

**Indian Rocks Christian School**  
**A Ministry of First Baptist Church of Indian Rocks**  
**2018-19 Pre-School Student Handbook**

**Founded:** 1984

**Accredited Kindergarten-12th Grade by:** Association of Christian Schools International,  
AdvancEd

**Accredited Pre-School (K2-K4)** Association of Christian Schools International

**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 co-educational.

**School Colors:** Red, White and Blue

**Team Name:** Golden Eagles

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

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

Middle/High School: Phone (727) 596-4321  
Fax (727) 593-8792

Superintendent's Office: Phone (727) 593-8706  
Fax (727) 593-8792

**IRCS Website:** [www.ircs.org](http://www.ircs.org)

**ParentsWeb:** [www.RenWeb.com](http://www.RenWeb.com)

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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 opportunities available continue to expand. I was able to attend quite a few sporting events last year and was so impressed by not only our students' athletic abilities, but also 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 Christian School, and I am glad that we are here together to be a part of His plan.

Sincerely,

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 student 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 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 the supervision of the Church Administrator.

## **SCHOOL TEAM**

A photo and list is available of current Indian Rocks School Team Members on the IRCS website at [www.ircs.org](http://www.ircs.org) under the links "About Us" and then "History and Governance".

Church Representatives:

Senior Pastor Jeff Parish

Walt Weller-Superintendent, Tim Ferguson-Church Administrator,  
John Little-Human Resources Manager, Kelly Jones-Finance Manager

### ADMINISTRATIVE TEAM

Walt Weller                      Superintendent  
Rob Starnner                    Pre-School Director

### OTHER IRCS ADMINISTRATION

Perry Banse                      Assistant Superintendent, Middle/High School Principal  
Phil Farver                      Director of Athletics  
Dee Bates                        Director of Counseling  
Joe Frost                         Dean of Students  
Tim Rhine                         Elementary Principal  
Stephanie Vogel                 Director of Teaching and Learning

Directors of Enrollment/Marketing - Julie Cavanaugh/Janette Ferguson

#### **Other Academic Support:**

Elementary/Middle School Counselor  
Elementary Achievement Specialist

### 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 to the resurrection of life and the lost to the resurrection of *judgment*.

#### **School Bible Verse**

Isaiah 40:31 (ESV)

**“But they who wait for the LORD shall renew their strength;**

**they shall mount up with wings like eagles;**

**they shall run and not be weary;**

**they shall walk and not faint.”**



## ***WELCOME***

Dear Indian Rocks Christian School Families,

Welcome as we start the new school year, I believe it is important that we review and keep the mission of IRCS front and center in our thoughts and actions. Our mission is to bring our students to a saving knowledge of Jesus Christ while providing a quality Christian education in an environment where our parents and students are genuinely loved. Needless to say this is a huge task that will not be accomplished without the strength and guidance of God.

I want to thank you for allowing IRCS to be your educational partner. Because the process of educating a child occurs over time and includes a lot of working parts, it is important to embrace that it will include peaks and valleys. This makes it important for us to agree in advance to stand together and support each other. The faculty and staff of IRCS are committed to fulfilling our Mission and we will work with you to see your children succeed.

I like what we are told in Luke 2:52 (ESV) about Jesus as a child "...Jesus increased in wisdom and in stature and in favor with God and man." This verse describes the growth of Jesus and provides areas we can focus on with our own children. First, "Jesus increased in wisdom and in stature" which means he grew mentally and physically. We also see that Jesus increased "in favor with God and man." This means he was spiritually and socially sound. As parents and educators we all want to see our children grow mentally, physically, spiritually, and socially. Growing mature in these areas mean our children have mastered the tools that will allow our children to go into the world and make a difference for God.

Thank you for entrusting your children to us during these formative years and please pray that our partnership will yield a tremendous harvest for the Lord.

In His Service,

A handwritten signature in cursive script that reads "Walter Weller".

Walter Weller  
Superintendent of Schools



*Dear Parents,*

*Welcome to Indian Rocks Christian Preschool. Thank you for entrusting your child's education with us. We take this responsibility very seriously and will do our best to partner with you. 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 creating a classroom atmosphere where children feel secure, safe and loved because we realize how very important the early years of learning are to a child's academic and social development. Our goal is to provide your child with a nurturing environment as they grow mentally, physically, spiritually, and socially. Please pray for us as we journey through this year and we will be praying for you as well.*

*Sincerely,*

A handwritten signature in cursive script that reads "Rob A. Starner".

*Rob Starner  
Preschool Director and  
Your Preschool Faculty and Staff*

# Important Policies to Know

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

With each new school year, IRCS and school families have the unique opportunity to establish or renew our partnership. The “School-Family Partnership” is a crucial element that is essential for a healthy learning environment and the development of our students!

It is essential for both the school staff and parents to understand this partnership is likely to experience occasional conflicts. How we handle these situations will provide a glimpse into our hearts. As a school, IRCS is committed to maintaining relationships and resolving problems over seeking justice or winning an argument.

As an organization, it is important that we establish your trust especially when it comes to doing what is best for your child. It is important that you join with us in embracing the willingness to **Listen** before acting, and **Commit** to using the occasional misunderstanding or tough opportunity to focus on resolution and healing instead of being adversarial.

When asked to identify the greatest commandment, Jesus replied, “You shall love the Lord your God with all your heart and with all your soul and with all your mind.”<sup>38</sup> This is the great and first commandment.<sup>39</sup> And a second is like it: You shall love your neighbor as yourself.” (Matthew 22:36-39) In this context, love is not an emotion, it is an action, and it requires choices. Without your cooperation and partnership, IRCS cannot fully meet your child’s needs. The staff of IRCS is committed to using our resources and abilities to serve our students and families.

It is very important for every family to review this Handbook and to sign that you will support us in educating your child; we look forward to our partnership with you and the creation of a wonderful and loving learning environment we have grown accustomed to at IRCS.

**Cooperation** - *By signing the handbook Affirmation of Reading and Commitment form (see page 31) and the Statement of Cooperation and Release Form (during Admissions), parents have agreed to adhere to and cooperate with the philosophy of Christian Education and the discipline system of Indian Rocks Christian School.*

### **Attendance/Absences** -

*Absences must be pre-arranged or the teacher/school notified of a child’s absence within an hour of the beginning of the school day. Pinellas County regulations require that if a child does not arrive at the center/school, the teacher/school must contact the parent/legal guardian within one hour of scheduled arrival time. If a parent cannot be reached then the emergency contact must be notified. (see page 16)*

**Tardies** - A student is tardy when they are not in his or her assigned seat or station when the bell rings at 8:20 a.m. A parent must accompany any student who arrives at school later than 8:15 a.m. to the office to obtain a pass before going to class. (See page 16)

**Volunteers** - The administration, staff and faculty appreciate all of our parents who volunteer their time and service at IRCS. In a continued effort to provide for the safety and well-being of all students, IRCS has implemented a screening level for volunteers and chaperones. Please be careful to read through the policy changes and requirements that are explained in this handbook. As always, the classroom teacher or administrator will be in charge of the event or field trip. Volunteers and chaperones will be under their direction. (See page 19)

### **Financial Policies** -

A student withdrawn prior to August 1<sup>st</sup> of the new school year is eligible for a full refund of prepaid tuition only. The registration fee is non-refundable. Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and each student will be charged an early withdrawal fee of \$500. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal. (See pages 24-25)

### **Dress Code** -

#### **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, neat and in accordance with the guidelines listed on page 23 of this handbook.

### Visitors on Campus -

Indian Rocks Christian School operates a closed campus. All visitors coming to the school must sign-in at the school office and wear a visitor's badge at all times. (See page 17)

### 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 (**100.4** degrees or more), rash, vomiting, excessive nasal discharge or diarrhea, the child must be kept home. Students should be symptom free (i.e. – No evidence of rashes, fever, **any type of** discharge, vomiting, diarrhea) for **24** 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 cannot reach anyone listed on the student's application, we will, if necessary, obtain medical attention from a doctor of our choice. (See page 14)

## **SECTION I – ADMISSION**

Indian Rocks Christian School admits students of any race, color, or 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, or 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), and the handbook Affirmation of Reading and Commitment page. (See 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. 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 admissions requirements have been met** including creating an on-line ParentsWeb account.

### **B. Enrollment Process**

The enrollment process consists of submission of the paperwork listed below, a personal interview with the Principal, and creating a ParentsWeb account in order to complete the online enrollment process.

1. To be considered for enrollment in IRCS, every student's parent must submit a completed application and pay the **non-refundable** registration fee. (**Registration is not complete until the student has been formally accepted, interviewed by the Principal and a signed financial agreement is submitted by parents**).
2. Preschool (K2, K3, K4) Admission Criteria:
  - ◆ K2 must be 2 years old on or before September 1<sup>st</sup> of the school year.
  - ◆ K3 must be 3 years old on or before September 1<sup>st</sup> of the school year and must be toilet trained.
  - ◆ K4 must be 4 years old on or before September 1<sup>st</sup> of the school year and must be toilet trained.
  - ◆ Must be able to adjust to classroom learning.
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.
  - ◆ Must pass an entrance test to determine kindergarten readiness.
4. Indian Rocks Christian Elementary Students Admission Criteria:
  - ◆ Must be of suitable age for the grade assigned (1<sup>st</sup> graders must be 6 years old on or before September 1<sup>st</sup> of the school year).
  - ◆ Must be able to adjust to classroom learning.
  - ◆ Must be fluent in English.

- ◆ Will, if deemed necessary by the Principal, be given an entrance test to determine grade level readiness.
- 5. Parents will be called by the school registrar 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 before student interview:

- a. A completed Preschool Enrollment Record as required by State of Florida Children and Family Services submitted with registration fee (non-refundable)
- b. A copy of your child's birth certificate
- c. A Florida Certificate of Immunization - Form #680 (completed by a Florida physician) *or Religious Exemption Form Immunization-Form DH #681*
- d. Florida Physical Exam - Form #3040 (completed by a Florida physician)

Four year old applicants participating in VPK must provide a signed by parent Certificate of Eligibility from Early Learning Coalition of Pinellas. (See <http://elcpinellas.net/vpk-register.php>.)

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 at the end of the handbook) must be signed indicating that the 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. *If the school is unable to meet the academic, social, or emotional needs of a student they may be asked to withdraw.* 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 School. 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 in January. Information will be communicated 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 campus 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 School. Immunizations are required by Florida law. The record of these immunizations must appear on Form DH 680 from the Florida Department of Health. Immunization records must be updated when they expire.

### **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 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 (**100.4** degrees or more), rash, vomiting, excessive nasal discharge or diarrhea, the child must be kept home. Students should be symptom free (i.e. – No evidence of rashes, fever, **any type of** discharge, vomiting, diarrhea) for **24** 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 cannot 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 the school's 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, **or is presenting signs of sickness described in section "D. Sickness" above**, shall immediately notify a member of the administrative team.

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 always to 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**

At least one emergency phone number must 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. **Please notify the school office immediately if any of the numbers change.**

### **K. Consent For Medical Treatment**

In the event of a medical emergency, on or off campus, the school will make an effort to contact the parent prior to treatment. As per the Statement of Cooperation & Medical Treatment Form (signed at enrollment) the parent gives consent to any emergency facility and physician to administer necessary treatment to the child and to transport by ambulance if the situation warrants.

### **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 School provides a 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 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:** Teachers will be notified by Administration if a tornado warning is reported in the immediate area. Student will not leave the room. Students will sit on the floor along a designated wall with heads in laps with no talking. This drill will be done as soon as possible after the warning is given in serious, orderly and quiet manner.

**Fire Drills:** Students will exit the classroom in an orderly, quiet manner and 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 a top priority. For that reason, the **ParentAlert** notification service sends a message to ALL students' and parents at multiple contact numbers within minutes after an emergency or incident has occurred at the school.

Messages sent 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 response procedures. **ParentAlert** may also be used to send important non-emergency messages 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 your most current contact information is on file with the school. If this information changes during the year, please inform the school immediately.

### **Additional Official Sources of Information Regarding School Closings:**

- [www.ircs.org](http://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: 727-596-4342 (Pre-K/Elementary Office) and 727-596-4321 (Middle/High School Office).

**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.

**Note:** If there is an unsafe situation in the families particular neighborhood or on the streets the parent or student must travel, then it is the parent's responsibility to make the best decision for their 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**

The only animals allowed on the campus of IRCS, are trained service animals being utilized by a qualified individual with a disability or an animal that is currently being trained. Even if the animal is being carried or contained in a special traveling container, pets are not allowed on campus or in classrooms.

## **SECTION III – OFFICE PROCEDURES**

### **A. Attendance Policy**

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 an Absence**

*Absences must be pre-arranged or the teacher/school notified of a child's absence within an hour of the beginning of the school day. Pinellas County regulations require that if a child does not arrive at the center/school, the teacher/school must contact the parent/legal guardian within one hour of scheduled arrival time. If a parent cannot be reached then the emergency contact must be notified.*

#### **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 academic achievement. Parents are expected to 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 can be purchased. 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 is located 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, every student should 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.

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 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**

**Before School Care (BSC) Hours:** 7:00-8:00 a.m. – for Pre-K2-5th Grade

**BSC Note:** Students are not permitted to be dropped off before 7:00 a.m.

**School Begins:** 8:15 a.m. the School Day Begins for Pre-K2-5th Grade  
7:55 a.m. – School opens to receive students not enrolled in Before School Care (BSC).

**School Ends and After School Care (ASC) Begins:**

3:00 p.m. – K2 - 5<sup>th</sup>

3:00 p.m. – All Preschool

**ASC ends:** 6:00 p.m.

**\*\*School Office Hours** are 7:30 a.m. 4:00 p.m.

## **B. School Office Locations**

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

*Rob Starnner, Pre-School Director* (Office location is in the Preschool Area of the Education Center.)

Mr. Tim Rhine, Elementary Principal

Mrs. Julie Cavanis/Mrs. Janette Ferguson, Directors of Enrollment and Marketing

Mrs. Elina Wheeler, Elementary Learning Specialist

The office of Mr. Walt Weller, Superintendent of Schools, is located in the Family Life Center/Middle/High School Building.

The office of Stephanie Vogel, the Director of Teaching and Learning, is located in the Fellowship Center.

## **C. Withdrawals**

Please notify the school should it become necessary to withdraw your student from school. Please see Financial Responsibilities section for withdrawal policies.

## **D. School Calendar**

A school calendar is made available each year for the school family on the IRCS website: [www.ircs.org](http://www.ircs.org) and is located on **ParentsWeb**. Please refer to this calendar frequently as it is updated 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. 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.

### **2. Grade Level Newsletter**

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

### **3. IRCS Website - [www.ircs.org](http://www.ircs.org)**

### **4. ParentsWeb ([www.renweb.com](http://www.renweb.com))** - All parents must 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**

### **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. Child Care is not provided.

## **H. Parental Support**

Parents are urged to contact the teacher if they have any questions or concerns about their child's academic process. *By signing the handbook Affirmation of Reading and Commitment form (see page 31) and the Statement of Cooperation and Release Form (during Admissions), parents have agreed to adhere to and cooperate with the philosophy of Christian Education and the discipline system of Indian Rocks Christian School.*

- ◆ 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 ask the teacher to return your call if you have any questions regarding your child, assignments, or need clarification of any written communication 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 cannot 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.

## **SECTION V - GENERAL POLICIES & PROCEDURES**

### **A. Level II Screening**

All volunteers who have unsupervised contact with any IRCS student during school hours, during a school sponsored activity or a school sponsored event are required to have a Level II background screening. The screening must be completed before the volunteer can have unsupervised contact with any IRCS student that is not their own child. Level II background checks include fingerprinting and statewide (Florida Department of Law Enforcement) and national (Federal Bureau of Investigation) criminal history checks. Level II background checks must be completed through a 3<sup>rd</sup> party vendor selected by FBCIR/IRCS. All Level II approved volunteers will be provided with a photo identification badge indicating they are Level II screened and the badge is valid for 5 years. The cost of Level II screening is the responsibility of the volunteer. The Director of Human Resources will retain a list of all Level II approved screened volunteers.

### **B. 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 Medical Treatment Form**

These forms will be presented during the interview of parents and student and kept on file in the school office. 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 the student 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.

### **C. Volunteers**

The administration, staff and faculty, appreciate all of our parents who volunteer their time and service at IRCS. 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.

- ◆ All volunteers who have unsupervised contact with any IRCS student during school hours, during a school sponsored activity or a school sponsored event are required to have a Level II background screening. The screening must be completed before the volunteer can have unsupervised contact with any IRCS student that is not their own child. Level II background checks include fingerprinting and statewide (Florida Department of Law Enforcement) and national (Federal Bureau of Investigation) criminal history checks. Level II background checks must be completed through a 3<sup>rd</sup> party vendor selected by FBCIR/IRCS. All Level II approved volunteers will be provided with a photo identification badge indicating they are Level II screened and the badge is valid for 5 years. The cost of Level II screening is the responsibility of the volunteer. The Director of Human Resources will retain a list of all Level II approved screened volunteers. This includes volunteer duties of driving for field trips, participating in overnight trips, or any

situation where a volunteer is supervising students without the immediate presence of an IRCS staff member.

**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.**

## **D. Transportation**

### **1. Transportation – General Statement**

Indian Rocks Christian School does not provide bus transportation to and from school. Parents are encouraged 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.

## **E. 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 **cannot** be dropped off on campus prior to 7:55 a.m. There is no supervision of students until 7:55 a.m. It is 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 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 \$7.00 for any portion of the first half-hour and \$7.00 for any portion of each half-hour thereafter. The maximum daily charge is \$21.00 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 \$21.00 for the first 15 minutes and an additional \$21.00 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.

## **F. 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 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 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. School administrators trusts that our students will 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. These 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 them.

### **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**

*No child will be subjected to discipline which is severe, humiliating, or frightening, or associated with food, rest, or toileting.* Teachers and staff 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 Notification** - 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 the child in instances where extreme or excessive inappropriate behavior exists.

### 3. Discipline at the After School Care (ASC) 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 IRCS 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 and substitute 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** - The staff also accepts 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 Christian ethics and is in direct opposition to the purpose of IRCS and the laws of the United States. Students are to treat others as they themselves want to be treated.

### 6. Complaint or Problem Procedure/Matthew 18 Principle

Due to the number of and types of interactions, staff members have with students and parents during the course of a school year, it is natural that occasional misunderstandings or problems may arise. It is the mission of IRCS to resolve conflicts and misunderstandings from a biblical perspective while demonstrating genuine love.

As a ministry of the First Baptist Church Indian Rocks, it is critical that we precede all discussions or meetings prayerfully and with a humble heart, especially those where we are addressing a problem or misunderstanding with another person .

Matthew 5:21-24, describes the proper attitude when addressing a problem, which is peaceful instead of being angry or insulting. Matthew 18:15-22 provides a description for resolving disputes one-to-one at the lowest level before moving to a higher authority. 1 Samuel 25:18-35, describes the benefits of using an intermediary in order to address a problem. A common thread is addressing problems or misunderstandings in a way that results in resolution and unification, versus an adversarial approach that tends to cause separation and division.

Applying these principles, the IRCS staff is committed to resolving conflicts in a spirit of Christian love and respect rather than approaching misunderstandings or problems from an adversarial perspective. Approaching

a misunderstanding from an adversarial position clearly hinders the likelihood that a positive resolution will occur. When reasonable, students and parents should address concerns and problems one to one with the staff member in question before involving a school administrator in the matter.

If after trying to resolve a misunderstanding at the lowest level one-to-one, the misunderstanding still exists, both sides should bring the issue to the attention of the principal. However, if the principal is the person with whom the problem exists, then the issue would be sent to the Superintendent.

The principal will review the matter considering both sides before determining the next steps, which will include some form of a conference with the parties involved and the principal or the principal's designee.

If the issue is not resolved at the level of the principal, the matter should be submitted to the Superintendent of IRCS in writing. The Superintendent will review the facts of the misunderstanding, the resolution process attempted, and then meet with the parties involved. Once these steps are taken, the Superintendent will suggest a resolution. If after being presented to the Superintendent the problem remains unresolved, it should be presented in writing to the Chairman of the School Team who will assign it to the appropriate sub-committee for review and resolution.

In order to resolve differences that students and parents may have with school staff, the following expectations will be followed during conferences and interactions involving school personnel and families.

1. Everyone involved in the communication will demonstrate mutual respect for each other.
2. Discussions can only be about one's own student.
3. Unfounded or false allegations will not be addressed.
4. Due to the confidential nature of each student's records, including discipline, information about another student will not be released.
5. Conferences and communications with staff should occur during normal working hours.

## **G. 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, neat 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. Athletic shoes are preferred.
- 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. Be sure to put your child's name on all clothing.
- I. IRCS Preschool students are permitted to wear the current year "Golden Eagle" tee-shirts on Fridays.
- 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.

## **H. 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 email the teacher. The teacher will return the email or call. Out of respect for 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 early from school, 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 FBCIR hot lunch program is offered for purchase to preschool students. A monthly menu is sent home **and also available at [www.ircs.org](http://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. 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.

## **I. Financial Policies**

### **General Statement -**

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

1. Registration Fee – The registration fee must accompany the New Student Enrollment Application, or for returning students is due upon re-enrollment. This fee is non-refundable.
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 arranged through the Finance Office. Parents may elect to pay the annual tuition in full, in advance, by July 1<sup>st</sup>, and receive a prepayment discount off of tuition. As a convenience, the annual tuition may be paid on a 12-month plan (June-May) or 10-month plan (August-May). All payment plans require a \$45 non-refundable payment plan setup fee due upon completion of the Financial Agreement. Flexible payment options include bi-weekly or monthly on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>.
5. Payment Methods – If selecting **Payment in Full**, please mail the payment directly to Indian Rocks Christian School, 12685 Ulmerton Rd, Largo, FL 33774. If selecting the **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 installment 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 \$30.00 per item fee on returned payments. Returned checks or automatic withdrawals will be re-attempted up to two additional times.
8. Delinquent Accounts – For all Payment Plan accounts, class attendance will not be permitted if payments are 60 days past due until arrangements have been made to have the account brought to a current status. Additionally, unpaid balances and/or delinquent accounts may result in a temporary suspension of access to grades via report card or ParentsWeb.
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 parents 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 1<sup>st</sup> of the new school year is eligible for a full refund of prepaid tuition only. The registration fee is non-refundable. Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and each student will be charged an early withdrawal fee of \$500. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal.

**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.**

## **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 Progress Reports at the end of each grading period for the purpose of communicating to parents the academic development and growth of the child.

The Progress Reports 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 and mathematics. Additionally, children are encouraged in social development through organized games and free play.

**II Timothy 2:15** “Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.” **ESV**

**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 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. *By signing the handbook Affirmation of Reading and Commitment form (see page 31) and the Statement of Cooperation and Release Form (during Admissions), parents have agreed to adhere to and cooperate with the philosophy of Christian Education and the discipline system of Indian Rocks Christian School.*

You, as parents, should help assure proper attitudes toward the environment desired at Indian Rocks Christian School 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, cell and work phone number, home address, and emergency contact number within five days of the occurrence.
- ▶ 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.
- ▶ *Absences must be pre-arranged or the teacher/school notified of a child’s absence within an hour of the beginning of the school day. Pinellas County regulations require that if a child does not arrive at the center/school, the teacher/school must contact the parent/legal guardian within one hour of scheduled arrival time. If a parent cannot be reached then the emergency contact must be notified.*
- ▶ 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.
- ▶ Providing nutritious lunch/snacks, when appropriate, for your child.
- ▶ Providing the school with the appropriate documents in cases of “special custodial issues”.
- ▶ Creating an account with ParentsWeb through [www.RenWeb.com](http://www.RenWeb.com).

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**Affirmation of Reading and Commitment**  
**to following Indian Rocks Christian Pre-School 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, IRCS asks that at least one parent affirm that he/she has read the Parent-Student Handbook at the beginning of the year and agrees to support and practice the policies and procedures stated therein.
- **Student Photo/Image Policy:** Indian Rocks Christian School enthusiastically promotes student success through live-stream events, social media, newsprint articles, school yearbook and promotional materials. Your student’s image may be used in the above aforementioned. You must visit the Registrar’s office and sign the “Non-use of student image form” if you do not want your student’s image used in the above aforementioned.

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

Filed for 2018-19 school year. I have been provided with the opportunity to read and [or] review the Indian Rocks Christian School Standards/Guidelines and agree to abide by them and agree that my student will abide by them.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Please Print Name**

\_\_\_\_\_  
**Please Print Student’s Name**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date**

Note:

This page is to be neatly cut from the handbook or downloaded from the website ([www.ircs.org](http://www.ircs.org)) and submitted to the student’s classroom teacher on or before *August 31, 2018*. Please submit a separate form for each student.

