

Indian Rocks Christian School
A Ministry of First Baptist Church of Indian Rocks
Pre-School Student Handbook

Founded: 1984

Accredited by: Association of Christian Schools International
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

Table of Contents

	Page
General School Information	1
Table Of Contents	2-4
Letter From the Pastor	5
Mission Statement	6
Purpose	6
Educational Philosophy	6
Goals	6-7
School Governance	7
School Team	7
Administrative Team/Other IRCS Administration	8
Our Statement of Beliefs	8
School Bible Verse	8
Welcome From the Superintendent	9
Welcome From the Preschool Principal/Staff	10
Section I- Admissions	11
A. Admission Policy/Procedures	11
B. Enrollment Process	11-12
C. Re-Enrollment	12
Section II- Health and Safety	12
A. Required Immunizations	12
B. Physical Examination	12
C. Birth Certificate	13
D. Sickness	13
E. Medication	13
F. Allergies	13
G. Communicable Diseases	13
H. Head Lice Policy	13
I. Clinic	13
J. Emergency Phone Number Required	14
K. Medical Release Form	14
L. Student Accident Insurance	14
M. Healthcare Appointments	14
N. Emergency Drills	14
O. Emergency Notification Procedures (School Closing, Early Dismissal).	14-15
P. First Aid	15
Q. Animals in the Classroom	15
Section III- Office Procedures	15
A. Attendance Policy	15
B. Absences	15
1. Reporting Back to School	15
2. Pre-Arranged Absences for Trips	15
C. Tardiness	15
D. Signing Students Out Of School	15
E. Student Records/Release of Records	15-16
F. Student Pictures	16
G. Lost and Found	16
H. Visitors On Campus	16
Section IV- Office- General	16
A. School Hours	16
B. School Office Locations	16

	Page
C. Withdrawals	17
D. School Calendar	17
E. Office Communication	17
F. General School Communication	17
1. Golden Eagle Update	17
2. Forms and Other Mailings	17
3. Grade Level Newsletter	17
4. IRCS Website	17
5. ParentsWeb	17
G. Parent Meetings	17
1. Parent Orientation	17
2. Parent/Teacher Conferences	17
H. Parental Support	17
I. Helpful Guidelines	18
J. Parties at School	18
K. Volunteers	18
Section V- General Policies and Procedures	18
A. Field Trips	18
1. Field Trips – General Statement	18
2. Statement of Cooperation & Release Authorization Form	18
3. Special Event Off-Campus Permission Form	18
4. Chaperone Guidelines	18
5. Driver Chaperone Guidelines	19
6. Volunteer Driver Application Form	20
7. Students Not Attending Trip/Activity	20
8. Trip/Activity Privileges Revoked	20
B. Transportation	20
1. Transportation – General Statement	20
2. Students Riding in IRCS Vehicles	20
C. Drop-Off/Pick-Up/After-School Program	20
1. Morning Drop-Off	20
2. Afternoon Pick-Up/Dismissal	20
3. After-School Care Program	20
D. Discipline	21
1. Disciplinary Philosophy	21
2. Disciplinary Process	22
a. Instruction	22
b. Warning	22
c. Correction (Behavior Plan)	22
3. Discipline at After School Care	22
4. Lines of Authority	22
a. Teacher (Matthew 18 Principle)	22
b. Principal	22
5. Mutual Respect	22
6. Complaint Or Problem Procedure	23
7. Rules For Conferences/Interaction With Staff	23
E. Dress Code – General	23
1. Policy Statement	23
2. Dress Code Guidelines	24
F. Other General Policies	24
1. Solicitation/Distribution	24

	Page
2. Teacher Conferences	24
3. Closed Campus	24
4. Gum Chewing	24
5. Lunches/Snacks	24
6. Yearbook Distribution	25-27
7. Portable Electronics and Other Distractions At School	27
G. Financial Policies—General Statement	27
1. Registration Fee	27
2. Annual Tuition	27
3. Tuition Discounts	27
4. Payment Plans	27
5. Payment Methods	27
6. Late Fees	27
7. Non-Sufficient Funds/Returned Payment Fee	27
8. Delinquent Accounts	27
9. Fines/Debts	27
10. Withdrawal Policy	27
11. Tuition Assistance Program	28
Section VI– Program of Instruction	28
A. Grade Procedures (K3- K4)	28
B. Preschool Academic Program	28
Section VII – Student Information	28
A. Facilities	28
B. Chapel	29
C. Bible Study	29
D. Prayer	29
E. Pledges	29
1. Pledge to the American Flag	29
2. Pledge to the Christian Flag	29
3. Pledge to the Bible	29
Section VIII	
Parent Responsibilities	30
Index	31-33
Affirmation /Parent Signature Cut Out of Reading and Commitment of the IRCS Student Handbook Policy Page	35



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.

GOALS

These are school wide goals that are developed over time beginning at the Preschool level when appropriate.

1. To develop the spiritual, moral and academic growth of our students.
2. To impart to our pupils through example, a respect for individual differences based on a proper understanding and acceptance of themselves and others as God makes them.
3. To teach good citizenship in our student population by developing an appreciation for our Christian and American heritage of freedom and human dignity through biblical principles, service and knowledge.
4. To promote intellectual development by helping each pupil gain a comprehensive command and application of the fundamental processes of communication at his ability level.
5. To develop social and occupational endeavors which will enable students to choose future plans wisely.
6. To foster wholesome personal relationships through development of social skills based on the Christian concept of love.
7. 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.
8. To impart the biblical attitude toward material things.
 9. To develop a lifelong love of learning by the formation of good study habits.
 10. To prepare students for wholesome and Christian use of leisure time by teaching stewardship of time and talent.
 11. To assist students in the development of personal qualities such as self-direction, rational thinking, creativity, eagerness for discovery, independence of thought and a sense of the aesthetic.
 12. To develop an appreciation for and biblical view of the fine arts through curriculum, student and personal involvement.
 13. To teach the student to use the scientific method in research as a means of problem solving.
 14. To develop creative and critical thinking skills, logical analysis, fundamental reading, writing, and computation skills utilizing biblical principles.
 15. To provide educational opportunities for day trips, project work, and artistic and athletic experiences.
 16. To provide a wide range of exploratory and socializing experiences.
 17. To develop a positive self concept, recognition and acceptance of potentials and limitations by teaching students consistent, daily, Christian living and service.
 18. 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.
 19. To help students develop a consistent Christian philosophy of life by integrating all subjects with the Bible.
 20. To help each student acquire a well-defined set of values by giving the students both historic and living role models to use as guides and mentors.
 21. To help students recognize and appreciate the multi-cultural heritage of American society through the promotion of positive interpersonal skills based on love and acceptance.

SCHOOL GOVERNANCE

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

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 including the Superintendent of Schools. 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 responsible for the operation of the schools according to the 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 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

ADMINISTRATIVE TEAM

Jeff Parish	Senior Pastor
Don Mayes	Superintendent
Nancy Prather	Pre-School Principal/Curriculum Coordinator

OTHER IRCS ADMINISTRATION

Perry Banse	Middle/High School Principal
Phil Farver	Director of Athletics
Dee Bates	Director of Guidance
Gary McKinney	School Pastor/Dean of Students
Tim Rhine	Elementary Principal/Advancement Director
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.

In His Service,

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

Don Mayes,
Superintendent



Dear Parents,

Welcome to Indian Rocks Christian Preschool. We are excited that you have chosen our school for your child's beginning years in their education. Our staff is dedicated to the Master Teacher Jesus, and strives for an excellent well-rounded program from which your precious children will greatly benefit. The Bible teaches us in Psalm 127 that "children are a heritage from the Lord, a reward from Him." We feel it is a great honor to have you and your children as part of our Indian Rocks Christian Preschool family.

We are committed to create a classroom atmosphere in which children feel secure, safe and loved; one that focuses on spiritual growth and whose goal it is to provide the highest quality of preschool education. We realize how very important the early years of learning are to a child's academic and social development. At no other time in a child's life is the desire for learning so intense. This is the best time to build on Indian Rocks Christian Preschool's foundations for learning. We welcome you aboard!

Sincerely,

Nancy S. Prather

Nancy Prather, Principal, and
Your Preschool Faculty and Staff

Note: All changes to this handbook are in *italics*.

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 seek a 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, or physical needs can not be met by our existing programs, services, or staff. **All new students are considered on probation (academic, social) for the first quarter. 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.

1. To be considered for enrollment in IRCS, every student's parent must submit a completed application and pay the **non-refundable** registration fee. Copies of recent report cards and achievement tests need to be submitted prior to an interview with the Principal. **(Registration is not completed until the student has been formally accepted, interviewed by the Principal and the submission of a signed financial agreement submitted by parents).**
2. Preschool (K2, K3, K4) Admission Criteria:
 - ◆ K2 must be 2 on or before September 1st of the school year.
 - ◆ K3 must be 3 on or before September 1st of the school year.
 - ◆ K4 must be 4 on or before September 1st of the school year.
 - ◆ Ability of student to adjust to classroom learning.
 - ◆ Toilet trained (exception – K2)
3. Kindergarten Students Admission Criteria
 - ◆ Must be 5 years old on or before September 1 of the school year.
 - ◆ Must be able to adjust to classroom learning.
4. Indian Rocks Christian Elementary Students Admission Criteria
 - ◆ Must be of suitable age for the grade assigned (1st graders must be six years old on or before September 1st of the school year).
 - ◆ Will, if deemed necessary by the Principal, be given an entrance test to determine grade level readiness.
 - ◆ Must be able to adjust to classroom learning.
 - ◆ Must be fluent in English.
5. Parents will be called by the school secretary to schedule an appointment with the Principal. Students should accompany their parents to the interview. During the interview, the Principal will discuss the child's academic, spiritual, social and physical needs with the parents as they pertain to the classroom environment.

Forms to be completed and/or submitted at student interview:

- a. Authorization for Medical Treatment (Preschool form to be notarized.)

- b. Notarized Statement of Cooperation and Release
 - c. Certified Birth Certificate
 - d. Florida Certificate of Immunization form #680
 - e. Florida Physical Exam #3040
 - f. Social Security number of student.
6. Families must agree to abide by school policies, and to support school officials in the implementation and enforcement of its policies. An Affirmation of Reading and Commitment form (found in the back of the handbook) must be signed indicating that the appropriate school handbook has been read and that the parents agree to support and practice the policies, procedures and stipulations provided for parents and students.
 7. Each student of the school shall be of the highest moral character and be obedient to all biblical principles. All students must obey all local ordinances, the laws of the State of Florida and the United States of America. The school reserves the right to dismiss any student with or without cause.

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.

8. Priority of acceptance is determined by the following criteria:
 - Pupils currently enrolled and continuing at Indian Rock Christian Schools. This protected enrollment expires at the end of the annually announced re-enrollment period for present students. This usually occurs in January. 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

Re-enrollment begins the 3rd week in January. A packet of information will be sent home to each current family detailing the re-enrollment process.

SECTION II – HEALTH & SAFETY

School personnel work diligently to maintain a safe and healthy 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. Safety 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.

All staff are trained and required to follow established guidelines for suspected child abuse. This is in accordance with the laws of the state of Florida and established policies and procedures.

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.

Parents must check in at the office prior to going to a Preschool classroom during school hours. All hallways will remain locked while school is in session.

A. Required Immunizations

Every child must be current in his immunizations in order to attend Indian Rocks Christian Schools. 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.

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. Physical Exam forms must be updated when they expire.

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 (100 degrees or more), rash, vomiting, excessive nasal discharge or diarrhea, you must keep your child home. Students should be symptom free (i.e. - No evidence of rashes, fever, discharge, vomiting, diarrhea) for 18 hours prior to returning to school. 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, cubbies or backpacks. Designated school staff must administer all medications. Prescription and over the counter 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 healthy 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 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) Amebas, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Cancroid, Conjunctivitis Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inquinale, Hansen's Disease (Leprosy), Head Lice, Hemorrhagic Fever, HIV, Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shellfish poisoning, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibria Infections 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 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. 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 returning to school. Office personnel must clear students before they are 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.

I. Clinic

The school does not employ a trained nurse. 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. If the student is judged to be ill, parents will be called. All students who leave school for any reason must be signed out on the sign in/sign out book in the office.

J. Emergency Phone Number Required

We require 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 number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem. **(Notify the school office immediately if any of the numbers change.)**

K. 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 use this form only when a parent or guardian cannot be contacted.

L. 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 as well as accident forms 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. The school also carries liability insurance. IRCS does not recommend specific doctors. Parents should seek a doctor that is on their own individual health plan.

M. Healthcare Appointments

Whenever possible all health care (medical, dental, etc.) appointments must be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

N. Emergency Drills

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

Tornado Drills: Do not leave the room. No talking. Students are to sit on the floor along a designated wall with heads in laps. Do this as soon as possible after the warning is given. This drill is to be done in a serious, orderly and quiet manner.

Fire Drills: Exit the classroom in an orderly, quiet manner. Line up outside at the designated area for the teacher to check attendance.

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

O. 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.

P. First Aid

Emergency medical treatment will be sought for students whose medical needs warrant such action.

Q. Animals in the Classroom/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

We believe that regular attendance in class is essential to the success of a student's school experience. Parents should ensure that students attend their assigned days and times.

B. Absences

1. Reporting Back to School After an Absence

Upon returning to school after an absence, the student is to bring a signed note from his/her parents detailing the cause of the absence. The student will present a note and come to the office for absences and tardiness. The signed and dated note will be presented to the receptionist. The receptionist will give the student an admit slip. This dated slip permits the student to enter a class after an absence.

2. Pre-Arranged Absences for Trips

A pre-arranged absence is an excused absence provided the proper procedure is followed prior to the absence. Please notify your child's teacher of the days your student will be absent before they occur.

C. Tardiness

Punctuality is a matter of primary importance in the education process. Students with excessive tardiness disrupt the classroom and jeopardize their own academic achievement. We ask that parents teach their children the importance of "being on time". Children arriving late to school must be accompanied to the office by a parent and checked in.

D. Signing Students Out of School

1. Students leaving the campus for any reason during the school day must be signed out of the office by a parent or legal guardian in the presence of a school employee.
2. Detailed records for students will be kept in the office regarding signing in and out of school.

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.

► **Release of Records**

- Indian Rocks Christian School will release student grades, standardized test scores and medical information upon written request of another school system, provided the student’s tuition account, fees and fines are current.
- Cumulative records will not be released to a student’s parents or a legal guardian, or any agency other than another school.
- 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.

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 they 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 purchases any pictures.

In the springtime, classroom groups and individual pictures 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 kindergarten hallway. Parents of students who have lost articles should check periodically for those articles. Any article not claimed after 30 days 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.

The School assumes no responsibility for articles left lying about the building or improperly stored.

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 to 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 local law enforcement agency will take necessary action to arrest violators for trespassing.

SECTION IV OFFICE – GENERAL

A. School Hours

School office hours are 7:30 a.m. – 4:00 p.m.

7:00 a.m. – Before School Care (ASC) opens to receive children	2:30 p.m. – Dismissal for K5 2:30 p.m. – K5 After School Care (ASC) begins
7:50 a.m. – School opens to receive students not in ASC.	2:45 p.m.– Dismissal (1 st - 5 th) 2:45 p.m. – ASC begins (1 st -5th)
8:15 a.m. School Day Begins	3:00 p.m.– ASC begins (Pre-K 2-4)
6:00 p.m.–After School Care ends	

B. School Office Locations

The Elementary Office is located in the Education Center. The following Administrators have their offices in this location:

Mrs. Nancy Prather, Pre-School Principal/Curriculum Coordinator
Mr. Tim Rhine, Elementary Principal/Advancement Director
Mr. Don Mayes, Superintendent (Office located in the Family Life Center/400 Bldg.)

C. Withdrawals

Please see Financial Responsibilities section for withdrawal policies.

D. School Calendar

A school calendar is made available each year for our school family on the IRCS website: www.ircs.org **and is located on the ParentsWeb**. Please refer to this calendar frequently as it is updated, as needed, throughout the school year.

E. Office Communication

General Statement -Teacher Conferences

Parents or guardians are encouraged to call the office if a conference is desired and leave a message with the teacher's voice mail or e-mail. The teacher will respond at his or her 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. Forms and Other Mailings

IRCS occasionally will send out a mailing to school families, which contains notices of special events and 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.

3. Grade Level Newsletter

Each grade level will send home a weekly or monthly newsletter.

4. IRCS Website - www.ircs.org

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

G. Parent Meetings

1. Parent Orientation

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

2. 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. Parental Support

Parents are urged to contact the teacher if they have any questions or concerns about their child's academic process. Parents may be made better aware of their student's progress by using a few of the suggestions listed below:

- ◆ Reinforce what your child is learning in school by simple games at home involving numbers.
- ◆ Allow your child to pick out the letters that he/she knows in advertisements or books.
- ◆ Read to your child often to develop his/her love of books.
- ◆ Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness and laziness are determining factors in considering your child's academic progress.

I. Helpful Guidelines

Here are some helpful guidelines to consider in making home-life positive and constructive for success in school.

1. Encourage your child to be enthusiastic about his/her schoolwork.
2. Have family agreements that are enforced regarding the use of the telephone or television.
3. Be open with the teacher, and let the teacher know he/she has your support. Call the school and have the teacher return your call if you have any questions regarding your child, assignments, or clarification of any communication in writing from the school.
4. Be sure your child is in bed each night at a proper hour to ensure sufficient rest.

J. Parties at School

With the approval of the teacher, classes may observe five parties during the year as they relate to seasonal holidays and events. These will be Thanksgiving, Christmas, Valentine's Day, Easter and End-of-School. These parties will be planned by the room mothers with the teacher and will adhere to the guidelines established by the administration. All party plans must be approved in advance by the administration. (See note under Chaperone Guidelines about siblings in the classroom during the school day.)

Gifts that are to be exchanged during school parties must comply with the Christian character of our school. Consult with your teacher on what is an appropriate toy for a gift. Please limit gift exchange to those occasions established by the teacher and administration.

Invitations to parties that are not school-related may not be distributed at school. IRCS can not and will not be a conduit to any and all off-campus events or parties that are not school-sponsored.

Birthday parties are limited to the sharing of purchased cup cakes, or other suitable purchased snack during the scheduled lunch period. Parents are to insure that there is enough for each child in the class. Due to Health Department regulations, no homemade items may be shared.

K. 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 annually. Volunteers must sign in at the Elementary school office and will be given an identification badge, which must be worn at all times while on campus.

Please note: Due to License Board staff-ratio requirements and classroom safety considerations, siblings of students are not allowed in the classroom during the school day.

SECTION V—GENERAL POLICIES & PROCEDURES

A. Field Trips

1. Field Trips- General Statement

Preschool field trips will primarily take the form of special presentations at the school to enhance the curriculum.

2. Statement of Cooperation and Release/Authorization for Medical Treatment Forms

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 be kept in each student's file. A legal notary must notarize these forms for preschoolers in order 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. Preschool does not typically participate in off campus functions.

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 activity 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 class function unless the activity is announced as a special family event and other siblings are specifically invited. The primary responsibility of each volunteer is to supervise the students as assigned by the teacher.
- ◆ **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 keep the students who rode with them close to them. 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 activity. Be sure that they are all present before moving from one place to another.
- ◆ Students are to return with the same chaperone during each event.
- ◆ Drivers and Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.

5. Driver Chaperone Guidelines For Off Campus Activities

- ◆ The supervising teacher will make all vehicle assignments. Drivers will be provided with a Driver’s Attendance Log and a list of names of the children being transported in the vehicle.
- ◆ Chaperones will remain with the students assigned to them.
- ◆ Arrive at school ten to fifteen minutes before departure.
- ◆ All chaperones must have an approved Volunteer Screening Form on file.
- ◆ Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
- ◆ **Children may not ride in seats with airbags.**
- ◆ The teacher will provide a map and directions. Please stick to the assigned route to and from the trip.
- ◆ It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- ◆ When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan.
- ◆ Please call the school immediately for instructions if you experience car problems or have an emergency arise.

- ◆ Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area.

6. Volunteer Driver Application Form

All parent volunteers willing to drive on a school field trip are required to complete and submit this form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year. The Personnel Department will notify the prospective drivers of their eligibility.

7. Students Not Attending the Off-Campus Trip/Activity

Parents may choose for their child not to participate in a particular field trip or activity.

8. Trip/Activity Privileges Revoked

Attendance for any school activity 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 school discipline policies.

B. Transportation

1. Transportation – General Statement

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 Principal for appropriate action.

C. Drop-off/Pick-up/After-School Program

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 in order to provide the highest level of safety. **Preschool children** are required to remain in the car until the door is opened by a school employee or trained safety patrol.

Students not enrolled in the Before-School Care Program **can not** be dropped off on campus prior to 7:45 a.m. There is no supervision of students until 7:45 a.m. It will be our policy to take these early arrivals to Before-School Care for safety and supervision purposes. A fee will be assessed for this service. Likewise, students remaining on campus after 3:00 p.m. will be escorted to the supervision of the After-School Care Program and a fee will be assessed.

2. Afternoon Pick-up/Dismissal

Students are required to leave the school buildings and the school grounds immediately after dismissal unless they are enrolled in our After-School Care Program or have permission to remain.

3. After-School Care (ASC) Program

Our After-School Care Program includes supervised recreation, rest, snack times, and other creative activities. Each student must be signed in and out by a responsible party. The After-School Care Program services are available at IRCS to only those children enrolled in the school. Parents should plan on enrolling their children during registration. **The After-School Care Program is normally only open when IRCS is in session. A Camp Eagle option will be available based on interest and teacher availability during spring break and the summer.** The school calendar will reflect the days when the After-School Care Program is not available.

All students left at school more than 15 minutes past the end of the school day will **automatically be sent to After-School Care Program**. Parents will be charged \$5.00 for any portion of the first half-hour and \$5.00 for any portion of each half-hour thereafter. The maximum daily charge is \$15.00 regardless of the length of stay unless the child is registered for After-School Care Program on a regular basis. Late fees apply for students not picked up by 6:00 p.m.

Students must be picked up from the After-School Care Program by 6:00 p.m. (Parents of students left past 6:00 p.m. will be charged a penalty fee of \$15.00 for the first 15 minutes and an additional \$15.00 for every 15 minutes thereafter).

No portable electronics, hand-held video games, skateboards or any other devices are to be brought to the After-School Care Program.

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 has attempted to align itself 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 Schools 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. 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 at least encouraging obedience and respectfulness to the action of the school. Our students will not be subjected to any of the following types of discipline: corporal punishment, humiliation, withholding of food or discipline associated with rest, toileting or anything that would frighten our pre-school children.

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 standards of behavior are based on the pillars of **Christian Character**, **Mutual Respect** and **Common Courtesy**.

2. Disciplinary Process

A. Instruction

Teachers instruct their students 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 him.

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, when it is necessary, may use the following corrective measures to address a student's behavior:

1. **Verbal correction** – Instructing a child as to what is expected and offering suggestions.
2. **Redirection**- Sometimes it is necessary to move a child to another location in or near the classroom to help the child regain focus and to get back on track.
3. **Time out** – Removal of privileges from the child. The brief loss of play time, games or similar activities may be sufficient to correct behavior.
4. **Parents Notified** – Parents will be notified if the behavior continues to be a problem. A discipline notification will be filled out documenting the behavior. Teachers may call parents by phone.
5. **Parent Conference** – The parents will be asked to meet with the teacher/principal to discuss the behavior and to help develop a plan of action to correct the situation.
6. **Student Behavior Plan**—Parents may be asked to participate in the development of a student behavior plan for their child in instances where extreme or excessive, inappropriate behavior exists.

3. Discipline at the After-School Care Program

All After-School Care Program students are expected to conform to the rules and regulations of IRCS. The After-School Care Program is a continuation of the classroom process, and uncooperative students will be disciplined according to our policies.

4. 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 #6—Complaint or Problem Procedure)

B. Principal (or designated school administrator)

The Principal is responsible for the discipline of students in all non-classroom settings where a student has been referred to the office by a teacher. Parent notification by phone or letter may result in a request for parents to come to school for a conference.

5. Mutual Respect

A. Respect for faculty/staff - As a direct authority, teachers are to be shown respect. All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary referral.

B. 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

and the parent is encouraged to speak to the teacher first. If that is unsuccessful, the student and parent should then appeal to the principal.

- C. **Student respect for fellow students** - Verbal abuse or harassment of another student is totally incompatible to 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.

6. 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 brought directly to 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 face-to-face 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. Finally, but only when all of the above steps have been taken in order and without satisfactory resolution, does the problem find its way to the Chair of the School Team (written form).

7. 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.

- A. Mutual respect for everyone in the conference is expected.
- B. The conference or discussion will be about your student only.
- C. Unfounded or absurd allegations will not be made.
- D. Due to the confidential nature of each student's records, including discipline, information about another student will not be released.
- E. 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 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.

E. Dress Code – General

1. Policy Statement

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

- A. Be a testimony from the whole student body.
- B. Be a testimony for the Christian atmosphere of our school.
- C. Be an acceptable standard in the eyes of most of our parents.

D. Enhance the educational process.

2. Dress Code Guidelines (Preschool - K2, K3, K4)

K2, K3, & K4 students' appearance must be conservative. Clothing that is dirty, torn, patched, immodest or that presents a sloppy appearance is not permitted. Student appearance must reflect the highest standards of a Christian School environment.

All clothing should be clean and neat from and in accordance with the following list:

- A. Pants or jeans.
- B. Shorts, skirts and dresses of modest length. (We suggest that shorts be worn under skirts and dresses)
- C. No tank tops are permitted.
- D. Shirts and blouses that are slip-over or button-up.
- E. Secure, rubber-sole shoes are to be worn. No sandals, "cros", plastic, wheeled or platform style shoes are permitted.
- F. Shorts need to be of modest length.
- G. Coats, sweaters and jackets.
- H. An extra set of clothing, should be left at school for emergencies.
- I. IRCS Preschool students are permitted to wear the current year "Golden Eagle" tee-shirts on Fridays with the elementary students.
- J. Boys must have a neatly trimmed and traditional haircut. Girls must wear their hair in a traditional style that does not obstruct vision or participation in the learning process.
- K. Jewelry should not be worn and should be kept at home.

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 requested, they may be initiated by the teacher or parent. Parents who wish to initiate a teacher conference should call the teacher's voice mail and leave their name and telephone number or email the teacher. The teacher will return the call. 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 or reply with an email within a two-day period, parents are to call the Principal's office. Occasionally, the Principal may request conferences with parents, if deemed necessary.

3. Closed Campus

Indian Rocks Christian School operates a closed campus. Arriving late and leaving early requires signed notes from parents. Students arriving late will report to the office as noted under attendance elsewhere in this handbook. All adults visiting the school must sign in at the school office and wear a visitor's badge at all times. Parents may not enter a classroom after the school day has begun as this is very disruptive to students and the learning environment.

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 teacher. Forms for signing in and signing out are maintained in the school office.

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.

5. Lunches/Snacks-Preschool

K2, K3 & K4 students are to bring their own nutritious snacks with them to school. Students staying all day

will need two snacks. The IRCS hot lunch program is offered to the preschool students. A monthly menu is provided *and also available at www.ircs.org through ParentsWeb*. If you choose to provide a lunch for your child, it is the parent's responsibility to provide a nutritious lunch. Snacks and lunches are eaten in the classroom.

6. Yearbook Distribution

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 for All grades K2-5th:

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.

D. 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.

E. 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.

7. Portable Electronics, Radios and Other Distractions at School

Radios, portable electronics, cassette/CD players (including players with head phones or ear plugs), cell phones, pagers, laser pointers, hand-held video games, skate boards, and other items or toys which might cause distractions are not permitted at school or on school trips. Such items will be taken from students and

stored in the school office until appropriate arrangements can be made. The only exception to this policy is with reference to announced “Show-N-Tell” days for the children.

G. Financial Policies

General Statement -

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.
- F. This is considered a temporary relief and is not automatically renewable from year to year. An application must be made every school year.

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. The academic programs have been developed to provide quality academic instruction in an environment where prayer, Bible study, and Christian Curriculum are the norm.

Preschool students are assigned to a grade and class according to age and developmental stages.

A. Grade Procedures K3 – K4

K3 and K4 preschool are issued report cards at the end of each grading period for the purpose of communicating to parents the academic development and growth of the child.

The report cards for preschool pupils will indicate their social and emotional growth, academic skill development, and motor skill development. The following grading system will be used for K3 and K4 students.

- S.....Satisfactory (Mastery)
- I.....In the Process of Learning
- NI.....Needs Improvement
- NA.....Not applicable at this time.

B. Preschool Academic Program (K2, K3, K4)

The learning experiences provided in the classes for 2, 3 & 4 year old children include the rudiments of reading and math concepts through a variety of group and individual play and developmentally appropriate academic activities. The play and academic activities provide the child with the basic alphabet, phonics and number skills which lay a foundation for reading. Additionally, the children are encouraged in social development through organized games and free play.

II Timothy 2:15 “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the Word of Truth”. NKJV

SECTION VII - STUDENT INFORMATION

A. 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.

B. 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. IRCS has Chapel programs that are Biblically sound, morally and spiritually edifying, and inspirational. Parents are welcome to attend our Chapel programs at any time.

C. Bible Study

Bible study is encouraged for every student at IRCS. The Bible is God's Word to man and contains the plan of salvation for each individual. Students are encouraged to seek, find, and submit to God's will for their lives as they grow and mature.

D. 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. Prayers are offered before meals.

E. 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 VIII– 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 child’s school education by showing interest in your child’s work.
- ◆ Getting to know your child’s school, its staff, curriculum, programs and activities. Attending parent teacher conferences and school-parent functions.
- ◆ Informing your child’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 child.
- ◆ Teaching your children to be clean and well groomed, dressed according to the school guidelines.
- ◆ Making sure your child arrives at school on time.
- ◆ Keeping your child home when you know your child is ill or has a contagious disease, and having your child immunized, consistent with the Florida Statutes and school policies.
- ◆ Notifying the school administration within 48 hours of your child’s absence from school and the reason for the absence.
- ◆ Advising the school administrative team immediately of anything that may affect your child’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 child, 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 nutritious lunch/snacks, when appropriate, for your child.
- ◆ Providing the school with the appropriate documents in cases of “special custodial issues”.

INDEX

	Page
Absences - Pre-Arranged Absences for Trips	15
Absences- Reporting Back to School	15
Absences	15
Administrative Team/Other IRCS Administration	7
Admission Policy/Procedures	11
Affirmation of Reading and Commitment of the IRCS Student Policy Page	35
Afternoon Pick-Up/Dismissal	21
After-School Care Program	21
Allergies	13
Animals in the Classroom	15
Annual Tuition	27
Attendance Policy	15
Bible Study	29
Birth Certificate	13
Chapel	29
Chaperone Guidelines	19
Clinic	13
Closed Campus	24
Communicable Diseases	13
Complaint Or Problem Procedure	23
Delinquent Accounts	27
Disciplinary Philosophy	21
Disciplinary Process	22
a. Instruction	22
b. Warning	22
c. Correction (Behavior Plan)	22
Discipline at After School Care	22
Discipline	21
Dress Code – General/Policy Statement	24
Dress Code Guidelines	24
Driver Chaperone Guidelines	19
Drop-Off/Pick-Up/After-School Program	20
Educational Philosophy	6
Emergency Notification Procedures (School Closing, Early Dismissal).	14-15
Emergency Drills	14
Emergency Phone Number Required	14
Enrollment Process	11-12
Facilities	28
Field Trips – General Statement	18
Field Trips	18
Financial Policies - General Statement	27
Fines/Debts	27
First Aid	15
Forms and Other Mailings	17
General School Communication	17
General School Information	1
Goals	6-7
Golden Eagle Update	17
Grade Level Newsletter	17
Grade Procedures (K3- K4)	28
Gum Chewing	24

	Page
Head Lice Policy	13
Healthcare Appointments	14
Helpful Guidelines	18
Index	31-33
IRCS Website	17
Late Fees	27
Letter From the Pastor	5
Lines of Authority	22
a. Teacher (Matthew 18 Principle)	22
b. Principal	22
Lost and Found	16
Lunches/Snacks	24
Medical Center	18
Medical Release Form Required	14
Medication	13
Mission Statement	6
Morning Drop-Off	20
Mutual Respect	23
Non-Sufficient Funds	27
Office Communication	17
Our Statement of Beliefs	8
Parent Meetings	17
Parent Orientation	17
Parent Responsibilities	30
Parent Signature Cut Out Page of Reading and Commitment to the Student Policy	35
Parent/Teacher Conferences	17
Parents Web	17
Parental Support	18
Parties at School	18
Payment Methods	27
Payment Plans	27
Physical Examination	12
Pledges	29
1. Pledge to the American Flag	29
2. Pledge to the Christian Flag	29
3. Pledge to the Bible	29
Portable Electronics and Other Distractions At School	27
Prayer	29
Preschool Academic Program	28
Purpose	6
Re-enrollment	12
Registration Fee	27
Required Immunizations	12
Rules For Conferences/Interaction With Staff	23
School Bible Verse	8
School Calendar	17
School Governance	7
School Hours	16
School Office Locations	16
School Team	7
Sickness	13
Signing Students Out Of School	15
Solicitation/Distribution	24

	Page
Special Event Off-Campus Permission Form	19
Statement of Cooperation & Release Authorization Form	19
Student Accident Insurance	14
Student Pictures	16
Student Records/Release of Records	15-16
Students Not Attending Trip/Activity	20
Students Riding in IRCS Vehicles	20
Table Of Contents	4
Tardiness	15
Teacher Conferences	24
Transportation – General Statement	20
Transportation	20
Trip/Activity Privileges Revoked	20
Tuition Assistance Program	28
Tuition Discounts	27
Visitors On Campus	16
Volunteer Driver Application Form	20
Volunteers	18
Welcome From the Preschool Principal/ Staff	10
Welcome From the Superintendent	9
Withdrawal Policy	27
Withdrawals	17
Yearbook Distribution	25-27

Affirmation of Reading, and Commitment

to following Indian Rocks Christian Student Handbook policies and procedures as set forth in this handbook:

Student Handbook: Each parent needs to be of one mind with the school staff in understanding the purpose and policies of the school and complying with all handbooks.

Consequently, we ask that at least one parent affirm that they have read the Parent-Student Handbook at the beginning of the year and agree to support and practice the policies and procedures stated therein.

Please sign the appropriate space below indicating you have read this handbook and agree to support and practice the policies, procedures and stipulations provided for parents and students.

Filed for the 20____/20____ school year. I have read the above Indian Rocks Christian Schools standards/ guidelines and agree to abide by them [or] agree that my student will abide by them.

_____ Parent Signature	_____ Date
_____ Parent Please Print Name	
_____ Student Signature	_____ Grade
_____ Student Please Print Name	_____ Date

Note:

This page is to be neatly cut from the handbook or downloaded from the website (www.ircs.org) and submitted to the student's 1st period or classroom teacher on or before August 26th, 2011 Please submit a separate form for each student.

