

Integrity School of the Arts
Parent & Student Handbook

Helping Homeschool Families Stay Home



Integrity School of the Arts

“Integrity School of the Arts desires to come alongside families in the equipping of their students to discover their giftedness and unique God-given purpose so that they may use their giftings in the local church.”

Mission Statement

Integrity School of the Arts, “ISA”, exists to help homeschool families stay home by providing academic support and quality fine arts within a Christ-centered environment.

Vision Statement

Integrity School of the Arts provides an outstanding spiritual and educational environment thoroughly preparing students to fulfill God’s purpose for their lives and equipping them to achieve their God-given potential. Recognizing that the Arts influence culture and worldview, we desire our students to cultivate excellence and experiences vital to advancing the kingdom of God through the Arts.

Statement of Faith

- We believe the Bible to be the only inspired, infallible, authoritative, inerrant word of God. *2 Timothy 3:16-17; 2 Peter 1:20-21*
- We believe that there is only one God, eternally existent in three persons; Father, Son, and Holy Spirit. *Genesis 1:1, John 1:1, John 10:30-38*
- We believe in the virgin birth of Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, Hebrews 9:12, John 2:11, John 11:25, Colossians 1:14, Acts 1:11, Revelation 19:11-16*
- We believe that God is the Creator of all things and that humanity is created in the image of God with a God-defined identity. *Genesis 1:1, Genesis 1:26-28, Genesis 5:1-2, Colossians 1:16-17*
- We believe God created one race, Adam’s race. Though there are many nationalities, cultures, languages, and creeds, we believe that all mankind is equal and unable to reach God alone; therefore, God purposed to reach man through the Second Adam, Jesus Christ. *Genesis 1:27, Romans 3:9-20, Romans 5:12-19, 1 Corinthians 15:45-49, Galatians 3:28*
- We believe that all mankind is sinful, and totally depraved by nature and that spiritual regeneration by the Holy Spirit is essential and an absolute necessity for salvation. *Romans 3:10-12, Romans 3:23, John 3:16-19, John 5:24, John 6:44, Ephesians 2:8-9, Titus 3:5-6*
- We believe in the continuing ministry of the Holy Spirit. By whose indwelling and empowering, the Christian is enabled to live a godly life. *Ephesians 4:30, Ephesians 5:18, 1 Corinthians 3:16, 1 Corinthians 6:19-20*
- We believe God, the Creator, determines gender at conception. Neither culture nor individual can redefine their gender or redefine God’s design for sexual relationships. Marriage between one natural man and one natural woman has not only been God’s

plan from the beginning but also is the closest human representation of Christ's relationship with His Church. *Genesis 2:24, Ephesians 5:22-33, Hebrews 13:4*

- We believe in the spiritual unity of believers in our Lord and the gathering together to live out the "one another" passages to be the Church. *Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28*
- We believe in the resurrection of both the saved and the lost, those who are saved to eternal life and those who are lost unto eternal damnation. *1 Corinthians 15:20-28, Revelation 20:11-15*

Statement of Educational Responsibility

Integrity School of the Arts is a homeschool enrichment program that seeks to provide a quality program in a distinctly Christian environment. ISA seeks to work with parents and guardians to train their children to be salt and light in the community. ISA is not a private school and does not hold academic records nor does ISA report to the state on behalf of the students enrolled. ISA recognizes the Home as having the primary responsibility in the education of the child and Parents are responsible to God for that education and educational influences like ISA. *Genesis 18:19, Deuteronomy 6:6-7, Proverbs 22:6, Romans 14:12*

Statement of Confidentiality

Integrity School of the Arts strives to maintain strict rules of confidentiality. Information the parent gives us concerning their child will remain strictly confidential. Anyone who is not affiliated with ISA will not have access to information regarding the child without the parent's express permission and consent. Reciprocally, we ask and insist all parents, tutors, and volunteers to not share someone else's personal information (including but not limited to: phone numbers, email addresses, street addresses, circumstantial information, or any other personal information of any kind) without their express permission and consent. This would be considered gossip and will not be tolerated as it can create an environment that is destructive and not God-honoring.

Statement of Sexual Misconduct

In relying on the teachings of Scripture, ISA believes that the Bible prohibits sexual immorality of any type, including but not limited to: pornography, homosexuality, adultery, or any other sexual activity outside of the marriage of one natural man and one natural woman. On those occasions in which a family or student is acting in opposition to the beliefs and lifestyle that the Bible teaches while on campus or participating in an ISA calendared event, ISA reserves the right, in its sole discretion, to refuse admission to an applicant or to terminate the enrollment of a current student. This includes, but is not limited to: verbal consent of, gesturing, practicing, condoning, or supporting any form of alternative lifestyle, sexually explicit content, sexual immorality,

practicing or promoting a homosexual lifestyle or alternative gender identity, or otherwise having the inability to support the principles of ISA as set forth throughout this handbook.

Philosophy of Education

Integrity School of the Arts is an educational institution that emphasizes the historical, biblical, Christian faith.

SPIRITUAL OBJECTIVES

- To lead our students to a saving knowledge of God through Jesus Christ
- To train students' affections to know that the things of God are good, true, and beautiful.
- To model for students how to rest in the finished work of Christ.
- To pour into students for the purpose of partnering in the work of Christ.
- To arm students with spiritual tools and resources that enable them to fulfill the call God has placed on their lives.
- To teach students to wisely discern the purpose God has instilled in them.

ACADEMIC OBJECTIVES

- To foster academic fearlessness.
- To provide a Christian education that strives for academic excellence for the average and the above-average student.
- For students to understand God's providence over all wisdom and truth.
- To give students the tools to think logically, critically, and creatively.
- To give students the tools to attain any level of learning or skill to which they may aspire to fulfill their God-given purpose.

SOCIAL OBJECTIVES

- To train students to be observant, service-oriented individuals.
- To model for students how to shape the culture rather than conforming to it.
- To reclaim the integrity of family relationships.
- To establish the honorable institution of true friendship as demonstrated in scripture.
- To encourage students to seek ways to contribute to their community.

PHYSICAL AND EMOTIONAL OBJECTIVES

- To rejoice in the uniqueness of others as God created them.
- To understand that we are stewards of the temple of God.
- To model respect for and contentment in the frailties and limitations of the human body.
- To seek physical and mental health in order to accomplish God's calling.

Parent Expectations

Parents are the most important people in a child's life. Integrity School of the Arts exists to partner with families in the biblical mandate to rear children in the fear and admonition of the Lord. The school recognizes the vital role parents play in their child's education. Parental support and involvement plays a major role in both your child's education but also in the success and atmosphere at Integrity School of the Arts.

Unity is the goal here in both support of administrative vision and decisions but also of the staff and fellow parents. Gossip and dissension will not be tolerated but will be handled according to Matthew 18 as well as our "Address Concerns" policy listed further down. Below are some of the ways you can offer support to ISA faculty and the ISA student body:

- Pray for ISA, administration, ISA tutors, staff, and students.
- Encourage a positive attitude and spirit towards ISA and ISA Faculty
- Willingly partner with ISA, its faculty, and its administration in carrying out the school's mission.
- Read and explain the school handbook to your child.
- Attend parent/ISA tutor conferences, if requested by your child's ISA tutor.
- Attend Parent Orientation.
- Keep in touch with your child's ISA tutor.
- Stay updated on ISA events and information by checking Facebook, the school website, reading papers sent home, or checking MySchoolWorx.

Student Expectations

Integrity School of the Arts is a place where the Holy Spirit is invited to dwell. Therefore, students are to be cognizant of the attitudes, spirit, and actions they bring into this space. Student expectations include but are not limited to:

- Honesty in all academic endeavors.
- Courtesy and respect for fellow students and their property.
- Respect for faculty and administration.
- Respect for ISA & LCC property.
- Maintain a helpful and caring attitude.
- Maintain healthy and God-honoring conversations with everyone this includes:
 - During ISA School Days
 - At ISA Events
 - ISA Student Group Chats and Social Media Platforms
- Exhibit personal responsibility for their space and belongings.
- Exhibit personal responsibility for one's own attitude and actions.
- Exhibit personal responsibility for their choices and the consequences of those choices.
- Challenge themselves to soar beyond mediocrity in all endeavors.

General Rules

The following rules are observed to maintain a safe and productive learning environment.

- No personal electronic devices are allowed in school unless requested by the child's ISA tutor.
- Cell phones must be put away at the beginning of the school day and will be stored in the student's bag, unless directed by an ISA tutor or Administration to take it out.
- Air pods, ear buds or headphones of any kind are not to be used during a school day at ISA.
- Students may not leave to the parking lot during school hours without permission from ISA Administration.
- Students may not leave school grounds without permission.
- Students should remain after school only if they are under the direct supervision of a parent or faculty member.
- Students must abide by the internet use policy.
- Violence, both physical or verbal, is not allowed and will not be tolerated. Any
- Threatening or profane comments by students or parents either verbally or in writing, are not allowed and could result in disciplinary action or expulsion.
- School property shall be protected. Defacing or damaging school property, which is malicious or careless in nature, will result in appropriate disciplinary action and the replacement of such property by the student and/or parents or legal guardian.
- Disruptions in class, unruly behavior, or disrespectful speech/actions are not tolerated will result in appropriate disciplinary action.
- Public displays of affection or aggression are not permissible in any circumstances as a hands-off policy is to be followed at all times. No Exceptions. If repeatedly disregarded, this will result in disciplinary action.
- Buying or selling anything aside from school approved fund-raiser items is not permitted on campus or in the parking lot.
- Plagiarism, cheating, or forging another's name is a major offense and will be handled as such.
- Smoking or vaping on or off campus is prohibited.
- Students are not to be in possession or any material considered to be a drug or alcohol and will result in disciplinary action or expulsion.
- Students may not bring weapons of any kind on campus or even resembles a weapon and will result in disciplinary action or expulsion. This includes but is not limited to: guns, knives, pocket knives, nunchucks, swords, brass knuckles, dynamite or any other item that could be used to pierce, slice, cut, puncture, bludgeoned or explode another student during a school day.
- Theft of any kind will result in disciplinary action.
- Sexual misconduct, sexual gesturing, possession or viewing of pornographic material is not allowed and will result in disciplinary action or expulsion.

- Students may not proselytize for any non-Christian religion or alternative lifestyle contrary to the Statement of Faith listed above..
- No costume pieces are to be worn to school this includes but are not limited to:
 - Masks
 - Tails
 - Animals Ears
 - Tiara's
 - Whiskers
 - Sun glasses
 - Superhero Paraphernalia
 - Capes

Academic Participation

Integrity School of the Arts recognizes parents and guardians as the primary educators of their children and respects each family's discretion regarding at-home academic work. Not all homework assigned through ISA classes is required to be completed, and parents may determine which assignments best support their student's overall homeschool plan.

However, students are expected to complete basic reading and preparation of assigned material in order to meaningfully participate in class instruction, which requires all textbooks and required supplemental materials to be purchased for student. Failure to engage with the core material may result in the student being unprepared, disengaged, or disruptive during class time. Students are expected to arrive to class ready to follow instruction, contribute appropriately, and respect the learning environment for themselves and others.

Elective Participation

Integrity School of the Arts values electives and fine arts classes as essential components of student development and expression. Students enrolled in elective or fine arts courses are expected to actively participate in class activities, instruction, and collaborative work. Sitting out, refusing to engage, or choosing not to participate without a valid reason undermines the purpose of these courses and disrupts the learning environment.

While ISA recognizes that students may have varying comfort levels or learning styles, consistent non-participation is not acceptable. If a student is unable or unwilling to participate in an elective or fine arts class, ISA Administration may require a parent conference to determine whether the course or program is an appropriate fit for the student.

Procedure for Parents Addressing Concerns

Occasionally during the course of the year, misunderstandings or concerns can arise. This is often the result of a lack of communication between those involved or an inaccurate perception of events and motives. ISA adopts the following policy for addressing issues based on the

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reconciliation principles found in Scripture. *Matt. 18:10-35, Luke 17:3-4, Galatians 6:1-2, Colossians 3:13, 2 Timothy 4:2, James 5:19-20*

1. Contact the ISA tutor, staff member, parent involved and address the concern involving your student with them directly by speaking with them face-to-face or by setting up a conference via phone call or Zoom call.
2. If the concern is not resolved, contact ISA Administration to set an appointment with the appropriate administrator or department head so we and the other involved party can resolve the matter together.
3. After speaking with the ISA administration, if the problem still has not been resolved, the family and administration can then determine if the ISA is the right fit for the student/family.

Remember, the goal is forgiveness and reconciliation and not being vindicated. This Biblical process intends to turn potential enemies into confident allies through patience, love, compassion, and gentleness.

Procedure for Addressing Student Behavior & Disciplinary Actions

Integrity's Admin Team and Tutors all understand that everyone can have a bad day and make poor choices from time to time as we all grow in our relationship with Christ and mature as believers. The below process will define how we handle behavioral issues:

1. 1st Offense - a verbal warning and conversation with student + an email will be sent to the parent(s)
2. 2nd Offense - disciplinary action will be taken, which can include but it not limited to: an email sent to parent(s), restitution to the offended party, parent/student conference with ISA Administration and/or suspension with a phone call to parent(s).
3. 3rd/Continued Offenses - If the behavior continues and the student has not demonstrated change toward abiding by the standards and procedures of the ISA Handbook and Administration, the student may receive an additional suspension or it could result in expulsion as the student may not be fit for ISA at that time.

Please Note: This is a general procedure of how we handle behavioral issues with students. Depending on the severity of the offense, ISA holds the right to modify this procedure for the safety and health of the student(s) involved and the environment of Integrity School of the Arts as a whole.

Parent Orientation Meeting

Each year, before school begins, ISA holds a parent orientation meeting and at least one parent must attend this meeting. Students will meet the ISA tutors, explore their classroom, and ask

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questions before school begins each year. Class wish lists are available at orientation but please keep an eye on our Facebook page for event dates and times.

Admissions

Integrity School of the Arts does not discriminate on the basis of race, color, gender, nationality, or ethnic origin in its admission, educational, or fine art policies. Although it is our desire to welcome all students to ISA, we do not have the resources to offer special accommodations to meet the needs of students with exceptionalities. If a student is unable to assimilate into and engage with the ISA classroom environment with same-aged peers without special accommodations, ISA would not be able to admit that student.

As a private institution, Integrity School of the Arts reserves the right to set its own standards for student conduct, dress, and student expulsion. Admission to ISA is a privilege. Therefore, the school maintains the right to admit only those students whose parents agree to partner with ISA for the purpose of providing a high standard of education with Christ at its core. Final decisions concerning acceptance will be decided by the admissions committee which reserves the right to refuse admission to any student whose enrollment would not be beneficial to him or the school. Acceptance into any grade level does not constitute automatic acceptance into the next grade the following year.

ISA holds reenrollment and enrollment for new families in a tiered fashion

Admissions Criteria

ISA offers priority enrollment for presently hired ISA tutor's students, provided the privilege is exercised within the early enrollment period. ISA will then extend priority enrollment to all returning students/families before opening enrollment to new students. All parents/guardians of students enrolling at ISA must read this handbook in its entirety and sign a statement agreeing to support and aid in the enforcement of the handbook.

Admissions Procedure

Below is a general outline of the admissions procedure for Integrity School of the Arts:

- **Step One:** The parent/guardian will need to review the school website for all important information concerning the prospective student, such as Tuition & Fees, Classes & Schedule, Policies & Procedures, etc.
- **Step Two:** The parent/guardian must schedule a tour. This allows the parent an opportunity to see the campus classrooms, meet a teacher or two and get to know the Director and their vision for the school as well as ask as many questions as you can in a 45min tour-window.

- **Step Three:** If, after prayerful consideration, the parent determines that their student should attend Integrity School of the Arts, please click the *Enroll Now* link on the Admissions page to fill out all family/student information
- **Step Four:** After the parent submits the online application, click the *Class Selection* link on the application completion screen to choose the classes and track for each of the prospective students.
- **Step Five:** Then, the parent will need to read the School Handbook and click the *Parent Acknowledgment* link to affirm and sign their adherence to the policies, procedures and philosophy of Integrity School of the Arts.
- **Step Six:** Once all links have been clicked and completed, the parent can finish the registration process by submitting the following fees: Registration Fee, Lab Fee (if applicable), Art Fee (if applicable). Once paid, these fees are non-refundable with no exceptions. These fees can be paid in person with an ISA representative or via the invoice link sent to the parent's email address via *SquarePay*.
- **Step Seven:** Any other forms, fees, information needed will be requested by the Registrar to be remitted before the student's first day of classes.

Admissions Documents

Please provide the following documents at the time of registration. This information will be kept on file in the school office. Forms provided by Integrity School of the Arts can be located on the school website.

- Medical/Injury Waiver (found on the ISA website under the Admissions Tab)
- Copy of Parent/Guardian's Drivers License
- Reference Form filled out by either the Pastor of your church or the director/principal of the school or co-op previously/currently attend(ed)

Tuition and Fees

Payments may be made by cash or check to the registrar/finance operator or online through SquarePay via auto-draft from your credit or debit card. Checks should be made to Integrity School of the Arts. Fees, such as Registration Fee, Lab Fee, Coding Fee, or Art Fee, are non-refundable with no exceptions.

StepUp Scholarship Marketplace Reservation is a new payment option provided for Full-Time Students. If selecting this option upon enrollment, parents are recommended to reserve 5-months in advance, as funds are available, to streamline the payment process and alleviate the pressure from the parent's personal finances. Purchases available thru the Marketplace are: Tuition for full-time both days or single days as well as a bundled item for the registration fee and core class fees. Parents are still responsible for the invoice due even if the StepUp is delayed in funding their account in August - it can take up to 2 months before funds are

available, depending on the year. If this takes place, the parent can private-pay their invoice and then submit for reimbursement once their account is funded.

Tuition Payment Term Options

- **Annual Payment** - Pay full tuition in August
- **Semi-Annual Payment** - Pay half of the tuition in August and half in January
- **10 Month Payment Plan** - Pay 10 equal installments due on the 1st of each month and late after the 5th of each month from August - May.

Though ISA provides several tuition payment options, all parents are private-pay and are required to keep a signed CC Authorization Contract on file. The CC Authorization Contract from SquarePay allows ISA to charge the tuition costs automatically on the 1st of each month, if the parent has opted to pay via credit or debit card. All credit card payments, whether one-time or pre-authorized drafts, will incur a 3.5% convenience fee for the digital service.

However, if the parent opts to pay another way such as cash via Venmo or CashApp (as a “friend to friend” transaction) or by check, the CC Authorization Agreement must still be signed to have a card on file even though payment will be received via cash or by check as the parent prefers.

A late fee of \$25 will be charged to any account showing a tuition balance by 8:00am on the 6th of the month and their card on file will be charged for the remaining amount. When an account becomes delinquent, a notice of delinquency will be sent to the parent via MySchoolWorx, email, letter home with child or all of the above. If no arrangements are made to clear the account, the student’s status @ ISA may be in jeopardy.

*Please see updated tuition and fees on the school website in the *Tuition & Fees* section of the ISA website.

Discontinuing/Canceling Classes

ISA Administration understands that life changes quickly, one plan gives way to another, and sometimes classes need to be dropped or adjusted based on the needs of the student or schedule of the parents. We have a cancellation policy for all class types.

All classes require a 5-month/semester commitment as they are concept-based and curriculum-oriented classes and this commitment begins when the first tuition payment is made for the present semester. For example: If a seat is reserved for the January-May Semester and the parent pays the January Tuition Invoice, the parent has committed to the remainder of the semester. Again, if a seat is reserved and even used for 1 month by a student and then canceled, it would be difficult to replace the student leaving that seat mid-semester. Therefore, if a parent needs to remove a class from their student’s schedule anytime within a semester, that parent will still be obligated to pay for that seat in the class until the semester ends. The parent

would need to notify ISA in writing of this adjustment/ cancellation and the last attending day of the student in the class(es).

The remainder of the account balance to fulfill this 5 month/semester commitment will be due each month on time via the payment method selected by the parent. Payment arrangements can be made with Finance and prompt communication will be critical throughout this process.

Third-Party Food Delivery

For the safety and security of all students, staff, and families, Integrity School of the Arts does not permit food deliveries to campus by third-party delivery services, including but not limited to DoorDash, Uber Eats, Grubhub, or similar platforms. Allowing outside delivery drivers onto campus during the school day creates safety and supervision concerns and disrupts the instructional environment.

Parents or guardians may bring food directly to their student at any time, provided all campus check-in and security procedures are followed. ISA staff and administration will not accept or distribute food delivered through third-party services, and any such deliveries will be refused.

Curriculum & Books

Curriculum choices are established through prayerful collaboration with faculty and administration. All students are required to have the chosen curriculum text and other tools necessary for their combined education.

Tests, Quizzes and Test Solutions are provided by ISA for the ISA tutor to distribute. However, the curriculum textbook is the responsibility of the parent to acquire. Feel free to reach out to the ISA Admin Team for suggested sites and locations to find these textbooks at a discounted rate. ISA understands that every homeschool journey is unique to the family, therefore, the parent has the right to utilize or disregard the resources that ISA provides.

Library of Materials

Though parents are responsible for textbooks and any other materials connected with the classes enrolled, ISA hopes over time to develop a wealth of resources that allows students to borrow books from our library. We desire the ISA Library to be a service to the parents at no cost to them. Any books borrowed from the library are to be returned by their due date in good condition. Fines are assessed for lost or damaged books. If you have books you would like to donate, we would gladly purchase-back your book for other students to use.

Standards of Modesty

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Integrity School of the Arts endeavors to uphold Biblical principles with respect to clothing and grooming standards. These standards are based on neatness, appropriateness, modesty, and love. These standards are not a measure of spirituality, but a way to reflect that ISA respects the inherent value that all people are created in the image of God. Students and parents are expected to observe this standard on campus during regular or extracurricular activities as well as off campus during school events, unless otherwise noted by ISA Administration.

- All clothing must be neat, clean, and in good repair.
- No tight fitting garments. Leggings are only permitted during dance classes.
- Bare midriffs, low necklines, or shirts/dresses with spaghetti straps/strapless are not allowed. Undergarments are not to be visible at any time.
- Writing and graphics on clothing should not contradict ISA's statement of faith or promote anything against school conduct policy.
- Pants with holes, worn, frayed, or tattered areas must not be excessive and they must not be placed in inappropriate places.
- Hats, caps, or other head coverings may be worn but cannot be distracting or they will need to be removed.
- Piercings should be appropriate and not excessive.
- All male and female hair should be clean and well-groomed. Avoid extremes in dress, makeup, and hairstyle.
- Appropriate closed-toed shoes must be worn any ISA school day – Crocs are acceptable.
- No Heelys, roller skates, skateboards, or any wheeled footwear of any kind will be allowed.
- Costumes or costume pieces are not to be worn at anytime, unless expressly permissioned by ISA Administration; this includes but is not limited to: animal ears, tails, masks, superhero paraphernalia, etc.

The modesty standards stated apply to all students in the classroom, unless a specific administrative exception has been given. Each student may be analyzed on the appropriateness of his appearance and such cases will be handled on an individual basis. If a student is found to be in violation of these standards and the violation cannot be remedied at school, the parents or guardians may be called and asked to bring proper clothing to the student. Repeated modesty violations will be subject to disciplinary action.

Uniforms & Dress Code

Students in K5-12th grades are required to wear flexible uniforms but they must align with the Standard of Modesty Policy.

- **(All Students)** For all boys & girls shirts, all students must wear an ISA school t-shirt or a polo-type/collared shirt during the first semester of the 26/27 school year. Beginning in the second semester, all students must wear a t-shirt, polo, or collared shirt that has the ISA logo as depicted on the ISA Merch Link on the ISA website or the letters "ISA"

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embroidered or screen printed on one of those mentioned shirts. No plain collared, polo or t-shirts will be permitted beginning the second semester of the 26/27 school year.

- **(All Students)** For boys & girls pants, all students can wear pants of any color or style and they must reach their ankles (like jeans). Thick athletic yoga pants are acceptable however thin or sheer leggings are not acceptable on their own.
- **(7th-12th Grade Girls)** For 7th-12th grade girls only, these girls cannot wear skirts or shorts of any kind.
- **(K5-6th Grade Girls)** For K5-6th girls only, these girls can wear skirts and shorts of any color and they must be no higher than (3) inches above the student's knee. Shorts must be worn under skirts for additional modesty.
- **(All Boys)** For all boys, all boys can wear shorts of any color and they must be no higher than (3) inches above the student's knee.

If your student comes to class outside of the above dress code, the school or your child's ISA tutor will document this occurrence and send, via MySchoolWorx Messaging, a note of reminder of the policy. If a parent continues to ignore the dress code, the matter will be addressed by administration. Modesty is the Biblical principle, while the Dress Code is the boundary ISA has determined for consistent modesty.

Student Cell Phones & Smart Devices

An electronic device—including but not limited to cell phones, smart watches, and other wearable or communication devices—is defined as any equipment capable of sending or receiving communication by voice, text, image, or data. In order to maintain a focused, distraction-free, and safe learning environment, the use of electronic devices is strictly regulated at Integrity School of the Arts.

Elementary and middle school students are not permitted to bring electronic devices onto campus at any time. Any device brought in violation of this policy may be confiscated and returned directly to a parent or guardian. High school students may possess a cell phone on campus but may not use it at any point during the school day—including class time, transitions, lunch, or downtime—unless given explicit permission by an ISA tutor or ISA Administration. Unauthorized use will result in confiscation, with the device returned to the parent or guardian. Repeated violations will be addressed in accordance with ISA's disciplinary procedures.

Tutors and ISA Administration are expected to enforce this policy with clarity, consistency, and respect. If a student uses a device without permission, staff should request that the student hand over the device rather than removing it from the student's possession. If a student refuses to comply, ISA Administration must be notified to retrieve the device and communicate with the parent regarding next steps to prevent continued infractions.

School Hours

- K4 - 12th Grades: Tuesdays from 8am to 3:25pm

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- K4 - 12th Grades: Thursdays from 8am to 3:25pm

Instruction begins promptly at 8am. Students arriving after 8am will cause a distraction to the instruction flow and structure of the classroom. Students are not allowed on campus before 7:45am or after 3:45pm, unless involved in an extracurricular activity or attending our after school programming.

Arrival & Dismissal

At Integrity, pick-up and drop-off is unique to each student as not every student is a full-time/full-program student and many will be part-time/a la carte students with various class times selected. It will be required that each tutor arrive 15 minutes prior to their scheduled class start time for greeting students, prepping the room for class and getting a good start to another great day at Integrity. No early pickups will be allowed after 3pm on a school day.

As drop-offs and pick-ups take place throughout the day, the security team will be responsible for the doors as well as for the students under their care making sure they get into the building safely and back into their parent's vehicle safely. The security team will work together to accomplish this process to serve the families with excellence according to the mission and standards herein.

Integrity's Car Line is committed to safety and streamlining the dropoff and pickup process for each family. All parents must utilize the car line for dropoff and pickup as students **will not be allowed to cross** the car line driveway during dismissal. The car line route is contained in the *Parent Packets* available at Orientation or throughout the year when any new family partners with ISA.

Student Drivers

Student drivers must park only in designated student parking areas on campus. Integrity School of the Arts Administration reserves the right to suspend or revoke driving privileges if a student's driving behavior is determined to be unsafe, careless, or disruptive to the safety of others or the campus environment.

Students are not permitted to leave campus during the school day without express permission from their parent or guardian and approval from ISA Administration. Unauthorized departure from campus is considered a serious safety and security concern and may result in disciplinary action.

Safety, Security & Visitors

Certain measures are taken by ISA to ensure the safety of each child, faculty, and staff. All doors will be locked and closed at 8:05am. Our Legacy Campus has locks on all exterior doors and we have installed cameras monitoring all hallways and common areas. Background checks

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have been performed on all school staff and volunteers prior to each school year beginning as your child's safety is critically important.

Parents and friends are only welcome to visit our ISA campus during special planned events such as Friendsgiving, Family Field Day, etc. On Tuesdays at ISA, we conduct tours of prospective families and walk them around the campus answering questions and allowing them to briefly peak-in on a class in progress. Classes are only able to be briefly viewed, under ISA Admin supervision, during those tour time and not at the desire of the parent. This is for the continued protection and privacy of our staff and students.

Attendance

At Integrity School of the Arts, we understand that we are an enrichment program designed to come alongside the homeschooling family and are not responsible to the State of Florida for the student's academic progress. However, as an enrichment program, we desire to maintain a standard of excellence in the overall development of the student and value classroom attendance. Classroom instruction is extremely important, especially to those enrolled in our high school courses and one can never truly compensate for absence from class. When a student's absences or tardies are considered excessive, a parent/tutor conference with the administration will be called to help both the family and administration to determine if ISA is still the right fit for the family.

Since parents are the responsible party for student academic accountability, make-up labs are not required, if missed, though recommended for conceptual understanding. If the parent desires the student to make-up the lab, they need to connect with the ISA tutor to schedule the lab at the convenience and discretion of the ISA tutor.

Signing Students Out of School

Students can leave school before dismissal in the following circumstances:

- A parent/guardian must come into the school and sign the student out at the school entry area.
- Someone from the student's approved checkout list can sign them out at the school entry area.

Once the student has been signed out, a staff member will locate the student and bring the student to the school entry area. It is not the student's responsibility to communicate to staff that he/she will be leaving early. Student will not be permitted to leave class until he or she has been signed out by his or her parent/guardian. Communication regarding an early pick up does not negate the rule of an in-person signing out. All parents must come in and sign out their child if the child is leaving earlier than his or her scheduled dismissal time. In order to dismiss in an

orderly manner, students leaving early must exit the parking lot at least 15 minutes before dismissal begins.

Inclement Weather

The closing of school due to inclement weather are announced as quickly as possible. Integrity School of the Arts follows the same weather policy as Polk County schools. Should school be canceled due to inclement weather conditions, this announcement will be posted on the school website, Facebook, and a text message will be sent to parents through MySchoolWorx.

In the event that tornado warnings are issued, students will be moved into the center room of the school. Phones may not be answered at this time as staff and faculty see to the safety of all students as their first priority.

Sickness or Injury

In the event that a child becomes ill or is injured at school, the parent will be contacted immediately. If the office is unable to reach the parent or guardian, emergency contact persons listed in the child's file will be contacted. In case of emergency, your child will receive the best medical attention available while every effort is made to contact parents. Designated faculty with proper training shall render first aid as needed.

INFECTIOUS DISEASE

Each case shall be considered on an individual basis. The decision to admit or continue enrollment of an infected child will be based upon the behavior, neurological development, and physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered.

The parents or guardians of an infected child, enrolled at Integrity School of the Arts, are responsible for securing regular medical evaluations that would permit a reliable assessment of any change in the student's condition which might affect the school's decision regarding continued enrollment.

MEDICAL RECORDS

Because we are not an actual registered private school we will not require each student to have up-to-date physical records, an immunization form or immunization exemption form on file in the office.

FLU AND OTHER HIGHLY CONTAGIOUS ILLNESSES

The county health department notifies the school if there are flu cases in the area. Individual classes or the entire school may be closed if a majority of students and/or ISA tutors are absent.

MEDICATION

Prescription Medicines that need to be administered during the school day are the responsibility of the parent or guardian as ISA staff members are not trained to administer prescription medication nor equipped to do so. Parents would go directly to the Cafe area and wait while the student is retrieved from class.

OTC Medications such as Tylenol, Advil, Aleve for ailments (like headaches or menstrual pain) can be administered to the student by Administration with written permission from the parents detailing the dosage allowed. These medications will need to be in the original container with the student's name written on the bottle and kept in the office until needed. If a child needs medication that does not meet these requirements, a parent or guardian must come to the school to administer the necessary medication.

Parent/Tutor Conferences

Parents/Guardians are encouraged to contact a member of the tutoring staff when they have a question or concern about their child's progress. To facilitate conferences, parents are asked to message the ISA tutor through MySchoolWorx in order to set an appointment.

Tutors are required to notify ISA Administration of all parent/tutor conferences in advance of them being scheduled with the parent/family.

Fundraisers

ISA understands that homeschool families are very budget conscious yet knows that some opportunities like field trips and events do cost extra. Therefore, Integrity School of the Arts will only engage in fundraising activities when there is a specific project or planned trip that is above and beyond the regularly scheduled costs. When fundraising in this way, each family can be certain of where the funds are going to and that their efforts will benefit their child directly for that intended purpose.

Chapel

Integrity School of the Arts believes strongly in the gathering of believers in worship, so our plan is to be able to offer a quarterly school wide worship night. Parents, guardians, and grandparents are welcome to attend the quarterly worship service with their child.

Special Programs and Assemblies

Part of our mission at Integrity is to help homeschool families stay home and in order to accomplish that we do not plan to over schedule families' calendars with extra, after school, evening programming. From time to time, we may have special speakers, films, or programs of significant spiritual, academic, or cultural value presented. Parents are invited to attend these programs. Student groups or organizations may request approval for school-time programs or presentations to the student body, if applicable.

At ISA, we believe in community involvement and showcasing our student's talents and abilities as it can encourage excellence in our students and encourage other students and families to partner with the school as well. However, all events and special programs must be communicated and approved by ISA Administration in advance of the event being scheduled or communicated to parents.

Field Trips

As a part of our instructional and community-building program, various classes may desire to take trips to interesting and educational places in the area from time to time. All field trips are pre-approved by the administration for marketing and scheduling purposes with parents being notified in advance to plan and participate. Some trips may require a fee for admission and lunch while others may be a free option for engagement and participation.

Because of the insurance we hold to serve our families and staff with excellence, we are not able to transport any students or host any overnight events. Field trips are parent-led and opted in for, even though ISA Administration and Tutors may attend and organize these trips for the students and their families. Field trips are not a requirement at ISA nor are they exclusive to our families. Any of our fields or community events are open to any family to participate, engage with and enjoy the fellowship with our Integrity families and students.

Lunches

The Lunch Period is not required for all students as some students will attend ISA for academics only or fine arts only. However, many will opt-in for both academics and fine arts which will require them to stay on campus throughout the day, necessitating lunches.

Tuesday Lunches

The Lunch Period will be between 20-25 minutes. Students must bring their own sack-lunch as the Pizza and Snacks Option **will not be** available and know that refrigeration or heating elements **will not be** provided for consistent use.

Thursday Lunches

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The Lunch Period will be between 20-25 minutes. Students can bring their own sack-lunch and know that refrigeration or heating elements **will not be** provided for consistent use. Integrity also offers a Pizza and Snacks Option on **Thursdays Only** for students who chose to not bring their own lunch. Parents can order pizza using a pre-sent Google Form and pay in advance for the pizza via Venmo or CashApp only. Cash can be brought in for any other snack or drinks, other than pizza, and purchased that day to complete their lunch experience.

Study Hall Period

Integrity is excited to provide differentiated options for parents and students to engage with on Thursdays and due to the schedule for all of the classes, we have to maintain a study hall period for any students waiting for their next class to begin.

Ex. Student (A) takes Dance and Music. Dance is from 11:30a-12:25p and Music is from 1:30p-2:25p. This student would need to attend the study hall period from 12:30p-1:25p, as they wait for their next class to begin.

There is a 1 hour maximum per day in the Study Hall Period and every Study Hall Period will be supervised by a ISA Tutor, a Parent Volunteer or someone from ISA Administration. Parents will be required to notify ISA Administration if their student will be placed in a Study Hall Period and will be billed for the Study Hall Period accordingly. Rates can be viewed on the ISA website under *Tuition and Fees*.

Archery Intensives & Competition Team

Integrity is excited to offer Archery, both training intensives and competition team options, to families throughout the area. As an umbrella program of ISA and utilizing the insurance benefits of ISA, archery students will fall under the same requirements as school-attending students at ISA, meaning:

1. All parents/students must sign the parent acknowledgement form online stating they have read the ISA Parent/Student Handbook and will adhere to the standards, policies and procedures found therein while participating in ISA Archery.
2. All parents must either pay their fees for archery in full or if a monthly payment plan is needed, a CC Authorization Contract must be signed.
3. As Archery will take place outside, the above dress code will be modified in this way:
 - a. All girls may wear shorts that are modest in length - finger tip length preferred.
 - b. All students may wear any t-shirt of their choosing without inappropriate content or foul language.
 - c. All students must wear close-toed shoes
4. All parents must sign the ISA Medical Waiver/Media Release document and provide a copy of the parent's drivers license to keep on file.

We want this program to be both fun and comfortable while still holding to the spirit of unity and excellence that ISA aspires to in each of their offerings.

Esports League: Casual-Play & Competitive PRO Teams

Integrity is excited to offer an Esports League, both casual-play and competitive PRO team options, to families throughout the area. As an umbrella program of ISA and utilizing the insurance benefits of ISA, esports league students will fall under the same requirements as school-attending students at ISA, meaning:

1. All parents/students must sign the parent acknowledgement form online stating they have read the ISA Parent/Student Handbook and will adhere to the standards, policies and procedures found therein while participating in ISA Esports.
2. All parents must either pay their fees for esports in full by their first league practice or if a monthly payment plan is needed, a CC Authorization Contract must be signed by their parent.
3. All parents must sign the ISA Medical Waiver/Media Release document and provide a copy of the parent's drivers license to keep on file..

We want this program to be both fun and comfortable while still holding to the spirit of unity and excellence that ISA aspires to in each of their offerings.

Suspension and Expulsion

Integrity School of the Arts partners with families in order to provide a high quality Christ-centered education. Families agree to cooperate with Integrity School of the Arts in its policies, procedures, education and expectations upon enrollment of their student(s) in the school. In the event that students or family members demonstrate a continued failure to abide by standards and policies of Integrity School of the Arts, the school will dissolve the active enrollment and dismiss the student(s). This action of expulsion doesn't remove the obligation of the financial responsibility for the semester. The parent must still fulfill the semester commitment regardless of current enrollment status, whether withdrawn voluntarily or expelled involuntarily.

Suspension is used as a disciplinary action in serious cases and is used at the discretion of the administration. Suspension should be taken seriously as a warning to change behavior immediately so as to avoid expulsion. Students on suspension are expected to complete all assignments in the time frame given. Students who are suspended may not participate in any school activity for the duration of their suspension.

Summer Program

Integrity School of the Arts offers a variety of fine art intensives through the summer months and would love to accelerate your child's fine art abilities and experiences. During these weekly intensives, all of the standards and policies of ISA will be followed as they would be during the school year. Please consult the ISA website for updates and pricing.

Sexual Harassment Policy

It is the position of Integrity School of the Arts that harassment (this term shall be understood to include sexual harassment) is a form of misconduct that is prohibited by the Scriptures. *Matthew 5:28; 2 Corinthians 12:21; Galatians 5:9; Ephesians 4:9; Ephesians 4:19; 5:3; Colossians 3:5; 1 Thessalonians 4:7; 5:22; 1 Peter 2:11*

All staff, tutors, students, volunteers and anyone affiliated with this ministry are to always maintain professional relationships. The standard for all staff and tutors is to never under any circumstances be left alone with a minor child; there must always be another adult present to verify accountability and 3rd party restrictions.

As a result, sexual harassment, sexual misconduct, and sexual abuse violates our Biblical stands, and constitutes immediate disciplinary action which may include termination or expulsion. ISA maintains a zero tolerance policy on all forms of sexual abuse or misconduct from any staff member, tutor, parent or student currently participating in any ISA programs both during and after school hours. The Supreme Court explained in 1986, "Title VII affords employees the right to work in an environment free from discriminatory intimidation, ridicule, and insult." ("Title VII of the Civil Rights Amendment," U.S. Equal Employment Opportunity Commission (EEOC). <http://www.eeoc.gov/laws/statutes/titlevii.cfm>)

What is sexual harassment? Sexual harassment is unwanted and unwelcome behavior from students or staff members that is sexual in nature and causes problems for you at school. The unwelcome behavior may be verbal, visual, or physical. Sexual harassment is against the law and should not be ignored. This includes but not limited to:

- Comments, notes or invitations of a sexual nature
- Derogatory comments or jokes that are sexual
- Touching or gestures that are sexual
- Blocking or cornering in a sexual way
- Pulling clothing or grabbing that is sexual
- Showing sexual interest in someone when the interest is not wanted
- Any expression of sexual interest between adults and students

What should you do if you think you have been sexually harassed? Do not ignore the behavior. You do not have to put up with it. Even though it is hard to do, you should tell your harasser to stop. Report what's going on to any adult staff member with whom you feel comfortable talking. If you wish, you can bring someone to help you make your report. You have the right to speak to someone of your same sex. When you tell the staff member what's going on, they will report it to

the Administration and they will help you fill out ISA's *Incident Report* form. The administration will have a second person present because it is good practice for a reporter to be talking to two people when notifying of a violation and should not have to repeatedly tell the story. There will be an investigation, and a decision will be made upon the facts of the case. The investigation is confidential, and the reporter will not be asked during the investigation to face the person(s) who they believe is harassing them. They do not have to worry about the person or about someone else "getting even" with them for telling; the school staff will do their best to protect them.

*ISA requires background checks on all staff and tutors.

Internet Policy

"Responsibility without boundaries is irresponsible." - Daniel Lauk

INTENT OF INTERNET USE

The use of Integrity School of the Arts's computers, computer network, and internet resources is a key element of the curriculum and instruction. The ISA computer network is intended solely for educational purposes with the expectations that the tutoring staff will incorporate appropriate use of computer network and internet resources into the curriculum and will provide guidance and instruction to students as to their uses. Despite its tremendous educational potential, the internet also presents the potential for security vulnerabilities and user abuse. For safety purposes, ISA employs both an internet filter and firewall. All staff, tutors and students are expected to abide by ISA's internet policy and procedures set forth below. Failure to follow the guidelines listed herein will result in disciplinary action. The school is not responsible for ensuring the accuracy or usability of any information found on external networks. Parent(s)/Guardian(s) will be given the opportunity to determine their child's access to the internet when they first enroll at ISA. ISA will not be responsible for any and all claims arising out of or related to the usage of this interconnected computer system. ISA's computer network is regarded as a limited forum. This means that ISA may restrict speech for valid educational reasons and that uses acceptable on a user's private personal account on another system does not mean that it is acceptable on ISA's limited-purpose network.

ACCESS TO THE INTERNET

ISA offers internet access for staff and student use. This policy sets forth the online acceptable use procedures for all staff and students using school computers and its network. The internet policy applies to all technologies capable of accessing, inputting, or extracting information/data from ISA's computer network, e-mail, and internet. Students, staff and tutors will have access to internet information resources through their classroom, library, or school computer lab. The use of ISA's system and access to the use of the internet is a privilege, not a right. The school reserves the right to limit or remove any user's access to the school's computer system, equipment, e-mail system, and internet access at any time for any reason. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of

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the school's system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; loss of credit and/or reduction of grade; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

EDUCATIONAL PURPOSE OF INTERNET

ISA's computer network has not been established as a public access service and is not an open or limited open forum. The term educational purposes include, but are not limited to, information management, classroom activities, media-center projects, educational research, career development, and curriculum activities using computers and internet resources. ISA's computer network has not been established as a public access service or a public forum; therefore, ISA has the right to place reasonable restrictions on the material accessed or posted through the system into the intranet, e-mail, Websites, and list server. Students and employees are expected to follow the rules set forth in this policy and the law when using ISA's computer network. The network will be monitored by staff to ensure educational utilization. Students and employees may not use ISA's computer network for non-educational commercial purposes. This means that no products or services may be offered, provided, or purchased through the computer network, unless such products or services are for a defined educational purpose and such activity has been preapproved by the appropriate school authority. ISA's computers may not be used for political lobbying; however, they may be used to communicate with elected representatives and to express opinions to them on political issues.

RIGHTS AND RESPONSIBILITIES OF INTERNET USE

1. *Search and Seizure* – Students and employees should not expect privacy in the contents of personal files on the school system. Administrators and faculty may investigate or review files, messages, and other materials on the computer network to maintain system integrity and to ensure that users are acting responsible. ISA may examine all information stored on school technology resources and at any time. ISA may monitor staff and student technology usage. Electronic communications, all data stored on the school's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by a school administrator or designee at any time. Routine maintenance and monitoring of ISA's computer system may lead to discovery that this policy or the following policies or laws have been violated: policy dealing with student conduct and school discipline, policy dealing with student civil and legal rights and responsibilities, policy on staff activities, and/or federal, state, or local laws. An individual search shall be conducted if there is reasonable suspicion that this policy, school policies, and/or the law have been violated. The investigation shall be reasonable and related to the suspected violation. Parent(s)/ Guardian(s) of a student have the right at any time to request to see the contents of a student's email files.

2. *School Employees* – Rights, responsibilities, and duties of school employees as they relate to email and Internet use are governed by ISA. Employees may be disciplined or terminated for violating the school's policies, regulations, and procedures.
3. *Due Process* – The school shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through ISA's computer network. In the event there is a claim that employees or students have violated this policy or other school policy in use of the computer network, they shall be provided with a written notice of the suspected violation and an opportunity to present an explanation as defined in school policy for students and staff. If the violation also involves a violation of other provisions of school policy, it shall be handled in a manner described in administrative and faculty policy manuals that deal with dismissal, including suspension, exclusion, and expulsion. Additional restrictions may be placed on the use of individual Internet accounts, or could result in suspension, expulsion, and/or financial liability.

UNACCEPTABLE USES OF INTERNET

The following uses of ISA's computer network are unacceptable:

1. *Personal Safety* – Students shall not agree to meet with someone contacted or met online without parents approval. Parent(s)/guardian(s) should accompany students to approved meetings. Students shall promptly disclose to their ISA tutor or another school employee any message received that is inappropriate or causes discomfort. Students and employees shall not use the computer network to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's easily traceable. Students using social networking tools and curriculum content management software for a ISA tutor's assignment are required to keep personal information as stated above out of their postings. This paragraph does not prohibit the posting of employee contact information on school web pages or communications between employees and other individuals when such communications are made for education-related purposes. (i.e., communications with parents or other staff members related to students). This does prohibit using the computer network to post personal information about the user or another individual on school-approved social networks, for example, Facebook or other administrative-approved social networks.
2. *Illegal Activities* – Students and employees shall not attempt to gain unauthorized access to ISA's computer network or to any other computer system through ISA's computer network or go beyond authorized access. This included attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing". Students and employees shall not make deliberate attempts to disrupt the computer system or destroy data by spreading

computer viruses or by any other means. These actions are illegal, and criminal prosecution and/or disciplinary action will be pursued. Students and employees shall not use ISA's computer network system to engage in any act that is illegal; that facilitates gambling; or that violates any local, state, or federal statute. Students and staff shall not use the Internet of ISA's computer network to harass or threaten the safety of others, including the posting of derogatory comments on any internet website in relation to the school's faculty or student body. Misuse of the computer equipment or network including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files; inappropriate access of files, directories, internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.

3. *System Security* – Employees are responsible for their individual email accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should staff provide their login identity and/or passwords to another person. Students shall immediately notify a ISA tutor or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password. Students and employees shall avoid the inadvertent spread of computer viruses by following the school's virus protection procedures when downloading software or bringing disks into ISA. Students who gain access to ISA tutor computer files, directory, programs, and websites without permission from a ISA tutor will be disciplined as defined in the student handbook. The school will assign specific staff with security, management, and account responsibilities associated with the school's internet resources and network accounts. Tampering with ISA's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.
4. *Inappropriate Language* – Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Students and employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students and employees shall not post information that could cause damage or a danger of disruption. Students and employees shall not engage in personal attacks, including prejudicial or discriminatory attacks, based on a person's race, gender, religion, national origin, or disability, or engage in any other harassment or discrimination prohibited by school policy or bylaw. Students and employees shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students or staff members are told by a person to stop sending personal messages, they must stop. Students and employees shall not knowingly or recklessly post false or defamatory information about a person or organization.

5. *Respect for Privacy* – Students and employees shall not repost a message that was sent to them privately without permission of the person who sent them the message.
6. *Respecting Resource Limits* – Students and employees shall use the system only for educational and career development activities and for ISA curriculum activities. Students and employees will have access to limited space on their school's computer server. Student ability to download files shall be limited by media center and school policy. Users are responsible for making backup copies of the documents and files that are critical to their use. Students and employees shall not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people. Students shall not deliberately or knowingly delete another student or employee's file. Students and employees shall only use software, including but not limited to, email applications and web browsers that are supplied by ISA. Employees and students shall not install hardware or software on ISA's computer system without express permission of the school administration.
7. *Plagiarism and Copyright Infringements* – Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If a student or employee is unsure whether or not a work can be used, request permission from the copyright owner. Copyright law can be very confusing; ask the administration for guidance as needed.
8. *Inappropriate Access to Material* – Students and employees shall not use ISA's computer network to access material that is profane or obscene, that contains viruses, network hacking programs, or similar programs that advocate illegal acts, or that advocates violence or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately notify their ISA tutor or another school employee. This will protect them against claims that they have intentionally violated this policy. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. ISA fully expects that students shall follow their parent's instructions in this matter. Educators will monitor student use of the internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the internet and web to restrict access to materials harmful to students. ISA will monitor the online activities of employees and students, and operate technology protection measures (filtering/blocking devices or software) on all computers on ISA's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or

disabling of the filtering/blocking device installed by ISA, including attempts to evade or disable, is a violation of the acceptable use policy.

9. *Employee's and Students' Personal Web Presence* – ISA does not discourage the rights of students and employees to take part in school-approved social-networking sites, personal websites, blogs, discussion forums, and wikis away from the school. ISA requires, however, that its employees, students, and other school representatives observe the guidelines listed below and throughout this document when making reference in any form generally or specifically about any person or school-related activity on any internet-related communicative device. In addition, the school reserves the right to access an employee's or student's social networking website, blog, discussion forums, wikis, or any other internet-related communication device in making decisions relative to employment promotions or awards and honors given in the name of the school. Furthermore, employees or students must post on their personal websites a notice that the site may contain copyrighted material that cannot be downloaded without the approval of the copyright owner; they are also to post a notice declaring who is the creator of the web page. A reproachful violation in any way of the following policies and guidelines can result in disciplinary action, including the termination of an employee or expulsion of a student:

- Use of profanity, vulgar, or slang language in any communicative form.
- Intimidation or disparagement upon any person in any way.
- Using website pages or social-networking sites to promote or display conduct prohibited by school policies.
- Posting photos of any person, including himself or herself, associated with ISA in any way while wearing official attire or any other clothing that associates the photos to ISA unless written permission has been granted by ISA in writing.
- Displaying any form of behavior that harasses or bullies a school employee or student.
- Ridiculing in any way a school-related activity or function, including any person associated with such activities or functions.
- Making derogatory or demeaning comments in respect to race, gender, nationality, disability, or physical features, including sexually suggestive comments.
- Making threats or implying a threat to harm an employee, student, or any other person associated with ISA.
- Use ISA's logo or name without written permission from the school.

LIMITATION OF LIABILITY ON INTERNET USE

ISA does not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, email, and internet programs that violate this policy or any applicable law. ISA makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. ISA is not responsible for any damage suffered through the

use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications damage to property used to access school computers or online resources, or financial obligations resulting from the use of school resources.