



IndianCreek

CHRISTIAN SCHOOL

Parent/Student Elementary Handbook 2026-2027

Mission Statement

A school that builds the foundations of God's truth and Christlike character in the lives of students while providing academic excellence

Vision Statement

To provide students an opportunity for a Christian Education that will inspire them spiritually, academically, physically, and socially

"Indian Creek Christian School is a ministry of Indian Creek Southern Baptist Church."

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A message to our families...

From the Pastor:

As the pastor of Indian Creek Southern Baptist Church, I want to take this time to say thank you for considering sending your child to attend Indian Creek Christian School. As a church, we believe that God gave us a vision over 20 years ago to have a Christian school in Tyler County. With that vision, we moved forward in our hearts to bring ICCS to pass.

Today is an exciting time for us to see the beginning of ICCS and your child being a part of this great work of the Lord. It is the mission of ICCS to have a school that teaches the word of God and brings the students to a relationship with Jesus Christ while providing an education that is done in excellence and creating a safe learning environment.

With this mission and goal of ICCS we are excited to see what our Lord and Savior Jesus Christ will do in the lives of the students as we invest in their lives for the furthering of the kingdom of God. Thank you again for considering your child becoming a part of ICCS.

In Christ, Pastor Bobby Thomas

From the School Administrator:

Dear Parents,

As the new administrator at Indian Creek Christian School, I want to thank you all for entrusting us with your children. I'm looking forward to getting to know each of you as we share our first year together. The teaching staff made me feel welcome and showed me kindness, support, and genuine excitement from day one. These are the same people that have been the foundation of ICCS. The ones that care for your children every single day. Their dedication shows how strong they feel about their calling to serve Christ for His glory. The support from Pastor Bobby, his wife Shannon, and the leadership team, gives us all a sense of security. They are steady, gracious, and full of love for this school. It is a blessing to know how dedicated this team will be to your families. My prayer is that you can feel confident knowing that your children are in a school that believes in the mission and values it stands upon. I'm honored to be a part of a school filled with people who love the Lord and will pour their hearts into what they do for your family.

Thank you for trusting us with your children,

Serving Him, Mrs. Mary Brannan, School Administrator

This handbook was designed to provide all the information you may need to have a successful and wonderful school year. Please acquaint yourselves with the policies and procedures outlined. This handbook will offer direction, guidance, and understanding as your child proceeds through their school years at Indian Creek Christian School. Please share any information that you feel would be beneficial to families as revisions needed will be made every year. Thank you for your commitment to Christian education. We understand the dedication that it takes and the sacrifice families make to send children to a private Christian school. We will honor your commitment with our commitment to always strive to honor the Lord Jesus Christ by providing the highest level of education possible for your children at Indian Creek Christian School. May God bless your family this year!

Admissions

Admission of students is based upon application, approval by the administration, and openings in the grade levels.

- The application form, parent interview questionnaire, and student interview questionnaire (if applicable) must be submitted to schedule an interview. The student's birth certificate, health forms, and a copy of the student's IEP (if applicable) and court documents (if applicable) must be submitted by the first day of school. (*Birth certificates are only required for students entering kindergarten, or first-time students entering school.*)
- Kindergarten students must be the age of 5 by July 1st. Take note of this when applying for the four-year-old program. The age requirement is to ensure kindergarten students meet the age requirement to be eligible for the Hope Scholarship.
- No student is considered a registered student until the registration fee has been paid in full and the interview has been completed. NOTE: This fee is non-refundable unless a student is not accepted, or the family moves out of the area before the start of school.
- Current students have the opportunity to re-enroll a month before open enrollment. Parents are required to complete the re-enrollment form and submit the registration fee for students to be placed on the school roster.

The school reserves the right to deny admission to any student where the administration feels that his or her attendance is not in the best interest of the school or whether the student or family is not in harmony with the Statement of Faith, the Spirit, or the policies of the school as determined at the sole discretion of the administration.

Attendance Policy

Students are to arrive at school by 7:30 a.m. and will be dismissed at 3:25pm Monday – Thursday. **NO SCHOOL** on Fridays.

Excused Absences: Regular attendance is expected. Absence from school may be excused for the following reasons:

- Personal illness or injury of the student or family member
- Medical or dental appointment with a written excuse from a physician or dentist
- Death or serious illness of an immediate family member
- Unusual and uncontrollable circumstances validated by the Administrator

To report an absence, parents must call the office by 8:00 A.M. to report a student absence. *ClassDojo is not an acceptable mode of requesting a student absence as teachers are teaching and taking care of students.* Each absence requires a written excuse upon returning to school. Students who miss more than three days of school due to illness are required to submit a doctor's excuse.

Student Absences: The administrator must be given a written note in advance for the request for a student to be absent. Contact will be made with the school administrator after five unexcused absences. After 10 unexcused absences, parents are required to meet with the administrator to discuss the correlation between attendance and academic achievement. ICCS will notify the Tyler County Schools Truancy Office if excessive absences continue (15 days).

Vacation Request: We strongly discourage parents from scheduling vacations during the school year because of the amount of missed curriculum instruction and assignments. When necessary, parents must complete a Planned Absence Form and submit it to the school administrator for approval two weeks prior to the planned absence. When parents take students on vacation during the school year, they assume full responsibility for securing the completion of assignments, so the student may receive credit. All assignments and any missed exams must be made up within 2 days of the student's return to school.

Tardiness: If a student arrives after 7:45 AM, a parent/guardian must sign them in at the main office. Students with repeated tardiness will receive a letter home to their parents/guardians. After the third unexcused tardy/absence, a conference between parents and the Administrator is scheduled. After the 5th unexcused tardy. If unexcused absences negatively affect a student's performance, student suspension may result.

Leaving School: For appointments and other excused absences, parents must give a written note to the student's teacher before the absence. Parents must sign-out the student before leaving.

Dismissal: Students must be picked up by 3:30 Monday – Thursday. We do not offer after-school care. If you are going to be late picking up your child, you must call and notify the staff at the school. Students who are not picked up by dismissal time must complete a late pick-up form upon arrival and will be billed accordingly. A letter will be sent to the parents after three late pick-ups. A meeting with the school administration will be scheduled after five late pickups. Late fees that are not paid by the next tuition payment date will have an additional fee. Students will be unenrolled if parents cannot pick them up in a timely manner. It is important that we respect the time of teaching staff so they can get home with their families.

Calendar

A school calendar will be included in each packet sent to students before the beginning of the school year. Please keep in mind that as the year progresses, it may be necessary to add, alter, or delete events. Whenever there is a calendar change, new calendars will be sent home.

Care of Property

ICCS belongs to God. The way our property is maintained affects the Christian testimony of the school and the students. Each student is expected to help maintain the beautiful facilities God has given us. In the event of damage, either willful or accidental, the student/parents will be responsible for restitution.

Chapel

Every Tuesday, ICCS students assemble to hear God's Word. The chapel service presents principles of Christian faith and is prayerfully delivered to students in the hope to develop a strong moral character based on biblical teaching. The King James Version of the Bible is used during chapel as in the classrooms for uniform study, memorization, and understanding. Students are expected to dress appropriately in accordance with the Chapel Dress Code.

Child Abuse & Neglect

Faculty, staff members, and volunteers are expected to treat all students and adults with respect and dignity. It is the job of each staff member to protect students under the supervision of ICCS. Any staff member who suspects a student is showing signs of child abuse or neglect will report this suspicion to the administrator immediately and appropriate reporting will take place within 48 hours.

Church Relationship

ICCS is a ministry to complement the local church and the Christian home. Our leadership team desires to foster a spirit of cooperation and communication with local pastors as the school fulfills the partnership with home and church in the spiritual growth of our students. Pastors are always welcome on campus and are encouraged to attend school functions or just come by for lunch with students from their church. The Scripture teaches that believers are to "not forsake the assembling of yourselves together" (Heb. 10:25). At ICCS we will emphasize the importance of the church in the lives of our students. We expect our parents and their children to be faithful in attendance at their local home church.

Computer and Internet Use

Indian Creek Christian School's perspective is that all computers and other electronic equipment are provided for the educational and business functions of the school. Any other use of these resources without administrative approval whether during or outside of school hours constitutes a misuse of them. Cell phones must stay in a student's locker during the school day, or it will be kept in the School Administrator's office.

Behaviors that are a violation of the school's policy and intent would include playing computer games instead of working; playing or downloading music; searching and downloading objectionable material which violates biblical instruction, such as sexually explicit material; and participating in spamming jokes, chain letters, or other communications to large groups of people.

Students should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material.

The school reserves the right to monitor the online activity of students. If any student decides to operate a personal online website or contributes to a blog, wherein the contents are deemed inappropriate to the purpose and mission of ICCS, the school reserves the right to have the student remove the offensive material and/or be subject to disciplinary action up to and including immediate ineligibility to attend ICCS.

Dress Code

Indian Creek Christian School is Christ-centered and continuously seeks to honor God in all ways. The principles we follow fall into three categories:

1. Modesty: (I Tim. 2:9; II Tim. 2:22; I Cor. 14:40)

The New Testament word for “modest” means “well-ordered, well-arranged, moderate, seemingly, (or appropriate).” This implies cleanliness, neatness, appropriateness, and an emphasis on reflecting outwardly the inner qualities that should be present in believers.

2. Distinction: (Deut. 22:5; I. Cor. 11:14, 15; I Peter 3:1-6, I Cor. 6:9-10, I Tim. 2:9)

Dress should maintain the scriptural and natural distinction between men and women, recognizing that masculinity and femininity are part of God’s perfect design for His creation.

3. Identification: (I Tim. 4:12; Rom. 12:1, 2; I John 2:15, 16)

The born-again believer is to be separated from the world and unto the Lord Jesus Christ. Our dress should display a positive testimony for the glory of the Lord.

- **Skirts/Skorts/Dresses:** Modest length (no more than two inches above the knee) Shorts or leggings worn are to be worn under skirts and dresses.
- **Shorts:** Modest length (no more than 2 inches above the knee). Spandex shorts are inappropriate.
- **Shirts:** All shirts must be long enough to cover the midriff, have a modest neckline and have sleeves. Button up long/short sleeve shirt, t-shirt, polo, or sweater is acceptable.
- **Slacks/J Jeans:** Jeans, pants, and khakis that fit in a modest way and are free of holes, and are worn at the waistline are acceptable.
- **Chapel Dress Code:** Each Tuesday, students are expected to wear khaki’s (tan, navy, black, white, or gray) and the maroon Indian Creek Christian School polo.
- **Shoes:** Closed-toe shoes in good condition. Sandals with good soles and heel straps are acceptable. No flip-flops or heels may be worn.
- **Extra Clothing:** Students may keep an extra set of clothes in their backpacks in case of emergency. Kindergarten students must be potty-trained however we understand in the case of an accident and will address the situation with care and grace.
- **Field Trips:** For safety reasons, students are to wear the ICCS t-shirt and weather-appropriate bottoms and shoes.

Emergency Medical Information

All students must have a current Emergency Medical Authorization Form on file. This form is to be completed and returned to the school by the first day of school. If your phone number, address, or place of employment should change at any time during the school year, please notify the school office. If at any time you will be out of the city and your child is under someone else's care, the school office is to be notified, in writing, of this information.

Lifestyle Statement

Indian Creek Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Indian Creek Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Indian Creek Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Indian Creek Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Indian Creek Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

1 Thessalonians 4:1-8; Colossians 3:1-8; Genesis 2:18-25; Galatians 5:16-21; Acts 15:29; Ephesians 5:1-21 ; Revelation 21:8; Judges 19:22; Genesis 19:1-38; Hebrews 13:1-25; Jude 1:7; Mark 10:6-9; 1 Timothy 1:10-11; 1 Corinthians 7:2; Leviticus 20:13-15; Romans 1:32; Romans 1:26-28; 1 Corinthians 6:9-11; Leviticus 18:22.

Expressions of Concern

Any time a parent has a concern about a school matter, the parent is encouraged to contact the teacher or the administration to get answers to their questions or resolve any issue. Parents should approach concerns with the spirit of cooperation and love. Issues are best resolved individually as the Bible instructs in Matthew 18. Please do not contact other parents about issues before contacting the parties responsible for or solving those issues in the school setting. Remember also there is typically another viewpoint or information associated with every issue in life. Prayer should be a part of the solution.

Field Trips

Off-campus learning experiences are planned by teachers to enrich and extend classroom learning. Field trips have an educational and/or spiritual purpose. At times students will be responsible for a fee for field trips. Teachers will communicate details of planned trips in advance. Signed parental permission slips are required for all students to attend field trips. If a student is not granted permission to attend a field trip, they will be given coursework to complete the required education hours at home for that day. Students will travel with approved volunteers and staff by the administrator for all field trips. Parents will not participate in academic field trips. At the end of the school year we will have a family field trip where parents will be welcome to drive their own children.

Financial Information

Because ICCS is a private Christian ministry, it is vital that fees and tuition be paid when due. If a child voluntarily withdraws or is requested to withdraw from the school, no refund of the registration fee or the current monthly tuition will be given. The monthly tuition structure is based on the family's choice of one of the following: a 10-, 11-, or 12-month payment plan. All accounts are due and payable on the 1st of each month. Monthly statements will be issued each month.

Lunch

Students are responsible for bringing their own bag lunches each day. An ice pack may be needed to keep food cold. To send warm food, a kids-size thermos may be used. Lunch items will not be heated for lunch. Hot lunches will be served on Tuesday only. Students are not permitted to share food. If a student forgets their lunch, the teacher will contact the parent or guardian. Lunch items need to be healthy and nutritious. Students CANNOT bring drinks with caffeine. They will be asked to keep it in their lunchbox and offered water.

Harassment

ICCS respects and encourages the dignity and professionalism of its employees and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, the school will not tolerate any unlawful harassment of its employees or students at the school by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individual providing services at the school. Harassment that interferes with an individual's work, or academic performance, or that creates an intimidating, hostile, or offensive working environment, will not be tolerated. All members of the school community are expected to follow and enforce the school's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted.

Health Records

All students entering school for the first time must have a health record completed by their physician. If the student is transferring from another school system, the health examination record should be transferred from their previous school.

Homework

Homework is an important part of the academic program at Indian Creek Christian School. Work not completed in class may be assigned as homework. It may also be necessary to do homework assignments for drills, practice, remedial activities, or special classroom projects. Teachers will notify parents when a student begins to fall behind or is consistently not doing his or her work during the school day. Every assignment turned in on time will receive full credit.

Honor Roll

The honor roll is reserved for those students whose academic achievement warrants recognition.

- **Top-of-the-Class List**, represented by students who have a 4.0 GPA on their report cards
- **Honor List**, represented by those who have a GPA of 3.5-3.99
- **Merit List**, represented by those who have a GPA of 3.25-3.49

Illness and First Aid

The school is equipped to provide first aid in case of minor accidents or illness. School staff are CPR and First Aid certified. If a student becomes ill, a parent/emergency contact will be notified. Students with a temperature of 100 degrees or higher and/or vomiting will be required to go home. Students who have been ill should be free of fever, diarrhea, vomiting, and flu for 24 hours before returning to school without the help of fever reducing medications. In the case of an injury, parents/emergency contact will be notified. If any of the designated contacts cannot be reached and the student needs emergency care the Administrator or designated staff member will take the student to the nearest hospital (Sistersville General Hospital) if the parent signed the Emergency Medical Authorization Form.

Immunizations

State law says that a child may not be admitted in a school until he or she has been immunized against chicken pox, hepatitis-b, measles, meningitis, mumps, diphtheria, polio, rubella, tetanus, and whooping cough unless they have a certificate from the Commissioner granting an exemption. Please reference the WV Immunization Requirements enclosed in the packet.

Kindergarten Program Entry

Vaccine	Requirement
Hepatitis A	2 doses (1st dose after 1st birthday & 2nd dose at least 6 months after 1st dose)
Hepatitis B	3 doses (Final dose at age 24 weeks or older)
DTaP/DT Td/Tdap	4 doses (Booster dose should not be given prior to 4th birthday)
Polio (IPV)	3 doses
Measles, Mumps & Rubella (MMR)	1 dose (After 1st birthday)
Varicella	1 dose (After 1st birthday)
Hib	4 doses (3 doses if Pedvax or Comvax are used for full series)
PCV	4 doses

FIRST TIME STUDENTS ENTERING SCHOOL

Vaccine	Requirement
DTaP/DTP Td/Tdap	Before admission, four doses required. One dose must be after the 4th birthday.
Polio (IPV)	Before admission, three doses required. One dose must be after the 4th birthday.
Measles, Mumps & Rubella (MMR)	Before admission, two doses required. The first dose must be after the 1st birthday.
Varicella	Before admission, two doses required. The first dose must be after the 1st birthday.
Hepatitis B	Before admission, three doses required. The last dose must be after the age of 6 months.

Make-up work

If tests or assignments were assigned before a student's absence, the student should be prepared to make up the test or turn in the work on the day he returns to school. Teachers will administer make-up tests according to the teacher's schedule on the day following the student's return. Any student who misses more than one day will be given that many days to make up work assigned during their absence. **It is the student's responsibility to get all make-up work.** Under unusual circumstances, such as extended or debilitating illness, the parent may request special arrangements with the administration. A medical excuse may be required for such approval.

Medications

Whenever possible, the taking of medications should be scheduled so that they can be taken at home. When that is not possible, it is acceptable for them to be given by the office staff at the school. No student is to have medication in her or his possession at school without the permission of the school administration. Cough drops/lollipops for sore throats are allowed. The following requirements must be met for your child to be given medication at school:

1. Parents must complete the Medication Order Form and personally deliver the medication and form to the school Administrator. Prescription medicines may not be transported by students.

2. All medications must be sent to school in their original container, which must be properly labeled with the student's name, the name of the medication, the dosage of medication to be given, and the time medication is to be given.
3. Parents have the option to come to school to personally administer medication to their child. A caregiver whose contact information is included on the Medication Order Form may come and administer medication at the school. Unless otherwise directed, all prescription medicines will be administered by the Administrator.
4. The school will assume no responsibility for liability in association with the administration of medications at school.

Notice of Non-Discrimination

Indian Creek Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students of the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admission policies, or other school-administered programs. Indian Creek Christian School makes no distinction concerning a person's race or ethnic background because we acknowledge there can be no preferential treatment with God. (Romans 2:11)

New Student Assessment and Family Orientation

All new students complete an age-appropriate assessment prior to the first day of school. The results do not affect a student's grade placement unless the results present evidence of a different grade level as being beneficial to that student. The School Administrator will conduct a new family orientation with parents/guardians while their child is being assessed.

Out-Of-State Transfers

All enterers must have a TB test with results within 4 months of entering a WV school. Failure to meet one of the below will result in the student being excluded until such a requirement is met.

- DTP: Before admission, must have at least three doses, including one dose on or after the fourth birthday.
- MEASLES: Before admission to 7 - 12, one initial MMR and one booster is required.
- POLIO: Before admission, must have at least three doses, including one dose on or after the fourth birthday.
- RUBELLA: Before admission to 7 - 12, one initial MMR and one booster is required.

PARENT-TEACHER CONFERENCES

Following the first nine-week grading period and following midterm of the third nine-week period, an evening will be set aside for parent-teacher conferences. Parents are to make an appointment with their students' teachers. Teachers may also request conferences with parents to work together to determine the best way to help students at any time. Communication is vital, and it is important that these conference times be utilized. If a parent wishes to talk with his child's teacher, he should arrange for a private conference with that teacher. Teachers are happy to arrange for such conferences at scheduled times convenient for both parties.

Philosophy of Education

"Teaching God's Word, the guideline for all truth." Hebrews 4:12

The educational philosophy of Indian Creek Christian School is to provide a quality Christ-centered education which is essential to the development of students as Christlike characters.

- Education is focused on truth, of which God is the ultimate source. All treasures of wisdom and knowledge are found in Him. (2 Timothy 2:19, Colossians 2:3). All curriculum and educational activities delivered to students are biblically sound as the Bible provides guidelines and principles for our lives spiritually, personally, and educationally.
- All staff personnel and volunteers are personally committed to Jesus Christ, integrate biblical truth and present Christlike principles through their interactions with students. A child brought up through Christian education opens the door for spiritual knowledge, personal growth and equips students with the skills they need to succeed with their educational and spiritual growth goals. (Article XII BFM 2000)

- A supportive partnership between the family, church, and school is essential to a successful Christian education. We will strive to support families in fulfilling God's command of leading children to a saving knowledge of and continual growth in our Lord Jesus Christ (Genesis 1:1, Colossians 1:12.) Indian Creek Christian School is an extension of the educational process of the home.
- Consideration towards the variety of learning styles and multiple intelligences that students may possess is reflected in the instructional teachings of all classrooms. Grace is seen and felt so students are not fearful in risk-taking and there is an understanding of consequences for negative behaviors designed to help students grow and develop. (Proverbs 22:6)

Physical Education

All students will have regular physical education classes during the school year. ***All students are expected to participate; grades are given accordingly.*** Students should bring a note of explanation or excuse from the student's doctor for any extended injury or illness to be excused from PE classes. Students with minor, temporary problems may be excused with a parental note. Students are expected to dress accordingly for days gym is scheduled. Students must wear tennis shoes for gym. (extra clothes and shoes may be kept in student's locker)

Report Cards

Grade reports will be issued to students every nine weeks. The last report card will be mailed to the students' home address. A mid-term progress report will also be issued at the mid-point of each nine weeks, to keep parents informed of the students' progress. All progress reports are to be signed by a parent and returned promptly to the homeroom teacher. The following grading system will be used for students' work. A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 50-59

Retention

Students who receive three "D's" in academic subjects will be promoted probationally, if they receive tutoring and assigned work for the designated time period. Students receiving an "F" in three academic subjects, particularly reading or math, are automatically retained.

Safety

Fire drills: Regular fire drills are conducted throughout the year as required by the State Fire Marshal's office. When the alarm sounds, students are to leave the building immediately in an orderly, quiet manner, and assemble in the designated areas for their classroom teacher to check role and remain with the class until the re-entry bell has sounded. We observe a policy of no talking during the exit and re-entry of the building.

Safety drills: Students will participate in at least one of each of our safety drills throughout the school year to support our Emergency Plan and ensure proper protocol takes place. If you would like to review our Emergency Plan, please contact the School Administrator. In accordance with state law, ICCS has a well-developed *Crisis Response Plan*. This plan is on file with local law enforcement agencies as well as the State of West Virginia. In the event of an emergency involving intruders, lockdown, power outage, hazardous materials, etc., the staff is trained on how to deal with such a crisis.

Statement of Faith

Indian Creek Christian School is a Southern Baptist school that fully believes and affirms the Baptist Faith and Message 2000. For a complete statement of our faith including scripture references and additional positions we hold as a school, please ask the school administrator. **The Scriptures:** The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

God: There is one and only one living and true God. God is infinite in holiness and all other perfections. God is all-powerful and all knowing. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ.

God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin.

God the Holy Spirit: The Holy Spirit is the Spirit of God, fully divine. He exalts Christ. He convicts men of sin, of righteousness and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Man: Man is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is

evident in that God created man in His own image, and in that Christ died for man; therefore every person of every race possesses dignity and is worthy of respect and Christian love.

Salvation: Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

Evangelism & Missions: It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations... to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Education: The cause of education in the Kingdom of Christ is coordinated with the causes of missions and general benevolence, there should be a proper balance between academic freedom and academic responsibility. The freedom of a teacher in a Christian school is limited by the preeminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists. Indian Creek Christian School operates as a legal education entity with an "Exemption K" status from the West Virginia Department of Education. The school is a member of the West Virginia Christian Education Association and the American Association of Christian Schools.

Statement of Management Philosophy

Discipline at Indian Creek Christian School is grounded in Scripture. (Proverbs 12:1, 13:18 and 24, 22:15, Ephesians 5:1-4, Hebrews 12, 1 Corinthians 13, and Revelation 3:19) ICCS believes the full meaning and intent of discipline should be not only to re-direct and guide students in correcting negative behaviors but to build up, encourage and model to student's behavioral concepts that are pleasing to God. God advises us that reproof and correction are to be communicated in love and with a measure of grace and compassion. Discipline will not be administered vindictively, in anger, demeaning, or lacking forgiveness. Discipline is ordained by God for the building of character and Christlike morals.

Levels of Misconduct

This structure provides a general framework for understanding disciplinary expectations at ICCS. The administration/faculty reserves the right to discipline each situation as they believe is in the best interests of the Kingdom, ICCS, and the student. The administration reserves the right to make the final decision concerning the assignment of any punishment for a student's behavior.

Level I – These minor offenses will be handled by a verbal correction at the teacher's discretion. Examples: gum chewing, disruption, dress code infraction, food/drink in the classroom, etc.

Level II– These offenses will be communicated to the parents verbally and on paper. The student may be assigned detention. Examples: repeated level 1 infraction, horseplay/rowdiness, unnecessary conduct, disrespect, inappropriate language/literature, damage/defacing school property.

Level III- Offenses will result in a parent/administrator conference and the student may be assigned detention, suspension, or expulsion. Examples: Repeated level 2 offenses, fighting, cheating, (student will also receive a 0 on the assignment) lying, stealing, use of alcohol, tobacco or illegal substances, pornography, possession of weapons or prohibited items such as matches, lighters, and any other items deemed inappropriate by the administration.

Elementary Discipline (K4 – 6th):

A structured environment with a loving attitude is the most effective learning situation. We seek to encourage positive Christ-like attitudes and actions and discourage negative ones. Parents and teachers must work in partnership with upholding the discipline policy.

Pre-K & Kindergarten: Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will develop a system that includes positive and negative consequences for behavior. The teacher will communicate with parents if there is a significant problem. Different visual methods may be used to track behaviors and the student may receive a slip for parent signature. Behavior systems are submitted to the administrator and communicated with parents. At times, a student may be referred to the administrator to correct the behavior or address the classroom discipline issue. For some offenses, additional administrative discipline or intervention may be required.

Grades 1-5: Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will develop a system that includes positive and negative consequences for behavior. Behavior systems are submitted to the administrator and communicated with parents.

Three Steps that faculty will follow when disciplining a student is as follows:

- 1) **Verbal Warning**- The teacher will address the student verbally who is being disruptive to the learning in the classroom.
- 2) **Referral to the School Administrator**- If the student continues with the misbehavior, at this point they are being disobedient, the teacher will refer the student to the school administrator.
- 3) **Phone Call** – If the student continues with the misbehavior, they are not being disrespectful. The student will make a phone call home with the school administrator and/or the teacher. At this point, parents will know the student has received 2 warnings and they are expected to not be disruptive when they return to the classroom.

Detention

A student may be detained during lunch, after school, or asked to come to school early by a teacher. The student's parents are responsible for transportation. Parents will have a 24-hour notice of their child's detention. If a student misses a scheduled detention without prior notification, the original detention will be rescheduled, and an additional detention will be assigned.

Out-of-School Suspension

A student may be assigned an out-of-school suspension for a period of 1 to 3 days which will be determined by the school administrator. The student will be responsible for making up any classwork, tests, or homework assignments missed during the period of suspension. A student may not attend school functions during the period of suspension. When efforts to positively develop a student's behavior have been unsuccessful, expulsion may be necessary.

Expulsion

Any student with a Level III offense may be expelled at the discretion of the Administrator if necessary. The leadership team must approve the expulsion of a student.

School Rules

All classrooms will uphold the rules listed below for consistency among students in all areas of the school:

1. Listen and follow directions
2. Use kind words and be respectful
3. Raise your hand to speak
4. Walk in hallways and classrooms
5. Keep your hands and feet to yourself.

Student Assessment

Each fall, students in 1st grade and up will complete the IOWA Survey Test which covers Reading, Language, and Math. This test will identify longitudinal educational growth and be used as a tool for comparison at the end of the year with the results of the Complete Battery Assessment given for the Spring testing. Each spring, students will complete the IOWA Test of Basic Skills. Results are compared and utilized by classroom teachers to support students academically. Test results are mailed to parents or discussed with parents during a parent-teacher conference.

Student Goals

I. Spiritual Development: ICCS seeks:

1. To help students recognize the Bible as the inspired, inerrant, and authoritative Word of God (II Tim. 3:16).
2. To make students aware of their sinful condition before God and to lead them to receive Jesus Christ as their personal Savior (Rom. 3:23, John 14:6, John 3:16).
3. To encourage students to know Him, love Him, and to grow in His grace and knowledge to be conformed to the image of Jesus Christ (II Peter 3:18, I Peter 1:16, Eph. 5:1, Rom 8:29).

4. To instill in students a knowledge of the foundational truths and doctrines of God's Word (II Tim. 2:15, I Tim. 3:16-17, I Tim 4:6, 13, 16).
5. To develop a Christ-centered worldview, to be established deeply in the biblical Christian faith (Col. 2:6-7), and to be able to defend the Christian faith lovingly, courageously, and fearlessly (I Peter 3:15).
6. To prepare students to perpetuate the Christian faith through evangelism and discipleship (Matt. 28:19-20).

II. Academic Development: ICCS seeks:

1. To help students reach their full academic potential by providing a developmentally appropriate instructional program with high academic standards (Isa. 28:9-10, Col. 3:23-24, Heb. 5:13-14).
2. To teach students to use good study habits to enhance their creative and critical thinking (II Tim. 2:15, Prov. 4:5-12).
3. To develop in student's independent study habits and to foster in students a life-long love of learning and personal excellence (Prov.4:5-8).
4. To help students interpret and apply all knowledge from a biblical perspective (Isa. 8:20, I John 4:1).
5. To help students become aware of changing world events and interpret these events from a biblical worldview (Heb. 13:8).
6. To prepare students for future educational or vocational experiences by developing in them the necessary communication, thinking, and technological skills (Prov. 4:5-12).
7. To help students acquire a knowledge and an appreciation of their Christian and American heritage (Deut. 4:2-9, Ps. 33:12a).

III. Personal Development: ICCS seeks:

1. To bring our students to a personal accountability to God and a responsibility to others (Col. 3:23, I Cor. 10:31, Matt. 25:45, Matt. 7:12).
2. To provide through school programs (P.E., Health, and First Aid, Enrichment) opportunities to develop physically and to develop healthy lifestyle habits (Rom. 12:1, I Cor. 3:16-17).
3. To assist families in assessing and finding the personal gifts God has given their children (I Cor. 12, Eph. 4:11-13).
4. To assist families in teaching godly decision-making (friendships, careers, higher education, spouses) (James 1:5).
5. To develop in students good stewardship of their time, talents, and physical abilities (Matt. 25:30).

IV. Social Development: ICCS seeks to teach students:

1. To be able to communicate their thoughts in a general logical manner (Col. 3:1, Col. 4:5-6, Col. 3:8, I Cor. 15:33, Eph. 4:29).
2. To treat others better than they would expect others to treat them (Matt. 7:12, Eph. 4:32).
3. To show respect for the property of others including classmates, teachers, visitors, and the school itself (Prov. 10:23, Phil. 2:3-4).

4. To have a biblical attitude toward authority (I Tim. 2:1-2, Eph. 6:1-2, Heb. 13:17, I Peter 2:13-17).
5. To have a biblical attitude concerning members of the opposite gender, emphasizing the need to establish God-honoring homes (Ps. 127:1, Eph. 5:31, I Cor. 6:18-20, Col.3:5, I Peter 3:7, Gen. 1:27).
6. To develop a heart for service and a concern for the needs of others in their community, nation, and around the world (Rom. 13:1-7, Matt. 28:19-20, I Tim. 4:12).

Student Records

Indian Creek Christian School maintains the following types of student records: enrollment papers, academic grades, attendance records, immunization records, standardized test results, and discipline reports. The administrator and office staff maintain these records and only the custodial parents or legal guardians may access student records. To grant access to records or to receive a copy of a record, the custodial parents or legal guardian may fill out and submit the "Request for Student Records" A written request is given to the Administrator and that request is honored within two weeks. If any personal information changes during the year, it is your responsibility to notify the school office in writing so that records can be kept current. This includes changes to addresses, phone numbers, (work, home, and cell), e-mail addresses, emergency contacts, etc.

Student Support Plan

Students that show a need for extra support in a subject and/or certain areas may be referred for a student support plan. The plan will show how the teacher, tutor, and parent will work together to support the student. The student support plan is between the classroom teacher, tutor, parent, and school administrator, and the parent. The plan will identify student goals, strategies that will be used to advance to goals, and ways the teacher and parents will assist in supporting the student support plan. The plan will be reviewed and any needed changes will be made as the student progresses.

Textbook/School Materials

At the beginning of each school year, students will be issued textbooks for scheduled classes. It is the student's responsibility to properly care for these textbooks. While some books are consumable, they are meant to last the entire school year. Non-consumable books remain the property of ICCS and will have an ICCS Property Label. Textbook fees are built into the tuition and reflect a "rental" charge for consumable books. If any textbook is damaged, it will be the parents/student's responsibility to replace that book. Students are expected to care for all school materials. At ICCS it is our desire to be wise stewards of all the Lord has blessed us!

Tuition Delinquency

Parents are to contact the School Administrator if any financial problems arise that may affect making tuition payments. Every effort will be made to work with families. Any student whose account is not paid within 30 days of the due date will have their report cards held in the administrator's office and they may be removed or restricted from any/or all extracurricular activities (e.g. class trips, music lessons, school activities). If a family's tuition becomes 60 days delinquent, and alternative arrangements have not been made with finance, they will not be allowed to attend ICCS until the account is paid in full.

Toys

Toys are defined as "anything you play with that interferes with the learning process" (electronic games, dolls, trading cards, etc.) and are not permitted unless special approval of the Administrator or classroom teacher in the case of a special project or activity. Toys used or brought at inappropriate times will be confiscated and kept in the office for the rest of the school day. Items brought in for a special occasion such as Show and Tell are to stay in the students' lockers or the classroom, items that are not kept in their lockers or classrooms will be kept in the office until dismissal.

Volunteers

Our staff greatly values the assistance of those who make time to assist in the various avenues of Indian Creek Christian School. We consider our volunteers part of our ministry team working together for the educational advancement and spiritual growth of our students. A volunteer must complete and submit a volunteer application. Applications will be reviewed by the volunteer coordinator and administrator to ensure the safety of our students. Volunteers must follow the school dress code.

Weather Related/Emergency Closing of School

ICCS will make the decision to close the school as early as possible and the announcement will be made on the Indian Creek Christian School Facebook pages, class dojo, and WTRF Channel 7 News. It is always in the best interest and safety of our students, families, and staff for weather-related decisions. If it is necessary to close ICCS on short notice, a notice will be shared on the Facebook pages, ClassDojo, and phone calls made to parents. Packets will be sent home to make up a snow day or in anticipation of a snow day as they do count as an instructional day and we do not have to add on to the school calendar or take away days designated for breaks.

Withdrawals

Withdrawals from school must be made, in person, by the parent through the school office. An official withdrawal form will be processed, and the necessary signatures obtained. Records will not be released until all bills are paid and all textbooks and materials are returned.