

Indian Rocks Christian School
A Ministry of First Baptist Church of Indian Rocks
MS/HS Student Handbook

Founded: 1984

Accredited by: Association of Christian Schools International and Southern Association of Colleges & Schools Kindergarten-12th Grade

Member: Florida High School Athletic Association, Southern Baptist Association of Christian Schools

Description: Indian Rocks Christian School is a ministry of First Baptist Church of Indian Rocks with grades K2-12th. It is both private and coeducational.

School Colors: Red, white and blue

Team Name: Golden Eagles

School's address: 12685 Ulmerton Road
Largo, FL 33774

School Phones:

Middle/High School: Phone (727) 596-4321
Fax (727) 593-5485

Elementary/Preschool: Phone (727) 596-4342
Fax (727) 593-8778

Superintendent's Office: Phone (727) 593-8706
Fax (727) 593-5485

School Website: www.ircs.org

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Dear IRCS Families,

When I was initially led to become the Pastor at First Baptist Church of Indian Rocks one of the things that excited me most was being a part of a Christian School. IRCS has become one of the leading schools in Pinellas County and I am privileged to be a part of it. Indian Rocks is a place where our children can come to learn about the Lord and receive a quality education. They are met by teachers that care as much about their spiritual development as their educational development.

Each year the things that Indian Rocks has to offer continues to grow. I was able to attend quite a few sporting events last year and was so impressed by not only our students' athletic abilities, but by the Christian character they show in every situation.

As we begin this school year I urge you to pray for our administration, our teachers and our office staff that God will be in the middle of everything we do. I believe God has great things in store for Indian Rocks and I am glad that we are here together to be a part of His plan.

Sincerely,

A handwritten signature in cursive script that reads "P. Jeff Parish".

Jeff Parish
Senior Pastor
First Baptist Church of Indian Rocks

MISSION STATEMENT

Our mission is to lead every student to a saving knowledge of Jesus Christ while providing the highest quality Christian education in an environment of genuine love and concern for each student and parent.

PURPOSE

The purpose of our school is to educate and train the whole student—physically, emotionally, intellectually, and spiritually. We share your commitment to provide your children with the best possible education, one that offers superior academic training and proper spiritual emphasis.

The foundation of all truth is God and His revelation of Himself through nature (Psalms 19:1), through His Son and our Savior, Jesus Christ (John 12:49), and through the Bible, God’s written revelation of Himself, (II Peter 1:19-21). Consequently, for a person to be rightly related to His environment, to other men, to himself, and to God, he must have a personal commitment to God’s Word.

Part of the goal of education is self-discipline. The principles of the Bible form the best foundation for self-discipline and life decisions. For a child to develop fully the unique talents and personality that God has given him, he must also have the wisdom and knowledge that all talents and skills are God-given and are to be used to serve the Lord. The Bible is integrated into the total educational program to enable the student to develop sound values that will govern every step in life.

We believe that teaching children to be responsive and positive in their attitudes toward educational authority reinforces their positive response to God’s authority in their lives as adults. In addition, just as it is a key in home training for a mother and father to be mutually supportive, it is very essential in classroom education that the home and school be mutually supportive.

EDUCATIONAL PHILOSOPHY

Indian Rocks Christian School adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify, or know God apart from being recreated in God’s image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek a restoration of the pupil to a position of true knowledge, righteousness and holiness in Christ by relating the whole person to God spiritually, mentally, socially and physically. All truth is God’s truth and must be integrated into every area of school life. Such education is primarily the parents’ responsibility, and the school functions as an extension of the home to aid the parents in providing this education.

STUDENT PERFORMANCE STANDARDS:

SACS Student Outcomes-

The School Improvement Team of Indian Rocks Christian School – High School Division, in conjunction with school staff, administration, School Team members [our School Board], school parents and community worked together to develop a three pronged criteria of the ideal IRCS graduate.

As reflected in our mission statement, our core beliefs, and the larger mission of our parent church within our community, we visualize our ideal student graduate in three areas: mind, body, and spirit. Utilizing the results of the NSSE (National Study of School Evaluation) Teacher, Student, and Parent Opinion Inventories, the ACSI Goals for Student Outcomes, and the Florida Sunshine State Standards, the School Improvement Team participated in a brain-storming session to develop three target areas reflective of the three parts of the ideal student graduate. After much discussion, and input from the other groups, the three target areas were determined to be as follows: Aca-

ademic Skills, Biblical Character Development, and Civic Responsibilities.

This three-part model was then expanded to twenty-five measurable student outcomes that epitomize our goals of student development and success. The model was incorporated into the Indian Rocks Graduate Model. It was distributed to the entire faculty and staff, the School Team, and a representative group of parents and community members for evaluation. Through discussion and feedback of the various groups the model was finalized. It was determined that the areas of measurement include, but not be limited to: standardized test scores, semester grades, participation numbers, extra-curricular involvement, survey results, curriculum improvement and expansion, and alumni statistics.

Desired Results of Student Learning and Indicators of the Ideal IRCS Graduates:

Academic Skills

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Appreciate literature, the arts, and understand how they express and shape their beliefs and values.
5. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
6. Are committed to lifelong learning.
7. Have the skills to question, to solve problems, and to make wise decisions.
8. Can articulate and defend their Christian worldview while having a basic understanding of opposing world-views.
9. Value intellectual inquiry and are engaged in the marketplace of ideas— open/honest exchange of ideas.
10. Are exposed to a wide array of career choices.

Biblical Character Development

11. Understand and commit to a personal relationship with Jesus Christ, and apply God's Word in daily life.
12. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
13. Understand the worth of all humanity as created in the image of God.
14. Possess apologetic skills to defend their faith.
15. Understand how to be empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
16. Have the knowledge to treat their bodies as temples of the Holy Spirit.
17. Are prepared to practice the Christian principles of healthy, moral family living.
18. Are prepared to be good stewards of their finances, time (including discretionary time), and all other resources.
19. Recognize and utilize God given talents and gifts as demonstrated in the areas of leadership and service.

Civic Responsibility

20. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for all people groups.
21. Are actively involved in a church community, serving God and others.
22. Understand, value, and engage in appropriate social (community) and civic (political) activities.
23. Have the ability to embrace and practice justice, mercy, and conflict resolution in family and society.
24. Understand the need to respect the people with whom they work, play, and live; and relate appropriately with integrity to them.
25. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.

ACADEMIC STANDARDS:

General:

1. To promote intellectual development by helping each pupil gain a comprehensive command and application of the fundamental processes of communication at his ability level.
2. To teach the student to use the scientific method in research as a means of problem solving.

3. To provide educational opportunities for day trips, extended trips, project work, seminars, artistic and athletic experiences.
4. To enable students to use mathematics skills and knowledge in daily living.
5. To help students gain knowledge and use skills related to healthy physical and social development.

SPECIFIC CURRICULUM AREAS:

Mathematics:

The student will:

1. Effectively use a variety of strategies in the problem-solving process.
2. Understand and apply the basic and advanced properties of the concept of numbers.
3. Use basic and advanced procedures while performing the process of computation.
4. Understand and apply basic and advanced properties of the following concepts: measurement, geometry, statistics, data analysis and distributions, advanced properties of functions and algebra.
5. Understand the general nature and uses of mathematics.

Science:

The student will:

1. Understand the basic features and processes of the earth.
2. Understand the essential ideas about the composition and structure of the universe.
3. Define the diversity and unity that characterize life.
4. Understand the genetic basis for the transfer of biological characteristics and the general structure and functions of cells in organisms.
5. Understand basic concepts about the structure and properties of matter.
6. Understand motion and the principles that explain it.
7. Know the kinds of forces that exist between objects and within atoms.
8. Understand energy types, sources, and conversions.
9. Understand the nature of scientific knowledge and inquiry.
10. Understand the interactions of science, technology, and society.
11. Understand creationism and God's purposeful design for the universe.

Social Studies:

The student will:

1. Understand and know how to analyze chronological relationships and patterns.
2. Understand the historical perspective.
3. Understand the characteristics and uses of maps, globes, and other geographical tools.
4. Know the location and places, geographic features, and patterns of the environment.
5. Understand the patterns of human settlement and their causes.
6. Understand how physical systems affect human systems.
7. Understand how geography is used to interpret the past.
8. Understand global development and environmental issues.
9. Understand the central ideas of American constitutional government and how this form of government has shaped the character of American society.
10. Understand the role of diversity in American life and the importance of shared values, political beliefs, and civil beliefs in an increasingly diverse American society.
11. Understand issues concerning the disparities between ideals and reality in American political and social life.
12. Understand the concept of prices and the interaction of supply and demand in a market economy.
13. Understand the role government plays in the United States economy.
14. Understand basic concepts about international economics.

Language Arts:

The student will:

1. Demonstrate competence in the general skills and strategies of the writing process.
2. Write with a command of the grammatical and mechanical conventions of composition.
3. Effectively gather and use information for research purposes.
4. Demonstrate competence in the general skills and strategies of the reading process.
5. Demonstrate competence in speaking and listening as tools for learning.

6. Demonstrate an understanding of the nature and function of the English language.
7. Demonstrate a familiarity with selected literary works of enduring quality.
8. Demonstrate competence in using different information sources, including those of a technical nature, to accomplish specific tasks.

Foreign Language:

The student will:

1. Recognize that different languages use different patterns to communicate and apply this knowledge to the native language.
2. Use the target language to engage in conversations, express feelings and emotions, and exchange opinions and information.
3. Comprehend and interpret written and spoken language on diverse topics.
4. Demonstrate knowledge and understanding of traditional ideas and perspectives of the target culture.

Physical Education & Health

The student will:

1. Use a variety of basic and advanced movement forms.
2. Use movement concepts and principles in the development of motor skills.
3. Understand the benefits and costs associated with participation in physical activity.
4. Understand how to monitor and maintain a health-enhancing level of physical fitness.
5. Understand the social and personal responsibility associated with participation in physical activity.
6. Understand essential concepts about nutrition and diet.
7. Know how to maintain and promote personal health.

SOCIAL STANDARDS:

1. To impart within our pupils a respect for individual differences based on a proper understanding and acceptance of themselves and others as God made them through example and program.
2. To teach good citizenship in our student population by developing an appreciation of our Christian and American heritage of freedom and human dignity through biblical principles, service and knowledge.
3. To develop social and occupational endeavors which will enable students to choose future plans wisely.
4. To provide a wide range of exploratory and socializing experiences through community service, leadership development and extracurricular activities.
5. To help students recognize and appreciate the multicultural heritage of American society through the promotion of positive interpersonal skills based on love and acceptance.

SPIRITUAL STANDARDS:

1. To teach a biblical sense of right and wrong, fostering self-discipline in the student based on a reverence for God and a respect for authority.
2. To help students develop a positive self-concept by teaching students consistent daily Christian living and service.
3. To impart a biblical attitude toward material things.
4. To encourage the physical, mental, emotional and social maturation of the student through promoting fitness, maintenance, and the skillful use of the body as the temple of God.
5. To prepare students for wholesome and Christian use of leisure time by teaching stewardship of time and talent.
6. To develop an appreciation for and biblical view of the fine arts through curriculum study and personal involvement.
7. To develop creative and critical thinking skills, logical analysis, fundamental reading, writing, and computation skills using biblical principles.
8. To foster the development of God-honoring, patriotic, and contributing citizens.

SCHOOL GOVERNANCE

Indian Rocks Christian School is a ministry of the First Baptist Church of Indian Rocks. The Pastor is the primary overseer of the school ministry, directs the School Team and provides direct supervision of the Superintendent through the School Team.

The School Team is selected by recommendation from the school and church at large through the Church Nominating Committee. The School Team serves under the direction of the Pastor, and consists of eleven members. The Superintendent is a non-voting member. The School Team is responsible for identifying the purposes and scope of the school and provides the foundation and direction for the administration, faculty, and staff to accomplish established goals and objectives. The School Team meets monthly to evaluate staffing, finances, long-range planning, and the ongoing operations of the school.

The Superintendent is charged to be responsible for the operation of the school according to established policies and philosophy. He serves under direct supervision of the Pastor.

SCHOOL TEAM

For an updated list of names of the Indian Rocks Christian School Team, please call the Superintendent's office at 727-593-8706. A list will be emailed or faxed directly to you.

Church Representatives:

Jeff Parish-Senior Pastor, Don Mayes-Superintendent,
John Little-Human Resources Manager, Kelly Jones-Finance Manager

MS/HS ADMINISTRATIVE TEAM

Jeff Parish	Senior Pastor
Don Mayes	Superintendent
Perry Banse	Middle/High School Principal
Phil Farver	Director of Athletics
Dee Bates	Director of Guidance
Gary McKinney	School Pastor/Dean of Students

Other IRCS Administrators

Tim Rhine	Elementary Principal/Advancement Director
Nancy Prather	Pre-School Principal/Curriculum Coordinator
Kira Wilson	Veritas Principal

OUR STATEMENT OF BELIEFS

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe in the literal six-day creation account recorded in the book of Genesis.
3. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
4. We believe in the Deity of our Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
5. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. We believe in the Holy Spirit who is the third Person of the Trinity, and the Divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness, and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ at the moment of salvation; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him. The evidence of the indwelling of the Holy Spirit is the fruit of the Spirit and a life of obedience. The “sign gifts” (speaking in tongues, interpretation of tongues and healing), although valid at Pentecost and during the early apostolic period, are no longer in existence today.
7. We believe in the resurrection of both the saved and the lost, the saved unto the resurrection of life and the lost unto the resurrection of damnation.

School Bible Verse

Isaiah 40:31 (NIV)

“But those who hope in the LORD
will renew their strength.
They will soar on wings like eagles;
They will run and not grow weary,
They will walk and not be faint.”



WELCOME

Dear Parents,

Thank you for the trust you have shown in us in enrolling your child at IRCS. We take seriously the responsibility of providing a safe and stimulating environment for all of our students. Through the course of the year, I pray that we can work together to ensure that spiritual maturity and academic growth are maximized. To achieve these goals, it will take all of us talking together and working together. I encourage you to participate in activities and associations that involve your input and visibility. I sincerely believe that the advancement of all of our students is worth the time that we invest.

I would also like to thank in advance all of the supporters of our school. It is your encouragement, financial gifts, practical wisdom, and caring touches that allow us to stay in the fight. I thank God for the opportunity to serve in such a noble profession. I am honored to be associated with the pastors, faculty, staff and students at our church and school. I covet your prayers that we may move forward as God goes before us.

God Bless you

A handwritten signature in cursive script that reads "Don R. Mayes".

Don Mayes,
Superintendent



Dear Students and Parents:

Thank you for choosing Indian Rocks Christian School as your school. We are pleased to be a tool that you can use in the education process. Here you will find Christian teachers and administrators that love the Lord and the child. They are committed to giving students the best Christian education possible.

Our handbook is meant to be a learning guide to help make the education experience at Indian Rocks Christian more enjoyable. It outlines many important issues to the life of a student. Schools must have rules and guidelines to ensure an orderly and positive environment. Our hope is that you will read through this handbook so that we can all be “on the same page” as we work our way through the school year.

We want the best for all of our students, and that can best be achieved through a spirit of cooperation between school and home. Please join us as active participants in the education process. Find ways to get involved! Help us to make Indian Rocks Christian School the best school in Pinellas County.

Again, thank you for making IRCS your school of choice. We look forward to a great school year together.

In His Joy,

Perry R Banse

Perry R. Banse,
MS/HS Principal

Important Policies to Know

Note: All changes to this handbook are in italics.

- ▶ **Participation in Extracurricular Activities**-Because academics are more important than participation in sports, music or drama, “every student must attend school the entire day to participate in extracurricular activities that day”. This means that if a student is not feeling well and comes to school late, that student can’t participate in a sport or other extracurricular activity that day. If a group is leaving for a game or competition during the school day, a student that has stayed home that morning cannot show up and go with the group or team.
- ▶ **Cell Phone Usage Policy -Cell Phones – from page 25**
 - 1) Cell phones and other communication devices (beepers, text messaging, etc.) are not permitted to be seen or used by students in any way (including text messaging, games, camera, etc.) during the school day from 8:00-2:34. This policy also applies to after school detentions and Saturday Schools. They are not to be visible, turned on, or used in any way during the school day.
 - 2) If this policy is violated, the cell phone will be confiscated for one week (7 calendar days). If a student or parent does not want a phone confiscated for a week the student will be assigned a 4 hour Saturday School with the \$25 supervision fee.
 - 3) If a cell phone is being used it will be confiscated regardless of the owner.
 - 4) Due to that fact that most cell phones have cameras, and the need to respect the privacy and modesty of others, cell phones are not allowed to be used in the locker room or bathroom areas at any time before, during, or after school. Students that want to call or receive a call before or after school, must step out of the locker room / bathroom area to use their phone.
 - 5) Students that have early dismissal for work release or dual credit may not use their phones until they have signed out in Student Services. Students who violate this will be subject to their phone being confiscated as mentioned above in item #1.
 - 6) Cell phones with inappropriate pictures or music will be confiscated and appropriate discipline will be administered.
- ▶ **Pre-arranged Absences** -A pre-arranged absence gives the school advance notice that the student will be absent. A pre-arranged absence form can be picked up in the Student Services Office. This form must be filled out and returned to the Dean of Students as soon as possible. **A minimum of three (3) days’ notice is required in order for the prearranged absence to be approved.** The Student must arrange with his teachers for all assignments to be missed during such absence, all make-up work to be completed within as many days as the student was absent. Work assigned before the absence will be due upon returning to school.
- ▶ **Tardies** - The only acceptable reason for being tardy is “illness as verified by a doctor’s or dentist’s note.”
- ▶ **Penalty for Missing a Detention or Saturday School** - “Any missed detention will be treated as a skipped class and receive a minimum of three discipline points.” The penalty for missing a Saturday School is five (5) discipline points and a one day In School Suspension. All referrals must be signed by a parent or acknowledged by email reply.
- ▶ **Cheating** - Our Handbook definition of cheating is very clear. All work is to be done by the student, from “daily homework to major research papers.” “Both the student providing the information and the student receiving the information will receive penalties.”
- ▶ **Exam Exemption Policy** – Students have the privilege of not having to take a final and/or semester exam if the following criteria are met:
 - ◆ They have no more than 7 absences in the semester.
 - ◆ They have not received an Out of School Suspension in that semester.
 - ◆ They have at least a 90% in the class (85% for seniors).
 - ◆ They submit the required forms by the deadline.
 - ◆ They fulfill all disciplinary requirements including returning all Discipline Notices with a parent signature or acknowledge by email reply; completing all assigned Bible studies and attending any assigned detentions,

Saturday Schools and /or suspensions.

- ◆ Two areas that are frequently questioned are the absences and the deadline. The absences reflect the time put into the class. That is why they may not have more than 7 absences of any kind. Life is full of deadlines. Paperwork must be turn in by the appointed time or it will not be accepted.

- ▶ **Attendance** - will be taken during each class period. If a student is absent from any class twelve (12) times per semester, his final semester average will be lowered one (1) point for each class session missed after the twelfth day. Any class missed counts as an absence which is accumulated over the semester, including excused, unexcused and pre-arranged absences. This includes: doctor, dentist, illnesses, conferences, retreats and absences requested by a parent with prior notification to the administration. If a student misses a class for any reason, this counts as an absence (juniors and seniors are allowed college visitation days that count as field trips, see above).

A student who has accumulated more than twelve (12) absences per semester due to prolonged illness or other similar long-term reasons, may appeal to the administration, in writing, within one (1) week of the prolonged absence.

SECTION I – ADMISSIONS

Indian Rocks Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs and other school-administered programs. All parents/guardians must sign and abide by the Statement of Cooperation & Medical Treatment form (signed during enrollment), the Internet/Computer Use Policy and the handbook Affirmation of Reading and Commitment page (both are a cut out page at the end of this handbook).

A. Admission Policies & Procedures

Indian Rocks Christian School seeks to admit students whose parents desire a quality Christian education for their child. The curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must furnish a recent report card and achievement test scores. IRCS encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities. IRCS does not provide enrollment to students whose educational, social, and physical needs can not be met by our existing programs, services, or staff. Students must have verification of an average total stanine score of five with a score of four or better in each major academic area on prior year achievement tests. **All new students are considered on probation (disciplinary, academic, social) for the first quarter.** Before making application, please review your child's academic records in light of the above criteria.

For those students transferring in during the school year, an investigation is conducted to include, but not limited to the reasons for transferring; performance and conduct while at the previous school, along with achievement test scores and progress reports. Students removed (expelled, suspended, etc.) from another school are not accepted within a year of expulsion. If you need clarification, please contact the Principal's Office. Students are not fully enrolled in IRCS until all paperwork is signed and returned to the office.

B. Enrollment Process

The enrollment process consists of completing the paperwork listed below, and a personal interview with the appropriate principal.

The following information must be in a student's file for the applicant to be scheduled to interview with the principal:

- ◆ A completed application and paid registration fee
- ◆ Copies of recent report cards and achievement tests
- ◆ Copy of Birth Certificate
- ◆ Florida Immunization Form (original blue form)
- ◆ Florida physical exam form #3040 (dated within one year of registration date)
- ◆ Social Security number of student

When the application packet is complete an interview will be scheduled with the principal, the parents and the

student.

Selection Process

Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview:

- ◆ Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
- ◆ Students must be open to hearing the gospel of Christ.
- ◆ Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.
- ◆ The student and family must be willing to work in close partnership with Indian Rocks Christian School as evidenced by signing the appropriate form in the Parent/Student Handbook, and the Statement of Cooperation form (application).
- ◆ Each student should be of highest moral character and be obedient to all biblical principles including, but not limited to, prohibitions against fornication, drug use, alcohol use, pornography and homosexuality.
- ◆ IRCS does not accept students within a year of expulsion from another school.
- ◆ IRCS does not accept students who are coming directly out of a drug treatment program.

After the interview the decision on admission will be made as soon as possible. Parents affirm their decision to enroll the student in the school by submitting a signed Financial Agreement.

Priority of acceptance is determined by the following criteria:

- ◆ Pupils currently enrolled and continuing at Indian Rocks Christian School. This protected enrollment expires at the end of the annually announced re-enrollment period for present students. Currently enrolled students have a limited time to re-enroll on a priority basis. Acceptance for re-enrollment is contingent on the level of academic and citizenship performance attained during the previous enrollment period, and the meeting of all financial obligations.
- ◆ Children of staff members of IRCS and FBCIR.
- ◆ Children of members of First Baptist Church of Indian Rocks.
- ◆ Siblings in families who already have one or more children in the school.
- ◆ All other applications will be held in a “waiting pool” for review.

C. Re-Enrollment

Enrollment begins the third week in January. A packet of information will be sent home to each current family detailing the re-enrollment process.

D. TRANSFER OF PROGRAMS POLICY (Between the Indian Rocks Christian School and Indian Rocks Veritas University Model Programs)

While transferring a student in the middle of the school year is not encouraged, we understand that there may be some unusual situations that make it necessary. If a student does transfer between each school, the following requirements apply and must be fulfilled prior to transfer:

- All tuition payments must be current at the former school.
- All additional fees must be paid in full at the former school.
- Transfer fee of \$200 per student will be due to the former school.
- Registration fees to the new school will be waived.
- Pro-rata balance of the tuition at the former school will be waived. If the tuition was paid in full at the beginning of the school year, a pro-rata refund of the tuition will be given minus the discount for payment in full.
- Pro-rata balance of tuition to the new school will be billed and payable in accordance with that school’s financial policies.

Indian Rocks Veritas Athletic Participants

Full time Veritas students (see HIGH SCHOOL/FULL TIME STATUS) regardless of home school status may participate in extracurricular activities for \$50 per activity. Part time students pay additional enrollment fees to IRCS to participate in sports and music programs as a home school student.

Participation In IRCS Sports And Extra-Curricular Activities

Students wanting to participate in IRCS competitive sports, music, art or other classes must fall under one of the categories:

1. Be registered with the county as a homeschooler, be taking a minimum of three (3) classes at Veritas, and pay the IRCS home school fee for each sport, activity or class.
2. Be registered with Veritas as a private full-time student and pay the Veritas-IRCS partnership fee for each sport, activity or class.

SECTION II – HEALTH & SAFETY

School personnel work diligently to maintain a safe and healthful environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. Safety rules for students are posted in the classroom. These rules are discussed with students for the health and safety of all concerned. Students are required to report any unsafe conditions or talk of potentially hazardous conditions to the teacher, counselor or administrator.

***Surveillance cameras** have been installed in all buildings on the church property to assist in monitoring unauthorized entering of buildings and/or rooms and to monitor hallways for safety and security of lockers. These surveillance cameras will record all acts of vandalism in the buildings.

A. Required Immunizations

Every child must be current in his immunizations to attend Indian Rocks Christian School. Immunizations are required by Florida law. The record of these immunizations must appear on the blue form (DH 680) from the Florida Department of Health. Students entering or transferring into the 7– 11th grades are required to have a Hepatitis B (series of three doses), a second dose of measles (MMR preferred), and a tetanus-diphtheria (td) booster before they are allowed to begin school.

B. Physical Examination

Every child entering school in the State of Florida must submit proof of a medical examination performed by a Florida physician. This information must be submitted to the school on the gold form (DH 3040) from the Florida Department of Health. This may be obtained from the school that the student is currently attending.

C. Birth Certificate

A copy of the child's birth certificate must be submitted to the school office prior to acceptance.

D. Sickness

In the interest of every child's well being, parents are requested to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea you must keep your child home. If your child develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible. If we can not reach anyone listed on the student's application, we will, if necessary, obtain medical attention from a doctor of our choice.

E. Medication

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers or backpacks. Designated school staff must administer all medications. All drugs must be in the original Pharmacy or Manufacturer's labeled container and the doctor's instructions must be included. A signed/notarized consent form is to be on file for those students.

F. Allergies

FBCIR/IRCS is not a peanut free or tree-nut free environment. It is our policy to establish measures to ensure a safe environment for students with different allergies, based on individual needs. However, IRCS is not considered an allergy free environment.

G. Communicable Diseases

IRCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal on to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease, shall immediately notify a member of the administrative team. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC) Amoebas, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Cancroids, Conjunctivitis, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fever, (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Shellfish poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibria Infections Conjunctivitis and Yellow Fever.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Indian Rocks Christian School may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. IRCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

H. Clinic

The school does not employ a trained nurse. Therefore, it is impossible to care for students in a clinic. Students who become ill at school will be permitted to report to the school office where there is a clinic area. The purpose of the clinic is to provide a place for students to rest until a parent or other specified adult can pick them up. Sick students cannot be cared for at school. Students will be permitted to report to the clinic only if they have an appropriate written referral form from a teacher. When volunteers are available to maintain the clinic, a volunteer will take the student’s temperature and record it on an individual student record card. If the student is judged to be ill, parents will be called. All students who leave school for any reason must sign out on the sign in/sign out book in the office.

I. Emergency Phone Number of Parents Required

We request that at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number, cell phone or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

J. Medical Release Form Required

The School must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. A school official will only use this form when a parent or guardian cannot be contacted.

K. Student Accident Insurance

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. Parents are advised to carry adequate health insurance protection. Indian Rocks Christian Schools provide supplemental accident insurance for students. This insurance is designed to supplement the family’s individual or group insurance coverage, but does not eliminate the need for such coverage (and may not cover the entire amount). The school also carries liability insurance. IRCS does not recommend specific doctors. Parents should seek a doctor on their own individual health plan.

L. Healthcare Appointments

Whenever possible, all-medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

M. Emergency Notification Procedures (School Closing, Early Dismissal).

The safety of the students, faculty and staff here at Indian Rocks Christian School is one of our top priorities. For that reason, we have adopted the Parent Alert notification service. This service will allow us to send a message to ALL of our students' parents at multiple contact numbers within minutes after an emergency or incident has occurred at the school.

Messages that you receive may be used to alert parents and other emergency contacts of a situation occurring at the school. They may also be used to give emergency instructions to parents on what they need to do to respond. We may also use Parent Alert to send important non-emergency messages out to parents, such as early closings due to weather conditions.

The successful delivery of messages is dependent upon accurate contact information for each student, so please make certain that we have your most current contact information. If this information changes during the year, please let us know immediately.

Parent Alert Important Information:

More information to come about Parent Alert procedures. Procedure information was not available at the time of printing each student handbook.

The successful delivery of messages is dependent upon accurate contact information for each student so please make certain that we have the most up-to-date contact information at all times. If this information changes during the year please let us know immediately. All families will be asked to complete a Current Contact Information Form each year during re-enrollment or enrollment.

Additional Official Sources of Information Regarding School Closings:

- ◆ WTBN AM 570 and AM 910 is the official radio station for IRCS information.
- ◆ www.ircs.org is the official school website.
- ◆ Recorded messages concerning closings and re-openings will be posted on the school's main phone lines: 727-596-4321 and 727-596-4342.

PLEASE NOTE: IRCS does not follow the Pinellas County School system for emergency school closure. Pinellas County Schools assessment of conditions will be heavily considered, however a large school district has concerns and logistical problems that do not necessarily apply to a single campus.

Please do not rely on only one of the above systems. Many things can be affected in a disaster, so use multiple options for the best results. If there is an unsafe situation in your particular neighborhood or on the streets you travel, then it is your responsibility to make the best decision for your family.

N. Emergency Drills

Fire, tornado and other emergency drills will be conducted throughout the school year in accordance with city, county and state regulations.

Fire Drill: Evacuation maps are located in every classroom. Students should move as quickly as possible without running and remain quiet and under control. Teachers will take their roll books with them and immediately check the roll when their class has arrived at their fire drill stations outside. Please do not panic. An orderly evacuation will keep the risk of injury to a minimum.

Tornado Drill: Do not leave the room. No talking is permitted. Students should sit on the floor along a designated wall with their head in their laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly and quiet manner.

Security Drill: Security Drills will be run periodically by the administration.

O. First Aid

Designated faculty with proper training shall render first aid treatment. Emergency medical treatment will be sought for students whose medical needs warrant such action.

P. Head Lice Policy

All students will be checked randomly for head lice. If lice or nits are found, the students will be isolated, and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication

and nit free before they will be allowed to return to the classroom. Parents are encouraged to always give notice to the School in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

Q. Animals in the Classrooms/On Campus

IRCS policy does not permit live animals in classrooms. **Administrative approval is required to have live animals visit on campus. Church policy dictates that animals are not allowed anywhere on campus.**

SECTION III –OFFICE PROCEDURES

A. Attendance Policy

Regular attendance is required by Florida Law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification of special events. All minimum days and activity days are considered compulsory attendance days. Attendance at school becomes a permanent part of the student's record.

Every student must attend school the entire day to participate in after school extracurricular activities that day. Exceptions will be made for medical appointments and/or a death in the family.

We believe that regular attendance in class is essential to the success of a student's school experience. One can seldom ever make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge the gap in classroom experience.

B. Absences

1. Reporting Back to School After an Absence

There is no separate accounting of excused or unexcused absences for purposes of determining whether student has reached threshold numbers 7 (seven) a semester for exam exemption; 12 (twelve) a semester for grade reduction). Any class missed counts as an absence which is accumulated over the semester. This includes: Doctor, dentist, illnesses, conferences and retreats, and absences requested by a parent with prior notification to the administration. If a student misses a class, for any reason, this counts as an absence. Students will be considered absent from any class to which they are more than 15 minutes late.

A pre-arranged absence gives the school advance notice that the student will be absent. A pre-arranged absence form can be picked up in the Student Services Office. This form must be filled out and returned to the Dean of Students as soon as possible. **A minimum of three (3) days' notice is required in order for the prearranged absence to be approved.** The Student must arrange with his teachers for all assignments to be missed during such absence, all make-up work to be completed within as many days as the student was absent. Work assigned before the absence will be due upon returning to school.

2. Excessive Absences

Attendance will be taken during each class period. If a student is absent from any class twelve (12) times per semester, his final semester average will be lowered one (1) point for each class session missed after the twelfth day. Middle school students will lose one (1) point off their final grade for every day absent over the 24 days at the end of the year. Any class missed counts as an absence which is accumulated over the semester, including excused, unexcused and pre-arranged absences. This includes: doctor, dentist, illnesses, conferences, retreats, and absences requested by a parent with prior notification to the administration. If a student misses a class for any reason, this counts as an absence (juniors and seniors are allowed college visitation days that count as field trips, see #4 below).

A student who has accumulated more than twelve (12) absences per semester due to prolonged illness or other similar long-term reasons, may appeal to the administration, in writing, within one (1) week of the prolonged absence.

3. Make-up Work Following an Absence

- a. A student who has an absence shall, by the end of the day of the student's return to school, make arrangements with the teacher (s) for any make-up work. It is the student's responsibility to make these arrangements.
- b. Students shall be allowed at least the same number of days for make-up work as the number of days absent.
- c. Excessive unexcused absences may preclude students from make-up work. Excessive would be more

than twelve (12) absences per semester without a doctor's note.

4. College Visitation Days

Four documented college visitation days will be allowed for students beginning at the start of the junior year through the end of the senior year. Institutions to be visited must be out of Pinellas County. Armed Forces and vocational school visitations will also fall under this provision. These absences must be applied for three (3) days in advance and if approved will not count as absences. Students must complete missed work according to the make up work policy. Documentation by the college admissions office must be submitted upon return to school.

5. Grading and Attendance Policy

- a. The attendance policy shall impact only the semester grades. Nine weeks' and examination grades shall not be affected.
- b. If a student has twelve (12) or more absences and does not pass the final exam, the student will receive an "F" (failure because of excessive absences) for the semester grade regardless of the calculated grade average for the class (es). A student passing the final exam will receive the calculated semester grade average for the class (es).
- c. Teachers shall not give students an "F" for a nine weeks' grade or for a semester examination based on the student's having twelve (12) or more absences.

6. Administrative Review

A student who has twelve (12) or more absences may present documentation to the designated administrator for waiver of the "subject to failure" and passing the final exam provisions. An administrative review of a student's absence will occur under the following circumstances:

- a. A licensed physician shall document absences for extended illness or hospitalization with a certification of illness for the specific days of absence.
- b. Chronic illness requires an annual verification by a licensed physician.

The designated administrator shall review the documentation, render a decision, and notify the student, parent(s) and teacher(s).

C. Tardiness/Unprepared for Class

Punctuality is a matter of primary importance in the education process. Students, when tardy, or unprepared, disrupt the educational process and jeopardize their own academic achievement. ***Students must be in the classroom when the tardy bell rings with the necessary materials.**

1. THE FOLLOWING are acceptable reasons for being tardy:
 - a. Illness; as verified by a doctor's or dentist's note.
 - b. Other reasons deemed acceptable by the Principal or Dean of Students.
2. Tardies or being unprepared in each class (or to school if arriving between periods) will be handled in the following manner and tallied per semester :

1st Tardy/Unprepared – Warning

2nd Tardy/Unprepared – Warning

3rd Tardy/Unprepared – 15 minute detention and letter sent to parent, contact by teacher.

4th Tardy /Unprepared– 30-minute detention

5th Tardy/Unprepared – 45-minute detention

6th Tardy/Unprepared – 45-minute detention

7th Tardy/Unprepared – 60-minute detention

8-9th Tardies/Unprepared – two (2) hour Saturday School and \$25.00 fee. (All Saturday Schools are \$25.00.)

10-11th Tardies/Unprepared – four (4) hour Saturday School and \$25.00 fee.

12-13th Tardies/Unprepared – In School Suspension

14-15th Tardies/Unprepared – Out of School Suspension

1. Parent must confer with Dean of Students and/or Principal.

2. If suspension, student will be placed on contract.

16th Tardy/Unprepared—Suspension/Expulsion

D. Signing Students Out of School

1. Students leaving the campus for any reason during the school day must be signed out with Student Services by a parent or legal guardian in the presence of a school employee. **To receive an Excused Early Dismissal, written permission must be submitted at the beginning of the school day for doctor and dental appointments and emergency situations only.**
2. If a student drives to school, the parent must establish phone contact with a member of the office staff verifying permission for the student to leave campus. Students may be required to speak with the Principal to receive permission before signing out.
3. Detailed records for students will be kept in the office regarding signing in and out of school.
4. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian except in extreme cases where the Administration has made an exception.

E. Student Records

The school maintains a permanent cumulative file on all students who attend IRCS. Records of health, grades, standardized test scores, etc. make up most of the content of these records.

1. Transcripts
 - a. Five transcripts of the student's grades will be provided free upon request to the student's parent or guardian or to the student who graduates from IRCS. Additional transcripts will be provided for a fee of \$1.00 each.
 - b. Transcripts given to a parent or student are unofficial copies.
2. Release of Records
 - a. Indian Rocks Christian School will release student grades, standardized test scores and medical information upon written request of another school system.
 - b. No official school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.
 - c. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Principal.
 - d. Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current. If the family of a graduating student is not current in tuition fee payments, or if fines are owed to the school, the report card, transcript and diploma will be withheld until the delinquencies are satisfied.

F. Student Pictures

Each fall the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that he/she can purchase. Each individual student's picture will be used in the school yearbook. Every student will have his picture taken regardless of whether he purchase any pictures. In the springtime, classroom groups will be taken of our students. Parents may once again purchase these pictures and will be furnished information detailing prices.

G. Lost and Found

A "Lost and Found" area will be established in the Student Service offices. All students who have lost articles should check periodically for those articles. Any article not claimed will be donated to a worthy cause or permanently discarded. To reduce the accumulation of "Lost and Found" articles, we ask that every student have his or her name on all articles of clothing and other belongings. School-owned textbooks will be placed in the teacher's mailbox.

The school assumes no responsibility for articles left lying about the building or improperly stored. Students should keep their lockers locked.

H. Visitors on Campus

All visitors, including students not enrolled in Indian Rocks Christian School, must report to the school office. **Their request to be on campus must be approved by an administrator.** If approval is given, identification will be given to the visitor to be worn throughout the day. The visitor will be directed to the appropriate staff member. If approval to be on campus is denied, the student(s) or the visitors are to leave the campus and the church property immediately. Failure to do so will result in notification of a local law enforcement agency and a request will be made for the agency to come to the campus to issue a trespass warning. If the said student(s) or other visitors continue to remain on school or church property, a law enforcement agency will take necessary

action to arrest violators for trespassing.

I. Telephones

Telephones are not necessarily available to students during the school day. The School Office telephones are intended for business use only. Students should plan their day in such a manner as to eliminate the need for telephone calls to parents. In an emergency only, permission may be obtained from the Principal or office personnel to use the office telephone. Classes will not be interrupted to call a pupil to the telephone, except in the case of an emergency. In case of illness, a clinic volunteer or office worker will call the student's parents.

J. Electronic Devices

Electronic devices are an everyday part of life. With their convenience comes a special set of challenges for a Christian school. Following is a list of Indian Rocks Christian School's policies for their use by IRCS students. Parents are highly encouraged to discuss these policies with their student. Parents also need to understand that **students who bring electronic devices to school do so at their own risk**. IRCS is not responsible for electronic devices that are lost, stolen, or broken at school or on school events.

1. Cell Phones

- a) Cell phones and other communication devices (beepers, text messaging, etc.) are not permitted to be seen or used by students in any way (including text messaging, games, camera, etc.) during the school day from 8:00-2:34. This policy also applies to after school detentions and Saturday Schools. They are not to be visible, turned on, or used in any way during the school day.
- b) If this policy is violated, the cell phone will be confiscated for one week (7 calendar days). If a student or parent does not want a phone confiscated for a week the student will be assigned a 4 hour Saturday School with the \$25 supervision fee.
- c) If a cell phone is being used it will be confiscated regardless of the owner.
- d) Due to that fact that most cell phones have cameras, and the need to respect the privacy and modesty of others, cell phones are not allowed to be used in the locker room or bathroom areas at any time before, during, or after school. Students that want to call or receive a call before or after school, must step out of the locker room / bathroom area to use their phone.
- e) Students that have early dismissal for work release or dual credit may not use their phones until they have signed out in Student Services. Students who violate this will be subject to their phone being confiscated as mentioned above in item #1a.
- f) Cell phones with inappropriate pictures, music or text messages will be confiscated and appropriate discipline will be administered.

2. Lap Top Usage

Computers may be used for educational purposes only. If a student uses his/her computer for games, movies, or other non-educational purposes, the privilege of using it at school may be lost.

3. Internet Use

The internet brings a world of knowledge to our students. We recognize that not all information on the internet is good or desirable and that not all behavior is appropriate. We have a strong firewall in place to help filter undesirable material but no filter catches everything. To this end, we expect our students to refrain from the following:

- a) Students are not to access personal email accounts, chat rooms, My Space pages, Face Book pages, other social sites, etc. from school computers or personal lap tops while at school.
- b) Students will not purposely seek any internet site promoting (but not limited to) pornography, violence, hate, homosexuality, gambling, harassment or any entertainment sites concerning people or activities that promote these things.
- c) If a student accidentally opens a questionable site he/she will immediately turn off the computer monitor and report the firewall break to his/her supervising staff member.
- d) Student computer activity may be monitored.
- e) Misuse of the internet by a student whether on or off campus is punishable by the guidelines in the handbook. This includes but is not limited to chat rooms, email, and web sites. Students will be disciplined according to the content of social networking websites such as My Space, Facebook, etc.
- f) Internet harassment (email, IM, website, etc.) will be treated the same as verbal harassment and applies

telephone conference is desired, please leave a message with the teacher's voice mail, and he will respond via phone and/or email at his earliest possible convenience.

F. General School Communication

1. Golden Eagle Update

The Golden Eagle Update is a weekly publication sent home electronically via email. This will highlight coming events usually within a two-week time period. You can sign up to receive this publication at www.ircs.org.

2. Daily Planner/Agenda

Each student in grades 6-12 will keep a Daily Planner/Agenda. This daily planner is an integral part of our communication program, and students are required to maintain it daily and carry it between home and school. Parents can write a note to their child's teacher in the planner if needed. Teachers can use the journal to make comments regarding student behavior and performance during a given day. Replacement agendas are \$10.00 each.

3. Forms and Other Mailings

IRCS occasionally will send out a mailing to school families, which contains notices of special events, activities, as well as developmental needs. There are many forms that need signatures and pertinent family information to be filled in by the parents. Please return signed forms in a timely manner. These are sent home with the student throughout the year.

4. *ParentsWeb* - All parents should sign up to become a user of *ParentsWeb* to get homework information and to see your student's grades. Other features will be added as they become available.

5. IRCS Website: www.ircs.org

G. Parent Meetings

1. Parent Orientation

This very important meeting is held for all parents prior to the beginning of the school year. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year.

2. Open House

Parents will be informed of the material being covered in the classroom and view some of their child's work. Nursery care is not provided.

3. Other Parent Meetings

Throughout the school year the Middle and High School will hold parent nights for various grade levels. The purpose of these meetings will be to communicate important information to parents regarding the scheduling of classes, elective opportunities, and to answer questions about our school programs. Please look for these nights on our school calendar.

4. Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled twice a year (please check the school calendar). The first conference is scheduled at the end of the first quarter. The second conference will be at the mid-term of the third quarter. Parents will be notified on how to sign up to meet with your child's teacher. Conferences may be requested by the teacher. Parents are welcome to contact their child's teacher to schedule conferences during the school year.

H. Volunteers

The administration, staff and faculty appreciate all of our parents who volunteer their time and service at IRCS. **ALL** School volunteers must complete the Volunteer Screening form. Volunteers must sign in at the school office and given an identification badge.

SECTION V – GENERAL POLICIES AND PROCEDURES

A. Field Trips

1. General Statement

Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. Parents are encouraged to attend field trips as their schedule allows.

2. Statement of Cooperation and Release/Authorization For Medical Treatment Form

These forms will be filled out annually and kept on file in the school office. A copy of the Authorization For Medical Treatment form will accompany each student on every on off-campus activity. A legal notary must notarize these forms for them to be valid.

3. Special Event Off-Campus Permission Form

The classroom teacher will send this form home each time your child is asked to attend any off-campus activity sponsored by the school. It must be completely filled out, signed, dated and returned prior to the activity.

4. Chaperone Guidelines

- ◆ All chaperones are required to have volunteer forms turned into the office two weeks prior to the event. Prospective volunteers will be notified of their eligibility. It is recommended that this be done within the first month of school.
- ◆ It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- ◆ Only students enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility of each volunteer is to the students being supervised.
- ◆ Chaperones are responsible for the supervising of those students assigned to them.
- ◆ Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- ◆ Chaperones should know exactly how many students are in their group and count them several times during the trip. They should be sure that the students are all present before moving from one place to another.

5. Students Not Attending The Off-Campus Trip/Activity

Parents may choose for their child not to participate in a particular field trip or activity. If this should be the case, the student will not be academically penalized for non-participation, but he/she is not excused from school during the time of the field trip unless approved by the principal. An alternative equivalent assignment and/or supervised study time may be provided for students.

6. Off-Campus Trip/Activity Privileges Revoked

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or supplementary policies. Some trips (i.e. mission trips) may carry specific guidelines. These guidelines will be followed in addition to the handbook. Final trip lists are subject to administrative approval. Students who have been assigned an out of school suspension will not be allowed to participate and will be removed from over night trips in that school year.

B. Transportation

1. Transportation – General

Indian Rocks Christian School does not provide bus transportation to and from school. We encourage parents to form “car pools”.

2. Students Riding In IRCS Vehicles

Students may be transported to events, field trips or activities using IRCS vehicles. Improper behavior on school vehicles will not be permitted. Our drivers need to concentrate on driving and should not be distracted by the misbehavior of students. Those students who, in the opinion of the driver, misbehave will be referred to the Administration for appropriate action.

3. Student's Cars and Parking

All students who drive to school must register their automobiles with the Student Services office. At the time of registration, a parking permit will be issued and must be affixed to the bottom of the windshield on the driver's side of the vehicle. Cars will be checked periodically for proper identification. Students must park in designated student/parking areas. All student parking is at the student's own risk. IRCS assumes no responsibility for lost, stolen items or property. Playing loud music or driving a vehicle with a loud muffler is prohibited. **Failure to follow campus speed limits, signage and safe driving guidelines will result in disciplinary action including referrals and up to being banned from parking on the school/church property.**

C. Drop-off/Pick-up/ASC

1. Morning Drop-off

Parents will be given specific instructions regarding loading and unloading of students before and after school. The designated procedure must be followed by everyone if accidents are to be avoided. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety. Students can be dropped off at the Middle/High School Campus beginning at 7:15 a.m. Students will not be permitted in the building (except in case of inclement weather).

2. Afternoon Pick-up/Dismissal/Loitering

Students are required to leave the school buildings and the school grounds immediately after dismissal (2:34 p.m.) in the afternoons. Students who are involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately. **IRCS does not assume responsibility for students in grades 9-12 who remain on campus and are not involved in a supervised activity.**

► Under no circumstances, will students be permitted to remain in the facilities or on the school grounds unless supervised by a teacher or coach. Middle School Students who are not in a school-sponsored, supervised activity are required to report immediately to the After School Care Program. Parents will be charged for the supervised service.

3. After School Care (ASC) Program

The Middle School After School Care Program includes supervised activities for **all Middle School Students** who must remain after the end of the day for a brief period. **These students must report to the designated area.** This MS After School Care Program is available only to IRCS students. Parents should plan on enrolling their students during registration. **All unsupervised middle school students left at school more than 15 minutes past the end of the school day will automatically be sent to ASC.** Parents will be charged accordingly. (Students left past 6:00 p.m. will be charged a penalty fee of \$15.00 for every 15 minutes thereafter.)

D. Discipline

1. Disciplinary Philosophy

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Indian Rocks Christian School does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents' appointed and authorized representatives in the child's training process. Indian Rocks Christian School have attempted to align themselves as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize Indian Rocks Christian School might not be

the choice in education that suits their needs.

God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents.

Indian Rocks Christian School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness, in the same spirit that should be present under biblical standards when they respond to their parents or guardians. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action which is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. Indian Rocks Christian School is committed to the philosophy and principles of Christian education. Student conduct, which works against school philosophy, will not be condoned. These guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Indian Rocks Christian School's expectations in the area of student behavior. Our standard of behavior is based on the pillars of **Christian Character, Mutual Respect** and **Common Courtesy**.

IRCS has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with scriptural guidelines of liberty found in I Corinthians 8-10 and Romans 14, immorality, *homosexuality* and the use of tobacco and drug-related substances, both on and off school property, are unacceptable. A Christian lifestyle simply cannot confine itself to the school day. It must be a consistent lifestyle in practice. Because student lifestyles reflect on the reputation of the school, as well as the home, the school will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Disciplinary action may be taken regardless of where the event occurs. Standards of conduct and character extend to all school activities and events.

Attendance at Indian Rocks Christian School is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may withdraw any student at any time, who, in the opinion of the school, demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

2. Disciplinary Process

A) Instruction

Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted by teachers for the students to read.

B) Warning

Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

C) Correction

Teachers and staff may use the following punitive measures to correct a student's behavior:

1. **Verbal correction** – Instructing a child as to what is expected and offering suggestions
2. **Detentions** – Detentions are assigned by administration for matters regarding class discipline. Detentions are served on Tuesdays beginning at 2:45 p.m. until complete. A one-day notice will be required in assigning the detentions. Detentions are not designed for the convenience of the student or parent schedule. They are to help deter improper behavior. Any missed detention will be treated as a “skipped class” and will receive a minimum of three discipline points and a 60 minute detention. A second skipped detention will result in one day of a four hour Saturday School and a \$25.00 fee. The only acceptable reason to reschedule a detention is a medical appointment that is verified by a doctor's note.
3. **Shadowing**- Parents or guardians will be required to attend classes with the student for a day or a specified period of time as assigned by the Dean of Students.
4. **Saturday School**– If a student is assigned Saturday school, it will be held on Saturday beginning at 8:00 a.m. to 10:00 a.m. (two hours) or 12:00 noon (four hours) completed with a \$25.00 supervision charge. Regular school dress is required. **The penalty for missing a Saturday School is five discipline points and a one day In School Suspension in addition to rescheduling the Saturday School.**
5. **School Suspensions**– School Suspensions are assigned when a student commits a Class 3 or 4 offense or accumulates 15 or 20 points. The student will complete all missed work. Work not completed will receive zero credit. **Out of school suspensions will result in removal from overnight trips.**
6. **Intervention Plan** – See Levels of Discipline Intervention on page 31.
7. **Assignment of Consequences** - In unusual circumstances, administration reserves the right to assign consequences which may deviate from the normal consequences of an infraction.
8. **Suspensions/Expulsions**
Indian Rocks Christian School reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While Indian Rocks Christian School has no control over activities by students off campus which are not school-sponsored, and does not supervise student conduct off campus which occurs during an activity which is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

The school reserves the right to suspend any student for a serious infraction or repeated violations of school rules. All suspensions will be administered by the Administration.

Suspensions will generally take place the day following notification to the student and parents. Suspensions may be given for a period of one, three or five days.

The school reserves the right to question students (without their parents being present) who are suspected in or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant.

9. **Fulfilling of Disciplinary Actions** – All disciplinary actions, including returning discipline notices with a parent's signature, Saturday Schools and suspensions must be served before a student can receive his/her report card and be promoted to the next grade.
10. **Corporal Punishment** – No agent of the school will use any form of corporal punishment as a disciplinary measure.

3. Discipline Procedures

Definition of Terms:

Positive Reinforcement - the intentional recognition and rewarding of students whose behavior is deemed admirable, such as oral recognition and written recognition.

Detention Hall - the location where students serve assigned detentions. Students must remain in school attire for detention.

Disciplinary Referral - This form is to be signed or acknowledged by email by the parent so the parent is aware of the infractions and the discipline points total.

Discipline Point(s) - the measurable designation given to a disciplinary referral or particular act of misconduct.

Discipline Levels -Points are cumulative for each academic school year.

4. Classifications of Misconduct

CLASS 1 ACTS OF MISCONDUCT

(One discipline point per infraction)

CLASS 1 acts of misconduct are those which interfere with the orderly operation of the classroom or school activities.

Discipline for Class 1 violations will be handled in the following manner:

1. 1st offense – Warning
2. 2nd offense – Warning
3. 3rd offense – 15 minute detention
4. 4th offense – 30 minute detention
5. 5th offense – 45 minute detention

Examples of Class 1 acts of misconduct include, but are not limited to:

Classroom disruption, disorderly behavior, off-task, disrespect for other students, inappropriate public displays of affection, parking violations, gum chewing, disobedience, and failure to return signature.

CLASS 2 ACTS OF MISCONDUCT

(Three to five discipline points per infraction)

CLASS 2 acts of misconduct will be handled in the following manner:

1. 1st offense – 60 minute detention.
2. 2nd offense – Two-hour Saturday School (\$25.00 fee).
3. 3rd offense – One(1) day in-school suspension.

Examples of Class 2 acts of misconduct include, but are not limited to:

Disrespect of staff or faculty; direct disobedience; threats; intimidation; destruction of property; insubordination, skipping class; Class 2 Cheating on assignments, homework, ungraded work, leaving campus without permission; profane; obscene; inflammatory language or gestures; taking God's name in vain; possession of simulated weapon; association with unsanctioned groups; indecency, gross behavior, careless driving on campus, at, or in transit to school events; missing a detention; missing a Saturday school and Class 2 Harassment.

CLASS 3 ACTS OF MISCONDUCT

(Ten or more discipline points per infraction)

CLASS 3 acts of misconduct may be reported (if appropriate) to the proper law enforcement agency .

Discipline for Class 3 violations will be handled in the following manner:

1. 1st offense – One (1) day in school suspension.
2. 2nd offense – Discipline will be determined by point total and intervention levels (see Discipline Levels policy).

Examples of Class 3 acts of misconduct include, but are not limited to:

Use of tobacco at anytime; fighting or assault; tampering with safety equipment; honor offenses (lying; cheating on Tests, Quizzes, Papers and Projects, etc. stealing; deception; forgery; withholding information); gambling (making a wager or bet that involves the use of money, goods, services or favors as payment); pranks of a degrading nature; Class 3 Harassment, endangerment and reckless driving on campus or

at or in transit to school events.

CLASS 4 ACTS OF MISCONDUCT (15 or more discipline points per infraction)

CLASS 4 acts of misconduct will result in removal from school organizations, leadership positions, and may be reported (if appropriate) to the proper law enforcement agency.

Discipline for Class 4 violations will be handled in the following manner:

1. 1st offense – Three (3) day out of school suspension.
2. 2nd offense – Hearing with the disciplinary committee to review points for expulsion.

Examples of Class 4 acts of misconduct include, but are not limited to:

Use of alcohol at anytime; sexual, racial or other Class 4 harassment; possession of or involvement in pornography; mooning; flashing; possession of tobacco on campus or at a school activity; fighting resulting in physical injury to the other person; or any criminal activity of a misdemeanor nature.

CLASS 5 ACTS OF MISCONDUCT

The following acts of major misconduct may result in automatic expulsion from Indian Rocks Christian School:

1. Bringing a weapon, explosive, or firearm on campus or to any school sponsored event.
2. Threatening or bringing bodily harm to a faculty, staff member, or administrator.
3. Possession of illegal drugs, or alcohol on campus or at any school activity at any time.
4. Involvement in sexual immorality, including homosexuality, while enrolled at IRCS.
5. Any involvement with illegal drugs.
6. Any criminal activity of a felony nature.
7. Parents who do not adhere to or cooperate with the philosophy of Christian education and our discipline system as agreed upon by signing this handbook and the Statement of Cooperation and Release form.
8. Distribution or usage of Prescription drugs not prescribed to the student.
9. Public indecent exposure.

Any student who is involved in or is suspected of being involved in any of these major violations of school policy will be dealt with in the following manner:

1. Students will be immediately removed from class for a conference with the school administration.
2. Parents will be notified of the results of the conference.
3. Students may be subject to suspension from school pending the completion of the investigation.
4. The case will be referred to the Superintendent for a final decision.

5. Levels of Discipline Intervention

Level 1 The accumulation of five (5) discipline points will result in:

1. Letter sent to student and parent(s)

Level 2 The accumulation of ten(10) discipline points will result in:

1. Student conference and counseling with the Dean of Students
2. Letter sent to student and parent(s)
3. One(1) day of a four(4) hour Saturday School session and \$25.00 fee

Level 3 The accumulation of fifteen(15) discipline points will result in:

1. Communication with a parent/guardian by an administrator.
2. Three(3) day out of school suspension
3. Letter from the Principal
4. Removal from overnight trips.

Level 4 The accumulation of twenty(20) discipline points will result in

1. Communication with a parent/guardian by an administrator.
2. Five(5) day out of school suspension.
3. Letter from the Principal

4. Removal from overnight trips.

Level 5 The accumulation of twenty-five(25) discipline points will result in:

1. Parent/student conference with the Principal & Dean of Students
2. Expulsion recommended to the Superintendent
3. Letter from the Principal

6. Acceptance Policy (after Disciplinary Action)

Students who reach discipline level #4 (the accumulation of 20-24 discipline points) are not automatically accepted for the following school year. Level #4 students must interview with the Discipline Committee before final acceptance for the next school year is granted. If the student is denied admission for the following year, he may re-apply after one full Indian Rocks Christian School's calendar year.

Acceptance letters for the following school year are sent out in March. If a student accumulates 20-24 points after an acceptance letter has been mailed, their acceptance letter will be invalid until they have interviewed with the Discipline Committee.

7. After School Detention

Detention Halls are served as assigned by administration. The only excuse for missing detention hall is for a medical appointment. The missed detention must be served the following detention day at which time the student must present a doctor's signed note to be excused. Any missed detention will be treated as a "skipped class" and will receive a minimum of three discipline points. A second skipped detention will result in one four (4) hour Saturday School and a \$25.00 fee.

8. Counseling

According to school discretion, students may be referred to a counselor regardless of their discipline point level.

9. Disciplinary Intervention Plans

Intervention Plans are invoked by the administration when it becomes apparent that a student has or may be headed toward a serious problem. It gives the student the opportunity to correct his/her direction and to assume the responsibilities involved in a more mature and appropriate manner. The reasons an Intervention Plan could be invoked are:

- A. Attitude: a rebellious spirit which is unchanged after an effort by the teachers, or a continued negative or uncooperative attitude and negative influence upon other students.
- B. Misconduct: continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the student's or school's Christian testimony.

The plan would be considered after a written evaluation of that student is given to the administration by a faculty member or staff member.

10. Dismissal From Class Or School

If a teacher finds it necessary to send a student from the classroom because of disrespectful behavior, he is to report immediately to the office with a referral from the teacher.

Students who refuse to submit to authority or comply with disciplinary actions will be sent home and not allowed to return to school until they are ready to comply.

11. Expulsion

When a student is expelled, a conference will be held with administration, the student, and the parent(s) to discuss the reasons for the expulsion. If necessary, in lieu of a conference, written notification will be sent to the parent(s). Parent(s) are responsible to pay the full tuition for the month in which the student has been dismissed.

A student who has been expelled or withdrawn for disciplinary reasons may apply for admission as a new student after a full IRCS calendar year.

Expulsions may be appealed to the School Team.

12. Random Drug Checks

It is Indian Rocks Christian School's desire to maintain a drug-free campus at all times. Random checks will be done by the School Administration and/or local law enforcement with their canine unit checking lockers, cars and other campus areas.

13. Drug Testing

The school reserves the right to require random or selective drug testing on students. Testing will be administered by a certified lab of the school's choosing. The type of drug tests may be one of, but not limited to, the following methods: Urine Test, Hair Test. Random or selective drug testing may be administered without parental consent. If drug use is verified, then the student will be disciplined in accordance to the school policy. The school will pay the cost if no drug use is found. The parent will be responsible for the cost if drug use is confirmed.

14. Suspension

A student may be suspended from classes for Class 3 Referrals, accumulation of 15 or 20 discipline points, or referrals for excessive tardiness, dress code violation and unprepared for class.

Parents will be notified by the Dean of Students of the reasons for the suspension.

All assignments, tests or exams missed during the suspension must be completed.

15. Pregnancy Policy

It is expected that each student shall maintain a positive moral lifestyle. Failure to do so will result in disciplinary action. The pregnancy policy provides the means whereby students may return to school following disciplinary action as determined by the Superintendent or School Team, based upon the IRCS Disciplinary Guidelines.

While the school will not condone the sin involved, our mission statement indicates that we endeavor to work with each student in an environment of love and concern.

We believe it is important that the male and female students involved in a pregnancy situation be given the opportunity to pursue their educational program at Indian Rock Christian School, if that is their desire. If that is deemed acceptable to both student and parent, as demonstrated by a truly repentant spirit, counseling will be required at parent expense by a qualified Christian counselor acceptable to the school.

Because of the nature of the situation the two students involved may be restored to attendance at Indian Rocks Christian School under the following conditions:

- a) Both parties involved would be identified so as to allow the school and church to minister to their spiritual needs and participate in the counseling process as deemed appropriate by all parties.
- b) Involvement in extra-curricular or leadership activities would be suspended for the remainder of the year, e.g. sports, student government, etc., and may extend to the next or future years.
- c) If deemed appropriate, guidance will be provided regarding decisions that would need to be made for the benefit of the newborn. It is the position of First Baptist Church of Indian Rocks and Indian Rocks Christian Schools that abortion is not an acceptable alternative in dealing with pregnancy situations.
- d) Parents of both parties must be supportive of this policy and cooperate with the school in assisting the two students to complete their educational goals.
 - Failure on the part of the two students involved and their parents to abide by the above-stated conditions would jeopardize the students' status at Indian Rocks Christian Schools.

16. Married Student Policy

A married student is welcome to attend IRCS as long as he or she meets all conditions specified for admission, and adheres to all policies and procedures outlined in the Parent/Student Handbook.

17. Acceptable Music

Indian Rocks Christian School endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. Indian Rocks Christian School takes the position that

any music that would be disruptive to a Christian educational environment, is not acceptable and will not be permitted on campus or at any school-sponsored activities. Portable music devices are not permitted to be used on campus during school hours or the device will be confiscated for one week.

Students will be disciplined according to the content of the music they bring on campus. For example, profanity is 3-5 discipline points and music containing pornographic content or racial slurs is 15 discipline points.

18. Disciplinary Definitions

As a student at Indian Rocks Christian School, you have entered a community of student scholars and educators who are committed to excellence in education. Acknowledging the variety of skills and abilities within each student, we recognize that Paul's exhortation in Colossians does not require perfection but dedication. It is assumed that all students will pursue their studies with integrity and honesty. This means that all work for which the student wants to receive a grade, credit, or recognition will be the work of the individual student. Academic honesty is a very serious commitment that enables each one to say "I know, my God, that you test the heart and are pleased with integrity. All these things I have given willingly and with honest intent" (King David, 1 Chronicles 29:17, NIV).

Students have the responsibility (1) to uphold the highest standards of academic integrity in the student's own work, (2) to refuse to tolerate violations of academic integrity in the school community, and (3) to foster a high sense of integrity and social responsibility on the part of your class and in the IRCS community.

Violations of the following infractions will result in severe disciplinary action, which will include – but are not limited to – a grade of F on the assignment/test, a referral, and parental contact. The following are considered egregious infractions of the academic honor code:

a. Cheating

1. Copying, in part or in whole, from someone else's work—whether it be an assignment, quiz, or test;
2. Altering or interfering with grading;
3. Using or consulting any source—other people, electronics equipment including cell phones and PDAs, or use of any materials not authorized by the instructor; or
4. Committing other acts which defraud or misrepresent.

b. Plagiarism

1. Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings without giving appropriate credit, and representing the product as your own;
2. Representing another's scholarly works such as written assignments or projects as your own;
3. Submitting a paper purchased from a research or term paper service, including the Internet; or
4. Undocumented Web source usage.

c. Other Specific Examples of Academic Dishonesty

1. Purposely allowing another student to copy from your work—whether it be an assignment, quiz, or test;
2. Giving your homework, written assignments, or other academic work to another student to plagiarize;
3. Having another person submit any work in your name;
4. Lying to the teacher to improve your grade;
5. Altering a graded work after it has been returned, then submitting the work for re-grading;
6. Stealing tests;
7. Forging signatures of parents or others students on documents; or
8. Collaboration without permission of your teacher.

Cheating on Homework is the same penalty as cheating on a test.

- ◆ **Assignments-** The use of someone else's work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.
- ◆ **Tests-** The practice of soliciting help during a classroom testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.

- ◆ **Exams-** The communication or use of information during a mid-term or final exam, sharing information about the exam with students who have not yet taken the exam.
- d. **Class Disruption** – Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.
- e. **Disobedience-** The act of not carrying out a directive when specifically given by a teacher or staff member.
- f. **Horseplay-**Play fighting, pushing, tripping, snapping towels or any act that may cause injury to any student.
- g. **Lying-** Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.
- h. **Stealing-** Taking items of clothing, personal possessions, or material that does not belong to you. This includes taking items in locker rooms or other areas and hiding them from the rightful owner.
- i. **Truancy-** Not being in attendance in school, class or in general not being where you are supposed to be when you are supposed to be there.
- j. **Tardy-** Being late, arriving at your destination past the expected time of arrival.
- k. **Harassment-** Any form of any unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal conduct that make another student or staff member uncomfortable, demeaned, degraded, fearful or physically hurt. Administration will determine to which infraction (page 41) the harassment is assigned.
- l. **Direct Disobedience** – Disobedience that occurs with a defiant nature or spirit or repeated disobedience.
- m. **Vandalism-** Malicious or ignorant destruction or defacing of private property, the property of IRCS or the property of FBCIR.
- n. **Mooning** - The act of displaying one’s bare buttocks in public, photo, or video.
- o. **Flashing** - Exposing the female breasts.
- p. **Indecent Public Exposure** - The exposure of one’s body, especially one’s genitals, in a public place, photo or video and in a way considered offensive to established standards of decency.
- q. **Inappropriate Display of Affection**— Physical contact such as, but not limited to, embracing, hand holding, kissing, patting, etc. that would lead one to believe a couple was dating or involved in a relationship other than common friendship. This applies on the school campus and during school events at any location.

19. Discipline at After School Care (ASC)

All ASC students are expected to conform to the rules and regulations of IRCS. ASC is a continuation of the classroom process and uncooperative students will be disciplined according to our policies.

20. Lines of Authority

a. Teacher

The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the **Matthew 18: 15-16 Principle**. (see the Complaint or Problem Procedure).

b. Principal (or designated school administrator)

The Principal has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the Code of Student Conduct.

c. Dean of Students

The Dean of Students is responsible to administer discipline at the middle/high school levels in cooperation with the Principal and Superintendent. Expulsions will be reported to the School Team at a special called or regular meeting as deemed appropriate.

21. Mutual Respect

- a. **Respect for teachers-** As a direct authority, teachers are to be shown respect. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary referral.
- b. **Substitute teachers-** All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers.
- c. **Faculty respect for students-** As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair,

he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the Principal.

- d. **Student respect for fellow students-** Verbal abuse or harassment of another student is totally incompatible with our Christian ethics and is in direct opposition to the purpose of IRCS and the laws of the United States. Treat others as you would have them treat you.

22. Complaint or Problem Procedure/

Matthew 18 Principle

Occasionally during the course of a year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the office staff, or any one of several other possibilities. School personnel at every level are committed to resolving problems one-on-one in a spirit of Christian love and respect. Indian Rocks Christian Schools' policy for dealing with such situations is consistent with the teachings found in Matthew 18: 15-22 and Matthew 5: 21-24. Much prayer should precede any attempt to deal with a problem. Complaints or problems will be considered in no other way than prescribed below, unless they involve a specific disciplinary action taken by the School Team itself:

- a. First, all questions, problems, or complaints regarding a teacher or other school personnel should be discussed in private with the person involved before anyone else is consulted.
- b. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Principal, if the Principal is not the person with whom the problem exists. This will result in a Principal/Parent/Teacher conference.
- c. If it still is not solved at this level, it should then be presented to the Superintendent of IRCS in writing.
- d. If the problem remains unsolved, it should be presented in writing to Chairman of the School Team who will assign it to the appropriate sub-committee.

23. Rules for Conferences/Interaction with IRCS Staff

In order to effectively resolve differences that parents may have with school staff, the following rules must be adhered to in conferences or interaction with school personnel.

- 1. Mutual respect for everyone in the conference is expected.
- 2. The conference or discussion will be about your student only.
- 3. Unfounded or absurd allegations are not to be made.
- 4. Due to the confidential nature of each student's records, including discipline, information about another student will not be released.
- 5. Communication with staff must be within their normal working hours.

According to our Matthew 18 policy of conflict resolution, you must first go to the teacher or staff member and talk to him or her and work to resolve the difference before involving school administration.

If these rules are not adhered to by a parent, the conference or discussion will end and the action taken by school personnel will stand.

24. Property Damage Policy

If a student accidentally damages the property of the school, a staff member or another student, the student will be required to pay monetary reimbursement to the school, staff member or other student. If multiple students are involved in property damage they will be required to pay an equal share of the reimbursement. Deliberate property destruction will require monetary reimbursement and the 3-5 discipline points from a Class 2 referral.

25. Discipline for actions recorded by security cameras

Discipline can be administered for actions recorded on security cameras which are later discovered by school/church staff.

E. Dress Code – General Policy Statement

The School Committee has sought to develop a standard of proper dress and general appearance for students that will:

1. Be a testimony from the whole student body.
2. Be a testimony for the Christian atmosphere of our school.
3. Be an acceptable standard in the eyes of most of our parents.
4. Enhance the educational process.

It is the belief of IRCS that developing Christian character includes being disciplined in the area of clothing, hair, jewelry and make-up. We believe that the dress of a student has direct influence and relation to their conduct. Student appearance should reflect the highest standards of a Christian school environment.

1. Parental Responsibility

We believe it is the parent's responsibility to enforce the school dress and hair standards. Please make sure you are familiar with what is acceptable dress and help your student comply.

When a student is observed by a teacher or an administrator to be in violation of the dress code, the parents or legal guardian will be called and the student will be held out of class until the dress code violation has been remedied. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in noncompliance, complaints or arguments based on what other students wear or how they appear will not be acceptable. It is the student alone and his/her parents or guardian who are responsible for proper dress consistent with the spirit and word of the dress code.

2. Dress Code Guidelines

a. Hair

Boys must have a neatly trimmed and traditional haircut. Hair must not extend below the collar, over the ears, or **below the eyebrows as determined by administration**. Shaved, or partially shaved hairstyles with longer hair hanging over the shaved areas are not acceptable. Students must be clean shaven with no facial hair. Sideburns must not exceed below the bottom of the ear. Extreme, disruptive and distracting colors or non-traditional hairstyles are to be avoided by all.

Girls must wear their hair in a style that is traditional and does not obstruct vision or hinder participation in the learning process.

Extreme, distracting, or non-traditional hairstyles are to be avoided by all students. **Extreme and disruptive colored hair will not be permitted. Students will be sent home until their hair is returned to the natural color.**

Scarves used as headbands are not permitted.

- b. Jewelry – Boys and girls may wear appropriate, but not overstated, questionable or anti-Christian jewelry.

Boys	<u>Acceptable Jewelry</u> Bracelets and necklaces Watch and ring	Girls	<u>Acceptable Jewelry</u> Bracelets and necklaces Two (2) earrings per ear
	<u>Unacceptable Jewelry</u> Earrings Body piercing		<u>Unacceptable Jewelry</u> More than 2 earrings/ear Body piercing

- c. Tattoos Unacceptable for both boys and girls. Cannot be visible during school hours or at school events, activities or functions
- d. Earrings - For boys are unacceptable during school hours or at school events, activities or functions.
- e. Make-up – Girls may wear make-up in moderation and in an inconspicuous manner. Make-up, which is not applied in moderation, will be considered inappropriate, and the student will be required to remove it. Boys may not wear makeup at school or at any IRCS sponsored function.
- f. Hats- Hats are not to be worn in the building.
- g. Acceptable Clothing- Students and parents shall select school clothing from and in accordance with the

following lists:

- ◆ School shirts, PE uniforms and knee-length walking shorts must be purchased through Allen Sports Center, 6585 Seminole Blvd.
- ◆ Solid colored IRCS monogrammed knit shirts. Shirts must be properly fitting. Shirt tails that are not tucked in must not extend below the bottom edge of rear pants pocket. Tails must be long enough that if both arms are extended above the head, no midriff skin may show. If a shirt tail is too short, a t-shirt or other “under” type garment should be worn. All shirts/garments worn beneath the uniform shirt must be tucked in.
- ◆ IRCS monogrammed oxford-style shirts.
- ◆ Slacks and knee-length uniform walking shorts must be a solid color. Administration reserves the right to disapprove colors that are non-traditional, extreme, distracting, etc. Plain, traditional four or five pocket denim jeans or traditional khakis that fit properly (no baggy/no skin tight jeans). **Jeans must have back pockets.** Neither slacks nor jeans may have pockets on legs.
- ◆ Clean, neat dress shoes, or clean, neat, properly laced athletic shoes or sandals with back strap.
- ◆ Socks, if worn by girls, should be matching and coordinated with clothing.
- ◆ Socks must be worn by male students.
- ◆ Belts must be worn.
- ◆ Embroidered/screen-printed IRCS sweatshirts. All outerwear (jackets, sweatshirts, etc.) must be approved IRCS logo outerwear.
- ◆ PE clothing purchased at Allen’s is required for middle school PE classes. Clothing includes: IRCS PE shirt and shorts.
- ◆ Uniform Style Capri pants purchased at Allen’s.

h. **Inappropriate Clothing**

- ◆ Shirts, shorts & PE attire not purchased at Allen Sports Center
- ◆ Extra wide legged, baggy, low hanging, deep pocket, cargo, painters or carpenter jeans, jeans that have holes, are torn, frayed or that do not comply with our standards.
- ◆ Any shoe without straps, Shower sandals, beach wear or flip flops are not acceptable.
- ◆ Clothing with offensive slogans, writing of any kind, or pictures.
- ◆ Students must wear a T-shirt or appropriate team attire during PE and at practices.
- ◆ Team jerseys or uniforms are not to be worn to classes.
- ◆ Any clothing, which does not conform to IRCS standards for modesty, such as tight fitting, midriff revealing or sexually suggestive items are not to be worn to school or school activities. (Homecoming, banquets, award programs, National Honor Society Induction, music programs, etc).

i. **Friday Dress**

Christian T-shirts, which are distinctively Christian in design, pictures and wording, may be worn during the school day. NO MUSIC Groups T-shirts of any kind maybe worn. Team, band and other specialty, collared shirts may be worn.

j. **Game Day Dress**

All team, band and other specialty shirts may be worn on game days and performance days. Shirts must have a collar. T-shirts are only allowed on Fridays.

The Dress Code infractions will be handled in the following manner and tallied per semester:

- 1st Dress Code – Warning
- 2nd Dress Code – Warning
- 3rd Dress Code – 15 minute detention
- 4th Dress Code – 30-minute detention
- 5th Dress Code – 45-minute detention
- 6th Dress Code – 45-minute detention
- 7th Dress Code – 60-minute detention
- 8-9th Dress Code – two (2) hour Saturday School and \$25.00 fee. (All Saturday

- Schools are \$25.00.)
- 10-11th Dress Code – four (4) hour Saturday School and \$25.00 fee.
- 12-13th Dress Code — In School Suspension
- 14-15th Dress Code – Out of School Suspension
1. Parent must confer with Dean of Students and/or Principal.
 2. If suspension, student will be placed on contract.
- 16th Dress Code — Suspension/Expulsion

F. Other General Policies

1. Solicitation/Distribution

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students and parents, either in the school building or school grounds, of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

2. Teacher Conferences

If conferences are deemed necessary, they may be initiated by the teacher or parent. Parents who wish to initiate a one-on-one teacher conference should call the teacher's voice mail and leave their name and telephone number or email the teacher.

Parents who wish to initiate a conference with more than one teacher should call the Guidance Counselor and leave their name and phone number. Out of respect for our teachers' private lives and other ministries, their home-phone numbers generally will not be given out without their permission. If the teacher does not return the call within a two-day period, parents are to call the principal's office. Conference forms must be completed by the teacher, and signed by the parent and the teacher for every conference. A copy will be provided for the teacher, the parent, and the Principal.

3. Closed Campus

Indian Rocks Christian School operates a closed campus. This means that students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents. If a parent knows ahead of time that a child must be picked up from school early, the student should bring a note to the office. Forms for signing in and signing out are in Student Services.

4. Gum Chewing

Gum chewing is not allowed by students at Indian Rocks Christian School in any portion of the church or school facilities due to the damage it causes to carpets, plumbing and clothing. Teachers will not permit gum chewing as a privilege or reward. Gum chewing is a class 1 referral.

5. Backpacks

If students elect to use book bags, they will be required to place the bags in their lockers at the beginning of each school day and leave them there until school is out. No rolling bags are allowed.

6. Yearbook Policies

A. Editorial Policy

The yearbook is a student publication created for a memory book of the year for students; a historical document for the school; a public relations document for the school, administration, church, and the community; and is a record book for location of students for the school administration, guidance and local community agencies such as the police department.

The publication is produced annually for the students and distributed through the process the yearbook staff has chosen.

The yearbook adviser and yearbook staff reserve the right to determine the topics covered in the publication with consideration of administration policies.

The publication is student generated and may have errors and/or omissions which are unavoidable. Although accuracy is the goal, the yearbook is a student publication and any such errors that may occur contain no malice and apologies go out to those individuals affected. (This paragraph is also located in the COLOPHON of the book.)

The following are yearbook editorial policies for individual areas of the publication:

B. General Content:

The yearbook will comply with all school committee policies, such as and including dress codes, alcohol, tobacco, firearms, expulsions/suspensions, and all disciplinary actions.

Students, who do not wish to appear in the yearbook or have a name, appear such as in a not pictured area, must notify the staff in writing at the beginning of a school year. Students not having an individual portrait taken by the school photographer will not appear in the class sections of the yearbook. Students may choose not to have a portrait taken for any reason. The school photographer and the yearbook staff wish to emphasize that your portrait must be taken on the original date or on picture re-take day. If you go to the studio, due to timing and deadlines, it is entirely possible that you could be left out of the book. The best way to assure that your child appears in the book is to have them take their picture at the school on the dates provided. (Please note: you may have your picture taken at ANY of the re-take days, elementary or ms/hs.)

Any student at the school may have a candid photograph taken for use in the yearbook unless written notification is provided by the student or his/her family to the staff at the beginning of the school year. It is not the policy or in the timing of preparation of the publication possible for all candid photographs to be researched and each student notified that they will appear in the yearbook.

Any information about a student or materials such as classroom writings or art work will not be published in the yearbook unless the individual student and/or parents are notified.

Upon the event of a death of a student during the school year, it is the policy of the yearbook staff, if deadlines allow, to list the birth and death date of such student with his/her class photo in the student section. All other pages or memorials dedicated to the student are at the discretion of the adviser and/or administration if the time and page availability exists.

Photographs of groups such as clubs or sports teams are scheduled with the club adviser or team coach along with the photographer. Rescheduling is not always possible due to publisher deadlines.

Students not present for prescheduled group photograph will not appear in the yearbook with that club or team. However, they may appear in a "not pictured" area.

C. Student Portraits:

Senior Portraits for High School Publication

High School seniors must have photos taken by the official school photographer to be included in the senior section of the yearbook due to the sizing of photos, special background and student attire.

It is the individual senior student who is responsible for making sure they have had their portrait taken by the correct photographer. The photographer sends out appointment times during the month of July for senior portrait (and personality) pictures. It is important for you to keep this appointment. The first thing to do is call the photographer and confirm or make an alternate appointment as soon as possible. In order to make publisher deadlines, the senior should have their pictures taken by the end of August. This will allow time for processing of the proofs and proof return. It is VERY important that you get your yearbook selection card back to the yearbook adviser within one week of receiving your proofs. The photographer we use is Vernon Photography.

Students will not be guaranteed to appear in the yearbook if their individual picture is taken after the deadline date. Students who have not had their picture taken will be notified by the yearbook staff in writing and given a deadline in which to have their picture taken. Again, it is the student's responsibility to go and have their senior portrait taken.

Senior picture proofs must be returned to the yearbook advisor by the requested date. Any proofs sent in after the deadline may cause the photo not to appear in the yearbook or may result in the photographer choosing the pose. It is at the discretion of the photographer to submit a photo to the school if proofs have not been returned.

The photographer provides attire for senior portraits for senior yearbook photos. Any exception to the rule of attire must be approved in advance by the yearbook adviser. No exceptions. Sunglasses and head covers will not be worn unless religious affiliated or medically necessary.

The seniors will also be taking a personality portrait in which they may wear modest and appropriate attire that shows their personality. Students may bring their awards, school jerseys, and other things that show their personality to the photo shoot in order to be used as props.

D. Underclass portraits for all grades:

Students will have portraits taken at the school on assigned days. If the original day is missed by the student, he/she will have one make-up day opportunity to have a photograph taken. Only students wearing appropriate attire, in accordance with school dress code, will appear in the yearbook.

Photographs only from the school photographer may be used. Exceptions to the rule are at the discretion of the adviser in consideration of photo size, background, pose and deadlines. If a photo does not conform to the specifications of the class sections, a photo will not be used.

No hats, sunglasses or costumes of any kind may be worn for photographs. School photographers will not take any photo of a student who insists on wearing any of such items and will immediately contact the adviser or an administrator.

Students behaving inappropriately will not have their photo taken or appear in the yearbook. Students are subject to disciplinary action by the administration for any behavior problems while class photos are being taken.

Students who use false names on any documents related to the class photographs will not appear in the yearbook publication.

Retakes may be taken if a photograph has a defect. Such retakes must be requested within two days of receiving the original photos or of any other date published by the school photographer prior to the retake day. There is no guarantee that the retake is the photo that will appear in the yearbook.

E. Advertising Policies:

The yearbook staff reserves the right to refuse or edit any advertisement according to the standards of school and administration.

Organizations and businesses will be included in the yearbook advertising section only if approved by the yearbook adviser and/or the administration.

All advertising materials will have a submission deadline that must be met by the person submitting the ad or the advertisement may be subject to not appearing in the yearbook.

Prices for advertisements are determined and reviewed each year in accordance with the yearbook budget to assist in covering the cost of the yearbook that is included in student fees. The yearbook adviser and staff reserve the right to determine such prices.

Photographs submitted for advertisements should be on a disk. Photos are not guaranteed to be returned, so therefore, copies of pictures must be submitted on high quality glossy photo paper. Any photos submitted on disk must be done at 300 dpi in either a tif or jpeg format.

Digital photographs are the preference for submitting advertisements and must be formatted to jpeg or tif in a resolution of 300 dpi. If digital is not available, advertisements must be on high quality glossy photo paper. All submitted copy must be type written. The adviser and yearbook staff are not responsible for misspellings if copy is not submitted properly.

F. Book Sales:

Students do not have to buy yearbooks as they are a part of the school fees. Any student at IRC at the time of yearbook distribution will receive a yearbook. A former student for that school year can purchase a book, if any are available, three days after the initial distribution. The cost of the book is to be determined by the yearbook advisor based on publication costs.

Distribution date and procedure are at the discretion of the adviser.

G. Financial Policies

The annual tuition provides the operating funds for Indian Rocks Christian School. Financial responsibility is

one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable Indian Rocks Christian School to maintain a positive Christian testimony by having the funds necessary to meet our financial obligations in a timely manner.

1. Registration Fee – The registration fee must accompany the Re-enrollment or New Enrollment Application. This fee is non-refundable unless the child is not accepted for enrollment.
2. Annual Tuition – Please refer to the Fee Schedule for current prices. A Financial Agreement will be completed during the enrollment process that will establish the contracted financial obligation as well as a payment plan.
3. Tuition Discounts – Multiple child discounts are applicable for two or more siblings on the same Financial Agreement. Please refer to the Fee Schedule for sibling discounts. Multiple child discounts shall be based on the number of siblings enrolled at any given time.
4. Payment Plans – Payment plans are available and may be arranged through the Finance Office. Parents may elect to pay the annual tuition, in full, in advance, by July 1, and receive a prepayment discount off of tuition. As a convenience, the annual tuition may be paid in (10) or (12) equal installments: 12-month plan (June-May) or 10-month plan (August-May). All monthly payment plans require a \$45 non-refundable payment plan setup fee due upon completion of the Financial Agreement.
5. Payment Methods – If you have selected **Payment in Full**, please mail your payment directly to Indian Rocks Christian School, 12685 Ulmerton Rd, Largo, FL 33774. If you have selected the **Monthly ACH Payment Plan**, an ACH account will be setup with FACTS Management Company which specializes in payment processing and serves Indian Rocks Christian School for all monthly payment plans.
6. Late Fees – Partial payments or payments received after the due date will result in a late charge of \$25.00. If the due date falls on a weekend or holiday, the payment will be considered timely if received on the next business day.
7. Returned Payment Fee (NSF) – There will be a \$25.00 per item fee on returned payments. Returned checks or automatic withdrawals will be re-attempted up to two additional times.
8. Delinquent Accounts – For Monthly Payment Plan accounts, if more than (2) payments are delinquent; class attendance will not be permitted until arrangements have been made to have the account brought to a current status.
9. Fines/Debts – From time to time, fines or debts may be incurred. Fines or debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, lunches, before and after school drop-in charges, or damage to church or school property. The Finance Office will send statements on a monthly basis to inform you of these charges. Payments for fines or debts should be made directly to Indian Rocks Christian School. Do not send payments for fines or debts to FACTS.
10. Withdrawal Policy – A student withdrawn prior to August 1st of the new school year is eligible for a full refund of prepaid tuition only. The registration fee will not be refunded except as noted above. Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and a 20% early withdrawal fee will be imposed on the remaining annual tuition. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds.

The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full.

Additional financial policies are stated on the Financial Agreement.

11. Tuition Assistance Program—

- A. Any family is eligible to complete and submit a Student Aid form with the Private School Aid Services (PSAS). Applications will be dealt with on a first come basis contingent upon financial need.
- B. PSAS calculates the finances and ranks each applicant according to need.
- C. The report received from the PSAS will be used to help determine the amount of aid, if any, to be awarded to the family. The IRCS Tuition Assistance Committee determines the amount of money offered for assistance.
- D. The family will be contacted via letter or phone call stating their status in the Tuition Assistance Program. The family may be denied, put on a waiting list or awarded an amount of assistance.
- E. The amount of tuition assistance awarded to any one family could be up to 50 % and no more.
- G. This is considered a temporary relief and is not automatically renewable from year to year. An application must be made every school year.

12. Betty Shields Minority Scholarships— Two scholarships per school year for tuition, books and fees are given to students grades 6-11. A minority student is considered to be of any non-Caucasian ethnic origin. Please contact the superintendent's office for more information.

13. McKay Scholarship -

IRCS is approved for accepting McKay Scholarship funds beginning August 2011. Information on McKay can be found on their website at www.floridaschoolchoice.org.

The philosophy of IRCS concerning McKay is that we will accept students generally in the 251 classification who can function well in the mainstream classroom. All students entering the school must meet the same admissions standards of academic performance and conduct.

McKay funds are a blessing to many families in Pinellas County who benefit greatly from the additional resources. While additional services are limited in terms of supporting all the needs of McKay students, the school is glad to be able to assist some in the spiritual and educational advancement.

When applying to IRCS as a McKay student, the usual process outlined in this handbook should be followed with the exception that the student's Individual Education Plan (IEP) must be submitted to the school office one week prior to the interview with the Principal. After the submission of the IEP and any other paperwork that is required by the admissions office, an appointment will be scheduled with the Principal to discuss the possibility of enrollment.

SECTION VI – PROGRAM OF INSTRUCTION

The academic programs of IRCS are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study and Christian textbooks are the norm. All curriculum is taught in English.

A. Grade Procedures

Indian Rocks Christian School has four nine-week grading periods. Grade reports are issued at the end of each grading period. Report cards are hand-carried home, except for the final nine-week report, which is mailed after school has been dismissed for the summer. **Middle School** final grades are determined by adding up the four (4) quarter percentages and dividing by four. **High School** semester grades are based upon an average for the two nine-week grading periods, plus the semester exam. For grades 9-12, the semester exam counts as 20% of the semester grade.

IRCS uses a numerically based percentage system for quarter, exam and semester grades. The scale is explained in the following sections:

1. General Description – a numerically based percentage (%) scale is utilized for reporting quarter, exam and semester grades. This is the only scale utilized for reporting of these grades. Academic Awards and quarter averages are based on percentages. Other categories such as honor roll, athletic eligibility and academic probation are based on grade point averages.

2. Scale - Following is an overview of the scale utilized for computation of grades:

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	0-59

3. **Performance Grades** - The following areas use O, S, N, U for evaluation of Conduct:

O.....	Outstanding
S+, S, S-,	Satisfactory
N.....	Needs Improvement
U.....	Unsatisfactory

B. Grade Placement

Grade and class placement is based on faculty recommendation and past academic achievement. However, the administrative team will make the final decision. The only official information concerning placement will come from the administrative team.

C. Progress Reports

To keep parents informed concerning their child's grades, parents are directed to access Info Direct. A user name and password will be given to parents and students. If parents do not have on-line access, they must request a printed progress report. Parents may access teachers through email and voicemail. A directory will be provided through the Update.

D. Homework

Homework serves two purposes. It reinforces class work, and it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to keep all homework assignments reasonable.

To promote family worship, homework assignments are kept to a minimum on weekends and no homework is assigned on Wednesday.

- ◆ Be sure to read the section on absences, classroom policies, and make-up work printed elsewhere in this handbook.

E. Make Up Work

Students who are absent from class will be required to make up missed work. Students and parents should look

at Info Direct for assignments. Failure to complete assignments will result in a lower grade. Teachers will assist students in making up work missed.

Students are expected to take the initiative to determine what assignments have been missed and how they are to be made up. When it becomes evident that the student is not displaying a responsible effort in this regard, the teacher is no longer obligated to assist the student in making up the missed work. Students are not permitted to miss regularly scheduled classes to do make-up work. Generally, students have as many days to do make-up work, as they were absent. Tests are to be taken upon return if the test was announced prior to the absence. Students with absences must do the work that they missed.

F. Daily Planner/Agenda

All students are required to keep their planners throughout the year, so if the planner is lost, the student will be expected to buy another one. By utilizing this planner, parents, students and teachers will always have a way of communicating and demonstrating expectations and accomplishments of each student. It is to be used as an organizational tool for daily assignments, teacher comments, parent comments, etc. This planner/agenda will also serve as the official hall pass (there is a section specifically for this purpose). Lost agendas may be purchased in Student Services for \$10.00.

G. Academic Recognition

Academic achievement recognition is based on all 4 (four) quarter grades.

Gold Honor Roll 90-100 with no single grade lower than 90.

Silver Honor Roll 80-100 with no single grade lower than 80.

H. Academic Policies for Extra-Curricular Activities

To be eligible to participate in the extra-curricular athletic program, the marching band, the extra-curricular music program, or serve as a student body or club officer, the student must meet the following academic eligibility criteria:

1. The student must adhere to school policies and regulations and the minimum state requirements.
2. The student must meet all conditions of eligibility as set forth by the Florida High School Activities Association, including the criteria regarding age.

I. Additional Academic Policies

1. Adding or Dropping Classes

- a. Students may not add a class after the second week of the semester. Exceptions will be made only for transfer students or recommendations made by the faculty.
- b. Students may drop a class within the first three weeks and the course grade will not be reflected in students' cumulative Grade Point Average (GPA). Students that drop a class between the fourth and fifth weeks will receive a Withdrawal Failing (WF) or a Withdrawal Passing (WP). This will be noted on their permanent record. The course grade will not be reflected in the student's cumulative GPA. Students who drop a class in the sixth weeks of the semester or later will receive a failing grade (F).
- c. Students may not drop a class without adding another class, if doing so would:
 1. Give the student any combination of two (2) study halls.
 2. Cause the student to have less than five (5) major and one minor classes.
- d. Middle School students schedule changes must begin with a teacher recommendation. Parents who wish to change schedules for Middle School students must contact the teacher first and the teacher will make the recommendation to the Guidance Counselor/Principal.
- e. High school students may make necessary schedule changes with a parent signature and approval of the Guidance Counselor or Principal. All classes dropped or added must have a written note from the parents and approval from the instructor and principal.
- f. Students who earn a "D" in Pre-Algebra, Algebra I or Geometry are strongly encouraged to retake the class.

2. Incomplete

"I" or incomplete is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. All incomplete work must be made up within one week of the close of the marking period. Failure to do so may result in a failing grade.

3. Extra Credit/Extra Work

Extra-credit may be given at the discretion of the teacher, but may not exceed 5% of the quarter grade.

Extra-credit may not be turned in after the close of the marking period.

J. Promotion and Re-Enrollment Policy

Any high school student who fails two (2) or more semesters of any course may not be permitted to enroll in Indian Rocks Christian High School in the Fall until sufficient credits have been earned (as prescribed by the Guidance Counselor).

The cost of any make-up class(es), texts, fees, etc. are the responsibility of the student's parents.

Required credits to be classified at each successive grade level are as follows:

Sophomore.....	6
Junior.....	13
Senior.....	19

Middle School students who fail any major academic course must attend summer school (or an accredited home school) in order to be promoted to the next grade level. Major academic subjects are English, Bible, history, science and mathematics. Summer school classes and courses taken by correspondence must be approved by the Administration. Students may take these types of courses only to remove deficits, not to work ahead. Middle School students who fail two or more major academic courses will not be promoted.

Math Retention Policy - Any student in 7th grade Math, Pre-Algebra or Algebra 1 that receives a "D" average or below for one semester or for the year, will be required to repeat that course. A student may repeat one (1) **semester** in an approved summer school program or the entire course through an approved outside program. Approval by an IRCS Administrator and Math department leader must be obtained before beginning the summer course.

Parents may only override this policy by signing a statement that they understand that if the student does not perform at a "C" level or higher in the following course, the student will automatically be moved back to the previous course.

Honors Math Course Policy: Any student desiring to select an Honors level math course must have the approval and recommendation of his/her current math teacher as well as earn a minimum score on a pretest, regardless of whether they are already in an Honors level course or not. Parents may only override a teacher's non-recommendation by signing a statement that they agree with the remainder of this policy. Any Student in an Honors level math course that receives a "C" or below at any marking period during the year, may be moved back into a regular level at the teacher's discretion .

These policies are in place to benefit the student by placing him/her in the course and program track that best meets his/her abilities.

K. High School Correspondence Classes

Classes taken by correspondence are for students who have failed a class or classes. Correspondence courses are not college-preparatory. Either retaking a course at IRCS or summer school are the preferred ways to make-up failing grades. Transcripts will identify students who take this type of course with a "*retaken*". Administrative approval is required for enrollment in correspondence courses. Lab sciences may never be made up in this way; lab sciences must be taken in summer school or by retaking the class at IRCS. Students who enroll in a correspondence program are considered at-risk. These courses are never used for students to work ahead of the regular IRCS curriculum.

Students who take a correspondence course(s) as a freshman or a sophomore are considered "high-risk." These students will be put on Academic Probation as a result of failing a course(s) without making up the course(s) in summer school or retaking the course(s) at IRCS. Students are not permitted to take more than four one-semester (two credits) correspondence courses during high school without administrative team review and approval. Grades issued for correspondence courses will be recorded according to the grade scale of the issuing school.

All Seniors who have outstanding correspondence work must submit all work to the appropriate correspondence school by April 1 for the 2011-12 school year. In addition, work that is submitted to the school by April 1 must be considered acceptable by the correspondence school's standards (the work must be passing and not need correction). Either not meeting the deadline date, or handing in unacceptable work will prevent students from walking in the 2012 commencement ceremony. Therefore, it is very important for students to

send in correspondence work prior to this deadline date.

Correspondence classes may be taken if a student faces severe circumstances during a school year (such as long term illness, injury or family tragedy) which prevent a student from completing a course(s) and/or jeopardize the student's grades. If there are such circumstances, the student and parents must meet with the Administration to discuss this possibility; a contract with specific guidelines for completion will be provided.

L. Testing Program

Indian Rocks Christian School provides a regular program of standardized tests of achievement. Students and parents are notified in advance as to the nature of the test, scheduled time, and the length of testing. These tests provide data that aid in determining student growth and progress. All students (except seniors) participate in annual achievement tests, sophomores take the PLAN and juniors take the PSAT. The SAT and ACT for college admission are considered a graduation requirement. These tests are offered at various public high schools in Pinellas County. Test dates are available in the Guidance Office and students may register for the ACT at www.act.org and SAT at www.collegeboard.com or by picking up registration materials in Student Services.

M. Test Retake Policy

If a major test grade falls below 60% the student may retake the test upon appeal to the Principal. An application for the retake must be submitted in complete form within one week of the original test. Evidence of reasonable effort must be shown on the first attempt, or the Principal will have the authority to deny the application. Once approved, attendance at an after school help class is required. The makeup grade will be the average of the two tests. This policy does not include final semester examinations. This test retake policy does not apply to Dual Credit courses through St. Petersburg College.

N. Textbooks

The textbooks that are the property of the school are issued to the student on a loan basis. They should be treated with respect and cared for properly. **It is a requirement that all textbooks be covered throughout the school year.** The student's name should appear on the outside of the book cover after it has been added. Loaned textbooks must be returned at the end of the year, or at the time of withdrawal, with only reasonable wear due to normal use. Excessive damage to textbooks will be charged to the student, and records will be held until such charges are paid. Proper care of textbooks is an important part of character training and the stewardship responsibility of students.

O. Library/Media Center

The Indian Rocks Christian Schools' libraries are available to students and faculty on a regularly scheduled basis. The purpose of the library is to enhance all areas of academic research and recreational reading. The library is constantly growing and changing to meet expanding needs. The library/media staff is dedicated to helping each student find necessary materials that will help him/her complete assignments and further his/her knowledge in any given area. When students use the library, whether individually or in a class group, the following regulations apply:

1. Enter quietly without disturbing others who are working.
2. Use time wisely while you are in the Library/Media Center; do not hesitate to ask for help in locating materials.
3. Books are checked out for two weeks or overnight.
4. Fines will be charged for over due or lost books or materials.
5. The library must be kept neat and in order by returning materials to their proper places.
6. Library/Media Center is not a place to visit and avoid class. Visits must have a purpose.

P. Indian Rocks Christian High School Diploma Credit Requirements

<u>Subject</u>	<u>Credits Needed</u>
Bible	4.0 credits
English	4.0 credits
Social Science (includes World and American Histories)	3.0 credits
Government & Economics	1.0 credit
Mathematics	4.0 credits

Science	4.0 credits
Physical Education	0.5 credit
Computer	1.0 credit
Health	0.5 credit
Foreign Language	2.0 credits
Fine Arts (Band, choir, piano lab, drama, media, art)	.5 credit
Electives	<u>1.5 credits</u>
	26 credits

◆ IRCS Honors Diploma—In addition to the above requirements, students who complete the following courses will receive an honors diploma at the commencement ceremony:

Math (Algebra I and above)	4 credits
Honors Classes in Science, English, and History	4 credits

◆ Students must take either the ACT or SAT before graduation.

Q. Additional IRCS Graduation Requirements 9th – 12th grade—Service Learning Hours

1. All high school students are required to complete 20 hours of service learning hours each year of high school, equaling 80 hours by the end of the senior year (students who transfer in during the 10th –12th grade years will be required to complete 20 hours for each year attended).
2. All service learning hours served must be filled out and turned in to the Student Services Office for approval. This must be done with correct dates and signatures, and approved on the provided school form, during the semester the hours were served. Hours not verified within the appropriate semester will not be granted.
3. Students who earn service learning hours on the campus of I.R.C.S. or First Baptist Church of Indian Rocks may only count 10 of the hours toward the graduation requirement. The remaining 10 hours are to be completed off campus.
4. Sunday morning worship services do not qualify as Service Learning Hours.

R. Valedictorian and Salutatorian Awards

The graduating senior with the highest grade point average will be designated the Valedictorian. The graduating student with the second highest GPA will be awarded the Salutatorian honor. To be eligible for these awards, students must have attended IRCS for their 11th and 12th grade years. The grade point average will be calculated from the following classes/credits:

4	Math Credits (Alg. 1 and above)
4	English Credits
4	Social Science Credits
4	Science Credits
4	Bible Credits
2	Foreign Language Credits
1	Computer Credit
1/2	Health Credit
1/2	Personal Fitness Credit
1/2	Fine Art Credit
1 1/2	Elective Credits

S. Grade Point Averaging/Grade Weighting

A student's grade point average is calculated by dividing the grade points earned by the number of credits attempted. The standard grade points awarded are:

A	– 4 points
B	– 3 points
C	– 2 points
D	– 1 point
F	– 0 points

Some courses are awarded extra weight. They are as follows:

AP Courses are awarded one extra point per semester. If AP students do not score a “3” or higher on the end of the year AP test, the course will be weighted .5 extra.

Dual Credit courses are awarded .5 extra, and in some cases one point extra, per semester, as determined by St. Petersburg College.

Honors courses are awarded .5 extra per semester.

T. Electives

Consumer Math
College Algebra Honors/Trigonometry Honors (DC)
Pre-Calculus, AP Calculus*
Western Humanities I/II (DC), AP Human Geography*
Composition I/Composition II (DC), AP Literature and Composition *
Marine Biology, Physics, Anatomy, AP Biology*
Spanish I, II, III
Business Systems Tech I/Tech II
Weight Training
Leadership Training
SAT/ACT Prep
Chorus
Vocal Ensemble I, II, III, IV
Band I, II, III, IV
Piano Lab
Drama
Art
Yearbook
Media/Video Production
Office, Teacher, or Library Assistant

Many of these courses also count toward the graduation requirements. Courses designated DC are Dual Credit courses. These courses are subject to change due to enrollment and teaching needs. Some courses are offered alternating years.

*This course requires additional payment for testing.

Note: Dual Credit courses are primarily for juniors and seniors.

U. Student Aide Policy

IRCS provides credit to students who serve as aides for teachers, in the office or library. The grade is based on performance and attendance similar to working for an employer. Regular attendance is necessary for these classes, as the teachers and staff depend on these students. Student Aides must dress according to the school dress code, follow the IRCS codes of conduct and maintain a positive outlook towards the position and staff person. These standards may affect the student’s grade. **In addition, attending the day of the final exam is mandatory.**

The Student Aide may discuss any pre-arranged absences with their instructor/supervisor. Communicating absences to the supervisor is the student’s responsibility – the IRCS office staff will not relay messages regarding attendance concerns to the student aide’s supervisor. Aside from prearranged absences and extended (doctor recommended) long-term illnesses, the attendance grading scale per semester for student aides is:

<u>Number of Days Absent</u>	<u>Grade</u>
1-5 days	A
6-7	B
8	C
9	D
10 or more	F

V. Dual Credit Program

11th and 12th grade students are permitted to take Dual Credit Classes. There are specific guidelines to be considered for the program. Dual Credit courses are offered through St. Petersburg College (SPC).

1. SPC Dual Credit Program Guidelines:

- a. The student has attained at least a 3.0 cumulative grade point average, or when registering for the particular course, the student has demonstrated prior academic achievement in the field by attaining at least a 3.0 cumulative grade point average within that field.
- b. The student has taken the SPC placement test and meets the required test scores for each class (specific college SAT/ACT scores may be used for placement in all areas except in math).
- c. Earning a “C” or better in their SPC classes.
- d. Providing Parental consent.
- e. Obtaining Administrative approval.

2. Students Eligible for Dual Credit Enrollment:

Once students meet these guidelines, the students will be scheduled into dual credit classes according to class availability (senior students are given priority) and the IRCS school schedule (being certain there are not course conflicts).

If an SPC course is offered at the high school campus, students are required to take these courses at IRCS. Senior students may take additional dual credit courses at SPC. When taken, these classes will count towards high school and college credits (Prior to enrolling, Guidance Counselor approval is required.) It is always the high school student’s responsibility to see that official SPC transcripts are sent to the IRCS Guidance Office for consideration.

Students must go to an SPC campus to take the Placement Test prior to enrolling in Dual Credit courses. In order to be permitted to test, students must bring a pink referral card, obtained from the Guidance Counselor, to SPC. Students who do not take the placement test by the cut off date determined by the Guidance Office will not have priority when registering for these classes. IRCS does not participate in SPC’s Fast Track BA program or the Early Admission Program.

3. Students Sharing Information:

If a student is found to have plagiarized or cheated in a dual credit class, as determined by SPC or IRCS, the student will be subject to the normal consequences of a referral for cheating.

W. Florida Bright Futures Scholarship Program

1. General Eligibility Requirements

Each of the scholarship awards within the Bright Futures Scholarship Program has specific criteria that must be met. However, to be eligible for an initial award from any of the of scholarships, a student must:

- a. Apply on-line for the Bright Futures Scholarship Program by the second semester of their senior year.
- b. Be a Florida resident.
- c. Earn a Florida standard high school diploma or its equivalent.
- d. Be enrolled in an eligible Florida public or independent post-secondary education institution.
- e. Enroll in a post-secondary institution in Florida for at least six semester credit hours or the equivalent.
- f. Not have been found guilty of, or pled nolo contendere to, a felony charge.
- g. Use the award within three years of graduation.

2. Specific Eligibility Requirements

Go to www.floridastudentfinancialaid.org “State Grants, Scholarships, Applications” and “Florida Bright Futures Scholarship Program” for 2010-11 Scholarship Award amounts.

Requirements For Florida Merit Scholars Award

Grade Point Avg. 3.0 weighted GPA (Based on Statewide Scholarship Weighting System) using 16 credits listed below.

Required Credits (Same required credits as Florida Academic Scholarship Award)

* 4 English (3 with substantial writing)

* 4 Mathematics (Algebra I and above)

* 3 Natural Science (2 with substantial lab)

- * 3 Social Science (any)
- * 2 Foreign Language (in the same language)

16 Credits Total

Community Service No requirements
(District approval needed for Community Service hours)

Test Scores 970 SAT or 20 ACT

Requirements Florida Academic Scholars Award

Grade Point Avg. 3.5 weighted GPA (based on the Statewide Scholarship Weighting System) using 16 credits listed below.

- Required Credits**
- * 4 English (3 with substantial writing)
 - * 4 Mathematics (Algebra I and above)
 - * 3 Natural Science (2 with substantial lab)
 - * 3 Social Science (any)
 - * 2 Foreign Language (in same language)
- 16 Credits**

Community Service 75 hours
(District approval needed for Community Service hours)

Test Scores Best composite score of 1270 SAT or 28 ACT

This is a general overview of Bright Futures. For more details and current information logon to www.firn.edu/doe/brfuture or call 1-888-827-2004.

X. Exams and Exam Exemption Policy

Middle School— Exams will be administered the last four days of each semester. Students may not exempt exams. Exams may count as one or two test grades for that quarter.

High School—Exams will be administered the last four days of each semester. Students may exempt exams under the following conditions:

Grade	Grade Level Earned	Guidelines	Exempted Exams
9	Only A's	No more than 7 absences per semester <i>No more than 4 absences from chapel per semester</i> No Out of School Suspensions during the semester	1
10	Only A's	No more than 7 absences per semester <i>No more than 4 absences from chapel per semester</i> No Out of School suspensions during the semester	2
11	Only A's	No more than 7 absences per semester <i>No more than 4 absences from chapel per semester</i> No Out of School suspensions during the semester	3
12	Only A's	No more than 7 absences per semester <i>No more than 4 absences from chapel per semester</i> No Out of School suspensions during the semester	ALL

1. Teacher notifies student if eligible.
2. Student fills out form identifying which class(es) he will exempt.
3. Form is compiled stating what class(es) students will exempt.
4. The cut-off date for grades will be the Friday before exam review week (two weeks before last day of exams).
5. Does not apply to Dual Credit or AP courses.

Students must fulfill all of the following disciplinary requirements in order to exempt exams. This includes

returning all Discipline Notices with a parent signature or email reply, completing all assigned Bible studies and attending any assigned detentions, Saturday Schools and /or suspensions. All outstanding referrals must be returned with a parent signature by the cut-off date for grades (see 4. above) and any referrals received after that date must also be returned (and any consequence fulfilled) or the student will not be allowed to exempt exams.

If a student has more than twelve (12) absences and does not pass the final exam, the student will receive an “F” (failure because of excessive absences) for the semester grade regardless of the calculated grade average for the class (es). A student passing the final exam will receive the calculated semester grade average for the class (es).

Y. Academic Awards/Honors Classes and AP Classes

Middle and high school grades have departmental awards presented for the most outstanding student in the various academic areas. Students in the middle school may also participate in mathematics, speech, and spelling competitions.

Z. Honors and Advanced Placement Program

Honors and Advanced Placement (AP) classes are offered to students who meet both the academic and behavioral expectations. They must obtain a teacher/department recommendation based on the following criterion:

- **Academic** – *Students should have an “A” semester/yearly average for each of their current classes in the subject in which they are requesting an honors class. (Teachers may approve a student with a high “B.”) Standardized test scores and Accelerated Reader ZPD ranges will be considered, as well. Students must demonstrate a desire to work at an accelerated pace and actively participate in classroom discussions. They must also uphold the highest standards of academic integrity.*
- **Behavioral** – *Students must display a positive attitude in their current class to be considered for an honors class. They are expected to maintain positive behavior in all honors classes and contribute to a healthy learning environment. Students will not be recommended, and may be asked to leave an honors class if they disrupt instructional time or are committing behavioral infractions.*
- *Note: It is possible for a student to be recommended in one subject and have a different teacher not recommend the same student for another subject. Academic and behavioral qualifications must be maintained in each class for consideration in that subject area. If a student and parent know that honors and AP classes are desired, then initiating communication with the teacher at the beginning of the year and throughout the year is recommended. This is to make sure the student is on track with academics and behavior, and meeting the standards of an honors or AP student at Indian Rocks.*
- *The application process for honors classes is as follows:*
 1. *The student must pick up an honors request form from the guidance office and present it to their current teacher who must make a recommendation to the next year’s honors teacher. For example, the current English teacher must make a recommendation to the next year’s honors English teacher. This process is completed for each subject area the student wishes to take as an honors class the next year.*
 2. *The teacher fills the form out and gives it back to the student. The student must return the form to the guidance office by the specified deadline that is available to students through the guidance office. This generally occurs at the end of a school year. Students who miss the deadline are not exhibiting the level of responsibility required to take an honors class, so it is important to show initiative by turning the form in on time.*
 3. *The guidance office then schedules the students who are recommended to the honors classes and communicates the schedule to the student.*
 4. *Once the honors classes begin the student will be expected to sign the honor code form which will be supplied through the honors teacher.*
 5. *Additional information may be posted on the guidance section of the school website.*

AA. National Honor Society (9-11th grades)/National Junior Honor Society (7-8th grades)

The highest academic honor that any middle/high school student may earn, beyond Valedictorian/Salutatorian of his/her graduating class, is membership in the National or National Junior Honor Societies. Membership qualification lists are posted in January. To be eligible to apply for membership a 7th 8th or 9th grade student must have a 3.0 GPA for the previous semester, not have more than 10 disciplinary points, these points cannot reflect a character issue such as cheating, teacher disrespect, harassment, and any other issues the administration feels reflects the need for a student to wait a year and prove themselves, have no suspensions within the current school year, or be on probation for any reason. Tenth and 11th grade students must meet these guidelines, but in addition their 3.0 GPA requirement is cumulative from the first semester of their 9th grade year to the present. If a disciplinary situation reflecting the Character of the student occurs during the application process or before the Induction Ceremony, the invitation to be inducted will be rescinded. This follows the disciplinary policy for existing points. This allows the student a year to prove themselves and apply in the following year. [This policy does not apply to 11th grade. There will be no opportunity in the 12th grade year for any student to apply. This includes transfer students, as there is no opportunity for them to be involved in the Honor Societies' activities or leadership of the student body.] Seventh and 8th graders must also have completed 20 hours of community service when they apply and 9th-11th graders must at least be current in their Community Service requirements if they are very involved in extra curricular activities and perhaps a job, but we are looking for students who exceed those requirements.

Applications must be filled out completely, by the student, and turned in on time. In addition, a Parent/Guardian Signature affirming that they have reviewed the information on the application and verify its accuracy is required. Other adult signatures may also be required to verify participation in leadership and service activities. No late applications will be accepted with exception of situations of extreme family emergency to be determined on a case by case basis by the advisor's] and Principal.

The three areas the Faculty Council will consider after the scholarship requirement is met are as follows: Character, Leadership, and Service. It must be noted that National and National Junior Honor Society are national, secular organizations. Expression of salvation by Biblical standards is not a requirement, but a positive and respectful attitude towards the Christian foundations and mission statement of the school, and other students' and staff's faith is a reflection of character.

The following standards are reprinted from the NHS/NJHS National Standards handbook:

Character is the most difficult criterion to define. The Faculty Council will consider the positive as well as the negative aspects of character. A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. While an award or recognition may indicate improvement and growth, it alone will not indicate sufficient growth and improvement to compensate for previous inadequacies. In the area of Character the Faculty Council will consider [but not be limited to] the following:

- 1) Takes criticism willingly and accepts recommendations graciously.
- 2) Consistently exemplifies desirable qualities of behavior [cheerfulness, friendliness, poise, stability, self-control].
- 3) Upholds principles of morality and ethics.
- 4) Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- 5) Has powers of highest standards of honesty and reliability.
- 6) Regularly shows courtesy, concern, and respect for others.
- 7) Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom
- 8) Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- 9) Manifests truthfulness in acknowledging obedience to the rules, avoids cheating on written or oral work, projects, or allowing their work to be copied, and shows an unwillingness to profit by the mistakes of others.
- 10) Actively helps rid the school of bad influences or environment.

The Leadership criterion is considered highly important for membership selection. Verifiable leadership roles in both the school and the community will be considered. The Faculty Council will consider [but not be limited to] the following Leadership criteria:

- 1) Is resourceful in proposing new problems, applying principles, and making suggestions.

- 2) Demonstrates initiative in promoting school activities.
- 3) Exercises positive influence on peers in upholding school ideals.
- 4) Contributes ideas that improve the civic life of the school.
- 5) Is able to delegate responsibilities.
- 6) Exemplifies positive attitudes.
- 7) Inspires positive behavior in others.
- 8) Demonstrates academic initiative.
- 9) Successfully holds school and/or community offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- 10) Is a leader in the classroom, at work, and in other school or community activities.
- 11) Is thoroughly dependable in any responsibility accepted.
- 12) Is willing to uphold scholarship and maintain a loyal school attitude.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service will be reviewed. The student who serves:

- 1) Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- 2) Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- 3) Cheerfully and enthusiastically renders service to the school.
- 4) Is willing to represent the class or school in inter-class and inter-scholastic competition.
- 5) Does committee and staff work without complaint.
- 6) Participates in service activities outside of the school and church community.
- 7) Mentors students within or without the school when possible.
- 8) Shows courtesy by assisting visitors, teachers, and students.
- 9) *Goes beyond the required 20 hours of service each year, unless financial need requiring employment renders this impossible. {This need will be communicated to and decided upon by the Guidance Counselor and Honor Society Advisor} We do not require that 7th & 8th graders exceed the 20 hours, but we look for this if they are not very involved in extra curricular activities. No service activity will count unless it has been reported in writing and is on file in the Student Services Office. A request for a service hours report as an attachment to the Student Information Form must be on file in the Student Services Office no less than 4 days prior to the application deadline.

A two-thirds Yes vote by the Faculty Council is required for membership. Non-Selection: Chapters are not legally or constitutionally obligated to share information concerning specific students not selected for membership in the Society. It is our policy to explain in general terms how decisions regarding the growth and development of a student were made and to provide effective direction to such students to assist them in reaching their goals, despite the existence of a specific setback. It is important to realize that all decisions of the kind involved in the selection process have some subjective aspects, but the decisions are derived in a fair manner based on sound, professional judgment. The Faculty Council takes their responsibilities very seriously, and understands the importance of exercising their responsibilities in the most professional and objective manner. A Faculty Council will not reconvene to reconsider a student except in the case of a student's name inadvertently being omitted from the list of eligible applicants or the erroneous averaging of the grades of a student. Parents and students must understand that no student has a right to be selected for membership in the chapter of the appropriate Honor Society [Appendix 7 of the National by Laws, prepared by the NASSP legal counsel, concerning the law and how it relates to governing the Society]. If you have questions concerning the application process or the results of it the advisor or Principal should be contacted.

Dismissal from the Society is not dealt with lightly, and is handled through a pre-dismissal hearing conducted by the Faculty Council. If a member is in jeopardy, a warning in the form of a letter and a conference with the advisor will be issued. This would happen in cases of not maintaining the standards of scholarship, leadership, service, and character. In cases of flagrant violations of school rules or civil laws, a warning is not required for dismissal. A hearing of the Faculty Council will still take place. The hearing is identified in the constitution as a right of membership, is guaranteed as "due process" as identified by the 14th Amendment of the U.S. Constitution, and requires the chapter to notify the member of the action being

contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally. A parent or guardian may be present with the member; however the member will present his or her case, not the parent or guardian. A student who is dismissed or resigns is never again eligible for membership in National Honor Society.

BB. Help Classes

Teachers will provide “Help Classes” for their students who need extra attention. Parents may request the teacher to provide extra help if it appears that the student will respond in a positive manner. Help classes will be conducted by the regular class teachers before or after school hours. The scheduling of special help classes is determined by the teacher’s schedule. A schedule of help classes will be available.

CC. Physical Education and Health Classes

Students in middle school PE classes are required to wear the standard IRCS School PE uniform (see Dress Code section under acceptable clothing). Students that are not feeling well enough to participate in PE must come to Student Services. A student may be excused from PE for two consecutive days with a parent’s note. Being excused for more than two consecutive days will require a doctor’s note.

DD. Chapel

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be planned to spiritually challenge students. Parents are welcome to attend chapels.

EE. Transfer of High School Credits

Students seeking transfer into I.R.C.S. with high school credits from an unapproved accreditation agency, will be admitted after Administrative approval of the credits. Some credits may not be accepted.

SECTION VII - STUDENT ACTIVITIES

A vital part of school life is its extracurricular activity program. In today’s world, the opportunity that the school provides for social activities outside the normal school day plays an important role in growth and development of the students. In Christian education, we are concerned with not only the intellectual dimension of our students, but also with growth and development spiritually, socially and physically. Interscholastic athletics are viewed from a Christian perspective. The development and demonstration of Christ-like traits are its overriding goals. As a student-athlete is challenged to excel in the pursuit of the approval of the Lord Jesus Christ, he or she is also to move toward emotional maturity and skill proficiency. Students are challenged to have a Christian attitude toward winning and not adopt the worldly attitude of winning at all costs. Participation in athletics and other activities is governed by the FHSAA of which Indian Rocks Christian School is a member.

A. Athletics

Athletic Policy – Indian Rocks Christian School provides a variety of competitive team sports. Indian Rocks Christian School does not permit co-ed athletic opportunities, other than cheerleading.

1. Eligibility

- a. Students in grades 6-8 participating in any extracurricular activity including sports, cheerleading and marching band must earn and maintain a minimum 2.0 GPA and meet all school and state policies and regulations.
- b. Students in grades 9-12 participating in any extracurricular activity including sports, cheerleading and marching band must earn and maintain a cumulative 2.0 GPA and meet all school and state policies and regulations.
- c. Every student must attend school the entire day to participate in after school extracurricular activities that day. Exceptions will be made for medical appointments and/or death in the family.
- d. Physicals – The student must have on file with the school a Pre-participation FHSAA Physical Evaluation form dated after May 15 of the previous school year.

2. Competition

Indian Rocks Christian Middle and High School competes against other Christian, private, and public

schools from around the state of Florida in a variety of extra-curricular athletic programs. IRCS uses its own grounds and other local athletic facilities for interscholastic competition.

3. Sports Offered

Girls - Volleyball, Basketball, Track, Softball, Cross-country, Swimming, Golf, Tennis, Soccer, Bowling, and Cheerleading.

Boys - Football, Basketball, Track, Baseball, Cross-country, Golf, Soccer, Tennis, Swimming, Bowling, Wrestling and Cheerleading.

4. Athletic Information

- a. Fall sports begin prior to the start of school in August.
- b. Students interested in athletics should contact the school office or the particular coach of the sport of interest.
- c. Yearly physicals are required to participate in athletics, including cheerleading.
- d. Students participating in athletics and cheerleading are assessed a \$50.00 participation fee for each sport. Other fees will be assessed depending on the sport.
- e. Once a student has begun and played a sport he is to finish that sport with that team before he is allowed to start another sport season.
- f. Students may not participate in practices for the next sport season with out express permission being granted by their current season's coach.

5. Athletic Awards

At the conclusion of each season, the Athletic Department hosts an awards program. During the program students are recognized for outstanding demonstrations of Christian character throughout the course of the athletic school year. Three major awards per sport will be given, and the coach of each sport will select the award winners. The awards are as follows:

- a. **Total Release Award**
This award is typically given to the athlete who is best described as the most valuable player on the team.
- b. **Timothy Award**
This award is given to the athlete on the team who shows the best Christian character and integrity.
- c. **Golden Eagle Award**
This award is given to the athlete who is the most improved player on the team.

IRCS also recognizes athletic accomplishments for the school year:

- a. **Shield Award**—This prestigious award is presented to the outstanding male and female athlete at Indian Rocks Christian School. Participation, grade level, character, ability, Christian testimony and accomplishments throughout the year are some of the criteria for selecting the recipients.
- b. **Four Sport Award**— This award is given to those student/ athletes who participated in four sports during the school year.
- c. **Three Sport Award**— This award is given to those student/athletes who participated in three sports during the school year.
- d. **Academic Athlete Award**— This award is given to those student/athletes who participated in at least two sports and maintained a grade average of 3.90 during the first three quarters of the school year. (For calculations purposes, Dual Credit classes will only be added into the 1st Semester GPA as these classes only receive semester grades.)

6. Behavioral Eligibility for Activities/Athletics

Participation in extracurricular activities is a privilege that may be lost by a student who consistently defies authority or commits a serious breach of conduct. After consultation with the student and the staff member involved, the Principal may declare a student ineligible to participate for a period of two (2) weeks or until there has been a significant improvement on the part of the student. Parents will be notified by telephone or in writing of such ineligibility.

B. Extra Curricular Activities

Indian Rocks Christian School offers various clubs based on the interest and support of students. Clubs may be formed to enhance the academic interest or to provide extracurricular activities. Clubs will be formed when students express interest, are willing to provide guided leadership, and a faculty sponsor is available.

1. Cheerleading

- a. Girls and Boys may try out for cheerleading in April/May for the following year's activities.

2. Music/Band/Drama

Music includes choral music, instrumental music (band), classroom music instruction and music history. Students in band and choir are assessed additional fees. The marching band and drill team performs at athletic contests, marching competitions, concerts and solo/ensemble competitions. Students who participate in band are required to rent or purchase an instrument. The vocal music ensembles compete in various district and state competitions and perform throughout the year. A choir uniform fee is required.

3. Student Ambassadors

Students at the junior and senior level are selected to be a part of this volunteer service organization. We seek students who are self-disciplined and motivated because it will involve time out of the classroom as well as evenings. Student Ambassadors serve as hosts and hostesses at many school functions, i.e., Open House activities, Grandparents Day, athletic activities, band and vocal competitions that IRCS host, etc.

4. Missions or Ministry Opportunities

Students who participate in missions raise their own support money. Some mission trips are planned during the school year as well as school holidays. Fifteen or more discipline points will exclude a student from the current year's mission trips. Refunds will not be made.

5. Senior Trip

As part of the senior year activities, the senior class will be granted an off-campus trip, which must be approved by the School Team. Details about the trip will be determined and communicated to parents and students during the school year. The senior trip is a privilege and the school reserves the right to select students who may attend.

6. Student Council and Class Officers Guidelines

Student Council and Class Officers serve an important role in the life of Indian Rocks Christian Schools. They plan and execute many student activities throughout the year. These officers are elected each Spring for the following school year. Candidates submit a purpose statement as well as their Christian testimony. Students holding positions are held to a higher standard. The following criteria is required to run for office:

- a) The completed application submitted within the allotted time frame.
- b) A minimum average score of 3.5 (of a 5.0 scale) on teacher recommendations.
- c) A minimum of a 3.0 GPA.
- d) Less than ten discipline points.
- e) Re-enrolled at IRCS for the next school year.
- f) Meets administrative approval.

Failure to maintain these guidelines throughout the year will result in removal from leadership.

C. Home School Policy

Indian Rocks Christian School permits home school students who are registered with the Pinellas County School Board (in accordance with Section 232.02 (4)(b)(1) of the Florida Statutes) to apply for enrollment in our Home School Program. Application is offered to students who are entering grades six through twelve and is contingent upon receipt of an official application and ALL of the following requirements:

1. Completed application including registration fee as listed in Fee Schedule.
2. A copy of Pinellas County Schools – Notice of Intent to Establish a Home Education Program (Section 232.01 and 232.0201, Florida Statute – PCS Form 2-2724)
3. A copy of the student's most recent semester grades which must be consistent with IRCS Eligibility Policy
4. A copy of the most recent achievement test taken by the student
5. A certified copy of the student's birth certificate

6. A notarized IRCS Authorization for Medical Treatment Form
7. Florida Physical Exam (Form #3040) and Florida Certificate of Immunization (Form #680)
8. A notarized IRCS Cooperation and Release Form
9. Proof of current Health/Accident Insurance
10. FHSAA Physical Form – if applicable
11. FHSAA Consent & Release Form – if applicable
12. FHSAA Enrollment Participation Form – if applicable
13. IRCS Level of Competition Form – if applicable

A student/family interview is required before acceptance can occur. This interview will be with our Administration. At the time of this interview a description of our Home School Program will be given along with a review of the Parent/Student Handbook, student expectations, standards of behavior and Indian Rocks Christian Schools' philosophy of education.

It is the belief of the School and Administrative Teams that a “covenant relationship” must be cultivated between the home school family and Indian Rocks Christian School. In order to achieve this relationship, every home school student must attend our weekly chapel program and spiritual emphasis week (s) as a requirement to participate in our Home School Program. This includes students who wish to participate in athletic activities or those who desire to take an academic class offering. Indian Rocks seeks to admit students whose parents desire a quality Christian education for their child.

If acceptance is granted by the Administration, the parents will meet with the Business Office immediately following the interview.

D. ACADEMIC PARTICIPANTS

Indian Rocks Christian School offers a variety of academic courses, dual credit courses, AP courses and electives.

1. The following fees may be paid in full or on an IRCS payment plan.

The payment plan fee is listed on the fee schedule.

- a. Tuition and fees – per class

6th, 7th and 8th grade	\$1100
9th, 10th, 11th, 12th grade	\$1200

 (no discounts apply to this rate)
 A yearbook is included for annual students

- b. Testing fees – if applicable

2. A Financial Agreement must be signed.
3. Students who take more than two classes at IRCS are required to also take a Bible class.

E. ATHLETIC PARTICIPANTS

Indian Rocks Christian School is a member of the Florida High School Athletic Association (FHSAA). FHSAA has established the following policies under which home school students may participate in interscholastic athletic competitions at Indian Rocks Christian School. If the student is to participate in any athletic activities, an additional fee of \$50.00 per sport plus equipment cost will be charged. There may be additional cost depending on the sport they play. The following requirements apply:

- 1) The student, within 30 days of his/her withdrawal from a traditional school program, properly registers with the district school board as being enrolled in a home education program in accordance with Section 232.02(4)(b)(1) of the Florida Statutes;
- 2) The student's parents at the conclusion of each semester certify to the Principal of the school on a form to be provided by the FHSAA office that the student meets the IRCS minimum grade point and eligibility standards which are required of all students;
- 3) The student meets and adheres to the IRCS responsibilities, standards of behavior, and performance as set forth in the IRCS Parent/Student Handbook;

- 4) The student registers with the school of his/her intent to participate in interscholastic athletic competition as a representative of the school prior to the beginning date of the season for the sport in which he/she wishes to participate.
- 5) The student and parents agree to comply with the IRCS Athletic policies and procedures.

SECTION VIII - STUDENT INFORMATION

A. Hall Passes

All students are expected to be in an assigned classroom and under teacher supervision at all times during the school day. Middle school and high school students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have the daily planner/agenda with the hall pass section. Any student found in the hallways without the authorized pass will be subject to disciplinary action.

B. Homeroom

The purpose of homeroom is to check and record attendance of students at school, to provide class organization, and to provide a forum for general guidance functions.

C. Facilities

Indian Rocks Christian School uses the facilities of the First Baptist Church of Indian Rocks. All church facilities are multi-use facilities. Since any given room or area may be used by three or four different groups over a twenty-four hour period, it is absolutely critical that the buildings, grounds, and parking areas be maintained in constant readiness. Students are expected to keep their areas neat and clean at all times.

1. The elevator is to be used only when permission has been granted. Students are to use designated stairways.
2. All poster painting is to be done in designated classroom areas or on the athletic and play fields.
3. Posters, signs and announcements shall be dated and confined strictly to school assigned bulletin boards, corridor bulletin boards, and other areas designated for that purpose. Sticky tack is the only adhesive to be used.

D. Classroom Expectations

1. Preparation for class –Come prepared to each class.
2. Homework- Since homework reinforces classroom learning, it is vital that the student thoroughly and thoughtfully complete all assignments. Cheating on homework and other assignments is the same as cheating on a test.
3. Parents are asked to intervene immediately when a homework problem arises.
4. Each class will open with prayer and begin immediately.
5. Every class will have five (5) rules as the standard governing procedure:
 - a. Students will be in the classroom when the bell rings.
 - b. Students will participate in class by raising their hands to be called on to answer by the teacher.
 - c. Students will remain in their seats at all times until given permission by the teacher to move, or be given a pass to leave the classroom.
 - d. Students will hold all paper and trash until the end of the period to be disposed of.
 - e. Students will come to class prepared with all necessary materials.

E. Lockers

School lockers are the property of Indian Rocks Christian School and are made available for student use for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent. All hall and locker room lockers are to be kept closed and locked at all times. All students are assigned lockers and are to keep all clothing and other articles in their assigned lockers.

The school will not be responsible for items stolen. Students are not to give any lock combination to another person. If your combination is known by another person, it is your responsibility to have it changed through Student Services or physical education teacher.

F. Soda & Snack Machines

Other than lunchtime, students are not to use the soda and snack machines inside the buildings while school is in session unless approved by the Principal.

G. Cafeteria/Lunches

Students may purchase food from the First Baptist Church of Indian Rocks cafeteria. No credit will be extended to middle and high school students. Behavior should always be orderly in the dining area. Students must maintain good, courteous behavior and acceptable table manners. Throwing and/or playing with food will not be allowed. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA. Please be sure to give lunches to your children before they leave for school.** Getting a lunch to them at school interrupts office, student, teacher, and class routine. If you do need to get a lunch to your child, leave it at the school office.

H. Truancy

Truancy is a violation of state law. Skipping school for any part of a school day is considered truancy. Truancy will be treated as an unexcused absence; in addition, parents will be notified and disciplinary action will be taken. If truancy on the part of the student becomes habitual, the appropriate authorities will be notified.

I. Student Publications

The Administrative Team has the right to review and edit any academic or non-academic student publication or part thereof, or other forms of written expression, prior to its publication and/or distribution on campus. Publications by students not produced through credit classes (journalism, yearbook, English, etc.) shall be considered non-academic publications and must be submitted to the Principal for approval. Grounds for denial or approval to publish and distribute non-academic publications shall include, but not be limited to: violation of school policy, staff availability, conflict with established calendar events, obscenity, gross profanity, vulgarity, anything not compatible with the normal activity associated with a Christian school, as well as other forms of unprotected expression.

J. Parties

It is not the policy of the middle and high school to have individual classroom, seasonal, or birthday parties. Celebrations of significant days in the history of the Christian faith and American History are planned throughout the year.

K. Prayer

Prayer is talking to God to praise Him, to thank Him, and to petition Him. It is always appropriate, and classes are encouraged to engage in prayer and to lead others in prayer. All classes will begin with prayer.

L. Pledges

As a demonstration of an individual's love and appreciation for our country, our Savior and the Bible, Indian Rocks Christian School begins each day with the recitation of the following pledges:

1. Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

2. Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.

3. Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its word in my heart that I might not sin against God.

Section IX – PARENT RESPONSIBILITIES

In order that Indian Rocks Christian School achieves its goals and objectives for students, there must be cooperation between the school and the home. Therefore, although this handbook applies primarily to students, parents and/or guardians need to recognize their responsibilities to their children and to the school community.

You, as parents, should help assure proper attitudes toward the environment desired at Indian Rocks Christian Schools by:

- ◆ Demonstrating a positive attitude toward your student's school education by showing interest in your student's work.
- ◆ Getting to know your student's school, its staff, curriculum, programs and activities. Attending parent teacher conferences and school-parent functions.
- ◆ Informing your student's school of your current home phone number, home address, work telephone and emergency contact number.
- ◆ Understanding and supporting the policies of this handbook and discussing it with your student.
- ◆ Teaching your student to be clean and well groomed, dressed according to the school guidelines.
- ◆ Making sure your student arrives at school on time.
- ◆ Keeping your student home when you know your student is ill or has a contagious disease, and having your student immunized, consistent with the Florida Statutes and school policies.
- ◆ Notifying the school administration within 48 hours of your student's absence from school and the reason for the absence.
- ◆ Advising the school administrative team immediately of anything that may affect your student's ability to learn, to attend school regularly, or take part in school activities. This information needs to be updated as soon as possible if there is any change.
- ◆ Teaching your student, by word and example, to respect the policies and authority in this school and to respect the rights and property of others.
- ◆ Working with school personnel to solve any disciplinary and academic problems.
- ◆ Reporting a change of address to the school office within five days of the occurrence.
- ◆ Providing a nutritious lunch for your student.
- ◆ In cases of "Special Custodial Issues," parents must provide a copy of the legal custodial papers and guidelines to school officials.

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