



U.S. INTERNATIONAL CHRISTIAN ACADEMY

is an independent, international autonomous global high school institution

Serving students since 2001

Owned and Operated by Teachers

25 years of experience in Teaching and Administration

www.USICAhs.org

admin@USICAhs.org



U.S. International Christian Academy is based on the concept that “God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God”.

CODE OF ETHICS and INTEGRITY

<http://www.usicahs.org/Student-Life-.html>

<http://www.usicahs.org/Admissions.html>

Individual development, individual responsibility, and a respect for each individual within society are at the root of our program. Our code of behavior reflects this commitment while fostering the skills and attitudes that are necessary in order to become responsible citizens.

We expect all members of our school community -- students, teachers, and parents or guardians -- to set an example which will result in U.S. International Christian Academy being a zone of zero-tolerance for vandalism, violence, racism, illegal substances and harassment.

RESPONSIBILITIES

At U. S. International Christian Academy there are simple guiding principles and we expect all behaviors to support these principles.

The behavior of each of us must demonstrate, at all times, respect and consideration for the rights of others both within our school community and society at large.

Teachers and parents should make it clear that each student has a responsibility to complete all class work, writing reports and tests on time, and that punctuality is an important life skill which is reinforced at school, and which shows respect for others.

“Students have a responsibility to learn”

“Teachers have a responsibility to teach”

SUSPENSIONS / DETENTIONS

Suspension - Students will be re-admitted to school once a meeting has taken place with the student, administration and the parent. A Plan of Action will be formulated to resolve the problem. A suspension letter will also be provided. Students on suspension are not permitted on school property.

Teacher's Detention - Students must serve the detention. Failure to do so will result in a school detention.

School Detention – Students must serve the detention on the day that it is given. Students are not excused from serving detentions.

GENERAL RULES

Property - The school building, books, property of the school office, the personal property of staff and students will be safe and free from damage. Vandalizing school property will be subject to clean up duty, costs incurred and/or suspension.

Plagiarism– Students will be instructed with regards to the seriousness of this offense as well as what constitutes plagiarism by their teachers. Students who have plagiarized will re-do the assignment for a maximum value of 75%. Parents will be informed. A second offense will be subject to a suspension or a zero.

Smoking –Smoking in the school or on school office is prohibited by law and will not be tolerated.

Smoking inside the building or on school property is not permitted and is subject to suspension, U.S. International Christian Academy does not support smoking for any of its students.

Substance Abuse – U. S. International Christian Academy will not tolerate the use and/or possession of alcohol or drugs at school or at any school activity. The possession or use of illegal substances is prohibited and will result in a suspension and/or expulsion.

Weapons - The possession of or threat to use weapons or replicas is not tolerated and will result in confiscation and an immediate suspension and further procedures upon investigation and police report.

Bullying/Intimidation –U.S. International Christian Academy will not tolerate bullying or intimidation (physical or verbal abuse) that is directed towards students or staff members. Students will be subject to expulsion.

Disruptive Behavior - The refusal to follow staff instruction and/or defiance of staff will not be tolerated. As well chronic disruptive behavior that prevents the learning or teaching process will not be tolerated. Such behaviors are subject to suspension.

Electronic devices - Students are not permitted to use electronic devices (MP3 player, pager, cell phone etc...) in school office and will be confiscated. Parents are obliged to retrieve the devices from the school.

Food/beverages - Eating and/or drinking is not permitted in the school office.

In working to help students abide by these principles, the administration and staff will use discussion, counseling, detention, and suspension or community service as disciplinary measures.

Criminal incidents are referred to the local police or law enforcement agency who have jurisdiction.

All crime victims and witnesses are strongly encouraged to immediately to report any crime to security officer and to the appropriate police agency. Criminal incidents are referred to the local police or law enforcement agency who have jurisdiction. All crime victims and witnesses are strongly encouraged to immediately to report any crime to security officer and to the appropriate police agency.

Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation.

The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Use of Photos

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, and their corporate members, officers, employees, and agents, from any claims

CHEATING and PLAGIARISM IN THE EXAMINATION

A "Zero" will be given on the test for cheating in any form, including plagiarism, taking help or copying from other students or giving help to other students during the tests / final exam. If any

student is caught cheating during the examination, his/her name will be duly noted by the instructor and reported to the concerned authorities for further action (Namely, an “F” in the course, expulsion from the school, etc.).

MISCONDUCT

The student is responsible for any classroom misbehavior, academic misconduct or indiscipline, which is conducive to the educational process and for achieving standards of performance established by the instructor. A student may be penalized for any misbehavior or misconduct. Academic misconduct includes (but is not limited to) giving or receiving assistance on a test, quiz, or homework assignment for which such assistance is not permitted, falsifying a document to obtain an excusal from a test, and using unauthorized notes on a test or quiz. “The instructor has the final authority in all matters relating to the course content, grading practices, and classroom policies and procedures.” Penalties for Academic Misconduct range from an “F” in the course to “expulsion” from the college. In the tests or final exam, you will not be allowed to use the textbook or class-notes or handouts or formula.

Privacy Policy

U.S. International Christian Academy is committed to maintaining your confidence and trust, and maintains the privacy policy to protect personal information you provide online.

No Release of Information to Third Parties

Personal information collected as a function of this Web site will not be released to third parties except to further the purpose for which you provide the information or if such release is required by law. No information which is made available to students for these purposes shall be leased, sold, or otherwise made available to non-students without explicit permission or except as required by law.

U.S. International Christian Academy is in compliance with Family Educational Rights and Privacy Act of 1974 (FERPA) (PL 90-247). The student record cannot be released to any other party without written consent of the student.

The U.S. Department of Education offers this link to educate students and staff to learn about their policy FERPA

<http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

<http://www.usicahs.org/Admissions.html>

Staff-Faculty Handbook

Parent-Student Handbook

School Handbook

(See Exhibit)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory

information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.usicahs.org/Admissions.html>

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency.

Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873)

<http://www.myflfamilies.com/service-programs/abuse-hotline>

<http://statelaws.findlaw.com/florida-law/florida-child-abuse-laws.html>

Parental Rights in case of Separation

Accordance with Florida Statute 61.13 (3) will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school.

Financial Obligations

The satisfaction of all financial obligations to the school, including books, tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from

taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school.

In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenrollment

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U.S. International Christian Academy

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