



# International Christian School of Lima

Elementary School (G1-G4)  
Parent/Student Handbook  
2023 – 2024



Network of International  
Christian Schools

## Contact Information:

# International Christian School of Lima

[www.icslima.org](http://www.icslima.org)

Calle Retiro 185,  
Miraflores, Lima, Peru 15073

+51 1-442-6149

USA: +1 (901) 217-7808

Director/Principal: Gideon Walker ([gwalker@icslima.org](mailto:gwalker@icslima.org))  
ES Pod Coordinator: Julie Burley ([jburley@icslima.org](mailto:jburley@icslima.org))

## Network of International Christian Schools

[www.nics.org](http://www.nics.org)

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# GENERAL INFORMATION

## MISSION STATEMENT:

ICS-Lima is a community of students, parents, and Christian educators, working together as a NICS network school, to instill in each student: a passion for truth, a commitment to excellence, and an appreciation for diversity.

## VISION STATEMENT:

Truth-Seekers dedicated to living a Christ-centered life of integrity, humility, and excellence, and empowered to lovingly serve the world around them.

## CORE VALUES:

Our foundation is Christ. The faculty, staff, and administration of ICS-Lima seek to be distinctly Christian in every aspect of the school's operation within the network. Our foundation leads us to commitments in the following areas:

*We are called to truth (Veritas).* Every activity at our school community will affirm the worth of truth, the reality of absolute truth, and surety of Jesus Christ as the Truth.

*We are called to excellence (Virtus).* Every activity of our school community should exemplify excellence. Excellence is not an end but rather a reflection of followers of Christ serving in response to His love and for His glory. This pursuit of excellence should be a living testimony to the exceeding excellence of Christ, and will be evaluated through network standards.

*We are called to diversity (Varietas).* Every activity of our school should reflect an appreciation of the diversity of God's creation. We value all people as created in the image of God, and respect each individual regardless of race, ethnicity, nationality or religious background.

## STATEMENT OF FAITH:

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.

We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ, without any change in His eternal deity, became man through conception of the Holy Spirit and virgin birth, that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose bodily from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing

the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for Godly living and sacrifice.

We believe that man was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.

We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.

We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

We believe that the Church is composed of all persons who, through the saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as a means of salvation.

We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, sinful pleasures, practices and associations.

## **SCHOOL PROFILE**

The International Christian School of Lima (ICS-Lima) is sponsored by the Asociación Cultural Berea (ACB), and associated with the Network of International Christian Schools (NICS). ICS-Lima is a multicultural school that currently serves around 150 students from over 30 countries around the world. The staff of ICS-Lima are primarily from the United States and Peru, but also come from over 10 countries around the world. ICS-Lima provides an American based education to prepare students primarily for admission and success to and in USA colleges and universities.

## **SCHOOL LOCATION**

ICS-Lima is located at Calle Retiro 185 in Miraflores, Lima, Peru. School staff can be reached by phone at +51 1-442-6149. Each staff member can be reached via email by using the following email template: firstinitial.lastname@icslima.org.

## **ACCREDITATION**

ICS-Lima is accredited by two US agencies: Middle States Association and the Association of Christian Schools International (ACSI). ICS-Lima is registered with the Peruvian government as a recognized kindergarten, primary and secondary school. Peruvian students and students with a passport from a country with an education agreement with Peru must be in the Official Peruvian Program (OPP). This will protect them in case they decide to transfer back to a national school in their home country or attend a Peruvian University and need official Apostilled Peruvian records. Transferring to international

schools should not be an issue. ICS-Lima, by virtue of being accredited by MSA and ACSI, has recognition all over the world.

## OFFICIAL PERUVIAN PROGRAM (OPP)

ICS-Lima is registered with the Peruvian government as a K -11 school. Peruvian students and students with a passport from a country with an education agreement with Peru must be in the Official Peruvian Program (OPP). They include countries within South America and Spain. This will protect the students if they decide to transfer back to a national school in their home country or attend a Peruvian University, with the need for official Apostilled Peruvian records. Students are able to transfer to any international school in the world, due to the school's accreditation standing which is recognized world-wide.

## REGLAMENTO INTERNO

For more information about our "Reglamento Interno", please click on the following link: <https://docs.google.com/document/d/1KIJSBZCZbTiTuVIfbc0i6GVsDsrPh8PL4vculy2vOIs/edit?usp=sharing>

## SCHOOL DAY:

Classes for high school students begin promptly each day at **8:05** am and dismiss at **3:15** pm. The school is responsible for students during school hours only. Exceptions to this policy will be made for students participating in after school activities, working with an ICS-Lima teacher, participating in study table or in detention. Parents will be notified if their child must stay after school.

## SCHOOL YEAR:

The school year generally starts at the beginning of August, ends in early June and is divided into two semesters of two quarters each. There are approximately 180 school days on this year's school calendar. The school leadership team may add days to this calendar if days are missed due to emergencies or unforeseen circumstances. Several early release days are included to allow for a variety of school activities, conferences, and/or teacher professional development days.

# ADMISSION POLICIES

## NON-DISCRIMINATION POLICY

ICS-Lima does not discriminate against students on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the stated doctrinal position of the school. Students from other religious backgrounds will not be excused from the religious instruction or activities of the school. The school maintains the right to refuse admission to students

not meeting the school's academic requirements or to students displaying a lack of willingness to meet the code of conduct of the school.

## **ADMISSIONS REQUIREMENTS**

ISC-Lima considers the following as essential for admission:

- A) Adequacy in the English language as determined by interview, examination, and/or educational records.
- B) An age-appropriate level of educational aptitude and skills as determined by interview, examination, and/or academic records."Academic Records" include transcripts or report cards from previous schools.
- C) Before entrance into the school, all forms and paperwork must be completed. The registration fee must be paid before students are placed on the class roster.

## **PARENTAL PRESENCE IN LIMA**

We believe that parents are a critical component of the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, ICS-Lima has established the following guidelines concerning residency of parents:

- 1) Lima must be the primary domicile of at least one parent or guardian of the child.
- 2) If both parents of a student in grade nine through grade twelve must leave Lima during the school year for the rest of the semester, but would like to leave their child(ren) in the school until the end of the semester, an appropriate guardian must be appointed and school approval must be obtained as early as possible.
- 3) If both parents need to leave the country and a student enrolled at ICS-Lima is placed in the care of an individual who is not a parent, then the parent must:
  - a) Notify the school.
  - b) Appoint an adult caregiver or guardian.
  - c) Provide the school with contact information for parents and the caregiver or guardian.
  - d) Set a date with the principal when the child will leave ICS-Lima to join their family.

## **ADMISSIONS PROCEDURE**

- A) New students should:
  - 1. Submit a signed, completed application form
  - 2. Complete all necessary testing
  - 3. Submit a completed health information form
  - 4. Submit school report cards for the previous two school years. Highschool applicants need to submit the official highschool transcript(s) from the previous school(s). Highschool is defined as G9-G12.
  - 5. Submit a copy of the student's passport and carnet card

6. Complete an admissions interview with the principal or designated school official
7. Pay registration and tuition fees
8. Read, sign and submit the student technology policies
9. **Read, sign and submit the Parent & Student Handbook Agreement Form**

B) Continuing students should:

1. Submit a completed re-enrollment form and ICS-Lima health form (if required).
2. Pay all re-registration and fees by the date specified in the re-enrollment packet
3. Read, sign and submit the student technology policies
4. **Read, sign and submit the Parent & Student Handbook Agreement Form**

## ADMISSIONS DECISIONS

Admissions fall into three categories: standard admissions, probationary admissions, and denial of admissions.

**Standard admissions** are reviewed yearly for continuing enrollment. A standard admission for the school year is given to students who:

- 1) are performing at or above grade level;
- 2) attend school regularly; and
- 3) submitted to school policy and regulations during the previous school year.

**Probationary admissions** is for applicants with deficiencies in any of the specified areas. This status is for nine weeks if the Administrator feels the deficiencies will be corrected by the end of that time. The Administrator reviews probationary admissions each grading period. If the necessary corrections have not occurred, the student will be denied further admittance. If the Administrator and the student's teacher(s) agree it is highly likely the deficiencies will be corrected at the end of a second nine weeks, probationary admission can be extended. Under no circumstances, however, can a student be placed on probationary admission for more than eighteen (18) school weeks.

**Denial of admissions** will be given by the admissions committee if the applicant is deficient in one or more of the specified areas and correction, during a nine-week period, is unlikely. Denial of admission does not prohibit a student from applying again if deficient areas are corrected. When appealing an admission decision the person holding the grievance must present the matter in written form to the Director's Advisory Council. This should be done with attention to promptness within 10 business days. The decision made by the Director's Advisory Council is final.

## WAITING LISTS

If a student has passed the necessary admissions requirements, but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment priority policy. The waiting list is dissolved at the end of the school year and parents need to apply again, if they wish to be considered for enrollment for the following school year. ICS-Lima encourages parents to look for other educational options while their child is on the waiting list.



## GRADE PLACEMENT

All students enrolling at ICS-Lima will be assigned to a classroom after consultation with the parent(s). Any grade placement prior to receipt of school records is tentative. All classes have a limit on enrollment. Qualified students will be accepted in order of their registration. Returning students are given preferred enrollment prior to May 1st. When the limit of the class has been reached, qualified students will be placed on a waiting list. Class size is limited to 18 students per classroom in the elementary school and 16 in the secondary school.

Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain teacher.

## ENGLISH AS A FOREIGN LANGUAGE (EFL)

One formal area of support that ICS-Lima provides is for students who have little or no experience with the English language. Based on a student's WIDA assessment they can qualify for two different types of English language support: LEAP or EFL. English as a Foreign Language (EFL) staff use admission assessment scores and the students' academic records to determine the appropriate level of support to offer each student when they begin at ICS-Lima.

All students benefit from being part of the mainstream as possible, but students in the early stages of learning English need support to access the curriculum at the time as they are growing in their English skills. The level of support needed will vary from student to student.

The following are general guidelines and may need to be adjusted for individual students.

Students at level 1 to 2 of the WIDA Continuum are considered beginners. They will attend mainstream specials classes but will most likely be pulled out to work on foundational English during core classes. In cases where the student does not yet have classroom survival English (*generally below WIDA level 1*) students may have pull-out classes to receive survival English training. These students will have a statement on their report cards that says "Grades reflect modified standards" This allows ELS and mainstream staff to determine what portion of the mainstream standards are appropriate for these students.

When a student reaches WIDA level 3 and is at least within the low average range on the MAP Reading and Language assessments, they are ready to move to the intermediate level of support. These students are also in the mainstream, but they now attend the mainstream ELA class and the statement of modified standards is no longer on the report card. Accommodations should be made for these students on assignments and assessments as necessary, however, the grades should reflect the degree to which they met their standards. They still receive support in a Foundation of English Class as opposed to going to Spanish.

When a student achieves a WIDA level 5 and is performing at least in the low average range on the MAP Reading and Language assessments, they may then graduate from Foundations of English and move into Chinese. Although they are no longer considered as receiving additional ELS support, it is then the responsibility of the mainstream teacher to assure accommodations are made as needed.

## LEARNING SUPPORT

A second formal area of support that ICS-Lima provides is for students with diagnosed disabilities or learning difficulties. A formal Individualized Learning Plan (ILP) will be developed for students who meet the criteria for these services, and all staff members that interact with the student will be formally trained on how to provide the supports outlined in the student's ILP.

Support in this area can vary dramatically, and that is why a formal diagnosis is needed in order for the student to qualify. There is an extra charge assessed for support services instruction, dependent on the number of periods the student receives support per week.

## CHANGE OF PERSONAL INFORMATION

Please contact your school liaison as soon as possible regarding any changes in contact information, address, passport, visa details, or emergency numbers.

# TUITION AND FEES

## FINANCIAL AGREEMENT

ICS-Lima is dependent upon tuition and school fees for its operation. School fees and tuition are calculated in US dollars. Other payment schedules, such as quarterly or monthly, may be worked out in agreement with the Business Office. It needs to be noted that **tuition and fees are based on the year, not the month**. If you ask to pay monthly, your tuition is still charged per semester and refunded as shown below in the school's Withdrawal/Refund Policy. Parents may be required to pay a lump sum when withdrawing based on the school's withdrawal policy.

## DUE DATES

The matriculation fee (equal to one month's payment) is due July 31. Tuition may be paid in 10 monthly installments from August through May. The deadline to pay these fees will be the last day of each month. Parents are responsible for any delays caused by the transfer of funds internationally or domestically.

Parents are responsible for any fees or costs associated with transferring money internationally or domestically. Parents who choose to pay using a Credit Card on our home office website ([www.nics.org](http://www.nics.org)) are responsible for an additional 3.5% credit card transaction fee.

Checks from US banks may not be received in Peru. Arrangements may be made with the office in advance for US checks to be mailed to the US. However, any check payment must clear the bank before the due date. It is the responsibility of the parent to make arrangements when bills are not paid. **No official records will be given to families who are delinquent in their payments and PowerSchool access may be suspended.**

## FEE DESCRIPTIONS

ICS-Lima may review and revise tuition rates at any time. The new rates will apply for all new families at enrollment; existing families will see the increase at the start of the next academic year.

### Application Fee

An application fee is required to process the application of the student. This fee is non-refundable and is due with the application and is credited to the matriculation fee.

### Entrance Fee

An entrance fee is required to be paid for each student once the student is accepted into the school for a classroom space to be reserved. This fee is a one-time payment and is refunded upon the student leaving in accord with Peruvian regulations.

### Tuition

Please refer to the current tuition rate sheet, website or see the office for the tuition rate. The tuition rate will be prorated if the student enters school after the first quarter. If the student arrives late or leaves school early and still works with the school to complete his/her work the tuition remains the same. This practice is strongly discouraged but the school tries to work with those who must arrive late or leave early.

### Matriculation

The matriculation fee (equal to one month's payment) is due July 31 or during the first month that the student is attending ICS-Lima. Matriculation fee is paid once a year to formalize the student enrollment.

### EFL or LEAP Fee

The English as a Foreign Language (EFL) or Learning English at an Accelerated Pace fee is a non-refundable payment paid by each student who needs extra help with English. This fee is dependent on the number of periods the student attends these courses per week. The student is re-evaluated each semester. Therefore, this fee is paid with each semester's tuition payments.

### Support Services Fee

The support services fee is a non-refundable payment paid by each student who needs extra help with everyday school work. This fee is dependent on the number of periods the student attends support services classes per week. The student is re-evaluated each semester. Therefore, this fee is paid with each semester's tuition payments.

### Re-enrollment Deposit

A re-enrollment deposit is required for each returning student. This information is vital for the planning and ordering of school books and materials. This deposit is non-refundable except in cases where extenuating circumstances require the student to withdraw. The business manager makes all refund decisions. Appeals may be made to the director.

### Homeschool Course Policy

At the discretion of administration, homeschool students may be enrolled for selected secondary courses. Decisions are based on student behavior and family support of ICS-Lima policies and goals and whether there is a seat available in the desired class. Fees

will be assessed based on the number of courses taken with no discounts available for part-time students. Each course is equal to 1/8 of full tuition cost and fees.

#### Distance Learning/Independent Study Courses

Special circumstances may necessitate utilization of our online sister school, Northstar Academy, or independent study options. Additional fees may apply. Requests must be submitted to the guidance department for approval. Courses available through ICS-Lima's regular academic programs that can be arranged within the student's daily schedule cannot be taken via distance learning or independent study. The guidance office will serve as proctors for these courses.

#### Withholding of Records due to Non-Payment

ICS-Lima reserves the right to hold official student records until all tuition and fee balances are paid. If a student is withdrawn and seeks official records such as sealed transcripts and/or report cards, ICS-Lima can retain these until all unpaid balances are resolved.

## **WITHDRAWAL AND REFUND POLICY**

Withdrawal from ICS-Lima for any reason must be transacted through the school office by the parent or guardian. A withdrawal form must be completed. All monies owed the school must be paid before the withdrawal is complete and records can be released.

A 14-day notice must be given to withdraw any student. Upon early withdrawal from ICS-Lima, tuition will be refunded according to the number of school days that have been completed that semester, up through the 20<sup>th</sup> school day of the semester a 50% refund will be given; from the 21<sup>st</sup> school day through the 39<sup>th</sup> school day a 25% refund will be given; from the 40<sup>th</sup> school day to the end of the semester no refund will be given.

## **DISMISSAL REFUND POLICY**

Everything is done by the ICS-Lima staff to help students succeed in school. However at times dismissal for academic or disciplinary issues is needed. Upon dismissal from ICS-Lima, tuition will be refunded according to the number of school days that have been completed that semester; up through the 20<sup>th</sup> school day of the semester a 50% refund will be given; from the 21<sup>st</sup> school day through the 39<sup>th</sup> school day a 25% refund will be given; from the 40<sup>th</sup> school day to the end of the semester no refund will be given. All fees are non-refundable.

## **SCHOOL RECORDS**

For withdrawing students, two packets will be provided to families free at charge. One packet is unsealed for parents' viewing and one is sealed for official purposes. Any additional packets will be billed at USD \$10 each. Any highschool transcripts to be mailed for colleges or scholarships must be requested through the student's Parchment or Common App account. Any fees assessed by the document provider will be paid by the student.

## **PROPERTY EQUIPMENT CHARGES**

All school and church property and equipment should be properly cared for. Defaced property such as desks, chairs, cubbies, bathroom stalls, and walls will be repaired and a bill sent to the parents.

## TEXTBOOK POLICY

All textbooks and materials are the property of ICS-Lima and are only loaned to the student for school use. Students are to use all books responsibly and keep them in excellent condition. Textbooks are to remain covered at all times and are not to be marked in for any reason. After the first week of school a student will be fined S/. 5 for each day his book is not covered if it is a textbook the teacher has indicated needs a cover. Parents will be held financially responsible for any ICS-Lima textbooks and materials that are damaged or lost while in their child's possession.

|                     |                  |
|---------------------|------------------|
| Unreasonable damage | \$ 50            |
| Lost or destroyed   | Replacement cost |

## RE-ENROLLMENT POLICY

Students with any unpaid or outstanding balance will not be allowed to re-enroll for the following school year until their balance is paid.

## FORCE MAJEURE

In the event that ICS-Lima is unable to deliver any part of its scholastic or extra-scholastic program due to an act of nature, or any situation falling under the category of "force majeure," the school will not be held financially responsible. ICS-Lima shall adopt alternative and substitutive programs (such as online courses or other forms of courses) as much as possible to achieve the goal of normal teaching programs. Without reasonable cause, parents shall not refuse such alternative and substitutive programs offered by ISC. If ISC is unable to provide normal courses and take alternative measures, the normal refund policy will be in effect in such situations and reasonable consideration given to the circumstances.

# ACADEMIC INFORMATION

## STUDENT LEARNING OUTCOMES

Students should be:

### ***Investigative Learners Who:***

- Realize their individual strengths and uniqueness
- Assess their needs and apply appropriate strategies to learn identified concepts and skills
- Formulate positive personal values based upon Biblical principles
- Formulate and pursue realistic goals
- Evaluate progress
- Continue learning throughout life

### ***Perceptive Thinkers Who:***

- Identify, analyze, discriminate, prioritize and apply information
- Utilize multiple frames of reference
- Make responsible decisions
- Apply critical thinking skills to life's problems
- Recognize God as the provider and sustainer of all life

**Effective Communicators Who:**

- Convey messages clearly and accurately to others
- Understand and use the fundamental processes in communicating and dealing with others
- Receive and interpret the messages of others in an effective manner
- Understand the process and value of discipleship

**Quality Producers Who:**

- Create intellectual, artistic, practical, spiritual, and physical product
- Reflect creativity and high standards
- Take advantage of emerging technology

**Cooperative Contributors Who:**

- Appreciate individual differences
- Develop appropriate skills for personal and social relationships
- Foster, develop and maintain relationships in a Biblical perspective within varied cultures and diverse settings
- Establish and accomplish effective goals with others

**Involved Citizens Who:**

- Respect and submit to proper authorities in accordance with Biblical principles
- Demonstrate positive and productive citizenship
- Contribute their time, energy, and talents to improve the quality of life in our school, communities, nations, and the world
- Show compassion and wisdom

## CURRICULUM

ICS-Lima utilizes an American-based curriculum, culminating in the Advanced Placement examinations and meets the requirements of the official Peruvian program. Core subjects for all grades consist of English/language arts, math, science, social studies, and Bible.

The emphasis of the Elementary School Curriculum is to (1) assist each student in the area of their interests and abilities, and (2) provide all students with significant exposure to topics within the subject areas of Mathematics, English Language Arts, Sciences, Social Sciences, Bible, Music, Library, Physical Education, Art, Technology and Spanish.

## TEXTBOOKS

The school will provide student textbooks. Students must take all measures to ensure that books are not damaged beyond ordinary wear. Students will be assessed fines for damaged or lost books. Fines are set by the principal with consultation from the teacher.

At the beginning of each semester, elementary school students will receive textbooks from their respective teachers. As soon as a student receives the textbook, the student needs to immediately write their name on the inside of the textbook under the spot “Issued To”. This is important as it helps both teachers and students keep track of textbooks and their owners. Lost textbooks will be paid for by the student at the current replacement value (book purchase price plus shipping and handling).

## ONLINE LEARNING

ICS-Lima strongly values in-person or face-to-face learning as the BEST learning environment for children and adults. However, the temporary need for online learning has surfaced since the COVID pandemic, and as such, ICS-Lima desires to be prepared if the need arises again. In situations where the campus has to be closed, ICS-Lima will provide its educational services in accordance with our “Online Learning Plan” that can be accessed by clicking on this [LINK](#).

## GRADING SCALE

The grading scale pictures to the right is used by the International Christian School of Lima as of the 2023-24 school year:

Students in AP Courses receive an additional 1.0 GPA credit added to their final grade in each AP Course. Students in mainstream level classes do not receive an additional GPA credit.

| GRADE | SCORE    | GPA |
|-------|----------|-----|
| A+    | 98 - 100 | 4.0 |
| A     | 93 - 97  | 4.0 |
| A -   | 90 - 92  | 3.7 |
| B+    | 88 - 89  | 3.3 |
| B     | 83 - 87  | 3.0 |
| B -   | 80 - 82  | 2.7 |
| C+    | 78 - 79  | 2.3 |
| C     | 73 - 77  | 2.0 |
| C -   | 70 - 72  | 1.7 |
| D+    | 68 - 69  | 1.3 |
| D     | 63 - 67  | 1.0 |
| D -   | 60 - 62  | 0.7 |
| F     | 0 - 59   | 0.0 |

## REPORT CARDS

The school year is divided into two semesters, consisting of two quarters each. Report cards of student grades are issued to parents at the end of each quarter.

ICS-Lima has a nine-week grading period. All report cards will be provided electronically.

## HOMEWORK POLICY

ICS-Lima seeks to maximize classroom teaching time, for this reason homework will reinforce specific academic skills. Each grade level in elementary school may have approximately the following minutes of homework per day:

- o 1-2 20 Minutes
- o 3-4 30 Minutes

If a student is delinquent with homework, the teacher will post zero grade in the PS Gradebook the day the homework was due.

Projects should be counted as part of the homework time allowed for your class. No project should count for more than 20% of a student's quarter grade. Only daily homework may be due the last week of the quarter since this is a heavy test time, and it gives teachers time to grade projects before the end of the quarter.

## MAKE-UP WORK POLICY

Elementary school students and parents are responsible for checking posted assignments and working with the teacher to complete all assignments. Students granted excused absences will be given a total number of days to turn in the work equal to the number of days absent, plus one day. Work that is not completed by this due date is considered late work. **Students in school the day before a test but absent on the day of the test will take the test the day they return.**

## LATE WORK POLICY

Students who miss deadlines for reasons that are not due to excused absences or other prearranged reasons with their teachers will be penalized. In all courses, late work will ONLY be accepted within 5 school days of its due date and will receive a 10% deduction for each day it is late. After the five school day limit, the assignment will be marked with a 0% for the remainder of the course. Teachers do have the flexibility to accept work after the 5 school day limit, but only a maximum of 50% can be given for the assignment.

## AWARDS AND HONORS

The following awards are given at the end of each semester at the Elementary Awards Assembly.

### DIRECTOR'S HONOR ROLL (Required current-year enrollment)

- Students in grades 1-4 are eligible for this award if they have all A's on their semester grades. Any grade of a C or below in either quarter will disqualify the student for this award.

### PRINCIPAL'S HONOR ROLL (Required current-year enrollment)

- Students in grades 1-4 are eligible for this award if they have all A's and B's on their semester grades. Any grade of a C or below in either quarter will disqualify the student for this award.

### CITIZENSHIP

- Punctual, diligent, respectful to classmates and those in authority, no discipline problems, and community service is up-to-date (secondary). This award is eligible for students in grades 3-4. Students must have been in attendance for at least one complete year in order to be eligible for this award. (Students who have previously attended ICS-Lima and then returned are eligible if their total attendance is at least one year.)



## LEAP OR EFL SUPPORT SERVICES

One formal area of support that ICSL provides is for students who have little or no experience with the English language. Based on a student's WIDA assessment they can qualify for two different types of English language support: LEAP or EFL.

LEAP stands for Learning English at an Accelerated Pace, and is designed to provide students with a small self-contained classroom of no more than 8 mixed grade level students, who all have little to no English language proficiency. The goal of this program is for students to learn English quickly so that they can enter the mainstream grade level class. Students should only be in this program for a max of one school year.

EFL stands for English as a Foreign Language, and is designed to support students with mid-level English language proficiency. In this program, students will be placed in their grade level's mainstream classes, but attend a second English class, while their grade level peers are attending Spanish class.

## GUIDANCE COUNSELING SERVICES

Guidance services are offered by ICS-Lima in a variety of areas. The PSAT is offered to all sophomores and juniors. The juniors and seniors are encouraged to take the SAT or ACT and help is given, if needed, to sign up for the test. The guidance counselor or an assigned teacher will also help students and parents with the University application process.

## SOCIO-EMOTIONAL COUNSELING SERVICES

ICS-Lima employs a school counselor to support all students in social, emotional, relationships, and transition. Teachers and parents are able to refer a student to the counselor, and students are always welcome to meet with the counselor as they need.

## STANDARDIZED TESTING

All students in grades 1-11 take standardized tests two times a year. ICS-Lima uses the Northwest Evaluation Association Measures of Academic Progress (MAP from the USA, This is an online program. **Please ensure that your child is not absent during these testing weeks.**

**MAP** - A copy of testing results will be placed in the student's cumulative folder. When available, results will be distributed and discussed during parent/teacher conferences and at the end of the year with final report cards.

## STUDENT CUMULATIVE FILES

ICS-Lima maintains records of each student showing personal data and progress throughout his/her career at the school, including academic achievement, health information, discipline logs and test results. These files will be kept confidential. Only the student's parents as well as ICS-Lim teachers, counselors, and principals will be permitted to review a student's records.

## School Records

Requests for records must be submitted through the [Formal Document Request Form](#). For withdrawing students, two packets will be provided to families free of charge. One packet is unsealed for parents' viewing and one is sealed for official purposes. Any additional packets will be billed at USD \$10 each plus mailing cost if needed to be mailed. Note: For students enrolled in the Peruvian system, requesting a Peruvian certificate, these can only be issued in December. Students withdrawing in June, will be issued a certificate of completed studies and the official certificate will be provided in December.

## ATTENDANCE POLICIES

### MORNING ARRIVAL

Parents should ensure that their children arrive at or slightly before 8:00am , so that students have ample time to get to class that starts at 8:05am. *Please do not have your children arrive at school prior to 7:55am*, as the building will not be open and staff will not be available to supervise students until 8:00 am when the doors open.

Elementary students should enter the main entrance door and go directly to their first period class for attendance. Once students have arrived on campus in the mornings, they are not to leave until the school day is finished.

### TARDINESS

Excused tardies will be given for incidents such as a vehicle breakdown, a family emergency, or a medical appointment. Tardiness due to oversleeping, running late, or heavy traffic are considered unexcused and will result in a marked "Tardy" by the teacher in PowerSchool. Each "Tardy" will count as a "mark" against them. If the student accumulates 5 marks, then they will serve an after school detention. More can be seen in the School Wide Discipline Expectations.

### INDIVIDUAL STUDENT CHECK-OUT PROCEDURE

At no time may a student leave the school campus during the school day unless it is for an approved supervised school activity.

If a student needs to leave school early, the parent needs to call or send a note indicating the need for early dismissal. Only a parent, legal guardian, or a person approved by parents will be allowed to check students out of school before normal dismissal time. Any other individual **will not** be allowed to check a student out of school unless specific permission is given from the parent/guardian to the administration beforehand. **Parents need to complete the sign-out log in the office before picking their child up from the classroom.**

### AFTER-SCHOOL PICK-UP

All parents must ensure that their child leaves after regular school hours (**3:05 pm**). Once students are in the custody of parents or siblings, they should leave campus. Students may stay after school if they are participating in after school activities, sports, detention, or the after-school study tables. All other students must be off campus by **3:30 pm**. Secondary students will be sent to the after school study tables. Parents will be notified if the student needs to stay after school for any reason. **Students may not stay after school to wait for siblings or friends who are in after school activities, sports or study tables. If a student is not in an organized activity he/she should not be at school.**

## **ABSENTEE POLICY**

ICS-Lima takes the accurate recording of student attendance very seriously, as it can affect student safety. The following attendance marks will be taken every school day:

- **Present (P)** - Student is at school and in class

- **Tardy (T)** - Students are at school but not on time. If a student is more than 10 minutes late to a class, he/she will be marked absent for that class according to the absence criteria below.

- **Excused Absences** - Student is not at school, but parent communication about the absence has been accounted for. Also, the reasons for absence from school are because of one of the following acceptable reasons:

1. Illness of student
2. Death in the family
3. Dental, medical, or optometry appointments, when accompanied by a written excuse from the doctor. However, these should be made outside school hours whenever possible
4. Visa/passport requirements
5. Short college/university visit
6. Playing a sport at a national level (*subject to maintaining high academics*)
7. Short mission trip

Excused absences will still be marked as an A on the report card, but WILL NOT but will not be subject to the unexcused absence academic penalties.

- **Unexcused Absences** - The student is not at school and any of the following apply to the absence:

1. No parent communication about the absence was provided

2. The student left campus without permission

3. The student is on vacation

At no time should a student leave the school campus during the school day unless it is for a supervised school activity.

Vacations should be scheduled around the school calendar. If a family has an urgent conflicting activity, the parent should notify the school office as soon as possible and detail the anticipated absence.

Unexcused absences will be marked with an "UA" on the report card, and all coursework due or done on that day will be penalized according to the late work policy.

## **EMERGENCY / ILLNESS**

In cases of illness or emergency, the parent should call or email the school office before 8:30am on the day of the absence.

If a student is absent from school due to illness, a phone call or a written note signed by the parent or legal guardian explaining the absence is required. The note should be given to the front office secretary and should include the reason and date of absence.

After three or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school. In cases where there is a conflict between a doctor's opinion and the school's observation, the school reserves the right to exclude a child from school until it is deemed appropriate for the child to return to classes.

If a student is out of school with a contagious disease, a re-admittance slip from the attending physician to school is required on return. This is to ensure that the child is no longer contagious.

When a student is absent, parents should look at the Google Classroom and Gmail for homework and assignments given by the teacher. Online learning must be with prior approval not for individual sick days.

## **EXCESSIVE ABSENCES**

### ***Elementary School***

Elementary students who are absent more than twenty (20) days in one semester may lose credit for a course or be ineligible for promotion to the next grade. At the 10th absence, a quarter grade will not be provided.

### ***Prearranged Absences***

The parent or legal guardian of the student must provide advance notice by completing the Pre-arranged Absence form. The Pre-arranged Absence form is available from the Assistant Principal. The school needs to be notified as soon as possible, and no later than 48 hours before the absence. Permission will be granted at the Principal's discretion and on the basis of the student's academic record, attendance record and length of time remaining in the semester.

It is the responsibility of the parents and/or student to get assignments from the teachers during the pre-arranged absence so that work may be completed on the student's return.

## **OFF-SITE EDUCATION**

All elementary students have the opportunity to go on at least one off site class trip per semester. **Notarized letters of parental permission will be required two months prior to the date of the excursion.**

# **HEALTH REQUIREMENTS AND POLICIES**

## **STUDENT ILLNESS**

In order to keep illnesses from spreading throughout the student body, students exhibiting the following symptoms should be kept home: fever of 100.4°F (38.0°C) or above, vomiting, diarrhea, coughing, sore throat and communicable diseases (please see the communicable disease chart available in the office for more information about communicable disease).

Students with a fever of 100.4°F (38.0°C) will be immediately sent home from school for the day. The student is not to return to school until the child has been without a temperature of 100.4°F (38.0°C) or higher for a full 24 hours.

If a child has a low-grade temperature of 98.8°F – 100.3°F (37.1°C – 37.9°C) with accompanying symptoms, the school nurse will assess the child to determine appropriate action.

## **PARENT NOTIFICATION FOR PICK-UP**

Any student that feels ill must see the school nurse who will then evaluate if it is necessary to call home. The school nurse will call home for the following reasons:

- Fever of 100.4°F (38°C) or higher

- Vomiting
- Diarrhea
- Serious injuries or accidents
- Serious allergic reactions
- Respiratory problems/Asthma attacks
- Migraines
- Episodes of low or high blood sugar
- Seizures
- Pink Eye
- Head Lice
- Any type of injury to private areas which may require an examination. These types of examinations are not performed by the school nurse.
- Other major medical conditions that may arise
- The student requires more than 15 minutes of care.

The school nurse will not call home for minor complaints or mishaps, but if necessary, will send an email to parents/guardians. All students may use the office phone to call home for minor complaints if they wish and it is completely up to the parents if they choose to pick their student up. Only students sent home by the school nurse will have an excused medical absence. Students who have not been sent home by the school nurse but have been checked out anyway due to minor complaints will require a physician's note to excuse the absence.

Students are encouraged to stay in class. Unless an emergency arises, minor complaints should not interrupt class and should be treated by the nurse during recess, lunch time, or in between classes. Students are allowed to call home from the administration office or nurse office if they choose; however students who use their cell phone to call home stating they are sick, without seeing the nurse first, will be reported by the nurse to the principal.

## **MEDICATION ADMINISTRATION DURING SCHOOL HOURS**

Administration of medications during school hours is done when indicated as being in the best interest of the child or in the event of an emergency. If consent has been given in a child's New Student Packet, over the counter medications that ICS-Lima will provide when indicated as being in the best interest of the child include Panadol (Tylenol), Children's Panadol (Children's Tylenol), Advil (ibuprofen), Benadryl, Children's Benadryl, Bismutol (Pepto-Bismol), Cough drops, Calamine Lotion, Aloe vera, and/or Hydrocortisone 1%. If the child requires medication that a parent has not given consent, the school nurse will call the parent/guardian for verbal consent.

Administration of over the counter and/or prescription medication brought from home will occur only when medication schedules cannot be adjusted to provide for administration at home. If a student requires over the counter and/or prescription medication during school hours, the medication needs to be delivered to the school nurse in original packaging with all labels attached. Parents/guardians also need to provide instructions to the school nurse including the name of the child who the medication is for, the name of the medication, required dose, dates and times that medication needs to be administered, and if medication needs to be stored in the refrigerator or at room temperature.

## **COMMUNICABLE DISEASE DETECTION & REPORTING**

School staff members and parents are encouraged to take an active role in early detection of infectious illnesses/diseases. Teachers and parents shall report any child with suspicious medical symptoms to the school nurse. Parental notification of presence and possible exposure of a communicable disease will occur as per specifications outlined in the “Communicable Disease Chart.”

## **COMMUNICABLE DISEASE PREVENTION**

Frequent hand washing is the single greatest measure to prevent the spread of communicable diseases. Using a waterless hand cleaner is promoted although it should NOT take the place of regular hand washing with soap and water. Research promotes frequent hand washing with soap and water for at least 10 seconds (sing “Happy Birthday” song to yourself). The type of soap used (antibacterial soap vs. standard liquid soap) is not as important as the amount of friction used while washing hands. It is in fact friction that removes virus and bacteria from our hands.

## **COMMUNICABLE DISEASE MANAGEMENT**

Students with a suspected communicable disease or illness will be temporarily excluded from school by the school nurse until no longer communicable. Please refer to the “Communicable Disease Chart” for specific details regarding school exclusion.

[Communicable Diseases Chart](#)

# **SCHOOL DISCIPLINE: POLICY AND PROCEDURES**

## **PHILOSOPHY**

Our desire is that all of our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline, though, it is necessary for us to teach and train the students in this process.

The ICS-Lima classroom atmosphere is positive and well structured. Most issues are handled within the classroom. Teachers administer appropriate discipline for minor problems. If major problems arise at the elementary level, the student will be sent to the assistant principal and the parents will be notified. Behavior notes will be available on PowerSchool.

As mentioned in our Philosophy Statement, “ICS-Lima believes strongly in a learning environment that is disciplined.” We believe that respect for authority is an essential ingredient to quality education and character development. Therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers who strive to live their lives in such a way as to model the exemplary behavior expected from the students they teach.

Christian discipline is five-fold: Instruction, Prevention, Correction, Compassion, and Reconciliation.

*Instruction:*

- Modeling.
- Teaching expectations clearly.
- Informing students of school standards from the Parent/Student Handbook and other sources.
- Posting classroom rules on your classroom walls.
- Reviewing expectations periodically.

*Prevention:*

- Clear expectations.
- Rom. 13:14 - "...and make not provision for the flesh, to fulfill its lust."
- The teacher should be diligently prepared for class and be firm, fair, and consistent.
- Classroom activities need to be developmentally appropriate to the students being served.
- Teachers should pray for our students consistently.
- Constant improvement of teaching technique should be the goal of every teacher, gearing materials to the students' attention span.
- Teachers should be mindful that some situations encourage misbehavior and should proactively remedy the situation.

*Correction:*

- The purpose of correction is to help our students develop Christ-like character
- Correction should be consistent and proactive
- Students should be held accountable to take personal responsibility for choices
- Correction needs to be appropriate for the infraction
- Punishment should always fit the infraction

*Compassion:*

- Hebrews 12:5-6 – "My son do not make light of the Lord's discipline, and do not lose heart when he rebukes you...because the Lord disciplines those he loves." The Lord disciplines us as an act of love and compassion and we should do the same with our students.
- Staff involved in discipline situations should enter the situation prayerfully and under the guidance of the Holy Spirit.
- The teacher should try to first determine whether or not the disobedient student has accepted Christ and take this opportunity to share Christ with the student or encourage the student to live a Christ-like life.
- Prayer with, and for, the student is a must.
- Phrasing things gently and positively.
- Sometimes the natural consequence is enough.

*Reconciliation:*

- In all situations of misconduct, there is a break in the relationship between the offender and either the authority or the general public. While consequences and grace are integral parts of the process, work towards reconciliation MUST occur.



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- In general, the authority will navigate how, when and to whom the reconciliation work needs to take place.

## SCHOOL-WIDE EXPECTATIONS

The following expectations apply to all parts of the school, but especially the public areas. All ICS-Lima community members are expected to follow them at all times, even after school hours.

1) **Be Safe** - all staff, students, parents, and visitors are expected to behave in a safe way. This means safe physical, emotional, intellectually, socially and spiritual. Examples of safe behaviors are: walking instead of running, speaking kindly in all situations, assisting others in classwork, including all students in activities, and asking questions about others' faith. There are numerous other ways, but these are a few examples.

2) **Be Respectful** - all staff, students, parents, and visitors should behave in a manner that is respectful to: others, the school facilities and the ICS-Lima mission. Examples of respectful behavior are dressing modestly, honoring personal space, cleaning up after yourself, and participating in school activities correctly. There are numerous other ways, but these are a few examples.

3) **Be Your Best** - all staff, students, parents, and visitors should demonstrate maximum effort in all they do at ICS-Lima. We believe that God has created us with different talents and gifts that should be used for specific purposes, but that God wants us to do our best in all circumstances. Examples of being your best is being on time, bringing all needed materials, being attentive, asking questions, trying your hardest on tasks. There are numerous other ways, but these are a few examples.

## BEHAVIOR & CONSEQUENCES CHART

| <b>Level</b> | <b>Offenses</b>  | <b>Consequence</b>   |
|--------------|--|--|
| <b>Minor</b> | <i>Tardy<br/>Non-English Language<br/>Inappropriate Food/Drink<br/>Unsafe Behavior<br/>Classroom Disruption<br/>PDA<br/>Off-task Computer Usage</i>                          | <i>Mark in PowerSchool. If a student collects 5 marks for these behaviors, it will count as one Major offense and be subject to the major offense process.<br/><br/>Marks will start over after 5 are collected or at the end of each quarter.</i> |
| <b>Major</b> | <i>5 Minor Offenses<br/>Lying<br/>Swearing<br/>Disrespect Towards a Staff Member<br/>Inappropriate Computer Usage<br/>Fighting<br/>Intentional Property Damage<br/>Theft</i> | <i>1st offense - detention<br/><br/>2nd offense - in school suspension<br/><br/>3rd offense - short term out of school suspension<br/><br/>4th offense - long term out of school suspension</i>  |

|                |  |   |
|----------------|--|---|
|                |  |   |
| <b>Special</b> | <i>Dress code<br/> Phones / Earbuds<br/> Plagiarism / Cheating<br/> Falsifying a Parent Signature<br/> Bullying<br/> Cyberbullying<br/> Weapons<br/> Sexual Misconduct</i> | <i>The consequences for these offenses are different in nature than the offenses in the minor and major category. Please see the descriptions below for how they will be handled.</i> |

## DEFINITIONS OF OFFENSES

Tardy - Students are not in their classroom at the start time of the class.

Non-English Language - Students are speaking a language that is not English (*the exception to this is during Spanish class.*)

Inappropriate Food/Drink - Students are eating food or drinking beverages that are not allowed in specific locations.

Unsafe Behavior - Students are running, jumping, wrestling or horse-playing in the building.

Classroom Disruption - Students are distracting others from learning by their words or actions.

Public Displays of Affection (PDA) - Students are touching each other in romantic ways. For example: holding hands, hugging, playing footsie, or spooning.

Off-task Computer Usage - Students are using their device for purposes not connected to the learning in the classroom. The content is appropriate but not on task.

Lying to a Staff Member - Intentionally communicating information to a staff member that is not true.

Swearing - Using culturally accepted words of profanity. ICS-Lima has the right to determine which words are considered swearing.

Disrespect Towards a Staff Member - Intentionally mocking, rolling the eyes, talking back rudely, or communicating negative ideas to or about a staff member.

Inappropriate Computer Usage - Using a computer to access inappropriate content. This includes content that has violent, sexual, nudity, profane language, alcohol, drugs or innuendoes displayed. ICS-Lima reserves the right to determine what is and is not inappropriate.

Fighting - Fighting is defined as the physical interaction of two individuals with an intent for physical harm. This includes: pushing, punching, hitting, kicking, elbowing and other methods of attack with the intention of physical harm.

Intentional Property Damage - This is defined as breaking or ruining physical property with the intent to break or ruin it.

Dress Code Violation - At ICS-Lima students are required to wear uniforms each day, unless there is a special dress down day. The following will occur if a student is out of dress code:

- a. The student will be asked to go to the school office
- b. A parent will be notified to bring the student a uniform
- c. The student will have to wait until the parent brings a uniform before he/she can go to class
- d. The student will be marked tardy for the class that he/she was late for. If the student misses the entire class, he/she will be marked absent.
- e. The student will receive one "minor behavior mark" in Powerschool.

Phones/Earbuds - Please see the "*Technology Acceptable Use: Phones/Earbuds Policy*" below.

Plagiarism / Cheating - Plagiarism is defined as using other's work as your own for credit. Cheating is defined as using unapproved supports to complete an assignment. Students caught plagiarizing or cheating will automatically receive a "0" for the assignment, parents will be notified, and a detention will be issued.

Falsifying a Parent Signature - Falsifying a parent signature is defined as presenting a signature that does not belong to the parent. In this situation, the student will not be allowed to attend the event/activity that required the parent signature. Also, the occurrence will count as a major offense.

Bullying / Cyberbullying - ICS-Lima takes the emotional and physical safety of its students very seriously, and staff are REQUIRED to investigate any complaint by a student of verbal or physical violence and complete an incident form. Any instances of bullying, violence, intentional exclusion, harassment and threatening of students will be treated with serious consequences, possibly including expulsion. All students of all ages have the right to be treated fairly and respectfully. ICS-Lima will not tolerate bullying in any form. Bully is defined as a student engaging in harmful, persistent behavior by one of greater power to one of less power. Specifically, these acts of bullying may be defined (but are not limited to) the following:

1. being pushed, hit or kicked and/or the mere threat or appearance of such physical actions
2. being shunned or left out of groups in an intentional manner
3. having other students (not necessarily just friends of the victim) turn away from a student in order to isolate, ignore or alienate a student
4. being called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities (or the lack thereof)
5. being forced to commit any act against their will through intimidation, threats, extortion, coercion, physical assaults, such as: handing over money, lunch cards, academic work or personal property; "hazing" to join with, or remain within, a group

6. causing someone to shun another student via text messages, blogs, social and other websites, diaries, etc.

7. being the victim of cruel jokes, laughter, comments, put-downs; having one's personal property (including food, clothing, lockers, possessions, textbooks, etc.) taken, damaged or removed from their person.

8. suffering from lies and rumors, spread verbally or through written letters, e-mail, social media, etc.

Bullying outside the ICS-Lima school grounds has the potential to be a problem at school. ICS-Lima reserves the right to take disciplinary action for off-campus bullying related behavior in order to maintain a safe learning environment.

Weapons - Students are not permitted to bring any type of weapon to school for any reason. Students in violation of this policy will be brought to the school director immediately and parents will be required to take the child home.

An investigation into the situation will be conducted by the administration and if no intent to harm others is concluded, the child will be allowed to return to school. If intent to harm others is concluded, the school will need to report it to the local government authorities for further instructions on how to proceed.

Sexual Misconduct - Sexual Misconduct is defined thoroughly in our Child Safety section. Upon any accusation or observation of sexual misconduct, the ICS-Lima administration will follow the Child Safety protocol.

## **POSITIVE REINFORCEMENT**

Positive Reinforcement is defined as providing incentives and encouragement (internal or external) to students for demonstrating positive behaviors. Current educational research supports that student behavior is improved more through positive reinforcement than through negative consequence. As such, staff are encouraged to provide opportunities for positive reinforcement in their classrooms that best fit their students and classroom needs.

House System - ICS-Lima has developed a house system that is used for positive reinforcement and building community. Students can earn points (which is awarded by staff members) for their house by demonstrating positive behavior.

# BULLYING POLICY: D.I.D.

## DEFINE

ICS-Lima defines bullying as a student engaging in harmful, persistent behavior by one of greater power to one of less power.

Bullying may include:

**Verbal** - name-calling, sarcasm, spreading rumors, teasing

**Emotional** - excluding, tormenting (i.e. hiding books, threatening gestures), racial taunts, graffiti, gestures, 'staring out'

**Physical** - pushing, kicking, hitting, pinching or any use of violence. Property damage would also fall under this category

**Sexual** - unwanted physical contact or abusive comments

**Cyber**- inappropriate messaging or photos using electronic communication

## IDENTIFY

All members of the school community, including teachers and parents, are encouraged to report any acts of bullying that they encounter. The student who believes s/he has been bullied and/or the bystander who has witnessed the bullying need to report the bullying. Reports of bullying by the bystander will be kept confidential.

## DEAL WITH THE SITUATION

It will be determined by the assistant principal and principal what occurred.

- The offending party will offer a verbal and written apology to the victim.
- Other consequences will take place as appropriate, e.g., loss of privileges, classroom detention, in-/out of –school suspension long-term counseling.
- Expulsion may be considered depending on the severity of the offense.
- If necessary and appropriate, law enforcement authorities will be consulted.

ICS-Lima prohibits reprisal or retaliation against any person who reports an act of harassment or bullying and if this occurs, appropriate actions be considered.

Awareness is the key to stopping bullying. ICS-Lima will be talking about the issues of bullying in the classroom, at assemblies, and one on one with students. Everyone deserves to be safe and successful at school.

## DRUGS, ALCOHOL, TOBACCO, &/or RELATED PARAPHERNALIA

Any student, even a student of age, under the influence of alcohol or non-prescribed drugs, or any student having possession of such may be removed from ICS-Lima. This applies not

only during the school day, but also while the student is participating in or attending school activities, or when a student is recognized as an ICS-Lima student within our immediate community or within the greater Lima community.

Any student who smokes or is caught with tobacco products on or off campus during school hours, at school functions, within the local Lima area, or is recognized as an ICS-Lima student, thus tarnishing the reputation of ICS-Lima, will be issued a suspension. Further disciplinary actions may occur as necessary.

## **THEFT**

Students are responsible for the care and protection of all valuables they bring on campus. Students who are found guilty of theft will be disciplined according to the disciplinary plan.

## **PSYCHOLOGICAL INTERVENTION**

If psychological intervention is deemed necessary by the administration based on a student's conduct, behavior, or calculated risk, ICS-Lima will provide the services of its school psychologist. In cases deemed appropriate by the administration, a student's family may be asked to seek outside professional help. If requested psychological data or evidence of successfully carried out therapy sessions is provided within the requested time frame, the administrative team will decide the frequency of follow-up reporting. These requests may also be made based on the institution's opinion that a student's academic, social, or emotional wellness is in jeopardy due to outside circumstances in a student's life. Due to the high importance of safety, mental health, and well-being of all members of the school, if a student's family does not provide the necessary reporting and/or data within the agreed-upon time frame, the student may be invited to select other educational options.

# **CHILD PROTECTION**

## **POLICY**

As a subsidiary of The Network of International Christian Schools / Oasis International Schools (NICS/Oasis), ICS-Lima takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. The protection of children is the responsibility of every adult within NICS/Oasis. We expect staff to conduct themselves with utmost integrity and professionalism at all times. Working together we can create a safe, positive and nurturing environment for children, protecting and safeguarding them to the highest standards possible. Supportive nurture is always to be guided by biblical standards of morality, ethics, and prudence. There is no intent, in any way, to usurp a parent's role as primary caregiver and guardian of their children. However, the responsibility of the parent, as well as the organization, is to provide a safe and secure environment for all children in our care.

As an organization NICS/Oasis is committed to:

- Valuing children and ensuring their safety in all locations and facilities where we are responsible to care for them
- Encouraging and supporting parents

- Ensuring that all staff involved with children are given support and training in child safety and protection
- Complying with legal requirements in reporting as necessary
- Keeping a strict policy of staff members not being connected to students on social media. This includes facebook, instagram, snapchat, twitter, WhatsApp, tumblr, line, and others. If students choose to follow a staff member on instagram, twitter, snapchat, etc, staff members must refrain from private or direct messaging students. All staff to student interaction outside of school must occur over school email, Google Classroom, or education-specific apps such as Remind.

NICS/Oasis expects proper moral and ethical conduct toward all children who are in the care of NICS/Oasis whether on NICS/Oasis property, at a NICS/Oasis school, under the care of NICS/Oasis staff, or attending a NICS/Oasis function. This expectation applies to all staff (expatriate and local), volunteers (regardless of their length of service), employees, associates seconded to NICS/Oasis and partner organization staff working with NICS/Oasis. It also applies to any visitors at any school campus. Adult staff and volunteers assume the responsibilities of setting and maintaining clear, appropriate boundaries in all interaction with children.

NICS/Oasis holds Associate Membership status with the Child Safety & Protection Network (CSPN). NICS/Oasis' child safety policies and procedures are consistent with the best practice standards adopted by CSPN[1].

## **EXPRESSIONS OF SELF-HARM**

### ***Definition***

Every expression of suicide, whether seemingly casual or serious, written or oral, with or without associated action, will be considered serious at ICS-Lima.

The school assumes the authority to act in the best interest of protecting the student while at ICS-Lima or at an ICS-Lima related activity, but does not assume the full responsibility, authority, or liability of a parent.

### ***Reporting Procedures***

Staff members/Teachers are required to report all expressions of suicide or actions associated with suicide. An oral report must be made immediately to the staff member's supervising director or school administrator.

The person reporting will immediately thereafter follow-up with a written report.

If the life of a student appears to be in imminent danger, the staff member or administrator will take immediate action to protect the life of the student. All staff members are authorized to take reasonable and prudent action.

The written report will be referred to the director. The director will form a team involving the lead teachers and other leaders and will contact the parents or guardian or mission administrator; whichever is most immediately available and appropriate to take responsibility. If the substance of the report warrants it, the director will see that steps are taken to:

- A. Protect the student beyond the immediate incident.
- B. Seek professional guidance.
- C. Refer the student for professional counseling in consultation with the parents.
- D. Refer the incident to the parents for action.
- E. Pursue further investigation as necessary.

The director will be responsible to see that written records are kept of the action, including a written summary. Furthermore, the director will also be responsible to ensure that all records are kept confidential and shared only on a need-to-know basis.

### ***Requested Withdrawal***

Requested withdrawal will be decided upon by the director, in consultation with the principal and assistant principal. Decisions can be appealed through the parent grievance process through NICS.

### ***Appeals/Grievance Process***

This appeals process is for the use of the individual school parents, students, and recognized parent organizations in situations where there is an irreconcilable difference with a member of the school's staff/faculty, administrative staff, director or School Board stated policies. This appeals process is an approved policy of the NICS School Board and may only be changed by an official vote of the NICS School Board.

The full text of the appeals/grievance process shall be made available to all parents and students upon request to the school office.

## **DRESS CODE**

### **POLICY**

***The philosophy of the ICS-Lima dress code is one that seeks to foster modesty and a professional look among students.***

All ICS-Lima students are expected to come in a school uniform every day, except for school-sponsored dress-up or dress-down days. Students will be warned once of a code violation. If there is a second violation the student will be sent to the office and his/her parents will be called to bring in a uniform. Sufficient uniform pieces need to be bought so students have a clean uniform

### **DEFINITION OF CODE**

The school uniform code consists of the following:



1) Formal Uniform: Students must wear the “formal uniform” on days that the student DOES NOT have PE class. The formal uniform may only include any of the following:

- Tan or navy blue uniform pants, skirt, skorts, or shorts
- Light blue button down collared shirts or polo shirts bearing the ICS-Lima monogram
- Official button up or PE jacket with the ICS-Lima monogram
- Tennis shoes, dress shoes, or professional looking sandals. Flip flops are not allowed.

2) Athletic Uniform: Students are only allowed to wear the “athletic uniform” on days that the student DOES have PE class. The athletic uniform may only include any of the following:

- Dark blue or white t-shirt with ICS-Lima monogram and eagle
- Dark blue long sleeve shirt bearing the ICS-Lima Eagle
- Dark blue shorts with ICS-Lima monogram and eagle
- Tennis shoes
- Blue and gray track suit

3) Hair: Must be appropriate for the educational setting and must not distract away from day-to-day learning.

- Pulled away from the eyes.
- Must be clean and neat
- Out of face
- Groomed and managed

4) Additional Expectations

- Pants/Skirts:

- Uniform pants (tan or navy blue colored) must be worn at all times and may be purchased from the school's uniform vendor. Non-uniform pants will not be permitted.
- Uniform pants/shorts may be purchased from other vendors if they meet the criteria approved by administration.
- The proper length of skirts and shorts are 2” above the floor when kneeling.
- We should never see anyone’s underwear at any time.
- Pants must be worn at or above the hips. Sagging pants are not acceptable.
- Pants must be loose enough to pinch an inch of fabric without stretching the fabric. This includes dress down day attire (i.e. skinny jeans, spandex, etc.)

- Shirts:

- We should never see anyone’s bare shoulders or bare stomach, ribs or sides.
- Shirts must be buttoned up – only two buttons are allowed to be unbuttoned.
- Tightness – Shirts must be loose enough. This includes sweaters, t-shirts, blouses, jerseys, etc.

- No sleeveless shirts or tank tops should be worn during dress down days, clubs, or school events.
- No low cut, revealing or see through clothing is allowed to be worn at any time. (no cleavage or bra should be seen at any time).

- Professionalism:

- Uniforms should be neat and clean. If the pants are frayed at the bottom they must be hemmed or be replaced. Uniform items with holes or stains will need to be replaced.
- Old, faded uniform pieces will also need to be replaced.
- Any patches must be neat, clean, and well-sewn. The patch's color must match the clothing item.

5) Regulations for Other Optional Accessories:

- Undershirts:

- + Must be navy blue or gray
- + Must have no writing or design that can be seen.
- + Any non-uniform long sleeve undershirt is not permitted

- Leggings/Belts:

- + Female students may wear leggings as long as they are navy blue, gray, or nude colored.
- + When wearing leggings the skirt still must be the proper length (2" above the floor when kneeling).
- + Female students may wear pantyhose as long as they are either navy, gray, or nude colored.
- + The belt must be a solid color of navy blue or tan.

- Scarf: must not be distracting and must be navy blue or gray.

- Hats: Students may only wear an ICS-Lima hat at approved times (*i.e. P.E., Spirit days or for medical reasons*) Hats are not to be worn in the building without permission from the School Director.

- Jewelry - Facial piercings are not permitted. Boys are not to wear earrings.

- Make-up - Must be appropriate for the educational setting and must not distract away from day-to-day learning.

## SPECIAL NON-UNIFORM DAYS

Modesty is the key to our dress code. Modesty is interpreted by the school administration. Words, slogans and pictures on clothes should be appropriate as defined by the ICS-Lima staff. Students are not allowed to wear any shirts that show part of the stomach (at any time - even when reaching up) or are sleeveless. All pants and jeans may not have holes.

- **Spirit Days** – On spirit days students are to wear a school sponsored shirt.
- **Special Dress Down Days** – These are sponsored by the student council, but are free of charge.
- **S/.5 Dress Down Days** – This is a student council fundraiser. Students pay 5 soles for the privilege of wearing appropriate non-uniform clothes.

- **Professional Dress Days** – Dress slacks, skirts, or dresses. Males – collared shirts, Females– nice blouses. No jeans or t-shirts.

The school reserves the right to address abuses of the uniform policy with students on an individual basis and employ stricter standards with them, if necessary.

## **DRESS CODE VIOLATIONS**

Students found to be in violation of any of the above uniform regulations will not be allowed to attend class until they are in proper dress code and will be marked tardy or absent as necessary. Parents may be notified if the student needs assistance in obtaining clothing that meets the dress code. The school administration has the discretion to determine if clothing is in or out of dress code in accordance with the above expectations.

# **TECHNOLOGY: ACCEPTABLE USE POLICY (AuP)**

## **TECHNOLOGY PHILOSOPHY**

ICS-Lima embraces technology as an effective tool to enhance learning and to prepare students for real world experience. Intentional opportunities to use technology does not include the use of personal devices during the school day.

## **PHONE / EARBUDS POLICY**

Due to safety reasons, students are allowed to bring their phones/earbuds to school. However, phones/earbuds **MUST** be turned off or silenced and **SHOULD NOT** be seen at any time while the student is in the building or courtyard.

Teachers do have the discretion to allow students to use earbuds within their classroom, if it is for learning purposes. Students will need to turn their phone/earbuds into their teacher, if they wish to use the bathroom, and it will be returned to them when they return from the bathroom.

Upon the first incident of a student being caught with a phone/earbuds while in the building or courtyard, the phone/earbuds will be confiscated and brought to the administration office, where the student can collect it at the end of the day. A “minor behavior mark” will be issued.

Upon the second incident of a student being caught with a phone/earbuds while in the building or courtyard, the student’s parents will be notified that the parent must come to school to collect the phone/earbuds . Also, the student will receive a “minor behavior mark” in powerschool.

Upon the third incident of a student being caught with a phone/earbuds while in the building or courtyard, the student's parents will be notified that the parent must come to school to collect the phone/earbuds, and a parent meeting will need to take place. Also, a detention will be issued.

## ICS-Lima Network

ICS-Lima is pleased to offer students access to the school-wide computer network for accessing and storing information, for using the Internet and for using e-mail.

The IT department will make reasonable efforts to ensure that faculty and students do not access offensive material. Such efforts may include filtering software, public location of computers, and spot checks of student work. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet. To that end, ICS-Lima supports and respects each family's right to decide whether or not their student should have access to the Internet at school.

The use of school computers and the network is a privilege, not a right, and may be revoked if abused. Students are reminded never to access, keep, or send anything that they would not want the administration, faculty, or parents to see.

ICS-Lima has partnered with Google to provide Google Apps for Education (GAFE) to our students and staff. Some classes will be utilizing Google Classroom, Google Chromebooks, or other Google resources for which a student will need an @students.icslima.org account. These will be provided at no cost.

## PROVIDED EDUCATIONAL TOOLS

Network Account - Every student is allowed access to computers and storage space. It is the user's responsibility to use this privilege wisely.

Storage Space - Students are provided with a folder on a networked server. This allows them to save files that are accessible from any of the school computers. Students should never save files solely on the local computer, as there is a very high chance that the files may be lost.

Internet Access - The school provides a continuous connection to the Internet. All content is filtered through a content protection program. This program blocks a list of sites known to be inappropriate. All school-owned equipment, including laptops are managed with this program. No faculty member or student may bypass this program without approval from the IT department.

Students are not allowed to use cellular connectivity (3G, 4G/LTE, etc) to use the internet on their devices during school hours. Doing so may result in confiscation of the device and/or loss of school network resources.

School iPad or Laptop - During the 2023-24 school year, ICS-Lima began an initiative to become an APPLE school. Students in grades G1-G8 will participate in a 1-to-1 iPad system, while HS students can bring their own tablet or laptop. ICS-Lima may be able to provide iPads or Laptops to HS students if parents sign a rental agreement.

## USAGE EXPECTATIONS

Privacy - Network storage areas will be treated like school lockers. The IT department may review communications to maintain system integrity and ensure that faculty and students are using the system responsibly. Students should not provide any information about themselves on the Internet. This includes their name, address, telephone number and any other information that is unique to him/her.

Copying - Students should never download or install any commercial, shareware or freeware software onto local and network drives or disks, unless they have permission from the IT department. Students should also not copy other people's work or intrude on other faculty or students' files.

### Artificial Intelligence (AI)

We understand that we are in a new era with more online tools available for all of our students to use. Students will be encouraged to only use AI when it is helping to edit their own work, research others work, or another designated use by the teacher. AI should NEVER be used to generate content that is meant to be original of the students--this is considered plagiarism and will be strictly punished as such in our school.

Inappropriate Material - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is for a student to never view, send, or access materials that he/she would not want the administration, teachers, or parents to see. Should students encounter such materials by accident, he/she should report it to the administration or their teacher immediately.

### ***Guidelines for Following the Expectations***

#### The ICS-Lima network may not be used to

- harm other people or their work.
- disregard the teachers' online instructions.
- violate copyright laws.
- view, send, or display offensive messages or pictures.
- access an account other than the one assigned to you.
- waste limited resources such as disk space or printing capacity.
- trespass in another's folder, work, or files.
- use social networking sites or apps (including but not limited to Facebook, Snapchat, Instagram, etc.).
- install commercial software, shareware, freeware or any other program without the permission of the IT department.
- Do not damage the computer or the network in any way.
- Do not share your password with another person.

- Notify an administrator, teacher or staff immediately, if by accident, you encounter materials that violate the AUP
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the AUP is violated.

Violation of this acceptable use policy, guidelines, and/or teacher instructions may result in a loss of school network privileges and/or internet privileges, as well as other disciplinary action as determined by the administration or teacher.

Server storage space is a limited resource. As such, it is necessary to implement limitations on use by faculty, staff, and students alike. The storage caps are commensurate with the perceived needs of each level in the school, but are not so concrete that additional space could not be allocated if necessary. For anyone using the ICS-Lima server, AUP continues to apply even to personal data.

## EQUIPMENT LENDING AGREEMENT

- To use school equipment, faculty, students or community members must agree to and sign the following points:
- Equipment borrowed by a student, such as a ChromeBook, must have the approval of the Business Office.
- Student borrowers are required to have faculty or staff members sponsor them, validating that the equipment will be used for a school-sponsored event and that they will assume responsibility for damage.
- The faculty member will report any problems with the equipment promptly.
- Equipment sign-out privileges may be revoked at any time without warning due to wrong operation of equipment, careless handling of equipment, or repeated lateness.
- For example: an unattended camera is considered careless handling.

The borrower is responsible for any equipment, its components and accessories while it is in his or her possession. The borrower will protect it from being damaged.

The borrower is responsible for returning equipment received in the same condition as when received.

Lost or Damaged: The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair. The borrower will be responsible to pay the repair cost (not to exceed replacement cost) of any equipment that is returned in damaged condition.

**THE COST OF \_\_\_\_\_ IS \_\_\_\_\_.**

- Should equipment become faulty for any reason while in the borrower's hands, absolutely no attempt should be made by the borrower to repair it. If faulty, return the equipment immediately to the Business Office.

- Under no circumstances should any equipment in the borrower's charge be loaned to any other person. The Business Office handles all transfers to the next user..
- The student must cooperate fully with the ICS-Lima staff to inventory components and to note any malfunctioning, missing, or damaged parts.

I, \_\_\_\_\_ will be using \_\_\_\_\_ for personal or school use and take full responsibility, and I understand and agree to the above points.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMMUNICATION AND CONFERENCES

### POWERSCHOOL

School information and announcements will be communicated via PowerSchool and e-mail. *It is important for the school to have the most accessible email address for the family.* As deemed necessary, paper announcements will also be sent home with students, one per family. Students and parents are responsible for information shared via paper, e-mail, and PowerSchool.

Secondary teachers will communicate expectations and grading information at the beginning of the year through course syllabi, and throughout the year via PowerSchool. Teachers will communicate, and can be accessed, through email.

Logging in to PowerSchool

1. Each family will receive a letter that includes their access information.
2. Parents should visit [icslima.powerschool.com/public](https://icslima.powerschool.com/public)
3. If it is your first time, click on Create Account
4. Use the access information from the letter to create the account.

### CHANGE OF ADDRESS

Please notify the school immediately whenever your contact information changes (i.e., phone numbers, email addresses, and mailing addresses, etc.). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information. These can easily be updated on PowerSchool.

### CONFERENCE WITH THE TEACHER

Any parent who would like a conference with his child's teacher is asked to pre-arrange the conference. Conferences may be set up by calling the school office or speaking with or emailing the teacher. Please do not drop by the class during school time to talk with the teachers.

Parent-Teacher conferences are held school-wide following the first and third grading periods. All parents are requested to attend.

During the school day parents should not visit their child's classroom, unless pre-arranged with the teacher.

## **CONFERENCE WITH ADMINISTRATION**

Parents are requested to discuss any problem related to their child with their child's teacher before coming to see the administration. Parents should have discussed a financial issue with the finance office before making an appointment to see the director. Any parent desiring an appointment with the secondary principal, director of finance or director may be accompanied by another individual if deemed necessary by the parent.

## **CONFERENCE WITH COUNSELORS**

Parents are encouraged to make appointments with the Guidance Counselor or Social-emotional Counselor to discuss needs of their child.

## **DIRECTOR'S ADVISORY COUNCIL (DAC)**

The purpose of the DAC is to provide the director with qualified counsel in order to accomplish the mission and goals of the school.

The objective of the DAC is to review and assess the school's accomplishment of its stated mission, goals, improvement plan, and adherence to its stated philosophy as requested or required by the NICS School Board or the school's director. The DAC also provides counsel, support and constructive criticism to the director and when necessary, communicates to the NICS executive staff issues of a critical nature

## **PARENT TEACHER ASSOCIATION (PTA)**

The purpose of the PTA is to partner with the school staff to inspire, support, and enhance the services, events, and activities that our children participate in at ICS-Lima.

The PTA is very active in school events and supports communication of parents within each grade level.



# SCHOOL LIFE

## PROPERTY AND EQUIPMENT

All school and church property and equipment should be properly cared for. Defaced property such as desks, chairs, cubbies, bathroom stalls, and walls will be repaired and a bill sent to the parents.

## BIBLE POLICY

The official Bible for ICS-Lima is the English Standard Version (ESV). For home use, the ESV may be viewed electronically online at [www.esvbible.org](http://www.esvbible.org) or downloaded as an app on both iOS and Android systems.

## PHYSICAL EDUCATION

Physical Education (P.E.) is an integral part of education and as such, the school requires that a student participate in physical education. If for any reason the student is unable to participate in a physical activity during recess or physical education class, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied with a letter from the doctor if the excuse is needed for a prolonged period of time.

## CHAPEL

Chapel will be held at all levels every week. All students must attend despite their religious preferences.

## AFTER SCHOOL ACTIVITIES

The purpose of the ICS-Lima After School Activities and Clubs program is to give the students the opportunity to develop skills outside of the academic arena including sports, hobbies, talents, and spiritual growth.

Information about After School Activities will be sent out early in the semester for students to sign up. After School Activities generally meet from **3:20 – 4:20 pm**. Sports teams may have different times if they meet off campus. Students are to leave the campus upon this dismissal, not wait around for others. Any associated fees will be communicated by the After School Activities leader and administration and are the responsibility of each club participant.

## LIBRARY

Students will have opportunities to check out books from the library and may keep their books for up to two weeks at a time. They may renew an item for two more weeks if a hold has not been placed on the book by another person. Students are asked to exercise much care in handling all books. If a book is lost, the student must pay to have it replaced (cost of

book with shipping) plus a \$2 processing fee. The school librarian will send a fee statement home with the student. Fines should be paid directly to the librarian.

## FIELD TRIPS

An emergency information and permission form must be on file in the office for the student to take part in a school-sponsored trip. Regular school dress applies to field trips unless otherwise indicated by the teacher.

## LOST AND FOUND

Lost and found articles will be taken to the common room and will be stored for a reasonable period of time. After that time, items will be donated to an appropriate charity.

## SCHOOL BOUNDARIES

Students are to stay on the school property at all times during the school day with the exception of seniors with lunch privileges.

## PARENTAL VISITORS

Parents of students may visit classes or chapel, **but must acquire a visitor's pass from our security guard at the main entrance.** Arrangements should be made through the school office at least 24 hours in advance for a class visit. Parents may set up a conference by calling the school office or speaking with or emailing the teacher. Please do not drop by the class during school time to talk with the teachers.

## STUDENT VISITORS

Student visitors, during the school day, must have specific permission from the principal. Arrangements must be made through the school office at least 24 hours in advance for a class visit. An ICS-Lima student may sponsor student visitors but will be held responsible for the visitor's conduct.

Access to the campus and campus events is a privilege and may be denied. Visitors to the school campus must abide by the school's rules.

## EMERGENCY PROCEDURES & CONTACT UPDATES

If there is ever an emergency (natural disaster or otherwise) that results in dismissal of the student body during the school day, homeroom teachers specific to each grade will be calling parents to notify them of the need for student pick-up. For families with multiple students, the teacher of the youngest student will call parents. If ICS-Lima is unable to reach the parents or first emergency contact person listed, the school will call the second emergency contact listed. It is imperative that any changes in contact information is made known to ICS-Lima immediately. Information can be updated on PowerSchool, or the school can be notified.

In the case of an emergency families will be contacted as soon as possible through voice call and/or email.

# HANDBOOK AGREEMENT FORM

## INTERNATIONAL CHRISTIAN SCHOOL OF LIMA

### 2023-2024 Elementary School Parent-Student Handbook Agreement

I have been made aware of and understand the policies and procedures contained in the 2023-24 Elementary School Parent/Student Handbook for the International Christian School of Lima.

I understand these policies apply to school and school-sponsored events both on and off campus.

By signing this agreement form, we, the student and parent(s) acknowledge receiving the student handbook, reading it, and agree that they both, parent(s) and student, understand this document and agree to abide by it.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Students, please return this agreement form to your homeroom teacher **by the end of the first week after enrollment**. Should you have any questions regarding the policies in the planner, please schedule a meeting with the Elementary Pod Leader before the end of the first week after enrollment.

## IMPORTANT NOTICE

**Not reading this handbook does not exempt students or parents from the policies and procedures contained within the handbook!**