

New Student Admission Packet

12685 Ulmerton Road · Largo, FL 33774

727.593.8740 · www.ircs.org

IndianRocks
CHRISTIAN SCHOOL
One Community. One Mission. One Rock to Build On.
EST. 1984

IndianRocks

CHRISTIAN SCHOOL

A Ministry of First Baptist Church of Indian Rocks

The mission of Indian Rocks Christian School 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.

Thank you for your interest in Indian Rocks Christian School! The experience at IRCS is like no other private school. Comprehensive college-preparatory academics and award-winning athletic, music and fine arts programs are combined and enhanced with the integration of a Christian worldview. You can be confident that you are making the best choice for your child's private school education from Preschool through Grade 12.

IRCS provides full day and half day classes for Preschool. IRCS is a VPK (Voluntary Prekindergarten Program) provider for four year olds. See <http://elcpinellas.net/register-for-vpk/> for more VPK information.

Enclosed please find details regarding admissions, dress code and financial information. Applications for new students must be completed online. A non-refundable registration fee must be submitted online with each application. Go to www.ircs.org and choose the Admissions tab; then choose New Student Online Application. Create an account, then login and follow the instructions to submit an application.

If you have questions or would like a tour of our campus, please do not hesitate to call the Admissions Office at 727.593.8740. It would be our privilege to serve your family.

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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.

ADMISSION REQUIREMENTS

Policies & Procedures

Indian Rocks Christian School seeks to admit students whose parents desire a quality Christian education for their child. The curriculum is designed to meet the educational needs of the average to above average student. Students must have the ability to adjust to classroom learning.

- Students seeking admission must furnish recent report cards and achievement test scores
- Students must hold a minimum GPA of 2.0 to be considered for Admission
- Students must have verification of an average total Stanine score of five with a score of four or better in each major academic area on prior achievement tests
- Students must demonstrate acceptable conduct and good behavior as evidenced on prior report card evaluation
- Students must meet the immunization requirements for their grade level as established by the State of Florida. Students cannot attend school unless IRCS has received their cumulative health records
- For students desiring to transfer in during the school year, an investigation is conducted as to the reasons for transferring, performance and conduct while at the previous school, along with achievement test scores and progress reports. Students removed (expelled, suspended, reassigned, etc.) from another school are not accepted within one year of expulsion

IRCS does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services or staff. All new students are considered on probation (academic, social) for the first quarter.

Preschool – 2 year old, 3 year old, 4 year old (Pre-K2, Pre-K3, Pre-K4)

- Pre-K2 must be 2 on or before September 1st of the school year
- Pre-K3 must be 3 on or before September 1st of the school year & must be toilet trained
- Pre-K4 must be 4 on or before September 1st of the school year & must be toilet trained

Kindergarten (K5)

- Must be 5 years old on or before September 1st of the school year
- An entrance test will be administered to determine kindergarten readiness

Elementary and Middle School - 1st Grade through 8th Grade

- Must be of suitable age for the grade assigned
- 1st graders must be 6 years old on or before September 1st of the school year
- Must be fluent in English
- An entrance test may be administered to determine grade readiness
- 6th- 8th graders may transfer in only at the beginning of the 2nd or 3rd quarter

High School

- An entrance test will be administered to determine readiness levels
- Must be fluent in English
- Official transcripts from previous school(s) are required for high school
- 9th-11th graders may not transfer in at mid-semester from another school
- 12th graders may not transfer in after the start of the current school year

APPLICATION REQUIREMENTS

The following lists comprise the requirements for admission to IRCS. All items must be submitted before an interview is scheduled with the Principal. If necessary, your child will be scheduled for an academic assessment.

Preschool Applicants (Pre-K2, Pre-K3, Pre-K4):

1. A completed New Student Online Application and registration fee (non-refundable)
NOTE: Four year old applicant participating in the VPK program must provide a Certificate of Eligibility from Early Learning Coalition of Pinellas County, Inc. See <http://elcpinellas.net/register-for-vpk/> for instructions. VPK only (half day only) participants do not pay a registration fee to IRCS.
2. A Preschool Enrollment Record (required by State of Florida Children and Family Services)
3. A copy of child's birth certificate
4. A Florida Certificate of Immunization - Form #680 (completed by a Florida physician)
5. A Florida Physical Exam - Form #3040 (completed by a Florida physician)

Kindergarten and Elementary School Applicants (K5 - 5th Grade):

1. A completed New Student Online Application and registration fee (non-refundable)
2. An entrance test will be administered to determine grade readiness
3. A copy of child's birth certificate
4. A Florida Certificate of Immunization - Form #680 (completed by a Florida physician)
5. A Florida Physical Exam - Form #3040 (completed by a Florida physician)
6. A copy of child's most report cards (need last 2 years' for 2nd-5th grade students)
7. A copy of child's achievement test scores (FCAT, SAT) need last 2 years' scores for 2nd-5th graders

Middle School and High School Applicants:

1. A completed New Student Online Application and registration fee (non-refundable)
2. A copy of child's birth certificate
3. A Florida Certificate of Immunization - Form #680 (completed by a Florida physician)
4. A Florida Physical Exam - Form #3040 (completed by a Florida physician)
5. A copy of child's report cards - need last 2 years' for 6th-8th grade students
6. A copy of child's achievement test scores - need last 2 years' (FCAT, SAT, ACT, etc.)
7. A Transcript (for High School applicants only)
8. A Sports Physical form if applicable

Students will not be scheduled for an interview until all the above materials have been submitted. At the time of the interview you will be asked to sign a Statement of Cooperation/Medical Treatment Form and a Financial Agreement. You will also need to create a ParentsWeb account and set up a FACTS account in order to complete your new student's enrollment.

ENROLLMENT PROCESS

After the Application Requirements have been met (see page 3) parent and child will be scheduled for an interview with the appropriate Principal. During the interview the Principal will review the school's history, philosophy, curriculum, discipline system, homework expectations, communication, etc. The Principal will discuss the child's academic, spiritual, social and physical needs with the parents. Admission is not complete and student will not be placed on a class list until:

1. the student has been interviewed by the Principal and formally accepted. After the interview the decision of the admission will be made as soon as possible
2. a signed Financial Agreement has been submitted by parents, which affirms the parents' decision to enroll their child
3. parent has set up a FACTS account
4. parent has created a ParentsWeb account

Families must agree to abide by school policies, assist the school and support school officials in the implementation and enforcement of its policies. Each student of the school shall be of the highest moral character and be obedient to all biblical principles. All students must obey the laws of the United States of America and the State of Florida and all local ordinances. The school reserves the right to dismiss any student with or without cause.

New Students Selection Process

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

- Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports
- Students who are open to hearing the gospel of Christ
- Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation
- The student and family must be willing to work in close partnership with Indian Rocks Christian School as evidenced by signing the appropriate form in the Parent/Student Handbook found on the school website www.ircs.org, and the Statement of Cooperation & Medical Treatment Form
- IRCS does not accept students who have been expelled, suspended or reassigned from other schools within one year of the incident
- IRCS does not accept students who have used illegal drugs and are coming directly out of a drug treatment program

Continuous Enrollment Policy

Indian Rocks Christian School is a Continuous Enrollment School. When a student enrolls, we anticipate that the student will remain enrolled until the student graduates. Continued enrollment requires:

- Acceptable grades
- Proper conduct
- The timely payment of tuition
- Continued parent and student cooperation with the school in a positive and supportive manner.

The parent or guardian is responsible to notify IRCS Administration of their intent to withdraw the student from the following school year. A late withdrawal fee of \$300 will be imposed if Indian Rocks Christian School is not informed in writing between March 1 and May 1.

PRESCHOOL DISCIPLINE POLICY

I. Discipline 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'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 the Preschool Parent/Student 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.

II. Discipline 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

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.

Continued on Page 6

III. 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.

IV. 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.

V. 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 are 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.

VI. 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 School's 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. 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).

VII. 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 them 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.

DRESS CODE POLICY

Student appearance must be conservative, clean, neat and modest. Clothing that is dirty, torn, patched and immodest or presents a sloppy appearance is not permitted. Offensive slogans, writing of any kind, symbols or pictures are not acceptable. School shirts and PE uniforms must be purchased through Indian Rocks Christian School.

Student appearance must reflect the highest standards of the Indian Rocks Christian School environment as defined in the following standards.

HAIR STANDARDS: Traditional modest haircuts are required (see Parent/Student Handbook).

JEWELRY: Preschoolers may not wear jewelry of any kind. Kindergarten through 12th grade boys and girls may wear appropriate, but not overstated jewelry. Questionable, anti-Christian jewelry and body piercings are prohibited. Bracelets and necklaces are acceptable for boys. Boys are not permitted to wear earrings.

TATTOOS: Unacceptable for both boys and girls. Tattoos cannot be visible during school hours, at school events or functions.

BODY PIERCING: Unacceptable for both boys and girls.

CLOTHING STANDARDS:

1. PRESCHOOL

- Neat and clean pants or jeans
- Shorts, skirts and dresses of modest length (We suggest that shorts be worn under skirts and dresses)
- No tank tops
- Shirts and blouses that slip-on or button-up
- Safe, secure rubber-sole shoes are to be worn. Athletic style shoes are preferred. No sandals, "croc", plastic or platform style shoes are permitted
- Coats, sweaters and jackets that reflect the school image of a neat and clean appearance
- An extra set of clothing which can be left at school for emergencies should be given to your child's teacher. Be sure to put your child's name on all clothing
- Preschool students are permitted to wear the **current year** Elementary Friday t-shirt on Fridays

2. KINDERGARTEN / ELEMENTARY DRESS CODE

Students are permitted to wear the following to school:

- IRCS monogrammed Oxford-style shirts and monogrammed knit shirts
- If shirts are not tucked in, they must be neat and of modest length
- Solid color walking length uniform shorts & dress slacks
- Slacks and knee-length uniform walking shorts must be a solid color. Administration reserves the right to disapprove colors that are non-traditional, extreme, distracting, etc.
- Plain denim jeans that fit properly. Extra wide legged or baggy, low hanging jeans are not permitted. Deep pockets, cargo jeans, cargo shorts or decorated jeans are not permitted
- Only sneakers/Athletic style shoes are to be worn for safety purposes. No sandals, "croc", plastic, wheeled or platform style shoes are permitted
- All students must wear neat clean socks
- Turtleneck shirts may be worn under a school uniform shirt

- Outerwear – Current year IRCS sweatshirts (sold during the first semester) may be worn in the classroom. Solid color sweaters (crew, V-neck or cardigan) may be worn. All other outerwear jackets and sweatshirts may be worn to school but will not be permitted to be worn in the classroom

Girls are permitted to wear the following to school:

Hosiery/tights

Solid color – navy, khaki, or gray modest length uniform skirts, uniform jumpers, uniform skorts, uniform culottes, uniform capris or monogrammed uniform dresses

3. MIDDLE SCHOOL / HIGH SCHOOL DRESS CODE

Males and Females are permitted to wear the following only:

- IRCS monogrammed knit shirts and/or monogrammed Oxford-style shirts, PE uniforms and knee-length walking shorts
- Slacks and knee-length uniform walking shorts must be a solid color. Administration reserves the right to disapprove colors that are non-traditional, extreme, distracting, etc.
- Plain, traditional 4 or 5 pocket denim jeans or traditional khakis that fit properly. Extra wide legged or baggy, low hanging deep pockets, cargo, painters or carpenter jeans are not permitted. Jeans that have holes, are torn or frayed are not permitted. Jeans must have back pockets
- Uniform Style Capri pants must fit properly. No jean Capris are permitted. No leggings permitted
- Clean, neat dress shoes, or clean, neat, properly laced athletic shoes and western boots. All shoes/sandals must have manufactured backs or manufactured back straps
- Indian Rocks Christian School sweatshirts with an IRCS collared school shirt underneath
- All outerwear (sweatshirts, jackets, etc.) worn in the classroom must be school-approved IRCS outerwear
- Long sleeved turtleneck shirts under an IRCS collared school shirt

In Addition:

- Belts MUST be worn
- All shirts must be properly fitting and must comply with the MS/HS Parent/Student Handbook requirements
- Hats are not to be worn in the building
- Christian T-shirts worn on Fridays must be distinctively Christian in design, pictures and wording
- All team, band and other specialty, collared shirts may be worn **only** on game days, performance days, club meeting days or Fridays
- No team jerseys are to be worn to class

See more information in the Parent/Student Handbook at www.ircs.org.

BEFORE SCHOOL CARE AND AFTER SCHOOL CARE PROGRAM

The IRCS Before School Care and After School Care program begins the first day of the 2019-2020 school year. Please visit www.ircs.org for an approved school calendar. Please see the IRCS Tuition Schedule for pricing.

ADMISSION POLICY

Before School Care (BSC): Only students of working parents enrolled in Indian Rocks Christian School in **Pre-K2 through 5th grade** are eligible for enrollment in our Before School Program. BSC charges may be paid annually in advance or on a monthly basis in advance. These monthly payments are the same regardless of student attendance and payments will be calculated on the tuition/financial agreement.

Hours of Operation:

- 7:00 a.m. - 8:00 a.m.
- Children are not permitted to be dropped off prior to 7:00 a.m. for BSC

After School Care (ASC): Only students of working parents enrolled in Indian Rocks Christian School in **Pre-K2 through 5th grade** are eligible for enrollment in our After School Program. ASC charges may be paid annually in advance or on a monthly basis in advance. These monthly payments are the same regardless of student attendance, and payments will be calculated on the tuition/financial agreement. ASC is not a drop-in program. Students not picked up after school within fifteen minutes of dismissal will be admitted into the After School Program. ASC is only open when Indian Rocks Christian School is in session. Please check the school calendar on www.ircs.org for holidays.

Hours of Operation:

- 3:00 p.m. to 6:00 p.m.

LATE PICK-UP CHARGES

A \$15.00 penalty fee will be charged for each 15 minutes your child is left past 6:00 p.m.

A \$7.00 minimum fee will be charged for students not enrolled in the After School Program and not picked up within 15 minutes of dismissal. Parents will be charged an additional \$7.00 per half-hour or any part of a half-hour thereafter. There will be a maximum charge of \$21.00 per day until 6:00 p.m. for these students.

FINANCIAL POLICIES

Registration Fee – The registration fee must accompany the New Student Enrollment Application. This fee is non-refundable.

Annual Tuition – Please refer to the *Tuition 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.

Tuition Discounts – Multiple child discounts are applicable for two or more siblings on the same Financial Agreement. Please refer to the *Tuition Schedule* for sibling discounts. Multiple child discounts shall be based on the number of siblings enrolled at any given time.

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, 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 1st, 5th, 10th, 15th, or 20th.

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 **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.

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.

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.

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.

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.

Early Withdrawal Policy – 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 \$500.00**. 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.**

Continuous Enrollment Policy – See page 4.

Additional financial policies are stated on the Financial Agreement.