

**IndianRocks**  
**CHRISTIAN SCHOOL**  
One Community. One Mission. One Rock to Build On.

**Elementary School  
Student Handbook**

**Indian Rocks Christian School**  
A Ministry of Indian Rocks Baptist Church  
**2020-21 Elementary School Student Handbook**

**Founded:** 1984

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

**Accredited Preschool (K2-K4):** Association of Christian Schools International

**Member:** Southern Baptist Association of Christian Schools

**Description:** Indian Rocks Christian School, a ministry of *Indian Rocks Baptist Church* with grades K2-12th and 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)

**FACTS Family Portal:** <http://factsmgt.com>

## Table of Contents

	<b>Page</b>
General School Information	2
Table of Contents	3-6
Letter from the Pastor	7
Mission Statement	8
Purpose	8
Educational Philosophy	8-9
Goals	8
School Governance	9
School Team	9
Administrative Team	9
Other IRCS Administrators	9
IRCS Academic Support	9
Statement of Beliefs	10
School Bible Verse	10
Welcome from the Superintendent	11
Welcome from the Principal/Elementary Staff	12
Important Policies to Know	13-14
<b>SECTION I - ADMISSIONS</b>	<b>14</b>
A. Admissions Policies and Procedures	14
B. Enrollment Process	14-15
C. McKay/504IEP Student Admissions	15
D. Continuous Enrollment Policy	16
<b>SECTION II – HEALTH AND SAFETY</b>	<b>16</b>
A. Required Immunizations	16
B. Physical Examination	16
C. Birth Certificate	16
D. Sickness	16
E. Medication	16
F. Allergies	16
G. Communicable Diseases	16-17
H. Clinic	17
I. Emergency Phone Number of Parents Required	17
J. Consent for Medical Treatment	17
K. Student Accident Insurance	17
L. Healthcare Appointments	17
M. Emergency Drills	17
N. Emergency Notification Procedures (School Closing, Early Dismissal)	17-18
O. First Aid	18
P. Head Lice Policy	18
Q. Animals in Classrooms/On Campus	18
<b>SECTION III – OFFICE PROCEDURES</b>	<b>18</b>
A. Attendance Policy	18
B. Excused Absences	18
C. Unexcused Absences	18-19
D. Tardiness	19
E. Signing a Student Out of School	19
F. Student Records	19
G. Student Pictures	19
H. Telephones (Cell Phones, etc.)	19
I. Lost and Found	19
J. Visitors on Campus	20

<b>SECTION IV – OFFICE-GENERAL</b>	20
A. School Hours	20
B. School Office Location	20
C. Early Withdrawals	20
D. School Calendar	20
E. Office Communication	20
F. General School Communication	20
1. Google Classroom and Classtag	20
2. Grade Level Newsletter	20
3. IRCS Website	21
4. FACTS Family Portal	21
G. Parent Meetings	21
1. Parent Orientation	21
2. Parent/Teacher Conferences	21
H. Parental Support	21
I. Parties at School	21
<b>SECTION V – GENERAL POLICIES AND PROCEDURES</b>	21
A. Volunteers/Level II Screening	21
B. Field Trips	22
1. Statement of Cooperation and Release/ Authorization of Medical Treatment Form	22
2. Special Event Off-Campus Permission Form	22
3. Chaperone Guidelines	22
4. Students Not Attending Trip/activity	22
5. Off-Campus Trip/Activity Privileges Revoked	22
C. Volunteers/Field Trips Chaperones	22
D. Transportation	22
1. Transportation – General Statement	22
2. Students Riding IRCS Vehicles	22
3. Driver Chaperone Guidelines	22
E. Drop-off/Pick-up/ACS	22
1. Morning Drop-off	22-23
2. Afternoon Pick-up/Dismissal	23
3. After School Care (ACS) Program	23
F. Discipline	23
1. Disciplinary Philosophy	23-24
2. Classroom Discipline	24
3. Respect/Courtesy	24-25
4. Behavioral Expectations	25
5. Behavioral Infractions	25
6. Safety Related Discipline Issues	25
7. Disciplinary Definitions	25
8. Conduct on School Sponsored Trips	25
9. Correction	25
10. Suspension and Expulsion	25
11. Probation	25-26
12. Readmission	27
13. Corporal Punishment	27
14. Discipline at ASC (After School Care)	27
15. Lines of Authority	27
a. Teacher	27
b. Principal	27
16. Mutual Respect	27
20. Complaint or Problem Procedure	27-28
G. Dress Code – General	28
1. Policy Statement	28
2. Parental Responsibility – Dress Code	28

3. Dress Code Guidelines (K5-5 <sup>th</sup> )	28
a. Hair	28
b. Jewelry	28
c. Body Piercing	29
d. Tattoos	29
e. Make-up	29
f. Hats	29
g. Acceptable Clothing	29
h. Unacceptable Clothing	29
i. Outerwear	29
j. Elementary T-shirt/Field Trips	29
k. Dress Code Infractions	29
H. Other General Policies	29
1. Solicitation/Distribution	29
2. Teacher Conferences	29
3. Closed Campus	30
4. Loitering/Dismissal	30
5. Gum Chewing	30
6. Lunches/Snacks	30
7. Yearbook Distribution	30
8. Book Bags	30
I. Financial Policies - General Statement	30
1. Registration Fee	30
2. Annual Tuition	31
3. Tuition Discounts	31
4. Payment Plans	31
5. Payment Methods	31
6. Late Fees	31
7. Returned Payment Fee (NSF)	31
8. Delinquent Accounts	31
9. Fines/Debts	31
10. Early Withdrawal Policy	31
11. Variable Tuition Program	31-32
<b>SECTION VI – PROGRAM OF INSTRUCTION</b>	<b>32</b>
A. Grade Procedures (1 <sup>st</sup> – 5 <sup>th</sup> )	32
1. Scale	32
2. Performance Grades	32
B. Promotion/Policies	32
C. Skipping a Grade Level	32
D. Progress Reports	32-33
E. Homework	33
F. Make-up Work	33
G. Academic Recognition	33
H. Extra Credit Requests (K5-5 <sup>th</sup> )	33
I. Achievement Testing Program	33
J. Test Retake Policy	33
K. Help Classes	33
L. Textbooks	33
M. Library/Media Center	33
N. Curriculum (K5-5 <sup>th</sup> )	33-34
<b>SECTION VII – STUDENT INFORMATION</b>	<b>34</b>
A. Facilities	34
B. Chapel	34
C. Bible Study	34
D. Lockers	34
E. Snack Machines	34
F. Truancy	34
G. Electronic Devices	34

H. Student Publications	35
I. Prayer	35
J. Music/Band	36
K. Physical Education Program (K5-5 <sup>th</sup> )	36
L. Art	36
M. Spanish	36
N. Video Production	36
O. After School Enrichment Classes	36
P. Pledges	36
1. Pledge to the American Flag	36
2. Pledge to the Christian Flag	36
3. Pledge to the Bible	36
<b>SECTION VIII – PARENT RESPONSIBILITIES</b>	36-37
Affirmation of Parent/Signature Page of Reading and Commitment to the:	38
• Student Handbook	
• Student Photo/Image Policy	
• Computer/Internet Use Policy	



Dear IRCS Families,

When I was initially led to become the Pastor at Indian Rocks Baptist Church, 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,

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

Jeff Parish  
Senior Pastor  
Indian Rocks Baptist Church

## **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**

1. To develop the spiritual, moral and academic growth of our students.
2. To impart within 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 of 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 develop the physical, mental, emotional and social maturation of the student through promoting fitness, maintenance and the skillful use of the body as a temple of God.
8. To impact the Biblical attitude toward material things.
9. To develop a lifelong love of learning by the formation of good study habits.
10. To prepare the 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 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 Indian Rocks Baptist Church. The Pastor is the primary overseer of the school ministry, directs the School Team and provides supervision of the Superintendent through the School Team.

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

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

### **SCHOOL TEAM**

A list of current Indian Rocks Christian School Team Members and a picture is available on the IRCS website at [www.ircs.org](http://www.ircs.org) under the links "About Us" followed by "History and Government".

### **CHURCH REPRESENTATIVES:**

#### **Senior Pastor Jeff Parish**

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

### **ELEMENTARY ADMINISTRATIVE TEAM:**

Walt Weller	Superintendent
Rob Starner	Elementary Principal/Preschool Director/Communications Director
Stephanie Vogel	Preschool/Elementary Director of Teaching and Learning/Assistant Preschool Director

### **OTHER IRCS ADMINISTRATION – MIDDLE/HIGH SCHOOL**

Joe Frost, Dean of Students  
Phil Farver, Director of Athletics  
*Michelle DiFrancesco, Director of Guidance*  
*Dee Bates, College Advisor*

### **OTHER IRCS SUPPORT**

Julie Cavinis, Director of Enrollment  
Janette Ferguson, Director of Marketing

## 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 School



Dear Parents,

Welcome to Indian Rocks Christian Elementary School. Whether this is your first year or you have been here awhile, we 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 this year. We consider it a great honor to have you and your children as a part of our Indian Rocks Christian family.

We are committed to creating a classroom atmosphere and school environment where children feel secure, safe, and loved because we realize how very important these years of learning are to a child's spiritual, academic, and social development. 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 A. Starner  
Elementary Principal and  
Your Elementary Faculty and Staff

## Important Policies to Know

**Note: All changes to this handbook are from last year 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 38) 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

When a child is going to be absent, parents are to notify the elementary school receptionist at 727-596-4342 by 8:30 a.m. A written note to the child’s teacher explaining the reason for the absence and the date(s) of the absence is required upon your child’s return to the classroom (See pages 18-19).

Excessive absences or tardiness (more than ten (10) per semester) may place a student’s promotion in jeopardy or lead to other disciplinary actions (See page 18-19).

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.

### Tardiness

The Elementary/Preschool doors are locked at 8:15 a.m. Arrival after 8:15 a.m. will be considered tardy and students will have to enter through the office to obtain a tardy pass. 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 19).

### Field Trip Chaperones

All Chaperones and/or parents are required to have volunteer forms turned into the office two weeks prior to the event. It is recommended that this be done within the first month of school. Prospective volunteers will be notified of their eligibility. It is important for volunteers to realize that they are acting as Christian Role models for the students by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them (See pages 22).

### Volunteers

The administration, staff and faculty appreciate all of our parents who volunteer their time and services 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, coach or administrator will be in charge of the event or field trip. Volunteers and chaperones will be under their direction (See pages 21-22).

### 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 registrations fee is non-refundable. Should a student with withdrawn for any reason after school has begun, 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. Scholarship and other forms of tuition assistance will be prorated in accordance with the date of withdrawal (See pages 30-32).

### **Dress Code**

It is the parent's responsibility to enforce the school dress and hair standards. Parents must be familiar with what is acceptable dress and help their student comply. When a student is observed by a teacher or the Principal to be in violation of the dress code, the parents or legal guardian will be notified. The student in repeated dress code violations will be help out of class until the dress code violation has been remedied (See pages 28-29).

### **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 20).

### **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 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 16-17).

## **SECTION I – ADMISSION**

Indian Rocks Christian School admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs and other school-administered programs. All parents/guardians must sign and abide by the Statement of Cooperation & Medical Treatment form (signed during enrollment), the Computer/Internet Use Policy 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 planned to meet the educational needs of the average to above average student. Each student's most recent report card or progress report will be evaluated. IRCS encourages students to be successful; therefore, each student must put forth maximum effort according to his or her abilities. The school is not equipped to meet the needs of students with excessive learning difficulties nor those with extensive social problems. Students must have verification of an average total stanine score of five with a score of four or better in each major academic area on prior year achievement tests. All new students are considered on probation (academic/social) for the first quarter that they are in attendance. Before making application, please review your child's academic records in light of the above criteria. If you need clarification, please contact the Principal's office. For those students wanting to transfer in during the year, an investigation is conducted to include, but not limited to, the reasons for transferring, performance and conduct while at the previous school, along with achievement test scores and progress reports. Students removed (expelled, suspended, etc.) from another school are not accepted within a year of expulsion.

The enrollment process consists of submitting the paperwork listed below, and a personal interview with the Principal. **All new students are considered on probation (academic/social) for the first quarter that they are in attendance. Students are not fully enrolled in IRCS until all admissions requirements have been met** including creating an on-line ParentsWeb account.

### **B. Enrollment Process (5-5<sup>th</sup> Grade)**

#### **1. Application process**

The following must be in the student's file for the application to be reviewed by the Principal:

- a. A completed application and registration fee (non-refundable).
- b. A copy of your child's birth certificate.
- c. A copy of your child's most recent report card.
- d. A copy of your child's most recent achievement test scores (FSA, SAT, etc.).
- e. A Florida Certificate of Immunization - Form #680 (completed by a Florida physician).
- f. A Florida Physical Exam - Form #3040 (completed by a Florida physician).
- g. An entrance test will be administered to determine grade level readiness.

2. **Admission decisions** fall into one of three categories:
  - a. **Conditional** admissions are reviewed annually for continuation of enrollment
  - b. **Probationary** admissions are reviewed each grading period for acceptable progress in academics and conduct.
  - c. **Denial** of admission is a result of not meeting the criteria to the satisfaction of the Principal.

### 3. **New Student Selection Process**

Selection of students for an interview will be considered on the following characteristics as evidenced through the admission application and interview:

- a. Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
- b. Students must be open to hearing the gospel of Christ.
- c. Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.
- d. The student and family must be willing to work in close partnership with Indian Rocks Christian School as evidenced by signing the appropriate form in the Parent/Student Handbook, and the Statement of Cooperation and Medical Treatment Form.

**After the interview, the decision of admission will be made as soon as possible.** Parents affirm their decision to enroll the student by submitting a signed Financial Agreement, and creating a ParentsWeb account in order to complete the enrollment process.

4. **Out-of-state Students** entering the Florida school system for the first time need the following:
  - a. State of Florida Certificate of Immunization Form 680.
  - b. State of Florida Student's Health Examination Form 3040.

(These forms must be on file with the Principal within one month of the date the child begins school at IRCS)

### 5. **Priority Consideration** for admission to Indian Rocks Christian School is given on the following basis:

- a. Pupils currently enrolled and continuing in Indian Rocks Christian School.
- b. Children of staff members of IRCS and IRBC (*Indian Rocks Baptist Church*).
- c. Siblings in families who already have one or more students attending the school.
- d. Children of members of IRBC (*Indian Rocks Baptist Church*).
- e. Children of non-members of IRBC (*Indian Rocks Baptist Church*) in the order that completed applications are received.

## C. **McKay/504/IEP Student Admissions**

IRCS provides a traditional mainstream classroom environment. Supportive services and additional accommodations are not guaranteed or provided for students with a current Individual Education Plan (IEP), 504 Accommodation Plan, or McKay Scholarship funding. Those students will be held to the same admissions, academic, and behavioral standards as stated in the IRCS Parent/Student Handbook. Initial review of documentation is required to determine academic eligibility. The Principal may require a preliminary meeting with the applicant and family to provide clarification. All efforts will be made to assess the suitability of our program for the needs of your child.

Applicants with a McKay Scholarship please note:

1. McKay funds at IRCS are allocated toward tuition and the registration fee only as listed on IRCS Tuition and Fee Schedule/Rate Sheet.
2. Due to the structure of the IRCS academic program IRCS will only consider McKay applicants with a matrix level of 251 and will limit the number of McKay students in each grade. If all positions are filled, prospective students may request to be placed on a waiting list.
3. McKay applicants must start at the beginning of the current school year (August). Midyear transfers are not accepted.
4. Parents must meet the statutory deadlines for private school enrollment to be considered for admission. For a complete checklist on McKay/504/IEP Admissions please visit: <http://www.ircs.org/admissions/admissions-checklist.cfm>

#### **D. IRCS Continuous Enrollment Policy**

When a student enrolls, we anticipate that the student will remain enrolled until the student graduates. In lieu of an annual registration fee, the parent or guardian is responsible for notifying IRCS Administration of their intent to withdraw the student from the following school year, in writing, no later than April 1st.

### **SECTION II – HEALTH & SAFETY**

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

All staff are trained and required to follow established guidelines for suspected child abuse. This is in accordance to 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. These surveillance cameras will record all acts of vandalism in the buildings.

#### **A. Required Immunizations**

Each child must be current in his/her immunizations 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. *Parents that do not a DH680 Form on their child's first date of enrollment must provide evidence of Religious or Medical Exemption or an appointment to receive immunizations.*

#### **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 H 3040 from the Florida Department of Health.

#### **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 them or their person or store them in their desks, lockers 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 include. A signed/notarized consent form is to be on file for those students.

#### **F. Allergies**

IRBC/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 healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal on to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease, **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 a communicable disease. IRCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### **H. Clinic**

The school does not employ a trained nurse. 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 sign out on the sign in/sign out book in the office.

#### **I. Emergency Phone Number of Parents Required**

At least one emergency phone number must be kept on file in the school office. In addition to home phone numbers, the school requires a work phone number, cell phone or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem. **Please notify the office immediately if any of these numbers change.**

#### **J. Consent for Medical Treatment**

In the event of a medical emergency, on or off campus, the school will make every 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.

#### **K. Student Accident Insurance**

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. Parents are advised to carry adequate health insurance protection. Indian Rocks Christian School provides 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 on their individual health plan.

#### **L. Healthcare Appointments**

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

#### **M. 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:** Tornado drills will be run by administration periodically. Teacher's will be notified by administration if a Tornado Warning is reported in the immediate area. Do not leave the room. No talking. Students are to sit on the floor along a designated wall with heads in laps. The drill will be done as soon as possible after the warning is given in a 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.

#### **N. 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 will be utilized to send a message to ALL of our students' parents at multiple contact numbers within minutes after an emergency or incident has occurred at the school.

Messages 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 their 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 the most current contact information is on file with the school. If this information changes

during the school 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: 727-596-4321 and 727-596-4342.

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

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

**O. First Aid**

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

**P. Head Lice Policy**

All students will be checked randomly for head lice. If lice or nits are found, the students will be isolated, and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and nit free before they will be allowed to return to the classroom. Parents are encouraged to always give notice to the School in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

**Q. Animals in the Classrooms/On Campus**

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**

Florida state law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law."

Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities including class discussion, learning centers/labs, field trips, direct instruction and guest speakers cannot be replicated with bookwork. Irregular attendance is a major cause for poor academic work and continual tardiness is disruptive to the normal flow of school activity.

More than 10 absences per semester are considered excessive. Every absence after the 10th must be accompanied by a physician's note. If there are extenuating circumstances not covered by a medical excuse, parents must petition the Principal in writing. A committee consisting of the Principal, superintendent, grade level team leader and/or classroom teacher will meet to determine the validity of the extenuating circumstances. School sponsored activities/field trips are part of the educational program and are not counted towards the ten (10) days.

Excessive absences or tardiness (more than ten (10) per semester) may place a student's promotion in jeopardy or lead to other disciplinary actions. Such cases are dealt with on an individual basis by administration.

**B. Excused Absences**

When a child is going to be absent, parents are to notify the elementary school receptionist at 596-4342 by 8:30 a.m. Please state your name, the name of the child who will be absent, and the reason for the absence. The call needs to be made by the student's parent or legal guardian.

**C. Unexcused Absences**

An unexcused absence occurs when a child is absent for any other reason than listed above, the absence is not verified by the school, or the student has been suspended from school. Class work missed must be made up. However, tests missed may not be made up and a zero will be recorded for that test. The Principal may also take additional disciplinary action as is deemed appropriate to the case and occasion.

Unexcused Absences Include:

1. Suspensions
2. All absences not listed above

3. All absences not verified by the school

**Planned Absences (Unexcused Absences with Parent Permission) Include:**

1. Family vacation
2. Other parental elective absence

**Under these circumstances, the following guidelines apply:**

1. A note must be written by parents and approved by the administration three (3) days prior to the absence.
2. Major assignments due during the absence are due prior to departure.
3. All make-up work is due within the timeframe established with the child's teacher(s).
4. All missed tests and quizzes are to be scheduled and made up in the equivalent number of days absent.

**D. Tardiness**

Two important disciplines taught at IRCS are promptness and preparation. Promptness denotes that students are in their proper places on time, and preparation denotes that students are ready for class each day with the necessary materials and completed assignment(s). A series or pattern of tardiness or lack of preparedness for class will jeopardize a student's success at school.

Tardiness and/or the release before the end of the school day are discouraged except for student medical appointments that cannot be scheduled during the non-school hours. In these cases, a note is requested at least one day in advance of the tardy/early release. The Elementary/Preschool doors are locked at 8:15 a.m. Arrival after 8:15 a.m. will be considered tardy and students will have to enter through the office to obtain a tardy pass. A parent should accompany any student who arrives at school later than 8:15 a.m. to the office to obtain a pass before going to class.

Each student will receive **six** "free" unexcused tardy passes to use during the school year. Students who are tardy with a doctor/dentist note will be excused, and the tardy will not count toward one of the six free tardies. A required parent meeting with the principal will be scheduled.

Examples of unexcused tardiness include: oversleeping, shopping trips, pleasure trips, or returned home for forgotten item.

Students arriving after 11:30 a.m. or leaving before 11:30 a.m. will receive a half-day absence.

**E. Signing a Student 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. Detailed records for students will be kept in the office regarding signing in and out of school.
2. Parents are not to check out their children for early dismissal between 2:30–2:55 p.m. unless for a scheduled medical appointment.

**F. 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.

**G. 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 the parent purchases any pictures. In the springtime, classroom groups, kindergarten graduation and individual pictures may be taken of students. Parents may once again purchase these pictures and will be furnished information detailing prices.

**H. Telephones**

The school office telephones are intended for business use only. In an emergency, permission may be obtained from office personnel to use the office telephone. Classes will not be interrupted to call a student to the telephone except in the case of an emergency.

**I. Lost and Found**

All students who have lost articles should check Lost and Found 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. School-owned textbooks will be placed in the teacher's mailbox.

## **J. Visitors on Campus**

All visitors, including students not enrolled in Indian Rocks Christian School, must report to the office. **Their request to be on campus must be approved by an administrator.** If approval is given, identification will be given to the visitor to be worn throughout the day. The visitor will be directed to the appropriate staff member.

If approval to be on campus is denied, the student(s) or the visitors are to leave the campus and the church property immediately. Failure to do so will result in notification to a local law enforcement agency, and a request will be made for the agency to come to the campus to issue a trespass warning. If said student 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:

7:00-7:55 a.m. – BSC for Pre-K2-5th Grade

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

#### **School Begins:**

7:55 a.m. – School opens to receive students not enrolled in Before School Care (BSC).

8:15 a.m. – School Day Begins for Pre-K2-5th Grade

*Lunches: Due to Covid 19 social distancing requirements, the lunch schedule is not listed in this handbook. The schedule will be distributed separately.*

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

3:00 p.m. – K5-5th

6:00 p.m. – ASC ends

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

### **B. School Office Location**

The Elementary School office is located in the Education Center. The following staff members have their offices in this location:

Mr. Rob Starner, Elementary Principal/Preschool Director/Communications Director

Mrs. Stephanie Vogel, Preschool/Elementary Director of Teaching and Learning/Asst. Preschool Director

Mrs. Julie Cavonis, Director of Enrollment

Mrs. Janette Ferguson, Director of Marketing

### **C. Early 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 or contact the teacher if a conference is desired. The teacher will respond at his or her earliest possible convenience.

### **F. General School Communication**

#### **1. Google Classroom and Classtag**

*This year, our teachers will use the Google Classroom and Classtag platforms in order to communicate essential information regarding day-to-day information such as behavior, learning objectives, and other important topics.*

## 2. Grade Level Weekly Newsletter

Teachers communicate using various means. The Weekly Newsletter is one of those means of communication. This newsletter may either be in print or sent electronically by email. Please check your child's weekly newsletter for important information and accomplishments.

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

4. **FACTS Family Portal** (<https://factsmgmt.com>—formally known as RenWeb/ParentsWeb) All parents are expected to sign up to become a user of the FACTS Family Portal in order to view teacher lesson plans, school announcements, homework information, and student's grades. Other features will be added as they become available.

## G. Parent Meetings

### 1. Parent Orientation

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

### 2. Parent/Teacher Conferences

A Parent/Teacher Conference is scheduled during the first quarter. Additional conferences may be requested by the teacher. Parents are welcome to contact their child's teacher to schedule conferences during the school year.

## H. Parental Support

Parents are urged to contact the teacher if they have any questions or concerns about their student's academic process. **By signing the handbook Affirmation of Reading and Commitment Form (See page 39) 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.**

## I. 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 with the teacher and will adhere to the guidelines established by the administration. All party plans must be approved in advance by the administration. The students may help with the decorating and have responsibilities for clean-up following the party. 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 be a conduit to any off-campus events or parties that are not school-sponsored.

Birthday Parties are limited to the sharing of purchased cupcakes, or other suitable purchased snacks. Parents should make 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 AND PROCEDURES

### A. Volunteers/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 IRBC/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**

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

### **2. Statement of Cooperation and Release/Authorization for Medical Treatment Form**

These forms will be presented during the interview of parent(s) and students and kept on file in the school office. A copy of the Authorization for Medical Treatment form will accompany each student on every off-campus activity. A legal notary must notarize these forms in order for them to be considered 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.

### **4. Chaperone Guidelines**

- a. All chaperones involved with the direct supervision of IRCS students are required to have Level II clearance forms completed through the Human Resources office two weeks prior to the event. The cost of Level II screening is the responsibility of the volunteer and is currently valid for five (5) years. This would include chaperone 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.
- b. It is important for chaperones to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- c. Only students enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. **The first responsibility of each chaperone is to the students being supervised.**
- d. It is important to remember that the trip is for the students and that chaperones should put the needs of the class and the students ahead of their own wants or desires.
- e. It is important for chaperones to follow the instructions of the IRCS staff member in charge of the event. Of primary importance is being on time for meeting points.
- f. Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- g. Chaperones should know exactly how many students are in their group and count them throughout the trip. They should be sure that the students are all present before moving from one place to another.

### **5. Students Not Attending the Off-Campus Trip/Activity**

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

### **6. Off-Campus Trip/Activity Privileges Revoked**

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or school discipline policies.

## **C. Volunteers/Field Trips Chaperones**

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 Office and will be given an identification badge to be worn at all times while on campus.

## **D. Drop-off/Pick-up/Before and After School Care (ASC)**

### **1. Morning Drop-Off**

Students must be supervised. Parents will be given specific instructions regarding the 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.

After the first two weeks of school, K5-5<sup>th</sup> grade parents are encouraged not to walk their children to the classroom. Please help to prevent classroom interruptions once the day has begun. Students who arrive late need to go to the school office for an admit slip.

Students not enrolled in the Before School Care Program (BSC) **cannot** be dropped off on campus prior to 7:55 a.m. Students using the café in the morning must be supervised by their parents. There is no supervision of students until 7:55 a.m. It is policy to take these early arrivals to BSC for safety and supervision purposes. A fee will be assessed for this service. Likewise, students remaining on campus after 3:10 p.m. will be escorted to the supervision of the After-School 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 After School Care or have permission to remain.

## 3. After School Care (ASC) Program

The After-School Care program includes supervised recreation, study, rest, reading, snack times, and other creative activities. Each student must be signed in and out by a responsible party. The ASC 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 Program follows the same school calendar and observes the same holidays and off-days as Indian Rocks Christian School.** The school calendar will reflect other days when ASC 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.

# F. Discipline

## 1. Disciplinary Philosophy

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. 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 representative 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 to be taught 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.

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 administration trusts that 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' expectations in the area of student behavior. These standards of behavior are based on the pillars of **Christian Character, Mutual Respect and Common Courtesy**.

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

Disciplinary action may be taken regardless of where the event occurs. Standards of conduct and character extend to all school activities and events.

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

**By signing the handbook Affirmation of Reading and Commitment Form (See page 39) 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.**

## 2. Classroom Discipline

The discipline program for elementary is classroom specific. Teachers are responsible to have and implement their own classroom management plan in accordance with administration approved guidelines. To insure proper communication between the classroom, administration, and parents, these discipline procedures will be maintained.

### Classroom Steps and Procedures:

- a. Teacher maintains a visible classroom discipline plan.
- b. Teacher is to maintain and administer the classroom discipline plan.
- c. Teacher is to keep parents informed of discipline concerns and improvements.
- d. Teacher is to notify administration when additional help is needed beyond the teacher established discipline plan.

### Administrative Steps and Procedures:

- a. Teacher will refer student to the office when additional help is needed.
- b. Administration will meet with student as necessary. Parents will receive a phone call/report explaining discipline concerns. A consequence that matches the concern will be assigned.
- c. In the occasion of continued discipline concerns, a parent meeting will be arranged with administration and appropriate teacher(s).
- d. In the event of a No Tolerance violation, a conference with the parents may be scheduled immediately with administration to determine how and if IRCS can best continue to serve the family.

## 3. Respect/Courtesy

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God, in part to bring each one to Christian maturity. "As iron sharpens iron, so one man sharpens another" (Proverbs 27:17). Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. Disrespect should not and will not be tolerated whether in the form of talking back or "sassing" a teacher, willful disobedience, willful damage to another's self-esteem, including unkind or derogatory remarks, or in the form of willful damage to property. Students will make other errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be considered intolerable.

IRCS is committed to maintaining an academic environment in which all individuals treat each other with



dignity and respect, free from all forms of abuse, intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Therefore, anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

#### **4. Behavioral Expectations**

Students will...

- a. Show respect toward teachers, staff, other students, volunteers and the facilities.
- b. Resolve conflicts and disagreements without fighting or any type of aggressive behavior.
- c. Obey the dress code.
- d. Be truthful.
- e. Use language that builds up the body of Christ and is edifying to all who listen.
- f. Be obedient, following through the responsibilities the first time they are asked.

#### **5. Behavioral Infractions**

**The actions below will result in serious consequences, which may include the suspension or expulsion of the student:**

- a. Vandalism
- a. Profanity
- b. Fighting
- c. Blatant disrespect and disobedience
- d. Lying
- e. Cheating
- f. Stealing
- g. Skipping class
- h. Sexual teasing/harassment
- i. Discriminatory comments
- j. Illegal activities
- k. Bullying or threatening another student
- l. Racism
- m. Possession of any type of weapon on campus
- n. Threats or inappropriate comments made to another student/teacher/staff member inside or outside of school, on or off campus
- o. General threats of violence

#### **6. Safety-Related Discipline Issues**

Safety is a primary concern at IRCS. For this reason, any type of threat of safety and security of the students, teachers, or staff of the school in any way will be taken seriously. Students must consider the safety of others at all times. For this reason, the use of heeled shoes and skateboards is forbidden on campus at any time. In addition, possession of any type of weapon, any item that resembles a weapon, or any item that could be used as a weapon on campus is forbidden. When any type of behavior or action could result in a threat to the safety of other students, teachers, or school staff, the school may bring in law enforcement to assist in dealing with the situation.

#### **7. Disciplinary Definitions**

##### **a. Cheating**

Cheating shall be defined as:

- i. Copying, in part or in whole, from someone else's work-whether it be an assignment, quiz or test.
- ii. Altering or interfering with grading.
- iii. Using or consulting any source-other people, electronics equipment, including cell phones and calculators, or use of any materials not authorized by the instructor.
- iv. Committing other acts which defraud or misrepresent.

##### **b. Class Disruption**

Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.

##### **c. Direct Disobedience**

The act of not carrying out a directive when specifically given by a teacher or staff member.

##### **d. Horseplay**

Play fighting, pushing, or any act that may cause injury to any student.

##### **e. Lying**

Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.

**f. Stealing**

Taking items of clothing, personal possessions, or material that belongs to someone else. This includes taking items left behind in classrooms, hallways or other areas and hiding them from the rightful owner.

**g. Harassment**

Any form of unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal

**h. Vandalism**

Malicious or ignorant destruction or defacing of private property, the property of IRCS, or the property of IRBC.

**8. Conduct on School-Sponsored Trips**

The same standard of conduct required of students at school is also required of students on school-sponsored activities.

**9. Correction**

- a. Teachers and staff may use, but not be limited to, the following measures to correct a student's behavior.
  - 1. Warning/Verbal Reprimand: instructing a child as to what is expected and offering suggestions.
  - 2. Loss of play time: 5-10 minutes spent sitting quietly during recess.
  - 3. Loss of privileges: Student unable to serve as line leader, door holder, teacher's helper, etc.
  - 4. Time Out: a period of time spent removed from the class activity.
- b. Administration, when it is necessary, may use the following measures to correct a student's behavior.
  - 1. Time Out: a period of time spent in the office, removing the student from the classroom activity or circumstances.
  - 2. Shadowing: Parents or guardians will be required to attend classes with the student for a specified period of time as assigned by administration.
  - 3. Parent/Teacher/Administration Conference.
  - 4. Written Behavioral Contract to be followed by the student
  - 5. Suspensions (see below).
  - 6. Expulsions (see below).

IRCS and the administrative team may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending or descending order or degree of difficulty and may be referred to the School Team for definition/resolution at any time.

**10. Suspension and Expulsion**

Attendance at Indian Rocks Christian School is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior both at school and away from school which will reflect the student's commitment to Christ and respect for Christian education. Therefore, any use of or involvement with tobacco, drugs, alcohol, unwholesome language/entertainment/behavior, gambling, cheating, fight-ing, stealing, lying, disrespect, immorality, possession of a weapon, or repeated conduct violations of school rules, may result in the student's immediate suspension or expulsion from Indian Rocks Christian Schools. Other types of behavior, including (but not limited to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion.

Expulsions will be used when there is continued history of repeated conduct violations. Expulsions are determined with the assistance of the IRCS Administrative Team and the school's superintendent.

**11. Probation**

Probation gives a student an opportunity to understand and correct a problem before that student is expelled from school or asked to withdraw from the school.

**a. Reasons for Probation**

- 1. An excessive number of suspensions or repeated conduct violations.
- 2. A serious breach of conduct inside or outside of school.
- 3. Academic concerns identified by the school. Period of time provided to measure improvements or determine the school's ability to meet the academic needs of the student.

**b. Probation Procedures**

- 1. Elementary Administration will advise the Superintendent of any situations that may require student probation (academic or behavioral).
- 2. The Superintendent and the Elementary Administrative Team will make all final decisions on student probation.
- 3. A meeting with the administration, student, and parents will be scheduled to discuss their responsibilities during the probationary period and determine the length of the probationary period.

4. Elementary administration will recommend to the Superintendent that the student either be fully reinstated or dismissed from the school based upon the progress or lack thereof.

## **12. Readmission**

Upon approval from the Administration, a student who has withdrawn or been expelled may re-apply after a successful completion of one year at another school.

## **13. Corporal Punishment**

No agent of the school will use any form of corporal punishment as a disciplinary measure.

## **14. Discipline at After School Care (ASC)**

All ASC students are expected to conform to the rules and regulations of IRCS. ASC is a continuation of the classroom process and uncooperative students will be disciplined according to IRCS Policies. Recreational and personal items are not permitted unless approved by the elementary principal.

## **15. 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 Complaint or Problem Procedure.
- b. **Principal** (or designated school administrator) - The Principal is responsible for all disciplinary actions and classroom management programs. 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. The Principal has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the Parent/Student Handbook. Suspensions and expulsions will involve the Superintendent.

## **16. Mutual Respect**

- a. **Respect for teachers and substitute teachers** - As a direct authority, teachers and substitute teachers are to be shown respect. This is both a Biblical mandate and common courtesy. Any form of disrespect will result in a disciplinary referral.
- b. **Other school personnel** - All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers.
- c. **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 is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the Principal.
- d. **Student respect for fellow students** - Verbal abuse or harassment of another student is totally incompatible 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 wish to be treated.

## **17. Complaint or Problem Procedure**

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 Indian Rocks Baptist Church, 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 Committee has sought to develop a standard of proper dress and general appearance for students that will:

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

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

### **2. Parental Responsibility**

It is the parent's responsibility to enforce the school dress and hair standards. Parents must be familiar with what is acceptable dress and help their student comply. When a student is observed by a teacher or the Principal to be in violation of the dress code, the parents or legal guardian will be notified. The student in repeated dress code violations will be held out of class until the dress code violation has been remedied.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in noncompliance, complaints or arguments based on what other students wear or how they appear will not be acceptable. It is the student alone and his/her parents or guardian who are responsible for proper dress consistent with the spirit and word of the dress code.

### **3. Dress Code Guidelines (Grades K5-5<sup>th</sup>)**

#### **a. Hair**

**Boys** must have a neatly trimmed and traditional haircut. Hair must not extend below the collar, over the ears, or below the eyebrows as determined by administration. Hair colors and styles that are deemed extreme or distracting by administration are not permitted.

**Girls** must wear their hair in a style that is traditional and does not obstruct vision or hinder participation in the learning process. Hair colors and styles that are deemed extreme or distracting by administration are not permitted.

#### **b. Jewelry**

Overstated, questionable or anti-Christian jewelry is not allowed.

Boys Acceptable Jewelry  
Bracelets and necklaces

Girls Acceptable Jewelry  
Bracelets and necklaces

Two (2) earrings per ear

Unacceptable Jewelry  
Earrings

Unacceptable Jewelry

More than 2 earrings per ear

**c. Body piercing**

**Unacceptable for both boys and girls.** Cannot be visible during school hours, at school events or functions.

**d. Tattoos**

**Unacceptable for both boys and girls.** Cannot be visible during school hours, at school events or functions.

**e. Make-up**

Preschool and elementary students are not permitted to wear make-up. Girls in the 5<sup>th</sup> grade may wear “light colored lip gloss”.

**f. Hats**

Hats are not to be worn in the buildings.

**g. Acceptable Clothing**

Students and parents shall select school clothing from and in accordance with the following lists:

- i. IRCS monogrammed oxford-style and knit shirts purchased *through IRCS*. Shirts must be properly fitted. If shirts are not tucked in, they must be neat and of modest length.
- ii. Solid color uniform pants, jumpers, skorts, skirts, slacks, shorts and capris properly fitted and modest.
- iii. Five pocket plain jeans that fit properly may be worn.
- iv. Only sneakers/athletic shoes are to be worn for safety purposes.
- v. All students must wear neat, clean socks.
- vi. Turtleneck shirts may be worn under a school dress code shirt.

**h. Unacceptable Clothing**

Clothing with slogans, writing of any kind, or pictures that are offensive. Any dress, which does not conform to IRCS standards for modesty, cleanliness, neatness and good taste, that is worn to school or school activities.

- i. Deep pockets, cargo jeans or excessively decorated jeans, torn, frayed jeans or holey and jeans shorts are not permitted. Tight fitting or baggy jeans are not permitted.
- ii. No sandals, “cros”, boots, plastic, wheeled or platform style shoes are permitted.

**i. Outerwear**

IRCS Sweatshirts may be worn in the classroom. Solid color sweaters (crew, V-neck or cardigan) may be worn in the classroom. All other outerwear jackets and sweatshirts may be worn to school but will not be permitted to be worn in the classroom.

**j. Elementary Tee Shirt/Field Trips**

IRCS students are permitted to wear only the current year Elementary Friday Tee shirt on Fridays or on designated field trip days.

**k. Dress Code Infractions**

Students will be sent to the office until the situation can be rectified.

## **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 deemed necessary, they may be initiated by the teacher or parent. Parents who wish to initiate a teacher conference should email the teacher or leave a message through the Elementary Office. The teacher will return the call or email. 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 to email within a two-day period, parents are to call the Principal’s office.

Conference forms must be completed by the teacher and signed by the parent and the teacher for every conference. A copy will be provided for the teacher, the parent, and the Principal.

### **3. Closed Campus**

Indian Rocks Christian School operates a closed campus. This means that students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents. Students arriving late will report to the office as noted under attendance elsewhere in this handbook. Students who desire to leave school early must also have the approval of parents and school authorities. All adults visiting the school must sign in at the school office and wear a visitor's badge at all times.

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. Loitering/Dismissal**

Students are required to leave the school building and the school grounds immediately after dismissal in the afternoon. Students who are involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately following dismissal. Under no circumstance will students be permitted to remain in the facilities or on the school grounds unless supervised by a teacher or coach. Students who are not in a school-sponsored, supervised activity are required to report immediately to After School Care. **Parents will be charged for the supervised service.**

### **5. 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.

### **6. Lunches/Snacks**

Elementary students may bring their own snacks and sack lunches with them to school or purchase a hot lunch in the school cafeteria. Milk, juice and dessert are sold in the cafeteria daily. A monthly lunch menu is sent home and available through ParentsWeb.

Behavior should always be orderly in the dining area. Students eat with their class during snack and/or lunch periods. Students must maintain good, courteous behavior and acceptable table manners. Food is never to be wasted or shared, and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed.

If they choose not to purchase a lunch from IRCS Food Service, it is the parent's responsibility to provide a nutritious lunch and/or snack for their child. No sodas are allowed for lunch.

Parents/Grandparents may stop by and enjoy lunch with their child. Sign in at the Elementary Office first. Unfortunately, the lunch time visits must be limited to one's own child/grandchild. Parents/Grandparents may not invite other students to sit with them. The parent/grandparents is now acting as his child's supervisor during lunch.

### **7. Yearbook Distribution**

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

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

### **8. Book Bags**

If students elect to use book bags, they will be required to place the bags in their assigned lockers/cubbies at the beginning of each school day and leave them there until school is out.

## **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 Fees are non-refundable. There is no registration fee for a returning student under the continuous enrollment policy.

## **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

## **10. Early 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 the family 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.**

## **10. Variable Tuition Program**

Variable Tuition is a sliding scale tuition based on a family's ability to pay in conjunction with the availability of funds and openings in a particular grade. This program is funded in part through generous donations from the church and school families and the school budget.

Variable Tuition is available to students entering kindergarten through 12<sup>th</sup> grade. Preschool grades are not eligible to apply. Admission standards for conduct and academic quality apply and all admissions requirements must be met.

To be considered for Variable Tuition, families will be required to complete an online application process through FACTS Tuition Management and submit detailed financial information including tax returns. Specific details regarding Variable Tuition can be found on the school website. The program will open in January for the upcoming fall semester.

## SECTION VI – PROGRAM OF INSTRUCTION

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

Students are assigned to a grade and class according to age and past academic achievement. Students are provided an opportunity to work at a higher level of academic achievement or to receive remedial help if necessary. All classes are taught in the English language.

### A. Grade Procedures 1<sup>st</sup> – 5<sup>th</sup> Grades

Indian Rocks Christian School has four (4), nine (9) week grading periods. Grade reports are issued at the end of each grading period. Report cards may be reviewed and printed through ParentsWeb. The yearly grade is based upon an average of the four nine-week grading periods.

IRCS report cards are issued at the end of grading periods for the purpose of communicating to parents the academic and general development of the student.

1. **Scale** - Following is an overview of the scale utilized for computation of quarter grades:

A.....	90-100	Excellent
B.....	80-89	Very Good
C.....	70-79	Satisfactory
D.....	60-69	Needs Improvement
F.....	0-59	Unacceptable

2. **Performance Grades** - The following areas use O, S, N, U for evaluation: Conduct, Music, PE, and subjects in which formal tests are not administered:

O.....	Outstanding
S.....	Satisfactory
N.....	Needs Improvement
U.....	Unacceptable

**B. Promotion Policies** The student may be asked to repeat the grade upon the teacher's recommendation and administrative review and approval

Administration may require summer tutoring program. The student will then be evaluated at the end of the summer to determine placement by the administration.

### C. Skipping a Grade Level

A sincere and conscientious effort is made at the time of admission to place students at the proper grade and age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond his/her normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or approved by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other bright and intelligent students.

### D. Progress Reports

To keep parents informed concerning your child's grades, progress reports will be made available through ParentsWeb at the mid-point of each quarter. Whenever a student shows a strong sign of experiencing academic difficulty in a course or subject area, the teacher will report that to the parents as part of the regular progress report procedure. Parents may request more frequent reports, if deemed necessary. Teachers very often will notify parents of academic problems by telephone. Report Cards will be made available through ParentsWeb at the end of



each quarter.

## E. Homework

Homework serves two purposes. It reinforces class work and it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to keep all homework assignments reasonable. To promote family worship, homework assignments are kept to a minimum on weekends, and no homework is assigned on Wednesday. Be sure to read the section on absences, classroom policies, and make-up work printed elsewhere in this handbook.

## F. Make-Up Work

Students who are absent from class will be required to make up missed work. Teachers will assist students in making up work missed. Generally, students have as many days to do make-up work as they were absent. Students with absences must do the work that they missed.

## G. Academic Recognition

Academic achievement recognition is based on quarter grades.

<b>Principal's Honor Roll</b>	No grade lower than an "A" in any subject. All other grades are not lower than "S". Conduct grades must not be lower than an "S".
<b>Honor Roll</b>	No grade lower than a "B" in any subject. All other grades are not lower than "S". Conduct grades must not be lower than an "S".

**Annual Honor Rolls require the same standards for all four grading periods.**

## H. Extra Credit Requests (K5 - 5<sup>th</sup>)

Students will often ask for extra credit assignments when grades are low in order to improve their grades. Such requests are generally not approved. If the student is not doing well with the regular class assignments, it is even more difficult to take on extra work. A teacher may, however, allow a student to repeat a regular assignment, do an assignment in a different format, or otherwise individualize a previous assignment to replace a low grade.

## I. Help Classes

Teachers will provide "Help Classes" for their students who need extra attention. Parents may request the teacher to provide extra help if it appears that the student will respond in a positive manner. Help classes will be conducted by the regular class teachers after school hours. The scheduling of help classes is determined by the teacher's schedule *and will usually occur twice a week* at the elementary level.

## J. Textbooks

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

## K. Library/Media Center

The Indian Rocks Christian Schools libraries are available to students and faculty on a regularly scheduled basis. The purpose of the library is to enhance all areas of academic research and recreational reading. The library/media staff is dedicated to helping each student find necessary materials that will help him/her complete assignments and further his/her knowledge in any given area.

When students use the library, whether individually or in a class group, the following regulations apply:

1. Enter quietly without disturbing others who are working.
2. Use time wisely while you are in the Library/Media Center: do not hesitate to ask for help in locating materials.
3. Books are checked out for one week in lower grades (K-2<sup>nd</sup>) and for two (2) weeks in grades 3<sup>rd</sup> -5<sup>th</sup>.
4. Fines will be charged for overdue or lost books or materials.
5. The library must be kept neat and in order by returning materials to their proper places.

## L. Curriculum (K5- 5<sup>th</sup> Grade)

The elementary school uses a variety of Curricula. Materials are evaluated and deemed to be the very best available. Individualized learning tools are also provided. Math labs and computer software enable the teachers to provide remedial and advanced learning experiences. Field trips, concerts, science fairs, and academic contests round out

a curricular program designed to challenge students.

The Faculty and Staff of IRCS attempt to Biblically integrate God's word into every area of our curriculum. Since all truth is God's truth, the student's studies in every instructional area should, in a natural way, reveal God as the Creator and Sustainer, and His glory is the ultimate purpose of each area of study.

## SECTION VII - STUDENT INFORMATION

### A. Facilities

Indian Rocks Christian School uses the facilities of the *Indian Rocks Baptist Church*. 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. The Elevator is to be used only when permission has been granted. Students are to use designated stairways. All poster painting is to be done in designated classroom areas or on the athletic and play fields. Posters, signs and announcements shall be dated and confined strictly to school assigned bulletin boards, corridor bulletin boards, and other areas designated for that purpose. Sticky tack is the only adhesive to be used.

### 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. As a part of this concern, weekly chapel programs will be planned to spiritually challenge students. IRCS have Chapel programs that are Biblically sound, morally and spiritually edifying, and inspirational. Parents are welcome to attend our Chapel programs at any time.

### C. Bible Study

Bible study is encouraged for every student at IRCS. The Bible is God's Word to man and contains the plan of salvation for each individual.

### D. Lockers (5<sup>th</sup> grade only)

School lockers are the property of Indian Rocks Christian School and are made available for student's use for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent. Lockers are to be locked at all times. All students are assigned lockers and are to keep all clothing and other articles in their assigned lockers. The school will not be responsible for items stolen from assigned lockers. Students are only to use school provided locks and should not share their lock combination with anyone.

### E. Snack Machines

Students are not to use the snack machines inside the buildings while school is in session.

### F. Truancy

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

### G. Electronic Devices

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

1. **Cell Phones (This includes any type of device that can be used as a cell phone. Example: watches, etc.)**
  - a. Cell phones and other communication devices are not permitted to be seen, heard or used by students in any way during the school day and in Before School Care and After School Care.
  - b. Phones used during school hours will be confiscated and returned to the parent.
  - c. Cell phones with inappropriate pictures, music or text messages will be confiscated and appropriate discipline will be administered.
2. **Electronic Device Usage**

Electronic devices such as laptops, iPads, Android Tablets, etc. may be used for educational purposes only. If a student uses his/her device for games, movies, or other non-educational purposes, the privilege of using it at school may be lost.

### **3. Internet Use**

The Internet brings a world of knowledge to students. Not all information on the Internet is good or desirable and not all behavior is appropriate. A strong firewall is in place to help filter undesirable material but no filter catches everything. To this end, students are expected to refrain from the following:

- a. Students are not to access personal email accounts, chat rooms, or any social media sites, etc. from school computers or personal electronics devices while at school.
- b. Students will not purposely seek any Internet site promoting (but not limited to) violence, hate, sexual immorality, gambling, harassment or any entertainment sites concerning people or activities that promote these things.
- c. If a student accidentally opens a questionable site he/she will immediately turn off the computer monitor and report the firewall break to his/her supervising staff member.
- d. Student computer activity may be monitored.
- e. Misuse of the Internet by a student whether on or off campus is punishable by the guidelines in the handbook. This includes but is not limited to chat rooms, email, and web sites. Students will be disciplined according to the content of *any* social networking websites. a. Internet harassment (email, IM, website, social media, etc.) will be treated the same as verbal harassment and applies to all students all of the time whether done at school or elsewhere.
- f. Posting of pictures or videos taken at school is forbidden without permission. Unapproved postings are subject to discipline.
- g. The posting of pictures and/or videos of students or staff in a negative context, as deemed by administration, is inconsistent with the school's standard of behavior based on the pillars of Christian Character, Mutual Respect, and Common Courtesy.

To use the Internet connections at school, both the student and supervising parent must sign the Affirmation of Reading and Commitment form in the back of the handbook as an agreement to follow the Internet Policies of IRCS.

### **4. Portable Music Devices**

Indian Rocks Christian School endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. There is a great divergence within the Christian community as to what constitutes acceptable music. IRCS takes the position that any music that would be disruptive to the Christian educational environment is not acceptable and will not be permitted on campus or at any school sponsored activities.

- a. Portable music devices are not permitted to be used on campus during school hours or the device will be confiscated for one week.
- b. Students will be disciplined according to the content of the music brought on campus.
- c. Teachers and/or coaches have the discretion as to whether or not portable music devices are allowed on field trips or at games.

### **5. Cameras**

- a. Cameras (except for yearbook staff) should not be used during the school day.
- b. At no time are cameras of any kind to be used in the locker room or restroom areas.
- c. If the camera usage policy is violated, the camera will be confiscated for one week.

### **6. Laser Pointers**

Students are not permitted to have or use laser pointers at school. If the laser pointer usage policy is violated the laser pointer will be confiscated for one week.

## **H. Student Publications**

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

## **I. Prayer**

Each school day will begin with prayer.

## **J. Music/Band**

Music includes choral music, instrumental music (band), and classroom music instruction. Private lessons are available during the school day for an extra fee. Students in band are assessed an additional fee.

## **K. Physical Education Program (K5-5<sup>th</sup>)**

The philosophical position of IRCS is that every child preparing for adulthood should be provided with opportunities to grow spiritually, mentally emotionally, and physically. We believe that our physical education program is an excellent step in achieving this goal. All elementary students who are assigned to physical educational classes will be expected to participate in the class. A child may be excused from P.E. for up to two consecutive days with a parent's note. Being excused for more than two consecutive days will require a doctor's note.

## **L. Art**

Elementary students attend Art class once a week and the class is designed to give our students an appreciation for Art by exposing them to various art forms like painting and sculpture. There is also an introduction to various famous artists and their works.

## **M. Spanish**

Elementary students attend Spanish class once a week. Our Spanish curriculum is designed to provide students with an exposure to the language that will increase in its scope as they progress through the program.

## **N. Video production**

Fifth grade students may choose this elective in place of either vocal or instrumental music class. Students in this class are involved in the production of our "Eagle Eye News". Eagle Eye News is viewed daily by our elementary students.

## **O. After School Enrichment Classes**

The IRCS Elementary Enrichment Program is designed to provide our students the opportunity to participate in some after school experiential classes that will stimulate their minds and/or exercise their bodies. Courses engage students in the following areas; Fine Arts, Physical Fitness, Lifetime Sports, Technology, and Academics.

## **P. 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 47) 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:

- 1) Demonstrating a positive attitude toward your child's school education by showing interest in your child's work.
- 2) Getting to know your child's school, its staff, curriculum, programs and activities. Attending parent teacher conferences and school-parent functions.

- 3) Informing your child's school of *any changes to* your current home, cell and work phone number, home address, and emergency contact number within five days of the occurrence.
- 4) Understanding and supporting the policies of this handbook and discussing it with your child.
- 5) Teaching your children to be clean and well groomed, dressed according to the school guidelines.
- 6) Making sure your child arrives at school on time.
- 7) 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.
- 8) Notifying the school administration within 48 hours of your child's absence from school and the reason for the absence.
- 9) 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 includes anything from medical to social and personal needs. This information needs to be updated as soon as possible anytime there is any change in a student's life.
- 10) Teaching your child to respect the policies and authority in this school and to respect the rights and property of others.
- 11) Working with school personnel to solve any disciplinary and academic problems.
- 12) Providing nutritious lunch/snacks, when appropriate, for your child.
- 13) Providing the school with the appropriate documents in cases of "special custodial issues".
- 14) Creating an account with *FACTS ParentPortal* through <https://factsmgt.com>.

## 2020-2021 School year

### Affirmation of Reading and Commitment

to following Indian Rocks Christian Elementary School Student Handbook, Student Photo/Image Policy and Computer/Internet 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.

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

- **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.

- **Computer/Internet Use by Students at Indian Rocks Christian School:** Students will not access personal email accounts on any school computer for any reason other than to email an assignment to a teacher or to email themselves material or web sites that they are using for a current school project or assignment. Students will not at any time utilize Instant Messaging, social networking sites or any similar type of program allowing real time or delayed chat.

Students will not purposely seek any Internet site promoting [but not limited to] violence, hate, *sexual immorality*, gambling, harassment or any entertainment sites concerning people or activities that promote these things.

If a student accidentally opens a questionable site he/she will immediately turn off the computer monitor and report the firewall break to the supervising staff member.

Students will not attempt to attach any type of electronic device [i.e. cell phones, cell phone watches, iPods, iPads, MP3s, etc. for the purpose of accessing information, downloading from the Internet, or uploading to a computer. Students will not change the settings [including but not limited to desktops, themes, homepages, etc.] on any school computer.

Students will not attempt to access any school program or database for the purpose of changing or altering any type of information.

Student computer activity may be monitored, captured, and printed at any time by the Administration, Computer/Library staffs, or the IT Department for purposes of review for consideration of disciplinary action.

Misuse of the Internet, email, chat rooms, message boards, online journals, personal or public websites [and like items] for the purpose of harassing or defaming a student or staff member, whether on or off campus, will be dealt

I have been provided with the opportunity to read and [or] review the Indian Rocks Christian School Standards/Guidelines, Photo/Image Policy and Computer/Internet Use by Students Policy at IRCS and agree to abide by them and agree that my student will abide by them.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Please Print Name

\_\_\_\_\_  
Date

Note:

This page is to be downloaded from the website ([www.ircs.org](http://www.ircs.org)) and submitted to the student's 1<sup>st</sup> period or classroom teacher on or before *August 28, 2020*. Please submit a separate form for each student.