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**U.S. INTERNATIONAL CHRISTIAN ACADEMY**

is an independent, international autonomous global high school

**STAFF–FACULTY**

**HANDBOOK**

2014-2015

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Revised on January, 2014 USICA Copyright

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[**Principal's Message**](http://miamiseniorhigh.org/apps/news/show_news.jsp?REC_ID=270302&id=0)

Welcome to U.S. International Christian Academy, High School established in 2001 in Miami, Florida.

I invite the students, parents/guardians, alumni, teachers and community members to actively participate in creating a culture of lifelong learners.

I look forward to the challenges and opportunities that will build this high school into an extraordinary school of excellence enhancing the great traditions that have been in place over 12 years.

Together we can achieve greater heights and broaden our horizons.

**General Information**

**History of the School**

U.S. International Christian Academy is an independent, international autonomous global high school institution is registered and listed with Florida Department of Education and meets all requirements as a non-public schools, in accordance with State of Florida Statutes, Sec. 229.808. The School Code is133709.

<http://www.floridaschoolchoice.org>

U.S. International Christian Academy is registered with U.S. Department of Education/Educational Statistics NCES School I.D. No. BB120497

<http://nces.ed.gov>

U.S International Christian Academy is registered with The National Secondary School

List of Educational Testing Services, College Board CEEB High School Code 101777

<http://www.collegeboard.org>

This school was created out of the need to provide students an opportunity to graduate from high school after failed attempts and not being able to complete high school for reasons such as:

a) Not being able to pass the FCAT Test

b) Economic and family needs that caused them to drop out of school, and

c) Joining the work force and having the need to complete school.

This school was founded by educators and pillars of the community whose primary goals in life are to educate and help their community.

U. S. International Christian Academy was opened in 2002 and has been very successful providing young people opportunities to obtain a high school and pursue a college education.

The school offers a well-rounded curriculum based on the high school Florida Sunshine State Standards.

Academic advising and career orientation is offered to all students. U.S. International Christian Academy hires qualified teachers that are available every day online to instruct and assist the students with their assignments. Students learn at their own pace with personalized attention meeting their special needs and learning styles.

See our website: <http://www.usicahs.org/About-USICA.html>

**Mission of the School**

The mission of U.S. International Christian Academy is to provide an educational environment that promotes academic excellence; leadership, critical thinking, analytical skills; and intellectual, spiritual, and physical development in a diverse community of young men and women, presently predominantly high risk students. The school strives to educate and prepare students with a solid academic foundation to prepare them for college, entry-level employment, and adulthood.

**Distance Education**

Our Distance Educational Program is designed and aimed to deliver education to students who are not physically "on site" in a traditional brick-and-mortar classroom setting. It has been described as "a process to create and provide access to learning when the source of information and the learners are separated by time and distance.”  Our distance learning program provides the opportunity these students to achieve their academic goals and experience an educational experience, of equal quality to traditional face-to-face setting, via distance learning.  The Distance Learning option allows study and curriculum for the learner fulfilling student needs outside the classroom.  U.S. International Christian Academy also provides Hybrid Distance Education courses requiring online material and a physical on-site component twice a week to interact with faculty and advisors.  The students learn at their own pace with individual attention to meet every student’s special needs.

We are committed in supporting our students to achieve their academic goals and dreams by providing personalized individual advisement to successfully reach the objective to graduate from high school.  Our Academy promotes integrity, ethics, self-discipline, perseverance, and knowledge preparing them to be well-rounded citizens in a multi-ethnic environment and ready to face the 21st Century.

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

**Philosophy**

U.S. International Christian Academy’s educational philosophy consists on providing an approved curriculum in a faith-based structure. Our focus, goals, and objectives are to educate and give high school students a solid foundation during the important formative years preparing them for young adulthood, higher education, and life. Our team of committed teachers, professional staff, and administrators closely guide, mentor, educate, and support students, individually meeting their unique and specific needs.

**School Seal**

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The school seal depicts the key elements of the mission of U.S. International Christian Academy, spiritual growth, search for truth, and knowledge. The eagle symbols represent our students. The shield represent the knowledge.

**School Color and Mascot**

Our school colors are Blue, red and gold and. Our mascot was selected by the founding class of the school. Our mascot is a tiger.

**Parent and Community**

Parental support is extremely important in a student’s education and achievement. At US International Christian Academy, the parents are an integral part of our high school program. Parents must come visit our facilities to register their son/daughter and be introduced to the school and all the services available to the students.

Parents are welcome to contact the school with any concern or to inquire about their son/daughter progress.

**Advisory Board**

The school has an Advisory Board consisting of members representing administrative staff, faculty, parents and when possible alumni. The board is responsible for providing feedback from the analysis and results of the evaluation and assessment process. The board meets once a year after the week of evaluation and assessment to make its recommendations to the administration.

The school aims to maintain open relations and communication with the parents. The first meeting with the parents during the process of admission, they receive orientation as well as their children. Parents are able to participate in the Advisory Board.

They are also encouraged to inquire about their children’s performance and to ask for parent conferences with the faculty. The school also sends home a newsletter every semester.

The Advisory Board receives the results of the Evaluation and Assessment forms and provides feedback on the recommendations and implementations provided by the faculty and administration. See our website: <http://www.usicahs.org/About-USICA.html>

**School Recognitions**

Our school has already earned numerous awards and congratulations letters as well as an “Proclamation” from Miami Dade County, Florida, honored U.S. International Christian Academy on April 30th, 2002 and other Proclamations from City of South Miami, City of Sweetwater. Visit our website: <http://www.usicahs.org/Recognitions.html>

See Attachment: Proclamations and Congratulations letters

**Protocol for volunteers, Staff and Faculty**

Digital fingerprints completed every five years and each volunteer applicant must have their fingerprints taken digitally.

U.S. International Christian Academy will conduct a State & National Background Check (level 2) through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). If an applicant receives a screening clearance they may work as a volunteer at U.S. International Christian Academy if all criteria are met.

Volunteers must register online or contact Apex Fingerprint.

[www.apexfingerprinting.com](http://www.apexfingerprinting.com)

<http://usicahs.homestead.com/About-USICA.html>

**Statement of Non-Discrimination**

U. S. International Christian Academy does not discriminate in its admission a hiring practices on the basis of race, color, sex, age, religion, sexual orientation, national or ethnic origin or physical disabilities, national or ethnic origin or physical disabilities.

See our website [www.USICAhs.org](http://www.USICAhs.org)

**Admissions Criteria**

Admission to U.S. International Christian Academy is not selective. Admission is based upon the following criteria:

1. Application

2. Previous examination score

3. Current school record and Transcripts

4. Interview

For all admission Policy visit our Website: [www.USICAhs.org/admission](http://www.USICAhs.org/admission)

**Personnel Policies and Practices**

**Professional Ethics**

Professional standards of integrity are expected of all of the members of the faculty, administration and support staff. Integrity is the basis of ethics.

**Staff-Faculty Handbook**

Employees are responsible for reviewing the Staff Handbook periodically in order to make sure that they are aware of the latest changes. The Staff Handbook is available at our website [www.USICAhs.org](http://www.USICAhs.org) under request.

**CHILD PROTECTIVE INVESTIGATIONS**

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

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

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

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

<http://usicahs.homestead.com/About-USICA.html>

**CODE OF BEHAVIOR**

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

We expect all members of our school community -- students, teachers, and parents or guardians -- to set an example which will result in U.S. International Christian Academy being a zone of zero-tolerance for vandalism, violence, racism, illegal substances and harassment. Visit our website: <http://www.usicahs.org/Student-Life-.html>

**Personal Behavior**

Members of the Staff should bear in mind that from their very first day they are representatives of the school and that their personal appearance and actions, and the impressions they make, are important to their advancement and to the continuing development of the reputation of the School.

U.S. International Christian Academyhas not established rigid rules and regulations to govern the behavior of its staff. The employment objective of the School is to employ individuals who meet high standards of character and occupational qualifications. Employees are expected to use good judgment and conduct themselves in a mature and responsible manner at all times.

**Workplace Atmosphere**

USICA is an educational institution dedicated to the professional and intellectual growth of its students. It is necessary that our workplace maintain a professional atmosphere as well as one of warmth and friendliness. All employees are expected to contribute to promoting a congenial and cooperative learning environment.

**GENERAL RULES**

**Property**

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

**Plagiarism**

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

**Smoking**

Smoking in the school or on school office is prohibited by law and will not be tolerated. Smoking inside the building or on school property is not permitted and is subject to suspension, U.S. International Christian Academy does not support smoking for any of its students or staff.

**Substance Abuse**

U.S. International Christian Academy is a Drug Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

All potential employees must pass a drug test.

Possession, use or being under the influence of a controlled substance (i.e. marijuana, cocaine, alcohol) while on campus property is strictly forbidden and is illegal by State and Federal Law.

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

**Weapons**

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

**Bullying/Intimidation – ANTI-BULLYING POLICY**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. physically, emotionally, or mentally harming a student;

2. damaging, extorting or taking a student’s personal property;

3. placing a student in reasonable fear of emotional or mental harm;

4. placing a student in reasonable fear of damage to or loss of personal property; or

5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

I. Definition

a. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student’s act of bullying.

II. Scope

This policy prohibits bullying that occurs either:

a. on school premises before, during, or after school hours;

b. on any bus or vehicle as part of any school activity; or

c. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint

IV. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal’s discretion.

V. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

**Electronic Devices**

Staffand Faculty are not permitted to use electronic devices (MP3 player, pager, cell phone in working hours) in school office and will be confiscated

**Food/Beverages**

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

**Criminal Incidents**

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

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

**Use of Computers and other Electronic Equipment / Intellectual Property Rights**

**COMPUTER USER POLICY STATEMENT**

The Computing Resources of the School are the property of the School. The use of the Computing Resources is a privilege granted by the School to Users. The school requires that all Users act responsibly in using the Computing Resources, and do so in compliance with all local, state, and federal laws, all applicable administrative regulations and policies, all contractual and license agreements, and all policies of the School.

Users are entitled to use the Computing Resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the School, and other activities as may be approved by the School’s administration.

Users are responsible for the appropriate use of the Computing Resources, and for taking reasonable precautions to secure all Computing Resources and Data used by them. Users are responsible for reporting inappropriate use of the Computing Resources and Data, and any suspected or actual breaches of computer security, and are responsible for assisting in resolving such matters. Users are responsible for promptly reporting to the School in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Computing Resources.

Users are responsible for adhering to the School’s policies and practices as described herein, and in other policy manuals of the School, to ensure that the Computing Resources and Data are used in accordance with the School’s policy guidelines, and reasonable measures are taken to prevent loss or damage of Computing Resources and Data.

Users must report all malfunctioning equipment immediately including copiers, computers, printers, network equipment, projectors, etc. to admin@USICAhs.org

For more information on USICA’s Computer User Policy, you may go to the Principal Office or visit: [www.USICAhs.org](http://www.USICAhs.org)

**PROPRIETARY INFORMATION**

All Data is considered confidential. All information produced by employees of the School while executing their duties as employees belongs to the School. All Data is considered property of the School. Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the School, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited. Any Computing Resources used while employed by the School must be returned, along with the User’s password, identification code, and any other appropriate information necessary for the School to continue using the respective Computing Resources and information, uninterrupted.

**COPYRIGHT INFRINGEMENT POLICY**

In compliance with the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft (―Net‖) Act and the Digital Millennium Copyright Act’s provisions relating to educational institutions, U.S. International Christian Academyencourages its students, faculty and staff to educate themselves on the principles of copyright and to respect the rights of copyright owned by others.

Individuals using computers and networks (the ―account holder‖), library, and other academic resources at U.S. International Christian Academy(the ―School‖) are responsible for complying with copyright laws and the School’s policies and procedures regarding the use of copyrighted materials.

Compliance with federal copyright law is expected of all students, faculty and staff at U.S. International Christian Academy. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the university's networks or other computer resources may create liability for the university as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by our institution.

**Teacher Contract**

U.S. International Christian Academy Teacher Contract form and Teacher Job Application is available at Application Section at [www.USICAhs.org](http://www.USICAhs.org)

**U.S. International Christian AcademyEmployee Dress Code**

Professional attire and personal appearance must be maintained in a dignified and business appropriate manner by all employees during working hours and during all occasions while representing USICA.

**DRESS AND GROOMING**

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

**GENERAL GUIDELINES**

The dress and grooming of all employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with the following standards:

**Hygiene and Grooming**

a) Personal cleanliness: Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances should be kept at a minimum.

b) Hair: Hair shall be clean, neatly trimmed and well-groomed.

All beards and moustaches should be trimmed and neat in appearance. Any apparatus that an employee uses to hold back their hair must be clean. No hats, caps or other head coverings shall be worn inside the building.

c) Fingernails: Fingernails should be clean, well manicured and moderate in length, and appropriate for the work site.

d) Jewelry: Jewelry in pierced sites will be visible on the ear only. All other piercings must be covered or removed during work. Other jewelry should be appropriate for the work.

Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy.

**Dress:**

a) Dresses and all outer garments shall fit properly and be of an acceptable length. Slacks must fall between the knee and the ankle, and must be of a dressy or business casual nature.

b) Halters, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.

c) If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.

d) Footwear shall exclude flip flops, open-toed shoes, and slippers.

e) Clothing that reveals undergarments shall not be worn.

f) Hemlines for skirts and dresses should be long enough not to be distracting. Skirt and dress hemlines more than three inches above the knee and shorts are not acceptable.

g) Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.

h) Jeans may be worn on designated casual/dress down days, designated spirit days, and teacher in-service days.

i) All administrative staff are expected to dress in a professional manner.

Male administrative staff or teachers are required to wear shirts and ties. Acceptable alternatives for shirt and tie are a turtle neck with a jacket.

j) Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are required. Acceptable alternatives for shirt and tie are a turtle neck with a jacket.

k) For the allied health faculty, scrub suits may be worn in lieu of shirt and slacks.

l) Undergarments are required, but should not be visible above, below or through clothing.

**EXCEPTIONS TO GUIDELINES**

The following exceptions apply to these guidelines:

a) Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs.

b) To accommodate medical needs, allergies or specific situation.

**"DRESS DOWN" OR CASUAL DRESS DAYS:**

Dress down days has become very popular as a strategy for improving moral and school spirit among employees. Dress down days will apply to professional employees and academic and administrative support employees only.

Fridays are considered a dress down day. Attire for dress down days will be "relaxed casual." Relaxed casual dress may include jeans, Capri pants, the absence of a tie, the substitution of a polo shirt for dress shirt, and tennis shoes.

**Religious, Racial, Gender-Specific or Ethic Attire:**

Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the institution.

Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.

Exceptions: (1) Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.

**Locating Employees**

During working hours, all personnel should make sure that the office knows at all times where they can be reached. When leaving the school, they are expected to notify the proper person of their destination and the probable time of their return. Persons assigned an out-of-town engagement should advise the office promptly of any changes in location, hotel address and probable date of return, so they can be reached quickly in an emergency. Visit our website: <http://www.usicahs.org/News.html> for any alert or emergencies.

**Personal and Credit References**

**Purpose**

Inasmuch as personnel files contain private and confidential information, the school restricts access to these files and to other confidential information about employees. The following procedures specify how inquiries for information regarding current or former employees will be handled.

**Personal References**

Due to the increasingly restrictive Federal laws regarding personal privacy, U.S. International Christian Academywill not provide any information, favorable or unfavorable, regarding quality of job performance unless a request is made in writing by the employee.

**Personal Phone Calls**

U.S. International Christian Academyrealizes the need for employees to be able to receive phone calls of a personal nature. At the same time, our phones must remain uncluttered for business and student contacts. When a personal call reaches the receptionist or any staff, an attempt will be made to reach the employee, especially if an emergency is indicated.

The telephone lines of the School are for official School use only. No employee or visitor will use phones for personal use, except in cases of emergency; in any case, these calls should be limited in order that the school telephone will not be tied up for an unreasonable amount of time. Faculty and Staff members may not place long distance telephone calls for personal purposes and charge them to the School. Cell phones during work hours must only be used in case of an emergency.

Employees are responsible for checking their phone mail and email correspondence frequently throughout the day. Employees are expected to respond to the messages as soon as possible, and preferably the same day the message is left.

**Protection of Personal Property**

The safeguarding of personal effects in the office or while on assignment is the responsibility of the individual. The School carries no insurance on, and can accept no responsibility for, loss of personal effects, including cash.

**Misrepresentation**

The intentional non-submission of any report, form or data, or the submission of any report, form or data with a deliberate intention to mislead—will be cause for immediate termination of employment.

**Accommodations for the Physically Challenged**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The building is accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA). Visit:<http://www.ada.gov/pubs/ada.htm>

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private schools and universities.

U.S. International Christian Academyprovides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the school.

Students who believe they are in need of such accommodations should contact the Office of Student Services. U.S. International Christian Academymaintains strict confidentiality with regards to medical information related to students’ disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the school’s complaint procedures.

If you have any disability or special need, hearing or vision impairment, call contact us for direct access to school representatives who are trained in providing support using accessibility services.

Visit our website: <http://www.usicahs.org/Admissions.html>

**Policy Concerning Visitors on SchoolOffice**

Unless accompanied by a member of the Administrative Staff, no visitors are allowed in the conference rooms, advisement areas. Under no circumstances are students to bring children into the advisement area.

**Relation with other Employees and Students**

It is expected that members of our School conduct themselves with dignity and propriety in their relationships with other employees and students to assure that their professional relationship and the reputation of the School are not impaired. Any employee who does not exercise good taste in relationships with other employees and students, and which, in the judgment of the administration, impairs the operation or reputation of the School, will be subject, after due process, to a dismissal.

Potential employees are expected to disclose, at the time of employment interview, the existence of any familiar relation with any current member of the administration, faculty, or staff.

**Cooperation with Legal Authorities**

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

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

**Grievance Procedures**

It is the practice of the administration of U.S. International Christian Academyto prevents situations that might create a grievance through formal and informal job evaluations and attitude surveys.

In the rare event that a condition prompting a grievance occurs, the following policy should be adhered to:

The purpose of the grievance procedure is to resolve conflicts and thus improve the institution’s environment. For the purpose of this manual, a grievance shall be defined as a complaint, expressed in writing.

The first step in the process is to accurately define the grievance. To accomplish this, the aggrieved party must submit, in writing, a clear, accurate, and concise account of the event or condition that prompted the grievance. This account should include when, where, how, to whom, and why the grievance occurred. The written account must be submitted to the Principal’s Office of the aggrieved party within three (3) working days of the event or condition causing the grievance.

The Principal will gather the facts, develop a written file on the matter and establish a solution within five (5) working days of receipt of the written notice of grievance. It is the intent of the School, by establishing the grievance procedure, to resolve the conflict at the lowest possible level.

Deficiency of Policy, as seen by the employee, is a matter of concern by the institution. All employees may direct their comments to the Principal by using the form established; or by making the proper suggestions in the annual evaluation; or by using any other channel in a clear and orderly manner.

**Technology Requirements**

• Students should have access to a computer or iPad

• Students should have internet access.

 Internet Explorer 7, 8, 9

 Mozilla Firefox 3, 4

 Google Chrome

• The ability to download and save files and documents to a computer

**Privacy Policy**

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

**No Release of Information to Third Parties**

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

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

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

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

http://www2.ed.gov/policy/gen/guid/fpco/index.html

Visit our Website: http://www.usicahs.org/Admissions.html

**Family Educational Rights and Privacy Act (FERPA)**

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

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

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

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

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

 ◦School officials with legitimate educational interest;

◦ Other schools to which a student is transferring;

◦ Specified officials for audit or evaluation purposes;

◦ Appropriate parties in connection with financial aid to a student;

◦ Organizations conducting certain studies for or on behalf of the school;

◦ Accrediting organizations;

◦ To comply with a judicial order or lawfully issued subpoena;

◦ Appropriate officials in cases of health and safety emergencies; and

◦ State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

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

**Parental Rights in case of Separation**

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

**Confidentiality Policy**

We believe that a spirit of openness, trust, and confidentiality are necessary to overcome obstacles to personal growth and development. For this reason, all issues in Counseling are treated with utmost confidentiality. However, two serious situations may occur when this is not the case:

1. When harm may come to the student or any other person as a result of the student’s actions, parents and proper authorities will be notified.

2. In the event of suspected child abuse, counselors, teachers and administrators are responsible for reporting this serious situation to the Dept. of Children and Family Services and local authorities. In either situation, counselors and teachers are mandated by Florida law to report the situation so that proper services may be made available to the student and family.

**Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities.

Additionally, students may not use information technology for the purpose of defaming,

threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals.

Moreover, any unauthorized use of the school’s name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

**Use of Photos**

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

**Internet use**

• The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.

• Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.

• Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

• Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

**Copyright**

• Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

• Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

**Endorsements**

U.S. International Christian Academy is not associated with any others educational institutions, High Schools, Colleges, Vocational Schools or Universities or company. U.S. International Christian Academy does not endorse any product, company or organization.

**CHANGE OF ADDRESS**

Any change of address, email or phone number(s) must be given to the school in writing and send to the following email: admin@USICAhs.org or [www.USICAhs.org](http://www.USICAhs.org)

**School Calendar 2013-2014**

The School Calendar is available at our website:

[**http://www.usicahs.org/Calendar-.html**](http://www.usicahs.org/Calendar-.html)

**Note**

The provisions of this publication are not to be regarded as a contract or an offer to contract. The administrative officers, and their agents, through appropriate action, reserve the right to change any provision at any time.

Admission to, employment and promotion in U.S. International Christian Academy shall be on the basis of merit, and there shall be no discrimination on the basis of ethnic background, gender, religion, national origin, age, or physical handicap.

**Policy of Nondiscrimination**

**U.S. International Christian Academy adheres to a policy of nondiscrimination in employment and educational programs affirmatively to provide equal opportunity for all as required by:**

**The Civil Rights Act of 1964 -** prohibits discrimination basis of race, color, religion, or origin.

**The Civil Rights Act of 1964** as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin and the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA)** as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963** as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978 -** prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

[**www.USICAhs.org**](http://www.USICAhs.org)

**WEBSITE LINKS LIST**

Home Page

<http://www.usicahs.org>

History of the School/Mission/Vision/Program

<http://www.usicahs.org/About-USICA.html>

Admission Process

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

Curriculum/Courses/Syllabus/Academics

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

Applications/Forms

<http://www.usicahs.org/College-Orientation.html>

eLibrary/Resources/Tutorials/Links

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

Students organizations/School Activities

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

Graduation/College Orientation

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

Community Services

<http://www.usicahs.org/Community-Services.html>

School Calendar/School News

<http://www.usicahs.org/Calendar-.html>

School News/Newsbulletin/School Events

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

Recongnitions/Letters/Proclamarions

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

Books/Bookstore

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

Payments/Fundraiser/Donations

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

eStore/School Supplies

<http://www.usicahs.org/e-Store.html>

Bookstore/Text Books/ebooks/Best Seller

[http://usica02.wix.com/usicabookstore#](http://usica02.wix.com/usicabookstore)

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**U.S. INTERNATIONAL CHRISTIAN ACADEMY**

U.S. International Christian Academy is an independent, international autonomous global high school

[**www.USICAhs.org**](http://www.USICAhs.org)

**admin@USICAhs.ORG**

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[**STATEMENT OF FAITH**](http://www.usicahs.org/About-USICA.html#anchor_76)

We believe:

1. The Bible to be the inspired, infallible, authoritative Word of God.

2. There is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.

3. In the deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, and vicarious and atoning death through His shed blood, in His resurrection and ascension to the right hand of the Father, and in His personal return in power and glory.

4. Regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful men.

5. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

6. In the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal damnation.

7. In the spiritual unity of all believers in our Lord Jesus Christ.

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**U.S. INTERNATIONAL CHRISTIAN ACADEMY**

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**admin@USICAhs.ORG**

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*“Everybody can be great because everybody can serve****.”***

**Dr. Martin Luther King, Jr.**