Behavior Flowchart guidelines that are followed prior to an office referral. The consequence will be administered in the light of the student's infraction and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. Most behavior is managed at the classroom level.

- **Office referrals** consist of the following
  - Teacher Submits habitual behavior violation form
    - Parents have been notified of the behavior
    - Parent-Teacher conferences have been established along with administration
    - Documentation of the behavior and parent contact in FACTS SIS
    - Administration contacts parents with details from FACTS SIS and details of the referral. The parent's assistance and support in averting further problems will be sought.
    - Should students require additional office visits, a conference will be scheduled to develop a plan of action.
  - Fighting i.e. striking in anger with the intention to harm another student. Verbal threats and threatening gestures are included.
  - **Public displays of affection that may be construed as romantic in nature.** This will be at the discretion of administration.

The administration will determine the discipline earned by the student

- **Serious Misconduct:** Should a student commit an act with such serious consequences that the headmaster deems it necessary, the office-visit process may be by-passed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands.
- **School Culture:** If, in the judgment of the administration and the IDA Board, a student's continued enrollment is a significant negative influence on other students, IDA reserves the right to seek to expel that student for that reason, foregoing the office visit procedures.
  - Examples of such behavior include, but are not limited to: student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing activities reflecting a clear disregard of Scriptural standards.
  - Should the administration exercise this option, they will meet with the parents and the school board, and the board will make the final decision. The administration will meet with the parents to inform them of the board's decision. The parents will then have the option to withdraw their student to prevent expulsion.
- **Re-enrollment:** At the discretion of the headmaster, in consultation with the Board, a student may be refused re-enrollment. Such refusal is not considered a direct disciplinary act and does not require accumulated office visits to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.
- **Readmittance:** Should the expelled student desire to be readmitted to Imago Dei Academy, the school board, or its delegated committee, will decide based on the student's attitude and circumstances at the time of re-application.

## Academic Integrity Policy

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

Students act with academic integrity to the extent that they demonstrate these values, and in particular:

- Take full credit for their own work and give full credit to others who have helped or influenced them, or whose work they have incorporated into their own
- Represent their own work honestly and accurately
- Collaborate with other students only as specifically directed and authorized
- Report breaches of academic integrity to a teacher, counselor, or administrator

**What is cheating?** Cheating is defined as a dishonest violation of norms or seeking to obtain, or aiding another to obtain, improved scores using unauthorized or deceptive means. We believe that teaching students to do their own work and keep their eyes on their own papers is taught in the grammar stage.

Some examples of what cheating looks like:

- Unpermitted collaboration on assigned work
- Unauthorized use of a cheat sheet, reference materials (teacher's manual, test bank, test answer key), or electronic resources (graphing calculators, cell phones, computer programs, etc.)
- Passing test or quiz information to other students
- Unauthorized use of previously administered assessment
- Presenting information collected, organized, or envisioned by someone else as their own (with or without the author's permission) or allowing someone else to present their work as his or her own.
- Asking about or sharing questions and/or answers to quizzes and exams with students in another class.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting themselves in any way to teachers regarding the work the students have done, such as saying they have turned in an assignment longer than they did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class to avoid turning in an assignment or taking a test.
- Doing more or less than their share of a group project without permission from the teacher.

Procedures:

- All parties concerned—students, parents, and administrators—are to understand that the teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.
- Whenever a student is found to have violated the Academic Integrity Policy these procedures will be followed:
  - The teacher will document the violation and report it to administration in writing.
  - The administration will record the violation as part of the student's permanent disciplinary record.
  - The administration will review the student's disciplinary record to determine whether the violation in question is the student's first (or subsequent) offense.
  - The teacher will confer with the student and may contact the student's parents. The purpose of the teacher-student conference is to review the academic integrity policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
  - According to the stated expectations of individual teachers, an appropriate penalty for the offense will be imposed. Consequences for first-time and subsequent offenses are outlined.

## Plagiarism

Plagiarism is defined as "...copying another's work or borrowing someone else's original ideas. Plagiarism includes, but is not limited to:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft.
- to present as new and original an idea or product derived from an existing source" (Plagiarism 101, 2014. Retrieved from <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/> )
- copying another student's work and passing it off as one's own
- copying and pasting information from the Internet directly into a document without documenting the source.

Revised: January 23, 2017.

## IDA Bullying Policy

According to the statutory regulation from the NM Department of Health, the definition, “‘Bullying’ means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student ...” (Title 6, 6.12.7.7)

IDA prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary and desired for students to learn and achieve high academic standards; bullying, and other disruptive or violent behaviors that violate Biblical and moral codes of conduct, disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment.

Cyber Bullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission.

In order for IDA administrators to take timely and appropriate action, parents and students must report the specific repeated bullying incidents as soon as possible after they occur. Administration will keep reporting parents informed of the results of the investigation.

IDA will not tolerate the use of social media to bully or ridicule a member of the faculty, board or staff. These actions undermine the partnership that must be created in order to accomplish our educational purposes. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

# Media and Information Technology Use Policy

## **Introduction**

IDA recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> Century technology and communication skills. To that end, we provide access to technologies for student and staff use, as reasonable and appropriate. This policy outlines the guidelines and behaviors that users are expected to follow when using school-provided technologies. These also apply when students use personally owned devices on and off school campus, when it affects the reputation of the school and inner-school relationships.

## **Technologies Covered**

IDA may provide internet access, desktop computers, mobile computers, on-line collaboration capabilities, email and/or more. As new technologies emerge, IDA will attempt to provide access to them. The policies outlined in this policy are intended to cover all available technologies, not just those specifically listed.

## **Usage Policies**

All technologies provided by IDA are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: protective measures; use of common sense; and “ask questions if you don’t know.”

## **Web Access**

IDA provides its users with access to the internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with school policies. Web browsing will be monitored, and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it should not be, the user should alert a staff member. If a site is blocked and a staff member or student purposely attempts to circumvent the filter, disciplinary action will result.

## **IDA Computer Network**

The network is intended for educational purposes.

- All activity over the network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same norms for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make reasonable efforts to ensure students’ safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IDA staff immediately of any concerns for safety or security.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If users believe a device may be infected with a virus, they should alert the school office. Users should not attempt to remove the virus or to download anti-virus software.

## **Downloads**

Users should not download or attempt to download or run programs over the school network or onto school resources without permission from IDA staff. Files such as text, images, or videos should only be downloaded from reputable sites, and only for educational purposes.

### ***Netiquette***

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there and can sometimes be shared and spread in ways never intended.

### ***Limitation of Liability***

IDA will not be responsible for damage or harm to persons, files, data, or hardware. While IDA employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to the effectiveness. IDA will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

### ***Social Network Policy***

Recognizing that collaboration is essential to education, IDA may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

**Parents and students need to be aware that IDA teachers are advised not to be friends with students on social network sites including, but not limited to Facebook, Twitter, Snapchat, etc.** This recommendation is made as a means of protecting students from content that may be posted by other people on the teacher's site for which the teacher has no control.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

### ***Student Personally Owned Electronic Devices***

The following guidelines should be followed related to personally owned electronic devices that include laptop computers, tablets, smartphones, video game devices, smart watches, and cell phones.

Students may not use personally owned devices at any time on school grounds during school hours, or during school clubs and activities, unless under express permission, and in the presence of, a staff member. This policy is designed to protect students from the possibility of being exposed to inappropriate material on another student's phone or device. It also prevents the possibility of cyber cheating which has become a major problem in secondary schools and universities worldwide.

Students may not make phone calls, send text or other messages, or use their personal cell phones or smart watches for any reason during or immediately after school hours on IDA grounds unless the student's parent or a teacher is present when the call is made. If students need to contact a parent during the school day, they must use the phone in the school office.

All personal devices should be powered off and kept in the student's locker or given to a teacher or the school office during school hours.

Any misuse of personally owned devices will result in the device being taken from the student and placed in the school office until the end of the school day. On the first infraction, the device may be picked up by the student at the end of the school day. All subsequent infractions will require the parent to pick up the device and additional disciplinary actions will be taken.

## ***Personal Safety***

If a student sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of an adult (teacher or staff if at school; parent if at home) immediately.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

Users should never agree to meet someone they meet online in real life without parental permission.

## ***Examples of Unacceptable Use***

Users should not:

- Use school technologies in a way that could be personally or physically harmful to themselves or others.
- Search inappropriate images or content.
- Engage in any disrespectful conduct toward others.
- Circumvent school's safety measures.
- Use school devices to send spam.
- Plagiarize.
- Post personal identifying information about themselves or others.
- Agree to meet someone they met online, in person.
- Use language that would be inappropriate in the classroom.
- Use technologies for illegal activities or to pursue information on such activities.
- Hack or access sites, servers, accounts, or content that isn't intended for their use.

## ***Violations of Policy***

Violations of this policy may have disciplinary repercussions, including:

- Notification to parents in most cases
- Suspension of network, technology, or computer privileges in extreme cases.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

# Dress Code Policies

## Philosophy

The School encourages students to conduct themselves in a Christ-like manner both at school and within the community. The goal of dress code guidelines is to shift the focus from outward appearance to internal character and to reflect a general appearance of IDA students that honors and glorifies God. This policy also aesthetically communicates that the students are working towards the same goals. Students are expected to adhere to the following guidelines (Col. 3:17, 1 Peter 3:3-4).

## General Uniform Requirements

- All students are expected to attend school in uniform every day unless otherwise specified by the administration.
- Regular bathing/oral hygiene is required.
- Students are expected to be in school uniform from the time they arrive on campus until they have left the school campus. Exception 7th hour PE.
- New students, entering after the first day of school, are required to attend in uniform within two weeks of enrollment.
- Clothes must fit properly, be clean and in good condition (i.e. no holes/rips/frays/bleached out material). No **skin** tight, low cut, or sagging clothing will be permitted. Clothing may not display inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school are allowed. PE shirts or under uniform shirts will also adhere to this standard.
- **Chapel dress (Wednesdays)** consists of a navy polo with our logo on it, and khaki bottoms. Blue dresses and Blue/khaki jumpers with blue polo under are acceptable for our ladies, but not required. Students may wear chapel/dress attire any day of the week.

## Clothing/Accessory Appearance:

- **Piercings (Girls only):** No more than two pairs of earrings at one time in the ear lobe. Nose, tongue, belly, eyebrow, or other body piercing jewelry may not be worn. No piercings of any kind are permissible for boys.
- Fingernails (**GIRLS ONLY**):
  - Polish may be worn by girls. Stickers, colors, patterns, etc. must not be a distraction in class.
  - 7<sup>th</sup> grade and up may wear professionally done artificial nails that are rounded or square. NO POINTED NAILS are authorized. They may not be any longer than  $\frac{3}{4}$  of an inch past the start of the nail.
- Make up (**GIRLS ONLY**) 7<sup>th</sup> grade and up:
  - May wear brown or black mascara, wear natural-looking foundation, and light-shades (pastels or light shimmer) of eyeshadow. NO dark or bright colors (neons, black, lots of glitter, etc.) for eyes or lips.
- Hair must be neat, clean, and combed.
  - **Girls** - hairstyles must be worn in a style off the eyes. Hair must be a naturally occurring hair color - no more than two shades from the student's natural color, and highlights must blend well. "Chunking" and/or stripes are not allowed.
  - **Boys** - hairstyles must be above the eyes and not below the top of ears or collar. No shaved patterns, mohawks, or other extreme hairstyles are allowed.
- **Facial hair for young men:** 9th grade and up is acceptable if maintained and clean.
- **Lunch boxes/sacks, backpacks/book bags** must adhere to the school's general standards of style, symbolism and/or design. **No** inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school are allowed.
- **Outerwear:** Students should come prepared to go outside for recess and/or PE. Any child not bringing appropriate outdoor wear is not exempt from outdoor recess.
  - Outside jackets, sweatshirts, and coats must be free from anything contrary to any item set forth in policies. They are not to be worn in class and moving around the halls, unless going to recess.

## Specific Uniform Information

- **Tops - All shirts** must have collars and adhere to the school colors: navy blue, heather gray, burgundy, and white.
  - **Polos** are the daily uniform in the school colors indicated above.
    - 7th grade and up must have them **tucked in** during the school day.
  - Solid-colored boys' button up dress shirts and girls' blouses may be worn in the same colors as the polos.
  - Turtlenecks and long sleeve undershirts worn alone are NOT part of the dress code, but may be worn under polos during colder weather if they are consistent with school colors.
  - **Sweatshirts, sweaters and cardigans** are acceptable in class as long as they are in school colors: navy blue, heather gray, burgundy, and white. Outside jackets, sweatshirts, and coats must be free from anything contrary to any item set forth in policies. They can be worn to school, outside at recess or PE, and back home, but not while in class or hallways.
- **Slacks (NO CARGO PANTS):** Khaki or navy blue in color. Clean and hemmed, no more than 3 inches below the ankle. They may not be rolled. Straight leg pants are acceptable.
- **Capris (Girls ONLY):** Khaki or navy blue in color. They may not be rolled.
- **Skirts, Skorts (Girls ONLY) and Shorts:** Khaki or navy blue in color. School color Plaid skirts are acceptable. **NO shorter than 2" above the knees.**
  - **Kindergarten – 6th-grade girls:** should wear biking or running shorts under dresses or skirts for modesty on the playground and other activities. All ladies are encouraged to wear them regardless. Shorts may not extend below the hemline of the outer layer.
  - **PE shorts** should have at least a 6-inch inseam.
- **Leggings:** may be worn under dresses or skirts **ONLY.**
  - Must be one of the school colors: navy blue, heather gray, burgundy, white, including black. Under NO circumstance may they be worn as uniform bottoms (ie. jeggings, spandex, etc.) and dresses or skirts worn over them **MUST** still meet the minimum length requirement indicated above.
- **Belts:** Belts may not be embellished with studs, glitter, or designs of any kind.
  - **7th grade and up** are mandatory, must be plain, black, brown, or navy with a buckle no larger than 2 inches.
- **Socks:** Students may wear socks of their choice. **No** inappropriate sayings, symbols, pictures and/or characters that are contrary to the Biblical standards set by the school are allowed.
- **Shoes:** All students must wear closed toe shoes. In good, clean working condition.
  - Any color tennis shoes, boots (cowboy, work, or combat boots), and "Ugg" styles are acceptable. Boots must meet the heel requirement stated below. Snow boots are acceptable weather permitting - bring additional shoes.
  - No heels over 2", nor any other shoes which make safety a concern.
  - No sandals, flip flops, crocs, light up, or roly shoes of any kind.
- **Suits:** Students 5<sup>th</sup> grade and up may wear dress suits in gray, navy or black with dress shirts in school colors. Ties must be simple, with no characters or verbiage on them. Judgment on ties will be left to the administration.

## Unacceptable Dress

- Any item not designated as part of the school uniform, including but not limited to: Lycra or Spandex clothing for PE or dress down days, beachwear, tank tops, sheer blouses, strapless attire, excessively loose or skin tight clothing, midriff-baring tops, tattoos (temporary or permanent), dirty/torn clothing, distracting hairstyles or distracting accessories/jewelry.
- Cargo pants/shorts are not an acceptable dress code uniform items..
- Hats, hoods, and caps (in class).

\*\*\*\*Students not in uniform may have documentation in their student file (FACTS SIS) and parent contact. The final decision regarding compliance with the dress code will be made by administration.

## Attendance Requirements

School hours are 8:00 a.m. to 3:30 p.m. Students must be in the class they are scheduled to attend and will not be allowed to go to another classroom. Checking a student out of school for reasons other than those listed as excused below, such as shopping, or avoidance of schoolwork or class assessment, violates the attendance requirement. Parents of students during an absence must provide specific reasons for the absence. Students missing school or checking out for unauthorized reasons will be coded as unexcused. A student enrolled in Imago Day Academy is expected to be present and on time in school every day school is in session. **Parents must call the office by 8:45 a.m. for the absence to be considered excused.** Students do not have the authority to excuse themselves. This gives the office time to let the teacher know and gives the teacher time to gather work if requested.

### Absences

An absence is defined as non-attendance in a regularly scheduled class or activity. To be counted present for a day, a student must be present more than 50% of the scheduled school day. To be counted present for a class, a student must be present more than 50% of the scheduled class time.

All absences shall be designated as excused or unexcused. A student shall be excused from school for the following reasons:

1. Personal illness of the student
2. Death in the immediate family
3. Inclement weather or emergency conditions which could be dangerous to the life and health of the students as determined by administration or parent.
4. Legal quarantine
5. Subpoena to court
6. Medical appointments
7. College visits for juniors and seniors coordinated in advance with administration
8. Drivers Education coordinated in advance with administration
9. Sports at another school/organization coordinated in advance with administration

Administration may approve absences for students in good standing as excused for family reasons. Only two special requests for excused absences are granted per year for a total of not more than five days. Once a student misses 10 class periods in a semester, not counting missed class periods for IDA events, such as field trips, or IDA related athletics, the student will be required to take the semester exam for all applicable classes, regardless of their class average.

### Required Explanations for Absences

Phone call- the parent/guardian must explain the cause of every absence of students under his/her control or charge by 8:45 a.m. for the absence to be excused.

Written Explanation- the parent/guardian must explain the cause of every absence of students under his/her control or charge, especially after three (3) consecutive occurrences. Parents will provide a written or email excuse for each absence to the School Receptionist. If a written or email excuse is not presented to the Upper School receptionist within three days of the student's return, the absence will be documented as unexcused.

Documented Explanation- the parent/guardian will be required to provide medical or legal documentation for absences to continue to be excused after three (3) consecutive occurrences where a parent/guardian uses written explanations to explain his/her child's absence in a school semester.

### **Tardies**

Students who do not have a parent/guardian sign them will be marked with an unexcused tardy. After 5 unexcused tardies the student will receive a demerit (7th grade and up). Any student who arrives after 8:05 will be marked tardy unexcused if a parent is not present to sign in. A parent/guardian must sign them into school for the tardy to be excused.

- The FIRST unexcused tardy offense/unexcused absence:
  - Parent/Guardian shall be notified by the school administration that the student was tardy/absent.
  
- The SECOND unexcused tardy offense/unexcused absence:
  - Parent/Guardian will be notified by the school administration that the meeting will be requested.
  - Student will receive a demerit (7th grade and up).

*\*Student drivers* (with or without siblings) will follow the same expectations however, parents may call or email the office for tardy to be excused. Parents will be notified after 3 tardies.

### **Loss of Credit for Excessive Absences**

When a student in grades K-12 has accumulated more than 10 absences in a one-semester or 20 absences in one school year, the teacher and administration will evaluate the attendance record and academic achievement and will recommend a skills/subject competency review, final exam, or loss of credit (7th-12th Grade). If loss of credit is recommended, the parent/guardian shall be notified in writing of the loss of credit. The loss of credit shall be made up in the same manner as other course failures or retentions/repeat courses.

# Grievance Policy

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Imago Dei Academy operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

## ***Definitions:***

- **Dispute:** Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Imago Dei Academy objectives and goals.
- **Grievance:** Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.
- **Concern:** The substance and details of the dispute and/or grievance.

## ***General Guidelines:***

- It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
- It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

## ***Students/parents to teachers:***

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is always required.
- If the problem is not resolved, the parents or student may bring the concern to the Headmaster. If the student brings the concern, he must have permission from his parents to do so.
- If the problem is still not resolved, the parents should request a hearing from the school board.

## ***Parents/patrons to administrator:***

- If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Headmaster.
- If the situation is not resolved, they should present their concerns to the IDA board.
- This procedure applies to board members who are acting in the capacity as parents/patrons, and not as representatives of the IDA Board.

## ***Parents to Parents:***

- IDA parents are expected to resolve any conflicts biblically and privately. IDA will not take sides nor interfere with private matters. Should conflict between parents affect IDA's operations, parents may be asked to come before the headmaster and/or school board.

## Illness Policy

- **Colds:** Please keep your child at home if they are experiencing symptoms that would interfere with their ability or other students' ability to perform in school (i.e. excessively runny nose, uncontrollable coughing, lethargy, severe sore throat, etc.).
- **Fever:** A child should remain at home with a fever greater than 100 degrees. The child can return to school after they have been fever free for a minimum of 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school. Typically after 24 hours of treatment.
- **Diarrhea/Vomiting:** A child with diarrhea and / or vomiting should stay at home and return to school only after being **symptom-free** for a minimum of 24 hours.
- **Head lice:** Please keep your child at home for 24 hours after a full treatment has been administered and the child is nit / louse free. Please treat jackets, sweaters, backpacks, etc. as well.
- **Infections requiring antibiotics (ie. strep throat, ear infection, sinus infection, etc):** Follow your doctor's advice for returning to school. Provide a note to the school for excused absences.

## Graduation Requirements

This policy applies to all students graduating from IDA. Credit – 1 credit is the equivalent of 160 hours of instructional time.

Content Category	Graduation Requirements
<b>Integrated Studies OR History &amp; English Lit</b>	7.5 (2 credits/yr integrated studies + 1.0 cr Gov/Econ and .5 Senior Lit)
<b>Apologetics</b>	1
<b>Rhetoric</b>	1.5
<b>Math</b>	7 total
<b>Science</b>	
<b>Language</b>	2
<b>PE</b>	1
<b>Art and Music</b>	2
<b>Electives</b>	5
<b>Notes</b>	<p>Look at the same number of credits for all graduates, but honors and high honors diploma based on courses taken.</p> <p>No credit given for study hall.</p> <p>Seniors must take at least 5 classes on campus.</p>
<b>Total Credits</b>	27

Adopted: February 27, 2021

## **Student Drivers**

Students who have a valid driver's license may drive to the campus and are expected to follow the school traffic flow pattern. The school cannot be responsible for lost, damaged, or stolen items left in vehicles, or responsible for damage caused to vehicles.

- Student drivers are required to request a parking space and spaces will be assigned.
- All students who drive are required to have their driver/vehicle information on file in the office.
- Students are required to follow the rules of safe driving and common courtesy. Reckless or unsafe operation of a vehicle will result in disciplinary action.
- Students should not loiter in or around vehicles or play music from their cars in the parking lot.
- Student vehicles parked on school property are subject to search as deemed necessary by school administration.

Student drivers all have the opportunity to leave campus for lunch. See the school office or the assistant headmaster for an off campus lunch permission slip.

## Special Events and Programs

The following list of events, holidays, and programs is not meant to be entirely comprehensive. New ideas may be introduced at any time. These guidelines are presented to illustrate what is intended to be a consistent approach to the school's involvement in special events and holidays.

***“Examine everything; hold fast to that which is good.” (1 Thes. 5:21)***

### **Christmas Program**

This is a school event that is held at the school with all grades participating in one way or another. K-4 participates in song or foundational instruments. Beginners, Intermediate, and Advanced Orchestra perform. Occasionally there is a drama production from the class or club.

### **Feed the Need/Serve the Need**

This is the school's annual spring event that serves as the primary fundraiser for the school. All families are strongly encouraged to attend the “kick-off” meeting that explains the event and the goal for the year. It is a great opportunity to serve the school and the community as well as to create lasting memories. The student body participates and can earn fun incentives for themselves and their classmates.

### **Shakespeare**

The senior class rewrites a Shakespearean play or excerpt that the students in drama class/club perform in May. It is a great opportunity for students to hone their memorization and acting skills as well as build confidence in public speaking and presentation.

### **Speech Meet/Feast & Field Day**

- **Speech Meet:** Each year, a historical or literary theme is chosen by the faculty. The students are assigned a passage of Scripture, a poem, a speech, or another source to memorize. On Speech Meet day, the school brings in members of the Alamogordo community to judge the presentations. This event allows students the opportunity to practice memorization and public speaking.
- **Feast & Field Day:** After Speech Meet, students engage in a field day with events and games centered around the theme for the year. We encourage problem solving, teamwork, and good sportsmanship. The “feast” carries through the theme when reasonable.

**Field Trips** will be scheduled so long as the trip is educationally or culturally justifiable. Students without signed permissions slips will not be allowed to participate. This involves parent involvement with a filled out drivers and insurance sheet in the school office

<b>PROGRAM/EVENT/ HOLIDAY</b>	<b>DATE(S)</b>	<b>SCHOOL INVOLVEMENT</b>
<b>Staff Orientation</b>	Aug.	Staff training
<b>Labor Day</b>	Sep.	No School
<b>Parent-Teacher Conferences</b>	Sep.	Parents meet with teachers. No School
<b>Fall Break</b>	Oct.	One week off
<b>Halloween</b>	Oct.	<b>NO celebrations for this event; meaning no parties, costumes or decorations.</b>
<b>Veterans Day</b>	Nov.	No School
<b>Thanksgiving Break</b>	Nov.	One week off. Emphasis and education on historical and biblical purpose of holiday.
<b>Christmas Break</b>	Dec.	Two weeks off (Major emphasis on Christ's birth and mission. Special evening program and class celebrations)
<b>Martin Luther King Jr. Day</b>	Jan.	No School
<b>Parent-Teacher Conferences</b>	Feb.	Parents meet with teachers. No school
<b>Spring Break</b>	Mar.or Apr.	Two weeks off
<b>Good Friday/Easter</b>	*Apr.	Emphasis on Christ's work. No School

**\* Optional holiday depending on the timing of Spring Break. The Board may or may not include this day off on an annual basis.**

## Campus Hours

*School Office:* 7:30 am – 4:30 pm

*Classes:* 8:00 am – 3:30 pm

*Summer:* 8:00 am – 1:00 pm Monday-Thursday

## Class Schedules

*Are subject to change annually. Administration works on schedules over the summer at the needs and requirements per accreditation.*

## Change of Address

When families move during a school year, it is critical that they notify the school office of this change, so the school can maintain necessary and appropriate contact with the family. If you move during the year, please call the school office.

## Lost and Found Items

The lost and found box is in the office, or otherwise designated location. Any items, including books, left in, around, or outside of the building will be placed in lost and found. The owner may claim items by checking with the office. Items that have not been claimed after 60 days will be given to a charitable organization. The school is not responsible for lost personal property. ALL PERSONAL PROPERTY SHOULD BE MARKED WITH THE STUDENT'S NAME.

## Lunch Program

*Imago Dei Academy* does not provide a lunch program. It is expected that every student will bring their own lunch. Please do not bring candy or soda in lunches for grammar school (K-6th grade).

## Whom to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

### **Question:**

Attendance issues  
Homework concern  
Calendar question  
Supply questions

### **Call:**

School office (575) 434-3903  
Student's teacher (Via email or school office phone)  
School office (575) 434-3903  
School office (575) 434-3903 during the summer  
Student's teacher during the school year