

Student & Parent Handbook



2026 – 2027

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Purpose and Philosophy

MISSION

The mission of Imago Dei Academy is to offer students a classical Christian education and a robust- biblical-worldview education that focuses on the student as a three-part (spirit, mind, and body) being. The academy will aid in the cultivation of character, virtue, and discipleship in Jesus Christ. The goal is for students to graduate from IDA prepared to articulate and defend their faith and pursue the career path of their choice.

VISION

Imago Dei Academy will:

- Center its education on Judeo Christian values and culture.
- View its education through the lens of the living, active Word of God.
- Provide sound, biblical support to its families.
- Cultivate the student's character by utilizing their unique gifts, talents, and training them to serve others in their home, church, community, and world.
- Nurture a love for learning in all areas of life and a desire to excel in their academic and spiritual pursuits.

PURPOSE

Imago Dei Academy is an idea birthed by a group of parents and citizens who wanted to see Christ-centered education offered to students of all grade levels in our area. "Imago Dei", Latin for "Made in God's Image," is a Christian doctrine that goes beyond denominational borders. It stems from Genesis 1:27 that states, "God created man in His own image, in the image of God He created them." At Imago Dei, we believe this to be absolute truth. In a cultural moment, where one's identity plays such a serious role in the public discourse; we believe the doctrine of "Imago Dei" has never been more important.

The purpose of IDA is to partner with parents and area churches to provide quality and relevant Christian Classical education through instruction, training, modeling, and prayer. We acknowledge that God created humans as three-part beings:

1. Spirit (spiritual)- To establish and nurture a personal relationship with God, who loves them and has a plan for their lives. Praying, Bible reading, attending chapel services, and fellowshiping with Christians, is incorporated into daily academy activities.

2. Mind (soul, will, emotions) -To use a bible-based curriculum that is relevant to today's changing society to encourage excellence in academic achievement. To develop social skills by the application of biblical principles to help students relate respectfully, honestly, and responsibly with others in all areas of life. This includes displaying Christ-like character in the areas of family, peer relationships, the workplace, patriotism, church involvement, and Christian service.

3. Body (physical) - To help students understand they are created in God's image, and their bodies are a temple of the Holy Spirit; therefore, they should apply biblical stewardship through proper exercise, nutrition, good health, and hygiene habits.

Traditional Education

In the traditional classroom, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson. The traditional classroom is consistent with human nature and the experience of many decades has demonstrated its superiority over the modern child-centered classroom.

Relationship to the Church

Imago Dei Academy is a ministry of Made In The Image Ministries, Incorporated. IDA bylaws are available upon request from the board. The Imago Dei Academy has been and will always be a collaborative effort by like minded Christian believers from a number of different Churches and denominations in our area!

Contact Information

School Information

Imago Dei Academy
1104 Lake Ave.
Ladysmith, WI 54848
715.403.2786
jochimsen.shاونida@gmail.com

Imago Dei Board Members:

Dr. Richard Rapp, Derek Jochimsen, Kelly Young, Chris Jerry, Morgan Honaker, and Cheri Dixon

Head of School:

Shaun Jochimsen

jochimsen.shاونida@gmail.com

Head of School Responsibilities:

- Puts policies into practice
- Hires/fires, completes orientation, observations, trainings, and evaluations of staff
- Manages curriculum; ordering, inventory, developing next year's plan
- Managing the daily operations of the school
- Monthly financial & Head of School reports and updates to the Board
- Operates off approved budget
- Fundraising; Gala, Fall Student, and Spring events
- Manages office communications from parents; attendance, appointments, vacations
- Ensures High School requirements are being met
- Gives School Tours, Family Interviews, Enrollment

The goal of the IDA administrative staff is to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision.

Financial Information

Tuition Agreement

The tuition agreement details the following tuition rates for the 2026-2027 school year:

Grade Level	Days/Wk	Annual/Includes Book Fee
Preschool - Kindergarten	5-day	\$4000
Lower Grammar (1st - 3rd grade)	5-day	\$4000
Upper Grammar (4th-6th grade)	5-day	\$4000
Logic (7th-8th)	5-day	\$4000
Rhetoric (9th- 12th)	5-day	\$4500

Monthly statements are emailed on the first of the month with a due date of the 24th. The first Tuition payment is due the 24th of August. Please contact Shaun Jochimsen, at jochimsen.shaunida@gmail.com for special arrangements or questions.

Late/Bounced Payments

Re-enrollment and tuition contract agreements obligate paying a student's tuition for the entire school year. Prompt payment is appreciated and automatic withdrawal is encouraged for monthly payments. **A \$25 late fee will be applied if payment is not received before the 25th of the month.** There is an additional **\$25 fee for each bounced withdrawal/check.** If for some reason a withdrawal/check bounces, you will be notified via email, and you should make arrangements for payment immediately.

Student Drops/Withdrawals

Book fees are **non-refundable**. If a student drops or withdraws from classes before September 1st, only the first quarter's tuition will be due; after September 1st, full tuition will be due except a pro-rated rebate, not to exceed $\frac{1}{2}$ of tuition, all Scholarships awards will need to be paid back in full will be granted in the following

Circumstances:

1. The student moves outside the Rusk county area (50 miles from the school) with 60 days written notice.
2. The student experiences extended illness and is unable to attend school.

If a student leaves at any time during a semester for the following reason(s), that semester's tuition needs to be paid in full and all Scholarships awards will need to be paid back in full before the disenrollment date. A refund of paid tuition will not be for the following circumstance:

1. Personal reasons to enroll in a different school (homeschool, private, or public, etc...) within the 50 mile radius from the school with a 60 days written notice.

Steps to drop/withdrawal

1. Contact the Head of School with your written notice.
2. Conduct a family exit interview with the Head of School or an exit survey.
3. Complete Withdrawal Form.
4. Turn in all non-consumable materials on your last day of school.
5. All uniforms need to be turned in for repurchase.

Re-Enrollment of Previous Students during the school year.

When a previous IDA student wants to re-enroll during a school year a family interview needs to be performed by the Head of School. All transcripts need to be reviewed and an assessment test in math and other courses may be required.

Annual Re-Enrollment

Annual re-enrollment is not automatic. Each family receives a re-enrollment application and tuition contract in the spring. Families must sign and return these forms by the published deadline to secure placement. After the deadline, openings may be filled with applicants from the waiting lists or new applicants. Only students who demonstrate sufficient academic performance and appropriate behavior qualify for re-enrollment. Students with deficient academic performance, poor attitudes or unsatisfactory work ethics may not re-enroll. School financial accounts must be in current and in good standing to re-enroll.

Sibling Enrollment

While siblings of current students are given preference, enrollment is not guaranteed. Sibling applicants, like all other applicants, must demonstrate sufficient academic performance, developmental readiness, and appropriate behavior.

Drop-off and Pick-up

Student Arrival - The school day will begin at 8:05 A.M.

Students may arrive starting at 7:45 and report to the commons area using the basement doors. One or two staff members of IDA will meet students at these doors each morning.

Teachers join their classes in the Chapel area for morning announcements, the Pledge of Allegiance, the opening school prayer, and chapel Tuesday and Thursdays and then escort students to their classrooms.

There is no supervision in the morning prior to 7:45. Students may not enter the building prior to 7:45. Parents may not drop students off to wait unattended outside. If, on occasion, an early drop-off is necessary, prior arrangements must be made with their teacher.

All students should go straight to the common area upon arrival. Students are encouraged to stop at the restroom and/or water station upon arrival if needed. Students should not enter the

classrooms before dismissal from the common area with the teacher. If a student needs to go to the office, classroom, etc., he/she should talk to the staff member on duty.

We will begin the day in the chapel area promptly at 8:05 daily for announcement, pledges, and prayer. The Academy will have chapel on Tuesday and Thursdays at the beginning of the day from 8:05-8:20.

PLEASE MAKE PUNCTUALITY A PRIORITY FOR ALL STUDENTS!!!

Carpooling

Please coordinate pick-up routines with everyone involved (parents, teacher, and students) to ensure all are familiar and comfortable with the plans. Inform the teacher and office with a note or email if the normal routine changes.

Student Safety

Imago Dei Academy does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents' responsibility to oversee the children's safe arrival and departure. When parent/student convenience conflicts with the safety of any IDA student we must choose the latter. You can help in providing both safety and convenience by:

- arriving on-time for drop-off and dismissal
- postponing conversations with faculty and Head of School until dismissal has ended
- obeying parking and traffic flow requests
- reducing your speed
- REFRAINING FROM ALL CELL PHONE CALLS DURING CARPOOL
- establishing a routine with your child
- informing IDA administration in advance of any unique drop-off or pick-up scenarios
- being patient and courteous with all members of the IDA community

Student Dismissal Policy

School dismisses at 3:15 P.M. each day. We ask that parents avoid congregating inside of the building for pick up. Parents may pull into one of the parking spots.

Students will wait in classrooms during this time and staff will radio for them to be dismissed as parents arrive. **Also, please share the drop off and pick up procedures with all family members who will be helping transport your students!**

Visitor/Volunteers Policy

All parents, visitors, and volunteers will enter the building through the main door and check-in with the office to receive a visitor badge. Parents must go to the office to check in or pick up a child. **All volunteers must successfully complete a background check.**

Messages for Students

If it is necessary to get a message to your child, call the school office and it will be relayed

between classes. Only in an emergency situation do we interrupt class to deliver a message. Students will be allowed to use the office phone to call home during lunch and breaks if necessary.

Do not text or call your child during school or carpool: Student cell phones will be taken if they ring or are used at any time from 7:50 A.M. - 3:15 P.M.

Inclement Weather Policy

Imago Dei Academy makes all decisions for school closing, delayed start, and early dismissal. You can find information regarding school closing by:

- email notification
 - Posted on WEAU Closings
- Imago Dei Parents group on Facebook

These sources will have closing information. If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. We have families that travel from many surrounding communities and your safety is the most important thing to us. Tardy policies are more lenient on inclement weather days.

Attendance Policies

It is vital we have parent cooperation where attendance is concerned. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

Tardiness

An important part of a student's training and education is developing self-discipline and the ability to take responsibility. Punctuality is a vital character trait and one that parents must instill in their child(ren) if they are to achieve personal success and develop habits for a well disciplined life. Tardiness to class or school is not only poor training but it is also disruptive to classes and can be potentially embarrassing to the student. Any student arriving after 8:05 a.m. will be counted tardy. The only tardies that will be excused are those for professional appointments. Over-sleeping, traffic delays, and other types of tardiness, except for school-wide obvious weather delays, will not be excused, even with a parent note. Three unexcused tardies will equal an unexcused absence and may result in recess or after school detention.

Leaving Early

Students should provide a note to the teacher indicating the time and reason for early dismissal. Communication between teacher, school office, and Head of School should take place for such matters. Students who need to leave school early must sign out in the office. The school office will radio the teacher when the student should be sent to the office.

Absences

Students are allowed 2 unexcused absences (parents fail to call the school or provide a written excuse, failure to notify school of prearranged types of situations, transportation problems, etc.) per semester. The third and any subsequent unexcused absences in a semester will result in the student being required to serve after school detention and will be dealt with as a minor offense. Assignments missed will be made up with a possible grade reduction. Skipping class or school (any absence which the parents are not aware of) will result in a "O" on all class work, tests, etc., serving after school detention, and will be dealt with as a major offense.

- **Absences should be reported to the school office by calling the school line before 9:00 A.M. Leave a message** on the voice mail system if no one answers.

- **PLEASE DO NOT CALL, TEXT, OR MESSAGE YOUR STUDENT'S INDIVIDUAL TEACHER(S)**

NOTIFYING THEM OF ILLNESS/ABSENCE.

- If we do not receive a call notifying us of a student's absence, we may call you.
- A student is considered absent if they are gone over half of the school day.
- Please schedule appointments on non-school days. If appointments are necessary on school days a one week notice should be given to the teacher and office, a parent must sign the student out and in at the office.

Excused Absences

- Excused absences are ones that a parent is aware of, and include but not limited to: personal illness or rehabilitation, emergency or death in the family, and prearranged absences.
- To excuse an absence a parent or guardian must call the office before the start of the school day stating the reason for the absence. A call must be made for each day absent except for prolonged medical reasons or pre-arranged absences or it will be considered unexcused.
- A parent/guardian must also send a signed note with the student on the day they return to school stating the reason for and dates of the absence in order to ensure an accurate attendance record. Include any verification of medical dental, or other professional appointments, required court appearances, or college visits for juniors and seniors, etc. when applicable. If a written statement from the parent or guardian is not provided within one week of a student's return to academy the absence will be considered unexcused.
- A written statement from a doctor must be provided for students who are absent for extended periods of time (all or part of 5 or more consecutive days) for medical reasons.

The statement must indicate that the student may return to regular activities, or include any restrictions that may apply. Students who are absent because of sickness for all or part of 10 non-consecutive days are also required to provide a written statement from their physician verifying their condition.

- Absences other than personal illness or family emergency must be prearranged in order

to be excused. Parents/guardians must make a personal contact or send a written note to the office advising of prearranged absence situations. Prearranged absences include: medical, dental, optometric, or other valid professional appointments, funerals, out of town hospital visits to see close family or friends, school or church sponsored activities, and hunting or family trips. IDA requests that professional appointments are made for after school hours whenever possible.

- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform **BOTH** the office AND the classroom teachers at least ONE WEEK prior to the absence. However, students should expect some make-up work upon their return.

Unexcused Absences

Any absence that the parents/guardians do not know about or fail to notify the academy about, according to the above procedures, or is not for personal illness or rehabilitation, family death or emergency, or prearranged is considered unexcused. Examples of other unexcused absences include, but are not limited to, oversleeping, transportation problems, family vacations, extra days before/after breaks, errands, haircuts, shopping, and skipping class, or school. Teachers are not required to provide work ahead of time for students going on vacation. Unexcused absences could result in course failure, lowered course grade, or could affect a student's re-enrollment for the following year.

Absences Disciplinary Action Layout

2 tardies= 1 unexcused absence.

2 absences equals a verbal warning

2 more in the next 30 days equals a written warning,

2 more of those equals a second written warning which results in disciplinary action in the form of an improvement plan.

Unexcused absences are listed under that heading . If they are out more than one day consecutively but can get a doctor's note, the consecutive days only count as one absence.

Absence and Extra-Curricular Activities

If a student is absent from school for more than ½ the day, they may not participate in sports or other after school activities or events without permission of an administrator.

Absence Plan

Any student who has missed more than half of a class for any reason, excused or unexcused, is considered absent from class.

Prearranged absences for extended trips require a notice from parents at least a week prior to the absence. Students must get an **"advanced homework form"** from their homeroom teacher. All the student's teachers must complete and initial the form and a copy must be received by the office before the dates to be absent. Students will normally complete all assignments, tests,

and quizzes before the absence or according to the instructions and requirements of the teacher for the class.

- If there is an unscheduled absence (sickness or family emergency) students (4th- 12th grade) are responsible for obtaining assignments for missed work. Assignments given before the student's absence are due on the original due date or the first day the student returns to class. Generally, a student will have as many days as they were absent to complete make-up work. However, each teacher will manage due dates for make-up work separately.
- If a student misses the day of a test, the student will have to take the test during recess, study hall, or after school. Arrangements must be made with the teacher as to where and when the test will be taken.
- Parents of students with excessive absences will be contacted to determine the reasons for absences, discuss a plan for improved attendance and communicate consequences. Three or more tardies per quarter are considered excessive. Five or more absences per quarter are considered excessive in grades K-6. Three or more absences per quarter are considered excessive for grades 7-12. Prearranged church or academy sponsored activities and family trips of extended length are excluded.
- Consequences for excessive absences may include loss of free time or other privileges, after school detention, reduction of grade, and/or a conference with student, parent/guardian, and academy staff or academy board member.

Academic Policies

IDA offers a classical, Christian education. The goal of a classical education is to develop the mind of the student through Latin and mathematics, and to develop wisdom and virtue through a careful reading of the classics, all within a Christian paradigm. In all of our programs we strive for continuity and mastery learning. Classical education also focuses on teaching age-appropriate material through age-appropriate methods. We follow the classical trivium which emphasizes memorization and accumulation of facts in the grammar school; evaluation, analysis, and integration of information in the logic stage or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage of the upper school.

IDA plans to have three distinct academic schools, Primary School (PreK-2), Grammar School (3-6), and Upper School (7-12) for the second year. Academic expectations and work load increase significantly at each transition. While all students are subject to reevaluation at the end of every school year, particular scrutiny is given to students at the transition years. The school makes every effort to identify early those students who are struggling and then communicate concerns and recommendations to the parents.

Academic Integrity

IDA expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Christian ideals which define our school. Academic dishonesty consists of, but is not limited to, cheating, plagiarism, or assisting

another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion.

Academic Probation

Academic probation is designed to deal with students 1st-12th grade who are not meeting the academic standards or who are not working to their potential. A grade point average (GPA) of 2.5 or less for core classes at the end of any given grading period quarterly will cause a student on academic probation midway through the quarter for the following grading period. This is time for parents, students, teaching staff, and administration to reevaluate the student's educational plan, attitude, and other courses of action that may deem necessary and profitable for the student.

Students who have not brought their grades up to 2.0 (a "C" average) by the end of their probationary period end of the quarter and who refuse to cooperate with the education process, lack a serious approach to their studies, and continue to perform below their abilities and the prescribed academic standards, may be dismissed from IDA. Any scholarship funding will need to be paid back to the school.

Academic Honors

Academic honors are awarded for each quarter for students in grades 1-12. Honor roll students will be acknowledged in the local newspaper and will receive a certificate of honor at the year end awards ceremony. Grade point averages are calculated on the following point system: A= 4 points; B = 3 points; C = 2 points; and a D = 1 point. Academic honors are as follows:

- High Honors - GPA 4.0 = 94% and above
- Honors - GPA 3.6-3.99 = 90%-93%

A Graduating senior must be enrolled at IDA for at least 4 high school semesters to be considered for the honor of valedictorian or salutatorian. Graduating student's overall GPAs used to determine these honors are: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0.

Grading Philosophy

Grades provide students and parents a quick "snapshot" of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

Narrative grading allows for the teacher to write in depth reasoning for the grades earned by the student. Narrative grading allows the teacher to reflect on the positive results and encourage improvement on the negative results.

Grading Scale

Grade	Percentage Range
A	100-90
B	89.99-80
C	79.99-70
D	69.99-60
F	59.99 or less

Teachers may award a + / - to a student achieving the highest/lowest percentage for a particular grade range. (Ex: 89% = B+ or 80% = B-)

Some courses may award a pass/fail instead of a traditional letter grade.

Upper grades will receive a hybrid grading scale which will include both Narrative and Traditional grades.

Grading Terms

IDA divides the school year into quarters. Report cards will be mailed home approximately one week after the end of each grading quarter. Final grades will be issued for each class at the conclusion of the year. Quarter grade reports or other student records will not be released without a balanced financial account.

Incompletes

An incomplete is given based on the discretion of the administration and classroom teacher, in the cases of excused absences where the student was unable to complete the work assigned.

Incompletes will become "F's" if they are still not completed after two weeks. Upon request, extensions may be granted by the classroom teacher for extenuating circumstances.

Progress Reports

Mid-quarter progress reports are sent home for all students mid-way through the first quarter. Progress reports are sent home at other times for students whose grades fall below a "C" or who have displayed an unusual decline in academic performance. This allows parents to know if their child is experiencing academic difficulty and allows time to provide the help a child may need to improve their grade before the actual grading period ends.

Parent-Teacher Conference

The purpose of parent-teacher conferences is to strengthen the partnership between the

academy and the parents in promoting the spiritual, academic, physical and social growth of the student through sharing the insights, information, and planning for the student. The aim of such conference times is to:

- Encourage a freedom in communication between parent and teacher
- Provide the teacher with insight about the student from the parent's perspective
- Motivate the parent and teacher to consider short-range and life goals for the child
- Evaluate the student's immediate needs and develop a cooperative strategy
- Encourage parents and teachers to pray for the specific needs of the child

Conferences are scheduled for each family after the first & third quarter grading period in November & March. The staff may exercise their prerogative in determining the attendance of the students at the parent-teacher conference. Each conference is 15-20 minutes in length. If the need for more time is anticipated, a parent or teacher may request to be scheduled for a longer conference or schedule a follow-up conference. This will help us keep other conferences on schedule out of respect for another person's time.

It is our desire to be available to both parents and students. Parents, as well as teachers, may initiate additional conferences to address any questions or concerns either may have over the welfare of the child. Teachers are not permitted to carry on phone or personal conferences during class time. This would interfere with the educational process of the entire class. Parents who wish to discuss any matter (homework, discipline, etc.) with a teacher should be encouraged to make an appointment.

Accreditation

Imago Dei Academy is not accredited and is not seeking accreditation or recognition from the State of Wisconsin. The school holds accreditation through the Association of Classical Christian Schools (ACCS).

Retention Policy

The general policy of the academy for retaining a student is based on the following criteria.

Preschool - Kindergarten- Teacher will make a recommendation based on one or more of the following:

- Personal observation
- Below grade level performance in academic subjects
- Below grade level on tests and evaluations
- Lack of sufficient mastery of basic skills as outlined in Skills Mastery and Objectives for Kindergarten
- Social/emotional immaturity

Grades 1-8 -Teachers will make recommendations based on one or more of the following:

- Failure of two or more core academic subjects
- Scoring grade levels of 1.5 below norm on standardized testing in total

reading or total math

- Failure to follow through on required tutoring
- Social/emotional immaturity
- Lack of sufficient mastery of basic skill as outlined in Skills Mastery and Objectives for the student's grade level

Grades 9-12

- Students failing a course must make up the credit and satisfy the requirements for graduation

We recognize that sometimes a parent will have a strong negative reaction to their child being retained. It is our responsibility to help parents to not view this as a personal insult to their child or to their parenting abilities.

Retention is recommended as something positive we can do to give time for maturing to help ensure future success, lay a good academic foundation, and prevent an inferior or negative feeling about themselves or school in general. In some cases students may be promoted on a probationary basis in all but failed courses or courses in which a student clearly demonstrates a lack of sufficient mastery of basic skills.

Goals for a Graduate:

Imago Dei Academy's curriculum is designed around its mission and the seven goals listed below. With these attributes in mind, we have constructed a unique and successful academic program beginning in Preschool. By considering these goals every time we make improvements, we continue to develop students who will impact the world for Christ.

Successful graduates will possess:

1. Virtue and mature character
2. Sound reason and sound faith
3. A masterful command of language
4. Well-rounded competence
5. Literacy with broad exposure to books
6. An established aesthetic
7. Able citizenship

HOMEWORK POLICIES AND STANDARDS

Homework Policy Grades 3-6

Homework assignments are targeted practice of content taught in class. It is not necessary to assign lengthy homework assignments in all subjects regularly. IDA believes students should complete as much work as possible in class. Work completed in class, under the supervision and direction of a teacher, is the best practice! Homework assignments are given to reinforce material taught in class. Homework should be reviewed, not new instruction. Students are held accountable for completing homework. If an assignment cannot be officially graded, spot checked, or credit given for completion, the assignment should not be given.

Test preparation should be assigned incrementally in an effort to train the students in good study habits and to facilitate appropriate pacing. Do not assume that your students know how to study. Give them practical suggestions. Communicate with families and students to gather feedback about the length of their homework assignments.

Homework Policy Upper School

Students are expected to work hard each class period. Teachers should not feel compelled to make nightly homework assignments if class time has been used productively.

Homework should be dedicated to reinforcement and practice of material which has already been taught in class. Although there are guidelines below about how much homework to assign, teachers should not attempt to assign the maximum amount of homework allowed. Instead, teachers should rely on their knowledge and expertise to assign a sufficient amount of homework to aid learning through reinforcement.

Weeknight Homework

Homework may be assigned with the following time commitments on a weeknight.

- In math and Latin, students may be expected to spend about half as long as a period of class working on homework (about 40 minutes per subject)
- In science, students may be asked to spend about a quarter of a class period working on assignments (about 20 minutes).
- In all other subjects, there should be no homework.

Weekend Homework

Homework in all subjects may be assigned over the weekend. The expectation is that students will use Monday to complete assignments. Teachers may assign homework with the following time commitments on a weekend.

- In math and Latin, students may expect to spend half a class period working on assignments (about 40 minutes per subject).
- In science, students may be asked to spend about a quarter of a class period on homework (about 20 minutes).
- In all other subjects, teachers may assign a full class period of homework (about 70 minutes per subject).

Homework which is assigned far ahead of its due date should allow for a sufficient number of Mondays to pass before being collected (e.g. lengthy papers and projects). Teachers should use their expertise to determine how many weeks are necessary to complete papers and projects.

Homework Standards

Students are expected to work conscientiously on each assignment given and complete it by the date due. All homework and daily assignments must be neatly completed according to the directions given by the classroom teacher. Students may be asked to redo an assignment that is not done neatly or according to directions.

Late Homework or Assignments

Penalties for late work will vary with the grade of the student and each teacher. Late assignments may receive a reduction of percentage points and could require that the student spend additional recess or noon hour time completing or redoing the assignment. Should a student have a pattern of late work it will be understood that the student is willfully neglecting responsibility rather than accidentally forgetting. In such cases a detention will be assigned. A pattern of late work is determined by each teacher and ranges from three to five assignments per quarter.

Purpose of Homework

1. To establish a habit of study in the home and provide for wise use of leisure time.
2. To develop the responsibilities connected with taking a school assignment home and returning it to class completed.
3. To practice and apply study skills being taught in the classroom.
4. To participate in activities that will further challenge the abilities of the pupil.
5. To acquaint parents with work their child is doing.

Parent Responsibilities

The attitude of the parents toward their child's homework is very important because it influences the way the child will feel about it. In order for the child to benefit all they can from homework assignments, parents need to see that the child has a set time and place to do their work where they will not be distracted or disturbed. It is also suggested that parents be close at hand to supervise the child's use of time and lend assistance when necessary. Give encouragement and take an active interest in what your child is doing, without doing the work for the child. This interest and encouragement will not only help to motivate a child to do their best, but it will also contribute to family communication and unity.

Social and Cultural Policies

Conceal Carry Policy

Imago Dei Academy will allow concealed carry amongst teachers and staff after a thorough background check and an up-to-date Wisconsin concealed carry license on file. IDA will only allow a certain number of teachers and/or staff to carry during school hours.

Uniform Policy

IDA is a classical, Christian school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task. The faculty and administration reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school.

Please read through the uniform requirements carefully before purchasing. Note that IDA has a Uniform Policy and not a Dress Code. Student uniforms play a significant role in the structure, culture, and discipline of our school and we thank you for your support of the academy's

uniform policy!

GENERAL REQUIREMENTS

- Everything that is worn, and the manner in which it is worn, should complement the overall appearance of the uniform, not compete with or detract from it. In cases where a question arises, decisions will be left to the discretion of the IDA administration.
- Uniforms should be clean, well-fitting, in good repair, and the proper length. As children grow, parents should let out hems or replace items.
- Additional non-uniform clothing, including jackets, coats, hoodies, and spirit-wear, may not be worn in classrooms; only uniforms may be worn in class.
- Plain white t-shirts or camisoles may be worn under shirts and blouses. Undershirts for girls should not be visible at the neckline.
- Boys' hair should be neatly groomed and off the face.
- Girls' skirt length must meet the fingertips of the extended arm.
- If in doubt about any item, bring it by the school office for approval.

BOYS' UNIFORMS

Preschool through 12th Grade

Required Dress Uniform:

- Black or Khaki pants (Pull-On Boys Pant or Adjustable Waist Double Knee Pant, not sweat/wind pants)
- Polo Shirt with Logo
- Clean Sneaker shoes
- Zip front sweater/jacket with logo
- V-Neck cardigan sweater with logo

GIRLS' UNIFORMS

Preschool through 12th Grade

Required Dress Uniform:

- Black or Khaki pants (Pull-On Pant or Adjustable Waist Double Knee Pant, not sweat/wind pants or leggings)
- Black or Khaki Knee Length Skirt (may wear leggings under skirt)
- Polo Shirt with Logo
- Clean Sneaker shoes
- Zip front sweater/jacket with logo
- V-Neck cardigan sweater with logo

CODE OF CONDUCT AND DISCIPLINE POLICIES

The 10 manners commandments at Imago Dei Academy

1. Always say "Please" and "Thank you", to your teachers AND to your fellow students.

2. Boys open doors for girls in their class and for their teachers whenever there is an opportunity. Girls can do the same!
3. We respect ALL adults in our school, if another teacher or a parents enters our classrooms, we stand out of respect until our teacher acknowledges us.
4. We address ALL adults as Mr. and Ms./Mrs. (with last name)
5. We always use our inside voice in the building.
6. We help our teachers without being asked. We do this because we are servants like Jesus.
7. We always participate in chapel. We do this because we honor God.
8. If a student is playing alone on the playground, we invite them to play with us.
9. We always walk quietly in school spaces.
10. We are all made in God's Image, so we always respect ourselves and each other.

Imago Dei Academy believes that discipline underlies the complete educational structure and is necessary for the welfare of each student, as well as for the entire school. The school strives to maintain an atmosphere conducive to learning and demonstrating Christian behavior and attitudes. IDA stresses obedience to God, to all authority, to parents, and to the general educational concept of discipline. Therefore reasonable and cooperative conduct is expected at all times, before school, during school, after school, and at all school functions.

Students and staff are expected to attend weekly church services and show reverence for and submission to God's Word. Students are also expected to be thankful, respectful, polite, friendly, helpful, humble, obedient, cooperative, and sportsmanlike. The Seven Key Scriptures, found under "Core Values," are principles used by staff and students, to guide our attitudes, conversations, and actions. As Christians, we are to display a standard of behavior that reflects Christ in our lives.

Disciplinary actions will vary according to the offense committed and the age and attitude of the student. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), instruction and correction, swift punishment (rebukes, time outs, loss of privileges, detentions, suspensions, etc.), restoration of fellowship, prayer, no lingering attitudes, etc. The majority of discipline problems will be dealt with at the classroom level. In order to maintain consistency, faculty members meet regularly together with the principal/administrator to discuss biblical standards and academy policies concerning discipline.

The goal of all discipline is much more than control or punishment. Discipline involves training. It is a learning experience involving inner understanding and acceptance. It is a part of the process of "making disciples" and teaching students to submit their will to principles from the Word of God. The goal of discipline is to help a child know that he needs Jesus Christ as his savior, to help them change their perceptions in a given situation, and to develop a sense of responsibility and inner self-discipline, which leads to healthy acceptance of themselves and others as well as a desire to please God in all areas of life.

Teachers should make classroom rules few and tie them to the Seven Key Scriptures. Everything else is a school or classroom policy. Children should be well acquainted with and understand the purpose of all classroom rules, expectations, and policies from the beginning of the school year.

Corporal punishment is not administered at IDA by any staff member or administrator. We recognize, as a school, that corporal punishment is biblically-based and can be effective as a disciplinary action. However, it is our belief that parents should employ this method and not the school.

Offenses will generally fall in two categories, minor and major offenses.

A minor offense, in general, is any offense that is basically careless, unintentional, and is done without anger or deceit. It would pertain to the breaking of general classroom school ground rules such as but not limited to:

- Repeatedly talking without permission
- Repeatedly out of seat without permission
- Repeatedly distracting others or disrupting the class
- Excessive carelessness in homework or class work
- Cheating on an assignment
- Arguing, name calling, or rough-housing (pushing) on the playground
- Three or more dress code violations in a semester
- Minor disrespect (murmur, quip, expression)
- Disregarding playground, lunchroom, bathroom, or hall rules
- Unexcused or excessive absences or tardies as set forth in attendance policy
- Careless behavior resulting in injury or destruction of property
- Bus referral

Not every minor offense committed by a student should result in a student being written up and referred to the headmaster. Most violations of minor offenses are evidence of training that needs to be done by the classroom teacher. Violations of uncooperative students may need to be documented as evidence warranting being written up for a minor offense. Disciplinary actions that may be taken for minor offenses may include warning, correction, rebuke, making apologies, making restitution, conference with parents, detention, loss of privileges, etc. Students that fail to show improvement or cooperate with the disciplinary actions of minor

offenses may need to be dealt with according to the disciplinary actions of major offenses. Depending on the age of the student, any offense repeated 3-5 times would be considered one major offense.

A major offense, in general, is any deliberate offense done in rebellion, anger, or with intent to harm or deceive. Examples of major offenses include but not limited to:

- Blatant disrespect toward or disobedience of authority
- Irreverence during chapel or disrespect for God's Word
- Defiant attitudes and actions toward rules
- Profane, vulgar, or obscene language including taking the name of the Lord in vain, offensive slang, coarse jesting, slander, mockery, and divisive communication.
- Lying, stealing, cheating on a test or major assignment
- Skipping school/leaving school without permission
- Threats, intimidation, harassment, fighting or physical violence
- Public displays of affection (kissing, hugging, etc.) or any inappropriate touching
- Willful destruction of property or vandalism
- Questionable/unwholesome literature, writing, pictures, music, video games, etc.
- Possession of dangerous items such as laser lights, weapons, lighters, jackknives, fireworks, etc.
- Possession or off campus use of tobacco or alcohol.

Disciplinary actions that will be taken for major offenses include any combination of correction, rebuke, making apologies, making restitution, conference with parents, student conference with headmaster, loss of privileges, detention, suspension, being placed on probation, or even expulsion.

Potentially, some offenses could be of such a nature that they could warrant immediate suspension or expulsion from school by the Head of School without following any preliminary steps or they may even warrant possible involvement of law enforcement. Examples include but are not limited to:

- Carrying or storing dangerous items such as knives, firearms, explosives, or other weapons on school grounds or at school sponsored events
- Use, possession, and/or distribution of tobacco or alcohol on school grounds or at school sponsored events
- Use, possession, and/or distribution of drugs or drug paraphernalia at any time
- Involvement in witchcraft, the occult, or astrology
- Sexual immorality
- Any written, verbal or non-verbal violent threat towards another student, staff member, or school/church property
- Criminal behavior of any kind

Effective ways to deal with disciplinary problems:

Handle problems with authoritative and professional decorum. Address the behavior issues

immediately and consistently. Most students just want to test the limits.

- Address the issue as a general reminder to the class.
- Address the issue to the class using proximity/eye contact with the offender.
- Take the student into the hallway for a private conversation.
- Remove the student from class, sending the student to the office.
- Notify the parents of the behavior and inform them of the steps you have taken to rectify the problem.
- Again, do not hesitate to ask for help when dealing with discipline issues. Do not let one student's behavior ruin the lesson for the entire class.

Behavioral Probation

If a student is violating the rules of the school and/or displaying a pattern which is endangering students, disrupting the classroom, and detrimental to the spirit of the school, that student will be placed on behavioral probation. This means that a student is subject to greater scrutiny by administration and staff in regards to lifestyle, attitude, behavior, attendance, and academic performance. Students on behavioral probation may lose extra curricular activities privileges. If sufficient progress has not been shown during the set time of probation, the Head of School may extend the probationary period or the student will be ineligible to continue attending school.

Food and Drink Policy

Students will need to bring their lunch from home. They should also bring a water bottle for use during snack time in the classroom.

Social Media

IDA teachers and staff are not to communicate with IDA students via social media or networking sites.

Electronic Devices

Students may not use cell phones, cameras, or other personal electronic devices from 7:50 A.M. until 3:15 P.M. THIS INCLUDES ALL SMART WATCHES (i.e. Apple watches and other cell/text enabled watches)! These items must stay OFF and turned into the classroom storage area. Confiscated items will be returned to the student after school hours on the first offense. Future confiscated items must be picked up in the office by the parent. Do not text or call your child's cell phone during school or carpool.

School Sponsored Social and Extracurricular Activities

We are a small school with an academic focus. While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

Birthdays/Parties

Invitations to parties should NOT be distributed at school unless the entire class (or all boys or

all girls) are invited. Parents who want to have smaller, more specific parties should mail invitations. Please follow the same guidelines with thank you notes. To be considerate of others, students should not talk about small parties, sleep-overs, etc. when all students from the class were not invited.

Field Trips, Holidays, and Classroom Parties

Because of IDA's academic focus schedule, the use of class time for non-curricular activities is discouraged. With the exception of teacher planned curriculum-related events, class time will not be used for movies, parties, or special programs.

The manner in which a holiday is celebrated shall be determined by the teacher in accordance with the school's philosophy. It is the position of the school that holiday celebrations should focus on the significance of the particular holiday, and on our sense of community and family. Therefore celebrations do not include elaborate plans, large gift bags, and trinkets.

Recess/PE

IDA students will have outdoor recess if temperature is above freezing 0 and conditions permit. Students should come to school with appropriate outerwear each day. Children without jackets or sweaters may stay inside (supervised and with an activity) if the temperature is low. In absence of direct parental instruction the decision is left to the teacher's discretion.

Parent Group

The IDA Parent Group is a committee of parents who volunteer their time, skills, and resources to Imago Dei Academy. Parents will have the opportunity to sign up for events they would like to help with and list skills they would be willing to share. IDA values the talented hands and willing hearts of our parents, and seeks, through the organized efforts of the Parent Group, to use them efficiently. Volunteers will be required to fill out a volunteer application and a background check will be performed.

Communication

A student's successful experience at IDA depends in large part on open communication between families, teachers, and administration. In keeping with IDA's first value of Christ's Supremacy, staff and parents should seek to glorify Christ in their communications with each other. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask parents to follow these guidelines:

Communicating With Faculty

- You may leave a message for your child's teacher in the school office, and the teacher will return your call at the earliest convenience.
- Teachers also provide parents with an email address or phone number (please use email first and texting only if needed) where they can be reached outside of school hours. Please be respectful of teachers' family time and use discretion when contacting them at home. Do not call after 9:00 P.M. or on weekends if at all possible.
- Please refrain from calling teachers on their cell phones during the school day.

- **Please do not text teachers on their cell phones or through social media messenger.**

Teachers have been asked to not communicate with parents these ways in preference of email, phone call, or in person communication.

Addressing Concerns

- Parents should copy Shaun's email (jochimsen.shaunida@gmail.com) when emailing teachers about a concern in order to keep administration informed of classroom circumstances. Teachers will do the same when emailing parents.
- If you have a concern about curriculum content, school policy or philosophy, ask to speak with the administrator.
- If you have questions about the day-to-day workings of a particular classroom (grading, discipline, homework load, etc.) contact the teacher via phone call or e-mail.
- In the rare instances that a parent and teacher cannot come to an agreement you may take the issue to the administration.
- At no time should an individual student's problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution.

Lost And Found

Please label student sweaters, vests, water bottles, etc. with the student's name. Lost and found items are located in the office. Please check them regularly. Any items unclaimed at the end of the year will be thrown away or donated.

Medical Intervention Policies

IDA does not have a school nurse, and IDA is not prepared to administer medical care or treatment. Students are not permitted to bring medicine to school that does not comply with our Medical Release Form. If a student needs to bring medicine to school, it should be labeled, include clear instructions from a parent and/or primary care provider for administering, and brought to the office. Medicine may be dispensed only from the school office.

Allergies and Special Concerns

IDA is not an allergen-free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Parents of students with allergies to foods, including peanuts and milk, should prepare lunches and snacks and adequately train their children to avoid contact with other students' food. Due to the number of students and allergies, IDA does not regulate student contact with possible allergens.

Illness Policy

Parents are asked to keep their child at home, or will be called to pick up a child from school if the child exhibits any of the following symptoms:

- Fever of 100 or higher within the last 24 hours
- Vomiting, nausea, or diarrhea within the last 24 hours
- Unusual skin rashes

- Unusual coughing, runny nose and sore throat
- Unusually pale or listless

Any serious infection or communicable disease must be reported to the office so that a written notice can be sent home to parents.

DISASTER DRILLS

Fire drills will be conducted on a regular basis. Upon hearing the fire alarm, students are to leave the classroom as directed by the teacher as per the plan indicated on the classroom exit map. Students should move quickly, quietly, and safely, in a single file line, to the area Designated.

Tornado drills will be given at the sound of the alarm or at the verbal indication of the administrator or headmaster. Students will proceed to the place as per the direction of the map provided in each classroom in a manner as stated above. Students should go to the designated area, assume a crouched position, and keep their heads protected. Tornado drills will normally be conducted in the spring of the year in conjunction with our state's "Tornado Awareness Week.

A.L.I.C.E. training has been done by all of IDA staff and daily volunteers. We have a local Deputy that comes into the building to teach how to barricade classrooms and instruct students in how to evacuate the building in the event that an intruder would enter the school building