



# International Christian School of Lima

Middle School (G5-G8)  
Parent/Student Handbook  
2024 – 2025  
*(revised June, 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

Head of School: Gideon Walker ([gwalker@icslima.org](mailto:gwalker@icslima.org))

Director of International Academics: Katelyn Villafuerte ([kmanion@icslima.org](mailto:kmanion@icslima.org))

Middle School Pod Coordinator: Ashley Ramming ([aramming@icslima.org](mailto:aramming@icslima.org))

## Network of International Christian Schools

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

# TABLE OF CONTENTS

<b>GENERAL INFORMATION</b> .....	<b>4</b>
<b>ADMISSIONS POLICIES</b> .....	<b>7</b>
<b>TUITION AND FEES</b> .....	<b>11</b>
<b>ACADEMIC INFORMATION</b> .....	<b>15</b>
<b>AWARDS AND HONORS</b> .....	<b>25</b>
<b>ATTENDANCE POLICIES</b> .....	<b>27</b>
<b>HEALTH REQUIREMENTS AND POLICIES</b> .....	<b>31</b>
<b>COMMUNITY SERVICE</b> .....	<b>33</b>
<b>SCHOOL DISCIPLINE: POLICIES AND PROCEDURES</b> .....	<b>34</b>
<b>BULLYING POLICY: D.I.D</b> .....	<b>41</b>
<b>CHILD PROTECTION</b> .....	<b>43</b>
<b>DRESS CODE</b> .....	<b>45</b>
<b>TECHNOLOGY: ACCEPTABLE USE POLICY</b> .....	<b>48</b>
<b>COMMUNICATION AND CONFERENCES</b> .....	<b>51</b>
<b>SCHOOL LIFE</b> .....	<b>54</b>

# GENERAL INFORMATION

## MISSION STATEMENT:

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

Our official School Profile can be accessed in the "COMMUNITY" section of our school website.

## **SCHOOL LOCATION**

ICSLima is located at Calle Retiro 185 in Miraflores, Lima, Peru. School staff can be reached by phone at +51 4403134. Each staff member can be reached via email by using the following email template: firstinitial.lastname@icslima.org.

## **ACCREDITATION**

ICSLima is accredited by two USA agencies: (1) the Middle States Association and (2) the Association of Christian Schools International (ACSI). ICSLima 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. ICSLima, by virtue of being accredited by MSA and ACSI, has recognition all over the world.

## OFFICIAL PERUVIAN PROGRAM (OPP)

ICSLima 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://drive.google.com/drive/folders/1Yg6S00\\_SMyN5VhK0LNBjc-DhHTMS\\_Vtw?usp=sharing](https://drive.google.com/drive/folders/1Yg6S00_SMyN5VhK0LNBjc-DhHTMS_Vtw?usp=sharing)

## SCHOOL DAY:

Classes for middle school students begin promptly each day at **8:10am** and dismiss at **3:25pm**. The school is responsible for students during school hours only. Exceptions to this policy will be made for students participating in after school clubs, working with an ICSLima teacher, participating in the study table or in detention. Parents will be notified if their child must stay after school. Students need to exit the building by **3:30pm**, unless a staff member has requested them to stay and parents have been notified.

## 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.

The most updated ICSLima calendar can be accessed in the "ABOUT US" section of the school website.

# ADMISSION POLICIES

## **NON-DISCRIMINATION POLICY**

ICSLima 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 entrance 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, ICSLima 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 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 ICSLima 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 Director of International Academics when the child will leave ISW to join their family.

## **ADMISSIONS PROCEDURES**

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.
5. Submit a copy of the student's passport and green card
6. Complete a psychological evaluation.
7. Submit any physical or medical conditions
8. Complete an admissions interview with the Director of International Academics or designated school official
9. Pay registration and tuition fees
10. Read, sign and submit the student technology policies
11. **Read, sign and submit the Parent & Student Handbook Agreement Form**

B) Continuing students should:

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

## ADMISSIONS DECISIONS

Admissions fall into two 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.

**Non-recommendation of Admissions:** this is unlikely, but may be given by the admission committee ONLY if: (1) the school cannot provide the services needed for the prospective student to be successful or (2) there are no seats available in the grade level that the prospective student is applying for.

## 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. ICSLima encourages parents to look for other educational options while their child is on the waiting list.

## GRADE PLACEMENT



All students enrolling at ICSLima 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 grade or teacher.

## **ENGLISH LANGUAGE SUPPORT (ELS)**

One formal area of support that ICSLima 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 he/she begins at ICSLima.

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.

Middle school students at level 1 to 2 of the WIDA Continuum are considered "beginners" and are in need of intensive english support before attending classes in the mainstream classroom. These students will be enrolled in the LEAP program until their English proficiency is at a level that will allow them to succeed in the mainstream classroom. LEAP classes do not earn graduation credit and are only designed to last one semester. However, students **MUST** graduate from the LEAP program in order to enter the mainstream classes.

When a middle school 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 an EFL 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 Spanish. 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 (LS)**

A second formal area of support that ICSLima provides students is our "Learning Support Program" and it is for students with diagnosed disabilities or learning difficulties. A formal ILP will be

developed for each student 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.

## **HOUSE PLACEMENT**

During the admissions process, each student will be placed in a house. All siblings will be placed in the same house and students will remain in the same house for the entirety of their time at ICSLima.

## **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.

# FEES, REIMBURSEMENTS, AND FINES

## FINANCIAL AGREEMENT

ICSLima is dependent upon tuition and other 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 Finance 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 by July 31. Tuition may be paid in 10 monthly installments according to the financial agreement. 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 credit card transaction fee of approximately 3.5%.

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

ICSLima 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.

### 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. In many cases, the payment of the entrance fee can be arranged to support the parent's financial situation, but is at the discretion of the school administration.

### Tuition

Please refer to the current tuition rate sheet on the school 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 each year or during the first month that the student is attending ICSLima. The matriculation fee is paid once a year to formalize the student enrollment.

### Historical Fees Report

In accordance with the norms of the education sector, a picture of historical costs is attached for the Entrance Fee, Matriculation Fee and Monthly Tuition fee quota of the last five (05) academic years.

YEAR	ENTRANCE FEE	TUITION FEE	MATRICULATION FEE
2019-2020	9750	Initial - 10200 Primary - 11300 Secondary - 11800	Initial - 1020 Primary - 1130 Secondary - 1180
2020-2021	10250	Initial - 10200 Primary - 11300 Secondary - 12400	Initial - 1020 Primary - 1130 Secondary - 1240
2021-2022	10250	Initial - 11000 Primary - 12100 Secondary - 12700	Initial - 1100 Primary - 1210 Secondary - 1270
2022-2023	10250	Initial - 11200 Primary - 12500 Secondary - 13000	Initial - 1120 Primary - 1250 Secondary - 1300
2023-2024	14000	PS - 12500 ES - 13000 MS - 13500 HS - 14000	PS - 1250 ES - 1300 MS - 1350 HS - 1400

*\*PAYMENT IN USD*

### Homeschool Course Policy

At the discretion of administration, homeschool students may be enrolled for selected secondary courses. Decisions are based on student behavior, family support of the ICSLima 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. Fees will be based on the number of periods the classes meet in a week out of a total of 40 total periods.

### 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 school administration for approval. Courses available through ICSLima's regular academic programs that can be arranged within the student's daily schedule cannot be taken via distance learning or independent study. The school administration will serve as proctors for these courses.

## **WITHHOLDING OF RECORDS DUE TO NON-PAYMENT**

ICSLima reserves the right to hold official student international academic 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, ICSLima can retain these until all outstanding or unpaid balances are resolved.

## **WITHDRAWAL AND REFUND POLICY**

Withdrawal from ICSLima 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 ICSLima, tuition will be refunded according to the number of school days that have been completed that semester.

## **DISMISSAL REFUND POLICY**

Everything is done by the ICSLima staff to help students succeed in school. However at times dismissal for academic or disciplinary issues is needed. Upon dismissal from ICSLima, tuition will be refunded according to the number of school days that have been completed that semester.

## **SCHOOL RECORDS**

For withdrawing students, two official copies of the following documents will be provided to families free of charge:

- an official report card (*most recent*)
- an official letter of enrollment
- an official transcript (*if in high school*)
- an official letter of good/bad standing

Any additional copies will be billed at 5 soles per copy.

Any documents needing to be sent via mail with postage will be billed at 50 soles per package.

## **PROPERTY DAMAGE FINES**

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

## **TEXTBOOK DAMAGE OR LOSS FINES**

All textbooks and materials are the property of ICSLima and are only loaned to the student for school use. Students are to use all books responsibly and keep them in excellent condition. Parents will be held financially responsible for any ICSLima 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

The ratification of the enrollment will not proceed for the next school year if:

- A. Parents fail to comply with the punctual payment of all one or more tuition fees during the current school year and/or refinanced their payment and have not complied with said refinancing.
- B. Parents do not attend the meetings cited or do not access the scheduled video conferences to discuss the breach of their obligations or, he attends, but does not comply with the agreements discussed at that meeting.
- C. Parents have breached the provisions contained in the internal school regulations.
- D. Parents have repeatedly shown offensive or aggressive attitudes on a physical or verbal level against a member of the school.
- E. Parents have carried out, in the context of the institution, false or unjustified accusations against a student, against other parents or against representatives of the school or against the school, mellating their good honor in a public and repeated way.
- F. Parents and/or students who have committed serious and very serious disciplinary offenses or minor offenses repeatedly.
- G. Students have incurred the cause of conditional registration and have not fulfilled the commitments assumed.
- H. Parents and/or students fail to comply with the other obligations established in the internal regulations.

The school will report thirty calendar days before the end of the school year on the non-continuity of the educational service as a result of the breaches indicated in the aforementioned literals, with the purpose of safeguarding the well-being of the student and guaranteeing its appropriate transfer to another school, if that be the case.

## FORCE MAJEURE

In the event that ICSLima is unable to deliver any part of its scholastic or extra-scholastic program due to an act of nature, government, or any situation falling under the category of "force majeure," the school will not be held financially responsible. ICSLima 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 ICSLima. If ICSLima 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

ICSLima 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 Middle School Curriculum is to (1) provide all students with a solid preparation for high school courses, and (2) assist each student in the area of their social-emotional development. To accomplish this, middle school students are given a variety of opportunities to interact with their peers during the school day and the Middle School Retreats. Students will also participate in a reward system to encourage positive behavior and hold students accountable for the behavior expectations. This system serves as a bridge between the elementary and high school settings in which middle school students learn to balance a greater level of freedom with personal responsibility.

## TEXTBOOK PROVISION

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

At the beginning of each semester, middle 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).

## LOCKER PROVISION

Students in grades 5-8 are issued a school-provided combination lock for their lockers which must be used. Students are not allowed to switch locks with other students or reveal their combination number to another student. Students who have lost or damaged locks will be charged USD \$10.

***Lockers are the property of the International Christian School of Lima and therefore are able to be searched at any time as deemed necessary by the ICSLima administration.***

## ACADEMIC COURSEWORK

Teachers are expected to clearly communicate all assignment due dates and the date of each unit's completion. Furthermore, teachers are expected to provide timely (within 5 school days of a deadline) feedback/grades on assignments. On major activities/projects, teachers are expected to establish checkpoints throughout the activity/project.

Students are expected to complete all coursework assigned by teachers to the best of their ability and in a timely manner, in order to demonstrate their understanding of the content or ability to do the skills.

*Late Work*



Every student will receive a “0” in the gradebook on the date that an assignment is due if he/she has not turned it in. This “0” grade will remain unless the student turns in the assignment before the end date of the unit. If a student turns in the assignment before the end of the unit, there will be NO deduction for the assignment being late. However, assignments turned in after the unit is over will not be graded, and a “0” will remain in the gradebook for that assignment.

### *Make-up Work*

Every student is responsible for classwork or assignments he/she missed due to absences. It is the student and parent’s responsibility to contact the teacher to get information about classwork or assignments that were missed during the absence. Students are encouraged to contact teachers prior to an absence in order to get information about classwork or assignments that will be missed during the future absence.

### *Late Enrollments:*

Students enrolling more than two weeks (10 school days) after the start of the semester, are not expected to make-up all assignments, and will not receive an official international report card for that semester.

## **ACADEMIC BEHAVIORS**

While growth in academic content and skills are a priority at ICSLima, developing positive academic behaviors are of extremely high value, because they impact learning in significant ways. The following tasks are considered “academic behaviors” at ICSLima:

- Arriving to Class on Time and Being Prepared for Class
- Actively Participating in Class and Using Time in Class Wisely
- Turning Assignments in on Time
- Working Effectively with Others
- Asking for Help as Needed

In order to help students identify and improve in these academic behaviors, each course will include an “academic behaviors” category worth 10% of the overall quarter grade, in which teachers will assess students throughout the quarter based on the above tasks.

## **HOMEWORK POLICY**

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

- o Grades 5 and 6: 50-60 minutes
- o Grades 7 and 8: 70-80 minutes

If a student is delinquent with homework, the teacher will post a “0” grade in the PowerSchool 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.

## STUDY TABLES

Study Tables is an academic intervention designed to help students in grades 5-12, who have an overall course grade of less than 70%. The school administration will inform the parents of the starting date that a student is required to attend, and students will remain assigned to study tables until their overall course grade has improved to at least a 70%.

Students assigned to attend study tables will not be able to participate in after school activities or sports, and failing to attend study tables will result in a lunch detention issued for the next school day.

The goal of Study Tables is to assist struggling students in developing the habits necessary to pass all classes. If students are taking a high school course such as Algebra 1, failure of courses will affect a student's acquisition of credits toward graduation. Failed courses must be repeated to earn the necessary credit. Supplemental coursework, summer school, or alternative coursework may also be required.

## ASSESSMENTS:

Students can be expected to be tested on their mastery of course standards through a combination of assessments. For example (but not limited to):

- Written Exam (i.e. Quiz, Unit Test, Semester Cumulative Test)
- Essay
- Project
- Presentation
- Performance

Through class syllabi, teachers will share specific course expectations for assessments and requirements for exams at the start of the course.

## STANDARDIZED TESTING

All students in grades 2 – 11 take standardized tests two times a year. ICSLima uses the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) tool from the USA, This is an online program. **Please ensure that your child is not absent during these testing weeks.**

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.

## SEMESTER EXAMS:

Students in grades 5-8 are required to take semester final exams. Typically the semester exams are administered during the final week of each semester and include the content covered during the course of that semester. Exams may count up to 10% of the semester grade for grades 6-8. It is expected that all students will take final exams during the specified exam week. Few exceptions will be given by ICS-Lima. If a student cannot take

the exam during the exam period, and it is considered an unexcused final exam absence, there will be a 10% penalty. Please contact the principal if you have any questions.

Semester 1 - December

Grade 5: ENG  
 Grade 6 : ENG, MAT  
 Grade 7 : ENG, MAT, SCI  
 Grade 8 : ENG, MAT SCI, SOC

Semester 2 - June

ENG, MAT  
 ENG, MAT, SCI  
 ENG, MAT, SCI, SOC  
 ENG, MAT SCI, SOC, SPA

## GRADING SCALE

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

Grades 5 – 8

1st (3rd) Quarter grade = 45%  
 2nd (4th) Quarter grade = 45%  
 Semester Exam = 10%.

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

## RETENTION POLICY

It is general ICS-Lima policy NOT to retain a student in the same grade more than one time. If a student is still unsuccessful at the end of the retained (second) year, removal from ICS-Lima is most likely the next course of action. If there is not any room in the grade the student is being retained in, the student will not be able to be retained and will be dismissed.

## PROGRESS REPORTS

Parents of secondary students may access students' grades online at any time throughout the academic year via the PowerSchool Parent Portal APP. Teachers update students' progress on a weekly basis. Parents can contact our receptionist to obtain details about how to download the PowerSchool Parent Portal APP.

ICSLima strongly believes that a positive partnership between teachers, parents, and students is critically important to each child's success. As such, teachers will communicate to parents via email any time a student's overall course grade drops below 70% with information about why the student's grade is low and what he/she can do to improve it. Furthermore, the teacher will communicate with parents once the overall grade has improved to above 70%.

## REPORT CARDS

ICSLima has an eighteen (18) week grading period. All report cards will be provided in print, but can be sent electronically if requested.

## 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.

## **SOCIO-EMOTIONAL COUNSELING SERVICES**

ICSLima employs a school counselor to support all students Socially, emotionally, relationally, and in their transition to and from our school. 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.

## **STUDENT CUMULATIVE FILES**

ICSLima 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 ICSLima teachers, counselors, and Director of International Academics will be permitted to review a student's records.

## **FURLOUGHING STUDENTS**

Students who leave Lima, Peru for an extended period of time and intend to return to ICSLima must consult with the school administration. to discuss classes to be taken during the furlough. Upon returning to ICSLima, failure to follow this plan may result in the need to utilize NorthStar Academy (at the parent's expense) to prevent overloading physical classrooms.

## **ONLINE LEARNING**

ICSLima 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, ICSLima desires to be prepared if the need arises again. In situations where the campus has to be closed, ICSLima will provide its educational services in accordance with our "Online Learning Plan" that can be accessed by clicking on this [LINK](#).

# **AWARDS AND HONORS**

## AWARDS AND HONORS

The following awards are given at the end of each semester at the Awards Assembly. They are all 5 – 8 unless otherwise noted.

### HEAD OF SCHOOL'S HONOR ROLL (Required current-year enrollment)

- Students in grades 5-8 are eligible for this award if they have a 4.0 average on their semester grades. Any grade of a C or below in a quarter or exam grade will disqualify the student for this award.

### DIRECTORS' HONOR ROLL (Required current-year enrollment)

- Students in grades 5-8 are eligible for this award if they have a 3.8 average on their semester grades. Any grade of a C or below in a quarter or exam grade will disqualify the student for this award.

### CITIZENSHIP

- Punctual, diligent, respectful to classmates and those in authority, and no discipline problems. This award is eligible for students in grades 5-8. Students must have been in attendance for at least one complete semester in order to be eligible for this award. *(Students who have previously attended ICSLima and then returned are eligible if their total attendance is at least one year.)*

### EAGLE AWARD

- The Eagle Award will be given to all deserving students in grades 5-8. This is the school's highest award. Students must have been in attendance for at least one complete semester in order to be eligible for this award. Students who have previously attended ICSLima and then returned are eligible if their total attendance is at least one semester

- Criteria:

- + **Christian Witness** – The student must clear Christian testimony concerning salvation.
- + **Character** – The student must have good work and study habits, be on time, be considerate, demonstrate integrity, and be cheerful (Fruits of the Spirit).
- + **Academics** – The student's GPA for both semesters must be 3.5 or better.
- + **Attendance** – The student has not missed more than 4 days (absent) in the semester. Excused absences do not count towards this.
- + **Community Service** – The student activity participated in the school provided community service project..

### SUBJECT AREA AWARDS

- Criteria established by the secondary departments to honor achievement, progress, etc. in a specific class.

# 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 8:10am. *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 8:00am when the doors open.

Secondary students should enter through the door near the front garden 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, unless they have parent permission and have been checked out by the school administration.

## TARDINESS

Excused tardies will be given for incidents such as a vehicle breakdown, a family emergency, or a medical appointment, in which a parent can provide documentation for the reason.

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. More can be seen in the School Wide Discipline Expectations about the marks system.

## 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 (**3:25 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 clubs, in detention, or the after-school study hall. All other students must be off campus by **3:30pm**. 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 clubs or study hall. If a student is not in an organized activity he/she should not be at school.**

## ATTENDANCE POLICY

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

- **Present (P)** - Student is at school and in class
  
- **Tardy (T)** - Students are at school but not in class 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 Absence (EA)** - Student is not at school, but parent communication about the absence has been accounted for, and the reason for the absence from school is because of one of the following acceptable reasons:
  1. Dental, medical, or optometry appointments, when accompanied by a written note from a physician with an official stamp. However, these should be made outside school hours whenever possible.
  
  2. Visa/passport appointment when accompanied by a confirmation of appointment .
  
  3. Short college/university visit when accompanied by a confirmation of visit.
  
  4. Playing a sport at a national level when accompanied by an official letter of participation from the coach. (*subject to maintaining high academics*)
  
  5. Short mission trip when accompanied by an official letter of participation from the mission agency.
  
  6. Death in the family when accompanied by a certificate of deceased.

Excused absences will still be marked as an EA on the report card.

- **Absent (A)** - 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
  
- 4 The student is gone from school due to illness.



5. Any of the excused absences listed above without formal evidence.

Absences will be marked as an A on the report card.

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.

## **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 for homework and assignments given by the teacher. Online learning must be with prior approval not for individual sick days.

## **EXCESSIVE ABSENCES**

### ***General Policies***

Students who are absent without an excused designation for more than twenty days in one quarter will not receive a report card for that quarter. If a student is taking a HS level course, he/she is subject to the HS attendance policies for that course.

If a student enrolls with more than 20 days of a quarter already passed, he/she will not receive a report card for that quarter.

### ***Pre-arranged 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 Director of International Academics. 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 Director of International Academics'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.

## **RETREATS & OFF-SITE EDUCATION**

All middle school students are required to attend the middle school retreat or SEW. This may be an off-campus event, is included in the tuition, and is a part of ICSLima's academic program. **Notarized letters of parental permission will be required two months prior to the date of the excursion.**

If students DO NOT ATTEND a planned retreat, parents will be charged a fee equal to the cost of the retreat for replacement educational services.

# 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 Director of International Academics.

## **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 ICSLima 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](#)

# COMMUNITY SERVICE

## PHILOSOPHY & PROCEDURES

### *Philosophy*

At ICSLima, we believe our students should be held to a higher standard within our community. The purpose of the Community Service Requirement is to encourage students to apply their learning in practical service to others, outside of our walls. Service to others is a characteristic desired and expected of ICSLima graduates. Our example is Jesus Christ, Himself, who "did not come to be served, but to serve ..." Matthew 20:28.

### *Procedure*

It is our belief that students should serve their community, using the unique resources and talents God has given them.

ICSLima will provide at least two opportunities for outreach per year, so that students do not have to coordinate this on their own. However, if a student cannot attend the outreach provided by the school, he/she arranges and gets approval for another outreach project on their own, and it must be completed in a satisfactory manner each semester as a graduation requirement.

# SCHOOL DISCIPLINE: POLICY AND PROCEDURES

## COEXISTENCE RULES

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

- We demonstrate respect for each member of the educational community.
- We are punctual.
- We are responsible for the development of learning activities.
- We respect all forms of communication with others in the spaces where we interact.
- We respect communication schedules with members of the educational community, taking care of public spaces.
- We respect differences, paying attention when a member of the educational community needs to communicate something to us.
- We reject any act of discrimination.
- We attend school every day with our personal biosecurity equipment.
- We inform the School authorities immediately about any event that may harm the emotional and/or physical well-being of any member of the educational community.

## BEHAVIOR & CONSEQUENCES CHART

<b>Level</b>	<b>Offenses</b>	<b>Consequence</b>
<b>Minor</b>	<i>Tardy Non-English Language Inappropriate Food/Drink Unsafe Behavior Classroom Disruption PDA Off-task Computer Usage</i>	<i>Minor Mark  If a student collects 5 marks for these behaviors, a 1-hour after school detention will be assigned.  If a student earns an additional 5 marks in a quarter, a second 1-hour after school detention will be assigned, and parents will be required to meet with the school administration to create a behavior plan.  If a student earns an additional 5 marks in a quarter it will result in a full day ISS and required parent meeting with Administration to create a behavior plan. The signed behavior plan will be placed in the students</i>

		<p><i>cumulative file.</i></p> <p><i>Any additional set of 5 marks, will result in a 1 full day ISS and a Letter of Not Good Standing being placed in the cumulative file to be sent with transcripts and/or report cards.</i></p> <p><i>An additional set of 5 marks, will result in a 1 full day ISS and a Letter Conditional Matriculation</i></p> <p><i>Marks will start over after 5 are earned or at the end of each quarter.</i></p>
<b>Major</b>	<p><i>Lying</i></p> <p><i>Swearing</i></p> <p><i>Disrespect Towards a Staff Member</i></p> <p><i>Inappropriate Computer Usage</i></p> <p><i>Fighting</i></p> <p><i>Intentional Property Damage</i></p> <p><i>Theft</i></p>	<p><i>1st major offense in a school year - after school detention for 1 hour.</i></p> <p><i>2nd major offense in a school year - after school detention for 1 hour.</i></p> <p><i>3rd major offense in a school year - full day ISS and required parent meeting with Administration to communicate conditional matriculation.</i></p> <p><i>4th major offense in a school year - full day ISS and required parent meeting with Administration to create a behavior plan. Letter of “Not in Good Standing for the Semester” is placed in the students cumulative file to be sent with transcripts and/or report cards..</i></p> <p><i>5th major offense in a school year - Meeting with the school administration to proceed with expulsion procedures. (This does not apply to a student who only has minor level marks that count up to earn major level consequences. Any offenses after 5 for students with only minor marks will result in continued full day suspensions.)</i></p>
<b>Special</b>	<p><i>Dress Code</i></p> <p><i>Cell Phones</i></p> <p><i>Plagiarism / Cheating</i></p> <p><i>Falsifying a Parent Signature</i></p> <p><i>Bullying</i></p> <p><i>Cyberbullying</i></p> <p><i>Weapons</i></p> <p><i>Sexual Misconduct</i></p>	<p><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></p>

## TYPES OF CORRECTIVE MEASURES

The corrective measures applicable to students are:

- a. Minor Marks are given to students who are breaking rules that do not cause serious harm to themselves or others, but cause disturbances to the learning in the school environment. The school administration will communicate to students and parents every time the student has earned three marks.
- b. Lunch detentions are given to students who are not in dress code or do not attend study tables. During detention, students are asked to complete a reflection form and create a plan to improve their behavior.
- c. After school detentions are given to students who earn 5 minor marks or who commit one major misbehavior. A major misbehavior is one that does cause serious harm to themselves or others. During detention, students are asked to complete a reflection form and create a plan to improve their behavior.
- d. A parent meeting is assigned when a student has earned more than two detentions for poor behavior. During the parent meeting, a plan to correct the behavior is created and a letter of commitment to the plan is signed.
- e. An in-school suspension may be assigned to a student who has earned more than two detentions. The goal of this ISS is for the student, parents and administration to meet to create a behavior plan that will be committed to by all individuals.
- f. A letter of "Not Good Standing" may be issued to a student who has earned more than two ISS and is a document placed in his/her cumulative file that expresses his/her poor behavior. This letter will be sent with all transcripts and report cards to any future school.
- g. A letter of conditional matriculation may be issued at the discretion of the school administration to students with excessive minor infractions or multiple major infractions.
- h. Formal dismissal from the school may be used ONLY after all other consequences for major misbehaviors have been attempted and the major misbehavior continues. In such a case, the school administration will communicate to parents evidence of all corrective measures taken and evidence of the behavior not improving,
- i. Tokens can be earned by students for demonstrating positive behavior that goes above and beyond the expectations. Students can choose to turn 5 tokens into the Director in order to remove a minor mark. These tokens WILL NOT be given to their house for the competition. If a detention is issued, five tokens cannot be turned in to remove the detention.

Students who present behavioral difficulties, which violate the rules of coexistence, classified as minor, major or special may be referred to the Psychopedagogy Area of the SCHOOL, for the corresponding orientation, without prejudice to the external psychological report issued by a specialized institution. .

The records of students who present behavioral difficulties and who have a record of behaviors that violate the rules of coexistence, classified as mild, serious and very serious, will be seen by the



Welfare Management Committee, to analyze their situation and address strategies of various kinds for the recovery of the case.

In the event that the students do not show changes in attitude and persist in carrying out inappropriate behaviors that affect the coexistence, safety and psychological and physical integrity of the other students, and having exhausted all socio-educational measures, within the Personal Improvement Plan, and lack of compliance with the commitment assumed by the Parents to improve the behavior of their minor child is evident, the case will be referred to the Welfare Management Committee, to determine their situation in accordance with current regulations, taking into account the power of the SCHOOL Management, through the power of the Children and Adolescents Code, to refer the case to higher authorities such as UGEL, DEMUNA and/or the Prosecutor's Office.

## 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, or intentionally withholding information from a staff member. Either of these for personal gain or to avoid disciplinary action.

Swearing - Using culturally accepted words of profanity. ICSLima 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. ICSL 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 ICSLima students are required to wear uniforms each day, unless there is a special dress down day. If a student is not in dress code the student will be issued a lunch detention for that day and will receive a minor mark. If a student is wearing inappropriate clothing, he/she will be required to change into a provided uniform.

Phones - Please see the Technology Acceptable Use: Cell Phones Policy

Plagiarism / Cheating - Plagiarism is defined as using other people's work as your own for credit. Cheating is defined as using unapproved supports to complete an assignment. Students caught plagiarizing or cheating he/she 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 - ICSLima 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. ISW will not tolerate bullying in any form. Bullying is generally defined as violent and/or nonviolent, verbal and/or nonverbal, actions that cause distress, fear or harm and is committed by an individual and/or group towards a less powerful individual or group. 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
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,

Bullying outside the ICSL school grounds has the potential to be a problem at school. ICSL 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 ICSL administration will follow the Child Safety protocol.

#### Drugs, Alcohol, Tobacco, Vaping and/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 ICSLima. 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 ICSLima student within our immediate community or within the greater Lima community.

Any student who smokes, vapes, 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 ICSLima student, thus tarnishing the reputation of ICSLima, 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. Taking items that belong to other students is not permitted.

## **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 - ICSLima 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 that is above and beyond the expected behavior.

Reward System - In addition to the house system, the ICS-Lima Middle School follows a behavior system which tracks student behavior throughout the day as they change classrooms. This system is designed to hold them accountable as they experience new freedoms and learn personal responsibility. Students will have the opportunity to earn weekly rewards at the Assembly for exceptional behavior.

# BULLYING POLICY: D.I.D

## DEFINE

ICSLima 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 Director of International Academics and Director of International Academics 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.

ICSLima 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. ICSLima 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.

## 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 ICSLima.

The school assumes the authority to act in the best interest of protecting the student while at ICSLima or at an ICSLima 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 Director of International Academics and assistant Director of International Academics. 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 ICSLima dress code is one that seeks to foster modesty and a professional look among students.***

All ICSLima 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” must be worn on days that the student DOES NOT have PE class. The formal uniform may only include any of the following:

- Tan or dark blue uniform pants, skirt, skorts, or shorts
- Light blue button down shirts or light blue collared shirts bearing the ICSLima monogram
- Official letter jacket or zip up sweatshirt with the ICSLima monogram
- Tennis shoes, dress shoes, or closed-toed sandals with a heel strap.

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 ICSLima monogram and eagle
- dark blue long sleeve shirt bearing the ICSLima Eagle
- dark blue shorts with ICSLima 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

- Uniform pants (tan 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.)
- We should never see anyone's bare shoulders or bare rib-sides
- 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.
- Tightness – Must be able to pinch an inch of fabric without pulling or stretching.
- Shirts must be buttoned up – only two buttons are allowed to be unbuttoned.
- Tightness – Shirts and pants must be loose enough. This includes 'skinny jeans', t-shirts, 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).
- Skirts must remain no more than 2 inches above the knee.

#### 4) Regulations for Other Optional Accessories:

- Undershirts:
  - + Must 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 or shorts 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
- Hats: Students may only wear an ICSLima 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.

- **School Spirit Week Days** – On School Spirit Week days students are to wear clothing aligned with the STUCO designated theme.
- **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**

At ICSLima students are required to wear uniforms each day, unless there is a special dress down day. If a student is not in dress code the student will be issued a lunch detention for that day and will receive a minor mark. If a student is wearing inappropriate clothing, he/she will be required to change into a provided uniform.

# TECHNOLOGY: ACCEPTABLE USE POLICY

## TECHNOLOGY PHILOSOPHY

ICSLima 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.

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 parent will be notified that the parent must come to school to collect the phone. 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, and a parent meeting will need to take place. Also, a detention will be issued.

## ICSLima WIFI Network

ICSLima 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, ICSLima 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.

ICSLima 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, ICSLima began an initiative to become an APPLE DISTINGUISHED SCHOOL. Students in grades G1-G9 will participate in a 1-to-1 iPad system, while students in grades 10-12 need to bring their own tablet or laptop..

As part of the ICSLima initiative to become an APPLE DISTINGUISHED SCHOOL, students in grades 5-8 will be required to take their school issued iPad home on a daily basis, in order to use it for school coursework. Students are responsible for keeping the iPad in working order and ensuring that it is fully charged at the beginning of every school day. Any damages or loss to the ipads or chargers will result in the family being required to pay to replace the ipad or charger.

Middle School students and their parents will be required to sign a separate borrowing agreement for the iPads to be taken home regularly.

## 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.

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 ICSLima 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 ICSLima server, AUP continues to apply even to personal data.

# COMMUNICATION AND CONFERENCES

## COMMUNICATION GUIDELINES & EXPECTATIONS

### Guidelines

#### *Email*

Email should be used only to send 1:1 messages to parents and students or to send classroom/pod newsletters. Pod coordinators will give teachers a template for the newsletters. Newsletters should ONLY communicate information that is specific to the class or pod. It SHOULD NOT communicate any information about whole school events. Furthermore, all staff and teachers SHOULD NOT engage in WhatsApp communication with parents or the larger community before 7am or after 5pm, unless it is for a school trip.

#### *WhatsApp*

Whatsapp should be used for communication to large groups of recipients with short messages or links to larger messages. The school newsletter/announcements and/or entire pod communication during trips are examples. Furthermore, all staff and teachers SHOULD NOT engage in WhatsApp communication with parents or the larger community before 7am or after 5pm, unless it is for a school trip. Staff are encouraged NOT to give out their personal WhatsApp number.

#### *Google Classroom*

ICSLima teachers should use Google Classroom for coursework and/or classroom pictures.

#### *Google Meets*

ICSLima staff and teachers MUST use Google Meets for all video calls. Parents of students are required to be in attendance if the call is with an individual student. It is recommended that a second staff member or teacher is present if the call is with an individual parent. All staff and teachers SHOULD NOT engage in Google Meets communication with parents or students before 7am or after 5pm.

#### *Face-to-Face or Telephone*

ICSLima staff are encouraged to communicate with parents or the greater community in face-to-face or telephone communication. Parents of students are required to be in attendance if the communication is with an individual student. It is recommended that a second staff member or teacher is present if the communication is with an individual parent. Staff should use this FORM when meeting with parents. All staff and teachers SHOULD NOT engage in face-to-face or telephone communication with parents or the larger community before 7am or after 5pm.

#### Social Media



Social media is quickly becoming a common communication tool used throughout education and the world. The speed at which we can share information using social media and how easily accessible that information becomes, makes it a valuable tool in our communications toolbox. However, social media has its limitations, and therefore it is just that – one tool in the toolbox.

The ICSLima marketing team will primarily be the ones to post about school events on social media.

ICSLima staff SHOULD NOT post images or names of other staff or students on their personal social media accounts. Doing so may result in disciplinary action.

### Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should be respectful to all parties involved. Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email.

## **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 Director of International Academics, 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 ICSLima.

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.

## LOCKER POLICY

All students must keep their locker clean and neat all year. ICSLima administration and staff can and will check lockers at random.

1. No writing on the inside or outside of the locker.
2. Decorating inside of lockers is permissible. We encourage all students to use caution when decorating lockers on the inside. Use magnets instead of stickers and put up a removable whiteboard to write notes and verses on.
3. Decorating the outside of lockers is prohibited as it causes an eyesore in the hallways. ICSLima will allow decoration on outside of the locker on those special days of celebration (i.e., birthdays). However, this decoration is only for one day in most cases.
4. ICSLima would like all book bags to be stored in lockers or carried to class. Tops of lockers, underneath lockers, and ends of lockers are not storage spaces for unwanted items. These items could be considered trash and placed in the appropriate place.
5. Lunch boxes will be permitted on the tops of lockers. (One lunch box per child, not a whole collection of them.)
6. ICSLima will provide students in grades 6 – 12 a combination lock for their locker. Students are responsible to ensure that their locker is kept locked and that the tablet is secured at all times. Lost or stolen tablets are the responsibility of the student who was assigned the tablet and will need to be replaced. Lost or damaged locks cost USD \$10. Locks may not be switched with another student and the student may not share their combination with any other student.
7. Grade 12 students are not required, but encouraged to put a lock on their locker. ICSLima does not provide locks. If you place a lock on the locker, ICSLima requires that the office have the combination/key placed in the student's file. Combination locks are preferred, so no one has to keep up with a key.

Lockers will be inspected prior to the start of the school year to note damages and other issues. At the end of each school year, lockers will be inspected for unreported damage and will assess fines accordingly.

## BIBLE POLICY

ICSLima is committed to using both the NLT and NIV translations of the Bible in all of our classes. Students are encouraged to use YouVersion Bible App in class and at chapel, when teachers allow devices to be used.

## 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.

## ASSEMBLY

Assembly will be held at all levels once a week. All students must attend as the focus is on building community within the pods.

## AFTER SCHOOL ACTIVITIES

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

Student Council and National Honors Society are special after school activities for HS students to participate in that promote community service and development.

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 Head of School. Arrangements must be made through the school office at least 24 hours in advance for a class visit. An ICSLima 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 made is made known to ICSLima 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.

# INTERNATIONAL CHRISTIAN SCHOOL OF LIMA

## 2024-2025 Middle School Parent-Student Handbook Agreement

I have been made aware of and understand the policies and procedures contained in the 2024-25 Middle 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

Parents, please return this page with your financial agreement. Should you have any questions regarding the policies in the planner, please schedule a meeting with the Director of International Academics 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.**