

# **IndianRocks**

## **CHRISTIAN SCHOOL**

One Community. One Mission. One Rock to Build On.

# **Middle/High School Student Handbook**

**Indian Rocks Christian School**  
**A Ministry of Indian Rocks Baptist Church**  
**2020-21 Middle/High 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:** Florida High School Athletic Association  
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:**

Middle/High School:	Phone (727) 596-4321
	Fax (727) 593-8792
Elementary/Preschool:	Phone (727) 596-4342
	Fax (727) 593-8778
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/Accreditation	2
Table of Contents	3-7
Letter from the Pastor	8
Mission Statement	9
Purpose	9
Educational Philosophy	9
Student Performance Standards	9-10
Academic Standards – General	10
Mathematics Standards	10
Science Standards	10
Social Studies Standards	11
Language Arts Standards	11
Foreign Language	11
PE/Health	11
Social Standards	12
Spiritual Standards	12
School Governance	13
School Team	13
MS/HS Administrative Team/Other IRCS Administration	13
Statement of Beliefs	14
School Bible Verse	14
Welcome From the Superintendent	15
Important Policies to Know	16-17
<b>Section I - Admissions</b>	<b>18</b>
A. Policy/Procedures	18
B. Enrollment Process	18-19
C. Continuous Enrollment Policy	19
D. Home School Student Admissions	19
E. International Students Admissions	19
F. McKay/504/IEP	19-20
<b>Section II - Health and Safety</b>	<b>20</b>
A. Immunizations - Required	20
B. Physical Examination	20
C. Birth Certificate	20
D. Sickness	20
E. Medication	20
F. Allergies	20
G. Communicable Diseases	21
H. Clinic	21
I. Emergency Phone Number of Parents Required	21
J. Consent of Medical Treatment	21
K. Student Accident Insurance	21
L. Healthcare Appointments	21
M. Emergency Notification Procedures (Closing of School/Early Dismissal)	21-22
N. Emergency Drills	22
O. First Aid	22
P. Head Lice Policy	22
Q. Animals in Classrooms/On Campus	22
<b>Section III - Office Procedures</b>	<b>22</b>
A. Attendance Policy	22-23
B. Absences	23

1. Reporting Back to School	23
2. Excessive Absences	23
3. Make-up Work Following an Absence	23
4. College Visitation Days	23
5. Grading and Attendance Policy	23
6. Administrative Review	23-24
C. Tardiness/Unprepared For Class	24
D. Early Dismissal	24
E. Student Records	24
1. Transcripts	24
2. Release of Records	24-25
F. Student Pictures	25
G. Lost and Found	25
H. Visitors on Campus	25
I. Telephones	25
J. Electronic Devices	25
1. Cell Phones	25-26
2. Electronic Device Usage	26
3. Internet Use Policy	26-27
4. Portable Music Devices	26
5. Calculators	26
6. Cameras	26
7. Laser Pointers	26
<b>Section IV - Office - General</b>	27
A. School Hours	27
B. School Office Location	27
C. Early Withdrawals Student Information	27
D. School Calendar	27
E. Office Communication	27
F. General School Communication	27
1. Daily Planner/Agenda	27
2. Forms and Other Mailings	27
3. IRCS Website	27
4. FACTS Family Portal	27
G. Parent Meetings	28
1. Parent Orientation	28
2. Open House - Grade Level Nights	28
3. Other Parent Meetings	28
H. Parental Support	28
<b>Section V - General Policies and Procedures</b>	28
A. Level II Screening for Volunteers/Chaperones	28
B. Field Trips	28
1. Field Trips – General Statement	29
2. Statement of Cooperation/Authorization For Medical Treatment	28
3. Special Event Off-Campus Permission Form	29
4. Chaperone Guidelines	29
5. Students Not Attending Trip/activity	29
6. Off-Campus Trip/Activity Privileges Revoked	29
C. Volunteers	29
D. Transportation	29
1. Transportation – General Statement	29
2. Students Riding IRCS Vehicles	30
3. Driver Chaperone Guidelines	30
4. Student Drivers	30
5. Students Cars and Parking	30

E. Drop-off/Pick-up	30
1. Morning Drop-off	30
2. Afternoon Pick-up/Dismissal/Loitering	30
F. Discipline	30
1. Disciplinary Philosophy	30-31
2. Disciplinary Process	31-32
a. Instruction	32
b. Warning	32
c. Correction	32
1. Verbal Correction	32
2. Detentions	32
3. Shadowing	32
4. Saturday School	32
5. School Suspensions	32
6. Intervention Plan	32
7. Assignment of Consequences	32
8. Suspensions/Expulsions	32
9. Fulfilling of Disciplinary Actions	32
10. Corporal Punishment	32
3. Disciplinary Procedures	32
4. Classifications of Misconduct	32-34
5. Levels of Discipline Intervention	34
6. Acceptance Policy (After Disciplinary Action)	34
7. After School Detention	34
8. Counseling	34
9. Disciplinary Intervention Plan	34-35
10. Dismissal from Class or School	35
11. Expulsion	35
12. Random Drug Checks	35
13. Drug Testing	35
14. Suspension	35
15. Married Student Policy	36
16. Acceptable Music	36
17. Disciplinary Definitions	36-37
18. Lines of Authority	37
a. Teacher	37
b. Principal	37
c. Dean of Students	37
19. Mutual Respect	37
20. Complaint or Problem Procedure	37-38
21. Property Damage Policy	38
22. Discipline for Actions Recorded by	38
G. Dress Code – General Policy Statement	38
1. Parental Responsibility	38-39
2. Dress Code Guidelines	39
a. Hair	39
b. Jewelry	39
c. Tattoos	39
d. Earrings	39
e. Body Piercing	39
f. Make-up	39
g. Hats	39
h. Acceptable Clothing	39-40
i. Inappropriate Clothing	40
j. Friday Dress	40
k. Game Day Dress	40

H.	Other General Policies	40
1.	Solicitation/Distribution	40
2.	Teacher Conferences	40-41
3.	Closed Campus	41
4.	Gum Chewing	41
5.	Backpacks	41
6.	Yearbook Policies	41-43
I.	Financial Policies - General Statement	43
1.	Registration Fee	43
2.	Annual Tuition	43
3.	Tuition Discounts	43
4.	Payment Plans	43
5.	Payment Methods	43-44
6.	Late Fees	44
7.	Returned Payment Fee (NSF)	44
8.	Delinquent Accounts	44
9.	Fines/Debts	44
10.	Early Withdrawal Policy	44
11.	Variable Tuition Program	44
12.	Betty Shields Minority Scholarship	44
<b>Section VI – Program of Instruction</b>		44
A.	Grade Procedures	45
B.	Grade Placement	45
C.	Progress Reports	45
D.	Homework	45
E.	Make-up Work Following an Absence	45
F.	Daily Planner/Agenda	46
G.	Academic Recognition	46
H.	Academic Policies for Extra-Curricular Activities	46
I.	Additional Academic Policies	46
1.	Adding/Dropping Classes	46
2.	Incomplete	46
3.	Extra Credit/Extra Work	46
J.	Promotion and Re-Enrollment Policy	46-47
K.	High School Credit Recovery	47
L.	On-line Distance Learning	47
M.	Academic Probation and Academic Assistance	47-48
N.	Testing Program	48
O.	Test Re-take Policy	48
P.	Textbooks	49
Q.	Library/Media Center	49
R.	IRCS HS Diploma Credit Requirements	49
S.	Service Learning Hours	49
T.	Graduation Requirements	50
U.	Valedictorian and Salutatorian Awards	50
V.	Grade Point Average/Grade Weighting	50-51
W.	Electives	51
X.	Student Aid Policy	51-52
Y.	Florida Bright Futures Scholarship Program	52
Z.	Exams and Exam Exemption Policy	53
AA.	Academic Awards	53
BB.	Pre-Honors, Honors and Advanced Placement Program	53-55
CC.	Dual Credit/SPC Program/Eligibility	55
DD.	National Honor Society/Junior Honor Society	55-56
EE.	Dismissal from Any of the Honor Societies	56
FF.	Help Classes	66

GG. Physical Education/Health Classes	57
HH. Chapel	57
II. Transfer of High School Credits	57
<b>Section VII – Student Activities</b>	57
A. Athletics Policy	57
1. Eligibility	57
2. Competition	57
3. Sports Offered	57-58
4. Athletic Information	58
5. Athletic Awards	58
6. Behavioral Eligibility for Athletics	58
B. Extra-Curricular Activities	58
1. Cheerleading	58
2. Music/Band/Drama	59
3. Missions or Ministry Opportunities	59
4. Senior Trip	59
5. Student Council/Class Officer Guidelines	59
C. Home School Policy	59
1. Admissions	59
2. Academic Participants	60
3. Athletic Participants	60
4. Extra-Curricular or Athletic Behavior	60-61
<b>Section VIII – Student Information</b>	61
A. Hall Passes	61
B. Facilities	61
C. Classroom Expectations	61
D. Lockers	61
E. Charis Café	61
F. Cafeteria/Lunches	61
G. Truancy	61
H. Student Publications	61-62
I. Prayer	62
J. Pledges	62
1. Pledge to the American Flag	62
2. Pledge to the Christian Flag	62
3. Pledge to the Bible	62
<b>Section IX—Parent Responsibilities</b>	62-63
<b>Affirmation/Signature Page of Reading and Commitment of the:</b>	64
• IRCS Middle/High School Student Handbook	
• Student Photo/Image Policy	
• Computer/Internet Use Policy Page	



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 black ink that reads "P. Jeff Parish". The signature is written in a cursive style.

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.

## **STUDENT PERFORMANCE STANDARDS:**

### **Expected Student Outcomes**

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

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

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

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

### **Academic Skills**

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

### **Biblical Character Development**

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

### **Civic Responsibility**

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

### **ACADEMIC STANDARDS:**

#### **General:**

1. To promote intellectual development by helping each pupil gain a comprehensive command and application of the fundamental processes of communication at his ability level
2. To teach the student to use the scientific method in research as a means of problem solving
3. To provide educational opportunities for day trips, extended trips, project work, seminars, artistic and athletic experiences
4. To enable students to use mathematics skills and knowledge in daily living
5. To help students gain knowledge and use skills related to healthy physical and social development

### **SPECIFIC CURRICULUM AREAS:**

#### **Mathematics:**

##### **The student will:**

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

**Science:**

The student will:

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

**Social Studies:**

**The student will:**

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

**Language Arts:**

**The student will:**

1. Demonstrate competence in the general skills and strategies of the writing process
2. Write with a command of the grammatical and mechanical conventions of composition
3. Effectively gather and use information for research purposes
4. Demonstrate competence in the general skills and strategies of the reading process
5. Demonstrate competence in speaking and listening as tools for learning
6. Demonstrate an understanding of the nature and function of the English language
7. Demonstrate a familiarity with selected literary works of enduring quality
8. Demonstrate competence in using different information sources, including those of a technical nature, to accomplish specific tasks

**Foreign Language:**

**The student will:**

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

**Physical Education & Health:****The student will:**

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

**SOCIAL STANDARDS:**

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

**SPIRITUAL STANDARDS:**

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

## SCHOOL GOVERNANCE

Indian Rocks Christian School is a ministry of the 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" and then "History and Governance".

## CHURCH REPRESENTATIVES

Senior Pastor Jeff Parish

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

## MIDDLE/HIGH SCHOOL ADMINISTRATIVE TEAM

Walt Weller	Superintendent
Joe Frost	Dean of Students
Michelle DiFrancesco	Director of Guidance
Phil Farver	Director of Athletics
Dee Bates	College Advisor

### Other IRCS Administrators:

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

### Other IRCS Support:

Julie Cavis	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, 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 judgement.

### **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

# Important Policies

**Note: All changes to this handbook 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 the Cooperation Statement signifying 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 64) 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.**

## **Participation in Extracurricular Activities**

Because academics are more important than participation in sports, music or drama, every student must attend school the entire day to participate in extracurricular activities that day. Any student that arrives to school after 8:15 a.m. *without an administratively approved reason*, cannot participate in a sport or other extracurricular activity that day. If a group is leaving for a game or competition during the school day, a student that has stayed home that morning cannot show up and go with the group or team.

**Cell Phone Usage Policy (from page 25) - This includes any type of device that can be used as a cell phone. Example: watches, etc.)**

- 1) Cell phones and other communication devices (beepers, text messaging, etc.) are not permitted to be out *or in use* by students in any way (including text messaging, games, camera, etc.) during the school day from 8:00 a.m.-2:45 p.m. This policy also applies to after school detentions and Saturday Schools.
- 2) If this policy is violated, the cell phone will be confiscated for one week (7 calendar days). If a student or parent does not want a phone confiscated for a week the student will be assigned a four (4) hour Saturday School with the \$25 supervision fee.
- 3) If a cell phone is being used it will be confiscated regardless of the owner.
- 4) Due to that fact that most cell phones have cameras, and the need to respect the privacy and modesty of others, cell phones are not allowed to be used in the locker room or bathroom areas at any time before, during, or after school. Students that want to call or receive a call before or after school, must step out of the locker room/bathroom area to use their phone.
- 5) Students that have early dismissal for work release or dual credit may not use their phones until they have signed out in Student Services. Students who violate this will be subject to their phone being confiscated as mentioned above in item #1.
- 6) Cell phones with inappropriate pictures or music will be confiscated and appropriate discipline will be administered.

## Tardiness

A tardy will be considered “excused” if accompanied by a doctor’s or dentist’s note. *All doctor’s notes must be turned in to the office within one (1) week of the date of the tardiness.*



### **Penalty for Missing a Detention or Saturday School**

Any missed detention will be treated as a skipped class and receive a minimum of three discipline points. The penalty for missing a Saturday School is five (5) discipline points and a one (1) day In School Suspension. All referrals must be signed by a parent or acknowledged by email reply.

### **Cheating**

Our Handbook definition of cheating is very clear. All work is to be done by the student, from daily homework to major research papers. Both the student providing the information and the student receiving the information will receive penalties.

### **Exam Exemption Policy**

Students have the privilege of not having to take a final and/or semester exam if the following criteria are met:

- They have no more than seven (7) absences in the semester.
- They have no more than four (4) absences from Chapel in a semester.
- They have not received an Out of School Suspension in that semester.
- They have at least a 90% in the class.
- **They submit the required forms by the deadline.**
- They fulfill all disciplinary requirements.
- Two areas that are frequently questioned are the absences and the deadline. The absences reflect the time put into the class. That is why they may not have more than Seven (7) absences of any kind. Paperwork must be turn in by the appointed time or it will not be accepted.

### **Sickness**

In the interest of every child's well-being, parents are expected to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature (**100.4** degrees or more), rash, vomiting, excessive nasal discharge or diarrhea, the child must be kept home. Students should be symptom free (i.e. – No evidence of rashes, fever, **any type of** discharge, vomiting, diarrhea) for **24** hours prior to returning to school. If your child develops symptoms at school, the student will be isolated and the parents will be notified to pick up the child as soon as possible. If we cannot reach anyone listed on the student's application, we will, if necessary, obtain medical attention from a doctor of our choice ([See page 20](#)).

### **Attendance**

Attendance will be taken during each class period. If a student is absent from any class twelve (12) times per semester *without providing adequate documentation for the absence*, his final semester average *can* be lowered one (1) point for each class session missed after the twelfth day. Any class missed counts as an absence which is accumulated over the semester, including excused *and* unexcused absences. This includes: doctor, dentist, illnesses, conferences, retreats and absences requested by a parent with prior notification to the administration. If a student misses a class for any reason, this counts as an absence (juniors and seniors are allowed college visitation days that count as field trips, see above).

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

**Make-up work for credit and grade** is an exception. *The student and teacher are expected to work together to create a plan to make up any missed work. In the case of suspension, work is due on the day of return from suspension. Tests occurring during the suspension must be taken on the day of return as well. Work made up after a suspension must be made up and will be graded without penalty.*

### **Home School Policies**

Please see [pages 59-60](#) for IRCS Home School Policies for Admissions, Athletics and Extra-Curricular Participation.

### **Emergency Procedures** ([see page 21](#))

**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 a family's particular neighborhood or on the streets that are traveled, then it is the parent's responsibility to make the best decision for the family.

## 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 designed to meet the educational needs of the average to above average student. Students seeking admission to IRCS must furnish a recent report card and *current (within 2 years) standardized* achievement test scores. (*If achievement test scores are older than 2 years, testing will be required.*) IRCS encourages students to be successful; therefore, each student is expected to put forth maximum effort according to his/her abilities. IRCS does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff. Students must have a total stanine score (*within the average range*) in each major academic area *on the most current achievement tests*. All new students are considered on probation (disciplinary, academic, social) for the first quarter *in which they are enrolled*. Before making application, please review your child's academic records in light of the above criteria.

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

### B. Enrollment Process

The enrollment process consists of submitting the paperwork listed below, a personal interview with the appropriate principal *or designee*, including creating an online ParentsWeb Account.

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

1. A completed application and paid registration fee
2. Copies of recent report cards, achievement tests and transcript for high school classes (FSA, SAT, etc.).
3. Copy of Birth Certificate
4. Florida Immunization Form #680
5. Florida physical exam Form #3040 (dated within one year of registration date)
6. Social Security number of the student.

When the Student Admission Packet is complete an academic evaluation will be scheduled to determine grade level readiness and an interview will be scheduled with the principal or *designee*, the parents and the student.

#### New Student Selection Process

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

1. Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
2. Students must hold a minimum GPA of 2.0 to be considered for Admissions to IRCS.
3. Students must be open to hearing the gospel of Christ.
4. Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.
5. 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.
6. Each student *considering enrolling in IRCS must understand that students are expected to strive to be of highest behavioral standards, aligning with Biblical principles, and include, but are not limited to, sexual immorality, drug use, tobacco and alcohol use. Students and families that do not agree with or desire this degree of behavioral expectation should seriously consider whether IRCS is the best fit for them and their family.*

7. IRCS does not accept students within a year of expulsion from another school.
8. IRCS does not accept students who are coming directly out of a drug treatment program.

After the interview the decision on admission will be made as soon as possible. Parents affirm their decision to enroll the student in the school by submitting a signed Financial Agreement, including creating an online ParentsWeb account.

**Priority of acceptance** is determined by the following criteria:

1. Pupils currently enrolled and continuing at Indian Rocks Christian School
2. Children of staff members of IRCS and IRBC
3. Children of members of Indian Rocks Baptist Church.
4. Siblings in families who already have one or more children in the school
5. All other applications will be held in a “waiting pool” for review

### **C. 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 May 31<sup>st</sup>.

### **D. Home School Student Admissions**

Indian Rocks Christian School allows Home School Students to participate in sports or in extracurricular/academic activities. IRCS Admission standards apply to Home School students. Students require the following for acceptance:

Student must be recognized by the State of Florida as being registered in a Home Education Program at the time of seeking admission to IRCS.

Student must be registered with the IRCS Admissions Office and all fees and forms (see Admissions Checklist) must be completed and submitted before any sports conditioning or any participation in sports or activity begins.

- Application Fee plus sport/activity fee must be paid in the Admissions Office.
- Student must attend on-campus chapel service every Thursday.
- Student must agree to follow IRCS Middle School/High School Student Handbook Guidelines.

For a complete checklist on Home School Admissions, please visit <http://www.ircs.org/admissions/admissionschecklist.cfm> or see the “Home School Policy” section in this handbook for additional information.

### **E. International Student Admissions**

Indian Rocks Christian School is an institution certified by the Student and Exchange Visitor Program (SEVP) to issue Form I-20 A/B to nonimmigrant F-1 Students for full time enrollment in the school. IRCS Admission standards apply to International students and require the following for acceptance:

- Student must be fluent in English - in speaking, writing, and reading. A prescreening by phone with the Principal *or designee* may be requested as the first step.
- Student must start at the beginning of the school year (August) - mid-year transfers are not accepted Student must complete the Admissions Checklist before an I-20 will be issued by IRCS.

For a complete checklist on International Admissions please visit <http://www.ircs.org/admissions/admissions-checklist.cfm>.

### **F. 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:

- McKay funds at IRCS are allocated toward tuition and the registration fee only as listed on IRCS Tuition and Fee Schedule/Rate Sheet.
- 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.
- McKay applicants must start at the beginning of the current school year (August). Mid-year transfers are not accepted.
- 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> or see the “Home School Policy” section in this handbook for additional information.

## SECTION II – HEALTH & SAFETY

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

**\*Surveillance cameras** have been installed in all buildings on 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 *is expected to follow state law and* must be current in his immunizations to attend Indian Rocks Christian School. Immunizations are required by Florida law. The record of these immunizations must appear on Form DH 680 from the Florida Department of Health. Students entering or transferring into the 7 – 11<sup>th</sup> grades are required to have a Hepatitis B (series of three doses), a second dose of measles (MMR preferred), and a tetanus-diphtheria (Td) booster before they are allowed to begin school.

### B. Physical Examination

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

### C. Birth Certificate

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

### D. Sickness

In the interest of every child’s well-being, parents are *expected* 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 store them in their desks, lockers or backpacks. Designated school staff must administer all medications. All drugs must be in the original Pharmacy or Manufacturer’s labeled container and the doctor’s instructions must be included. A signed/notarized consent form is to be on file for those students.

### F. Allergies

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

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

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.

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

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

## **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 (and may not cover the entire amount). The school also carries liability insurance. IRCS does not recommend specific doctors. Parents should seek a doctor on their individual health plan.

## **L. Healthcare Appointments**

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

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

The safety of the students, faculty and staff here at Indian Rocks Christian School is a top priority. For that reason, the school adopted the **Parent Alert** notification service. This service will allow the school to send a message to ALL 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 what they need to do to respond. **Parent Alert** may

also be used to send important non-emergency messages out to parents, such as early closings due to weather conditions.

The successful delivery of messages is dependent upon accurate contact information for each student, so please make certain that the school has the family's most current contact information. If this information changes during the year, please inform the school immediately.

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

- [www.ircs.org](http://www.ircs.org) is the official school website
- Recorded messages concerning closings and re-openings will be posted on the school's main phone lines: 7627-596-4342 (Pre-K/Elementary Office) and 727-596-4321 (Middle/High School Office).

Pinellas County Schools' assessment of conditions will be heavily considered; however, a large school district has concerns and logistical problems that do not necessarily apply to a single campus.

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

### **N. Emergency Drills**

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

**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. Do this as soon as possible after the warning is given. This drill is to be done in a serious, orderly and quiet manner. Teachers will be notified by Administration if a tornado warning is reported in the immediate area.

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

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

### **O. First Aid**

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

### **P. Head Lice Policy**

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

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

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

## **SECTION III - OFFICE PROCEDURES**

### **A. Attendance Policy**

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

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

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

## **B. Absences**

### **Reporting Back to School After an Absence**

There is no separate accounting of excused or unexcused absences for purposes of determining whether student has reached the threshold numbers of seven (7) and twelve (12) for a semester for exam exemption for grade reduction. Any class missed counts as an absence which is accumulated over the semester. This includes: doctor, dentist, illnesses, conferences and retreats, and absences requested by a parent with prior notification to the administration. *It is advisable for parents to submit a doctor's note to the school office upon the student's return to school.*

If a student misses a class for any reason, this counts as an absence. Students *will also be marked* absent from any class to which they are more than fifteen (15) minutes late (*whether at the beginning, middle or end of the class, for a non-school related absence*).

### **Excessive Absences**

*Truancy is a violation of state law. Truancy will be treated as an unexcused absence. Parents will be notified and disciplinary action taken. If truancy becomes habitual, the appropriate authorities will be notified.*

Attendance will be taken during each class period. If a student is absent from any class twelve (12) times per semester, their final semester average will be lowered one (1) point for each class session missed after the twelfth day. *Excessive, unexcused absences may preclude students from make-up work. Excessive is described as more than twelve (12) absences per semester without a doctor's note.* Middle school students will lose one (1) point off their final grade for every day absent over the 24 days at the end of the year. Any class missed counts as an absence which is accumulated over the semester, including excused, unexcused and pre-arranged absences. This includes: doctor, dentist, illnesses, conferences, retreats, and absences requested by a parent with prior notification to the administration. If a student misses a class for any reason, this counts as an absence (juniors and seniors are allowed college visitation days that count as field trips, see #4 below).

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

### **Make-up Work Following an Absence**

- a) *If a student experiences an absence, the student and teacher are expected to work together to create a plan to make up missed work upon the student's return to school.*
- b) Students *will be allowed* at least the same number of days for make-up work as the number of days absent.

### **College Visitation Days**

Four (4) documented college, vocational school or Armed Forces recruiting visitation days will be allowed for students beginning at the start of the junior year through the end of the senior year. These absences *should* be applied for three (3) days in advance and if approved will not count as absences. Students must complete missed work according to the make-up work policy. Documentation by the college admissions office must be submitted upon return to school.

### **Grading and Attendance Policy**

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

### **Administrative Review**

A student who has twelve (12) or more absences may present documentation to the designated administrator for

waiver of the “subject to failure” and passing the final exam provisions. An administrative review of a student’s absence will occur under the following circumstances:

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

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

### C. Tardiness/Unprepared for Class

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

#### Acceptable Reasons for Tardiness

- a) Illness; as verified by a doctor’s or dentist’s note. The doctor’s or dentist’s note is due the day of tardy, but will be accepted no later than one week from the tardy.
- b) Other reasons deemed acceptable by the Principal or Dean of Students.

Tardiness or being unprepared in each class (or to school if arriving between periods) will be handled in the following manner and tallied per semester:

- 1<sup>st</sup> Tardy/Unprepared - Warning
- 2<sup>nd</sup> Tardy/Unprepared - Warning
- 3<sup>rd</sup> Tardy/Unprepared - 15-minute detention and letter sent to parent, contact by teacher.
- 4<sup>th</sup> Tardy/Unprepared - 30-minute detention
- 5<sup>th</sup> Tardy/Unprepared - 45-minute detention
- 6<sup>th</sup> Tardy/Unprepared - 45-minute detention
- 7<sup>th</sup> Tardy/Unprepared - 60-minute detention
- 8-9<sup>th</sup> Tardy/Unprepared - two (2) hour Saturday School and \$25.00 fee. (All Saturday Schools are \$25.00.)
- 10-13<sup>th</sup> Tardy/Unprepared - Four (4) hour Saturday School and \$25.00 fee.
- 14-15<sup>th</sup> Tardy/Unprepared - Out of School Suspension
  1. Parent must confer with Dean of Students and/or Principal *or designee*
  2. If suspension, student will be placed on contract
- 16<sup>th</sup> Tardy/Unprepared - Suspension/Expulsion

### D. Early Dismissal

1. Students that have been granted driving privileges may occasionally sign themselves out from school only after a parent or legal guardian has given verbal consent over the phone to a staff member in Student Services. Seniors who are on track for graduation may earn the privilege to have work release or other regularly scheduled dismissals. For these seniors, parental consent is needed once for the year, rather than daily. Non-driving high school and middle school students may occasionally leave early, but must be signed out by a parent or legal guardian.
2. **Students that have driving privileges may be required to speak with the Principal before being allowed to leave.**
3. Detailed records for students will be kept in the office regarding signing in and out of school.
4. Students too young to drive will not be released to anyone other than the student’s parent(s) or legal guardian except in extreme cases where the Administration has agreed to alternative arrangements.

### E. Student Records

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

#### Transcripts

- a. Five transcripts of the student’s grades will be provided free upon request to the student’s parent or guardian or to the student who graduates from IRCS. Additional, transcripts will be provided for a fee of \$3.00 each.
- b. Transcripts given to a parent or student are unofficial copies.

#### Release of Records

- a. Indian Rocks Christian School will release student grades, standardized test scores and medical information upon written request of another school system.
- b. No official school records, other than the transcript defined above will be released to a student’s parents



or a legal guardian, or any agency other than another school.

- c. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Principal.
- d. Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current. If the family of a student is not current in tuition fee payments, or if fines are owed to the school, the report card, transcript and diploma will be withheld until the delinquencies are satisfied.
- e. In the unlikely event that Indian Rocks Christian School would cease to operate, all student records would be transferred to the school that the parent requests or the Pinellas County School District.

## **F. Student Pictures**

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

## **G. Lost and Found**

A "Lost and Found" area will be established in the Student Service Offices. All students who have lost articles should check periodically for those articles. Any article not claimed will be donated to a worthy cause or permanently discarded. To reduce the accumulation of "Lost and Found" articles, 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. (continued on next page)

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

## **H. Visitors on Campus**

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

## **I. Telephones**

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

## **J. Electronic Devices**

Following is a list of Indian Rocks Christian School policies for *the use of electronic devices* 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.

### **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 (text messaging, etc.) are not permitted to be *out and in use* by students in any way (including text messaging, games, camera, etc.) during the school day from 8:00 a.m.-2:45 p.m. This policy also applies to after school detentions and Saturday Schools. They are not to be visible, turned on, or used in any way during the school day.
- b) If this policy is violated, the cell phone will be confiscated for one week (7 calendar days). If a student or parent does not want a phone confiscated for a week the student will be assigned a four (4) hour Saturday School with the \$25 supervision fee.
- c) If a cell phone is being used it will be confiscated regardless of the owner.
- d) Due to that fact that most cell phones have cameras, and the need to respect the privacy and modesty of others, cell phones are not allowed to be used in the locker room or bathroom areas at any time before, during, or after school.

Students that want to call or receive a call before or after school, must step out of the locker room/bathroom area to use their phone or phone watch.

- e) Students that have early dismissal for work release or dual credit may not use their phones until they have signed out in Student Services. Students who violate this will be subject to their phone being confiscated as mentioned above in item #1a.
- f) Cell phones with inappropriate pictures, music or text messages will be confiscated and appropriate discipline will be administered.

### **Electronic Device Usage**

Electronic devices such as lap tops, iPads, Android Tablets, etc., *are to* 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.

### **Internet Use**

The Internet brings a world of knowledge to students. Not all information on the Internet is good or desirable and that 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 electronic 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.
- f) 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.
- g) Posting of pictures or videos taken at school is forbidden without permission. Unapproved postings are subject to discipline.
- h) 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.

### **Portable Music Devices**

Indian Rocks Christian School endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. 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, *including headphones and earbuds*, are not permitted to be used on campus during school hours. *Failure to comply will result in the device being confiscated for one (1) week.*
- b) Teachers and/or coaches have the discretion as to whether or not portable music devices are allowed on field trips or at games.

### **Calculators**

Upper level math classes require the use of graphing calculators. Many of these calculators are capable of storing information other than math content.

- a) Students should only use calculators in math classes when they are instructed to do so by the teacher.
- b) Calculators should not be out or visible in other classes during tests or quizzes.

### **Cameras**

- a) Cameras (*where assigned by the teacher*) 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 bathroom areas.
- c) If the camera usage policy is violated the camera will be confiscated for one week.

### **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.

## SECTION IV OFFICE – GENERAL

### A. School Hours – High School: 8:00 a.m. – 2:39 p.m.

7:45 a.m. - School opens to receive students and students may enter the building.

8:00 a.m. - First period begins.                      2:39 p.m.- School day ends - Dismissal

\* School office hours are: 7:30 a.m. - 4:00 p.m.

### School Hours – Middle School: 8:06 a.m. – 2:45 p.m.

7:45 a.m. - School opens to receive students and students may enter the building.

8:06 a.m. - First period begins.                      2:45 p.m.- School day ends - Dismissal

\* School office hours are: 7:30 a.m. - 4:00 p.m.

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

### B. School Office Location

The High School Office is located in the Family Life Center on the first floor. The following Administrators have their offices in this location.

Superintendent of Schools  
Assistant Superintendent, Middle/High School Principal  
Director of Guidance  
Director of Athletics  
Dean of Students  
College Advisor

**C. Early Withdrawals** - High School students who withdraw prior to completion of the current semester will not be awarded high school credit for that semester from IRCS. Middle School students who withdraw prior to completion of the current quarter will receive a progress report with grades earned up to the withdrawal date. The report card for that quarter, however, will reflect all earned grades and missed assignments/grades for the entire quarter. Please see Financial Policy section for withdrawal fees.

### 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

Parents or guardians are encouraged to call the Guidance Office to make arrangements for a conference. If a telephone conference is desired, please contact the teacher. The teacher will respond at his or her earliest possible convenience.

### F. General School Communication

#### Daily Planner/Agenda

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

#### Forms and Other Mailings

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

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

**FACTS Family Portal** (<https://factsmgt.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 lessons plans, school announcements, homework information, and student's grades. Other features will be added as they become available.

## **G. Parent Meetings**

### **Parent Orientation**

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

### **Open House Grade Level Nights**

Parents will be informed of the material being covered in the classroom and view some of their child's work.

### **Other Parent Meetings**

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

## **H. Parental Support**

*Parental involvement is key to your student's success and a desired goal of IRCS. Further, the cooperative relationship of teachers and parents enhances the learning process for our students. IRCS teachers are committed to providing rigorous instruction in a loving academic environment that challenges all learners. IRCS views parents as partners in the process of inspiring and motivating our students to excel academically, physically, emotionally, and spiritually, all for the purpose of achieving their God-given potential. Parents are encouraged to contact the teacher if they have any questions or concerns related to their student's academic progress.*

*Please remember the purpose of this handbook is to provide a clear understanding of the operation and processes of IRCS. We request that every parent read this handbook carefully and call the school office for any clarification before signing the **Affirmation of Reading and Commitment** at the end of this handbook and the **Statement of Cooperation and Release Form** (during the admissions process).*

*It is important for you to be knowledgeable of and in agreement with the policies, standards, philosophies and expectations published in this handbook before your child(ren) attend IRCS. Working together cooperatively is the basis for an excellent year that will ultimately glorify God.*

## **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. This includes volunteer duties of driving for field trips, participating in overnight trips, or any situation where a volunteer is supervising students without the immediate presence of an IRCS staff member.

### **B. Field Trips**

#### **General Statement**

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

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

These forms will be presented during the interview of parent (s) and student and kept 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 for them to be valid.

### **Special Event Off-Campus Permission Form**

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

### **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. It is important for chaperones to follow the instruction 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.

### **Students Not Attending Off-Campus Trip/Activity**

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

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

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

## **C. Volunteers**

The administration, staff and faculty appreciate all of the parents who volunteer their time and service at IRCS. Volunteers must sign in at the school office and given an identification badge.

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. This includes volunteer duties of driving for field trips, participating in overnight trips, or any situation where a volunteer is supervising students without the immediate presence of an IRCS staff member.

## **D. Transportation**

### **Transportation – General**

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

### **Students Riding in IRCS Vehicles**

Students may be transported to events, field trips or activities using IRCS vehicles. Improper behavior on school vehicles will not be permitted. *A teacher, coach or sponsor must ride in the IRCS vehicle with the students.* Those students who, in the opinion of the *teacher, coach or sponsor, engages in inappropriate behavior*, will be referred to the Administration for appropriate action.

### **Driver Chaperone Guidelines**

- a) MS/HS students are expected to ride in the provided IRCS transportation.
- b) Adults transporting students that are not their own child for field trips or athletic events must have secured Level II screening at least two weeks prior to the event.
- c) Once at the destination, chaperones will remain with the students that have been assigned to them.
- d) Drivers and chaperones must arrive at school ten to fifteen minutes before departure.
- e) Once at the destination, chaperones will remain with the students that have been assigned to them by the staff member in charge of the trip.

### **Student Drivers**

- a) Students are expected to ride IRCS transportation to field trips, extracurricular activities, and athletic events.
- b) A student must obtain administrative approval to drive from school to any off-campus school event.
- c) If due to extenuating circumstances, a student is granted permission to drive to an event, they may not transport fellow students, other than siblings.

### **Students' Cars and Parking**

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

## **E. Drop-off/Pick-up**

### **Morning Drop-off**

Parents will be given specific instructions regarding loading and unloading of students before and after school. The designated procedure must be followed by everyone if accidents are to be avoided. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety. Students can be dropped off at the Middle/High School Campus beginning at 7:15 a.m. Students will not be permitted in the building (except in case of inclement weather). Parents, please do not park or drop-off students in the student parking area, as this requires either moving cones or driving against traffic flow to exit.

*The Morning Drop-off policy is subject to change depending on Covid 19 regulations.*

### **Afternoon Pick-up/Dismissal/Loitering**

Students are required to leave the school buildings and the school grounds immediately after dismissal (2:425 p.m. for high school and 2:48 p.m. for Middle School) in the afternoons. Students who are involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately. **IRCS does not assume responsibility for students in grades 6-12 who remain on campus and are not involved in a supervised activity.**

*The Afternoon Pick-Up policy is subject to change depending on Covid 19 regulations.*

## **F. Discipline**

### **Disciplinary Philosophy**

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. *IRCS does not wish to infringe on the task that God has given to parents, but rather to work cooperatively with them in the training of their child's life so that he/she can learn to function according to God's law. Love is the main element of discipline. At IRCS, we love our students enough to discipline them and help them understand the consequences of the choices that we make. Further, IRCS views disciplinary action as an opportunity to share God's story of redemption. Firm boundaries are drawn and enforced with love.*

*IRCS has attempted to align our discipline plan as closely as possible to a Biblical view. Parents are encouraged to review our discipline plan so they can understand the perspective we will follow related to discipline. Parents not agreeing with or who oppose a Biblical worldview need to consider if IRCS is the best fit for their family.*

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. The school's standard of behavior is based on the pillars of **Christian Character, Mutual Respect** and **Common Courtesy**.

IRCS has at its foundation the goals of presenting a Christian educational program to 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, sexual 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 lifestyle in practice. Because student lifestyles reflect on the reputation of the school, as well as the home, the school will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Disciplinary action may be taken regardless of where the event occurs. Standards of conduct and character extend to all school activities and events.

**Attendance at Indian Rocks Christian School is a privilege and not a right. 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 he conforms to the specific rules and regulations of the school.**

**By signing the handbook Affirmation of Reading and Commitment Form (See page 64) 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 missed.**

## **Disciplinary Process**

### **a) Instruction**

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

### **b) Warning**

Students are given warnings when they do not obey the rules *and will be spoken to privately*. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified *by IRCS staff or administration when a student receives a discipline action that goes beyond a warning or verbal correction*.

### **c) Correction**

Teachers, *working with administration*, will use the following measures to correct a student's behavior:

- 1. Verbal correction - Instructing a child as to what is expected and offering suggestions.**
- 2. Detentions** - Detentions are assigned by administration for matters regarding class discipline. Detentions are served on Tuesdays beginning at 3:00 p.m. until complete. A one-day notice will be required in assigning the detentions. Detentions are not designed for the convenience of the student or parent schedule. They are to help deter improper behavior. Any missed detention will be treated as a "skipped class" and will receive a minimum of three (3) discipline points and a 60-minute detention. A second skipped detention will result in a second (3) point referral and a four (4) hour Saturday School and a \$25.00 fee. The only acceptable reason to reschedule a detention is a medical appointment that is verified by a doctor's note.
- 3. Shadowing** - Parents or guardians will be required to attend classes with the student for a day or a specified period of time as assigned by the Dean of Students.
- 4. Saturday School** - If a student is assigned Saturday school, it will be held on Saturday beginning at 8:00 a.m. to 10:00 a.m. (two hours) or 12:00 noon (four hours) completed with a \$25.00 supervision charge. Regular school dress is required. **The penalty for missing a Saturday School is five discipline points in addition to rescheduling the Saturday School.**
- 5. Out-of-School Suspensions** - School Suspensions are assigned when a student commits a Class 3 or 4 offense or accumulates 15 or 20 points. The student will complete all missed work. Work not completed will receive zero credit. **Out of school suspensions for the accumulation of behavior points (either 15**

or 20) will result in removal from any overnight trips. Suspensions also disqualify a student from Exam Exemptions.

6. **Intervention Plan** - See Levels of Discipline Intervention on [page 34](#).
7. **Assignment of Consequences** - In unusual circumstances, administration reserves the right to assign consequences which may deviate from the normal consequences of an infraction.
8. **Suspensions/Expulsions** - Indian Rocks Christian School reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While Indian Rocks Christian School has no control over activities by students off campus which are not school-sponsored, and does not supervise student conduct off campus which occurs during an activity which is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

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

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

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

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

## **Discipline Procedures**

### **Definition of Terms:**

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

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

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

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

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

## **CLASSIFICATIONS OF MISCONDUCT**

### **Class I Acts of Misconduct**

**(One discipline point per infraction)**

CLASS 1 acts of misconduct are those are *intentionally designed to interfere with the orderly operation of the classroom or school activities*.

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

1. 1<sup>st</sup> offense – Warning
2. 2<sup>nd</sup> offense – Warning
3. 3<sup>rd</sup> offense – 15-minute detention
4. 4<sup>th</sup> offense – 30-minute detention
5. 5<sup>th</sup> offense – 45-minute detention



Examples of Class 1 acts of misconduct include, but are not limited to classroom disruption, disorderly behavior, off-task, disrespect for other students, inappropriate public displays of affection, parking violations, gum chewing, and disobedience.

### **Class 2 Acts of Misconduct**

#### **(Three to five discipline points per infraction)**

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

1. 1<sup>st</sup> offense – 60-minute detention
2. 2<sup>nd</sup> offense – Two-hour Saturday School (\$25.00 fee)
3. 3<sup>rd</sup> offense – 4-hour Saturday (\$25.00 fee)

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

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

### **Class 3 Acts of Misconduct**

#### **(Ten or more discipline points per infraction)**

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

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

1. 1<sup>st</sup> offense – 4-hour Saturday (\$25.00 fee)
2. 2<sup>nd</sup> offense – Discipline will be determined by point total and intervention levels (see Discipline Levels policy page 35)

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

*Possession or use* of tobacco at any time (*on or off campus*); fighting or assault; tampering with safety equipment; honor offenses (lying; cheating on Tests, Quizzes, Papers and Projects, etc.; stealing; deception; forgery; withholding information); gambling (making a wager or bet that involves the use of money, goods, services or favors as payment); pranks of a degrading nature; Class 3 Harassment, endangerment and reckless driving on campus or at or in transit to school events; forwarding an inappropriate picture that includes nudity.

### **Class 4 Acts of Misconduct**

#### **(15 or more discipline points per infraction)**

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

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

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

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

Use of alcohol at any time; sexual, racial or other Class 4 harassment; possession of or involvement in pornography; mooning; flashing; fighting resulting in physical injury to the other person; or any criminal activity of a misdemeanor nature. Any photo taken that includes nudity will require a minimum Class 4 Referral. Defamation of any employee of Indian Rocks Christian School or Indian Rocks Baptist Church is a Class 4 Referral.

### **CLASS 5 ACTS OF MISCONDUCT**

The following acts of major misconduct may result in *immediate* expulsion from IRCS:

1. Bringing a weapon, explosive, or firearm on campus or to any school sponsored event
2. Threatening or bringing bodily harm to a faculty, staff member, or administrator
3. Possession of illegal drugs, or alcohol on campus or at any school activity at any time
4. Involvement in sexual immorality while enrolled at IRCS
5. Any involvement with illegal drugs
6. Any criminal activity of a felony nature

7. Parents who do not adhere to or cooperate with the philosophy of Christian education and the discipline system as agreed upon by signing this handbook and the Statement of Cooperation and Release Form
8. Distribution or usage of Prescription drugs not prescribed to the student
9. Public indecent exposure
10. Any photo taken that includes nudity and determined by the administration to be overtly vulgar or involving genitalia.

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

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

### **Levels of Discipline Intervention**

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

1. Letter sent to student and parent(s)

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

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

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

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

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

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

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

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

### **Acceptance Policy (After Disciplinary Action)**

Students who reach discipline level 4 (the accumulation of 20-24 discipline points) are not automatically accepted for the following school year. Level 4 students must interview with the *principal or designee* before final acceptance for the next school year is *finalized*. If the student is denied admission for the following year, he may re-apply after *one semester, but will not be guaranteed acceptance.*

### **After School Detention**

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

### **Counseling**

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

### **Disciplinary Intervention Plans**

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

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

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

**Dismissal from Class or School**

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

Students who refuse to comply with *reasonable requests* or disciplinary actions will *not be allowed to return to classes until a successful student/parent/staff conference is held.*

**Expulsion**

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

A student who has been expelled or withdrawn for disciplinary reasons may *reapply for admission after one (1) full semester. Students returning to IRCS after withdrawing or being expelled will be required to complete an interview with the principal or designee and agree to being assigned to a mentor with whom they will meet twice a month for a minimum of one semester.*

Expulsions may be appealed to the School Team.

**Random Drug Checks**

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

**Drug Testing**

The school reserves the right to require random or selective drug testing on students. Testing will be administered by Indian Rocks Administration using either an outside drug-testing company or over-the-counter drug test. Testing will be administered by a certified lab of the school's choosing. The type of drug tests may be one of the following methods: urine, hair, or saliva testing. Random or selective drug testing may be administered without parental consent.

- a) If drug use is verified the student will be disciplined in accordance to the school policy (see Class 5 Acts of Misconduct **(page 33)**).
- b) Refusal to submit to the test will result in the same discipline as a positive test result.
- c) Any tampering with the sample or the equipment used will also result in the same discipline as a positive result.

If a student tests positive by an over-the-counter test he/she will be given two options:

- a) Accept the results and proceed with expulsion procedures.
- b) Choose to immediately re-test, at the student's expense, using an outside drug-testing source identified by the school. The result of that test will be the decisive result.

**Suspension**

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

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

All assignments, tests or exams missed during the suspension must be completed. *All work missed during suspension that is made up will be given full credit. The administration will work with the student and teachers to collect all work that will be missed during the suspension. Work is due the day the student returns from the suspension as approved and arranged by administration. Tests and quizzes taken during suspension are expected to be taken on the day of return, as approved and arranged by administration.* Suspensions also disqualify a student from Exam Exemptions. Students are not eligible to participate in any extra-curricular activity during a suspension.

## **Married Student Policy**

Students that are married are not eligible to attend IRCS. Additionally, unmarried students with children are not eligible for acceptance at IRCS, unless a restoration process has been determined by the IRCS School Team and Administration has been completed.

## **Acceptable Music**

Indian Rocks Christian School endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. Indian Rocks Christian School take the position that any music that would be disruptive to a Christian educational environment, is not acceptable and will not be permitted on campus or at any school-sponsored activities. Portable music devices are not permitted to be used on campus during school hours or the device will be confiscated for one week.

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

## **Disciplinary Definitions**

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

*The intention of IRCS is not to unjustly accuse students of misconduct. Therefore, it is important to understand what misconduct is and is not.* Students have the responsibility (1) to uphold the highest standards of academic integrity in the student's own work, (2) to refuse to tolerate violations of academic integrity in the school community, and (3) to foster a high sense of integrity and social responsibility on the part of their class and in the IRCS community.

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

- a) **Cheating**
  1. Copying, in part or in whole, from someone else's work - whether it be an assignment, quiz, or test
  2. Altering or interfering with grading
  3. Using or consulting any source - other people, electronics equipment including cell phones and *calculators*, or use of any materials not authorized by the instructor
  4. Committing other acts which defraud or misrepresent
- b) **Plagiarism**
  1. Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings without giving appropriate credit, and representing the product as one's own;
  2. Representing another's scholarly works such as written assignments or projects as one's own;
  3. Submitting a paper purchased from a research or term paper service, including the Internet; or
  4. Undocumented Web source usage.
- c) **Other Specific Examples of Academic Dishonesty**
  1. Purposely allowing another student to copy from one's own work—whether it be an assignment, quiz, or test
  2. Giving homework, written assignments, or other academic work to another student to plagiarize
  3. Having another person submit any work in one's own name
  5. Altering a graded work after it has been returned, then submitting the work for re-grading
  6. Stealing assessments, quizzes or tests
  7. Forging signatures of parents or others students on documents
- d) **Tests/Exams**-The practice of soliciting help *or communicating information* during a classroom testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.
- e) **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.

- f) **Disobedience**-The act of not carrying out a directive when specifically given by a teacher or staff member.
- g) **Horseplay**-Play fighting, pushing, tripping, snapping towels or any act that may cause injury to any student.
- h) **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.
- i) **Disobedience**-The act of not carrying out a directive when specifically given by a teacher or staff member.
- j) **Horseplay**-Play fighting, pushing, tripping, snapping towels or any act that may cause injury to any student.
- k) **Lying**-Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.
- l) **Stealing**-Taking items of clothing, personal possessions, or material belonging to someone else.
- m) **Truancy**-Not being in attendance in school, class or in general not being where the student is supposed to be when he is supposed to be there.
- n) **Tardy**-Being late, arriving at your destination past the expected time of arrival.
- o) **Harassment** -Any form of any unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal conduct that make another student or staff member uncomfortable, demeaned, degraded, fearful or physically hurt. Administration will determine to which infraction the harassment is assigned.
- p) **Disobedience**-Disobedience that occurs with a defiant nature or spirit or repeated disobedience.
- q) **Vandalism**-Malicious or ignorant destruction or defacing of private property, the property of IRCS or the property of IRBC.
- r) **Mooning**-The act of displaying one's bare buttocks in public, photo, or video.
- s) **Flashing**-Exposing the female breasts.
- t) **Indecent Public Exposure**-The exposure of one's body, especially one's genitals, in a public place, photo or video and in a way considered offensive to established standards of decency.
- u) **Inappropriate Display of Affection**  
Physical contact such as, but not limited to, embracing, hand holding, kissing, patting, etc. that would lead one to believe a couple was dating or involved in a relationship other than common friendship. This applies on the school campus and during school events at any location.

### **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 *on the next page*.
- b) **Principal** (or designated school administrator)  
The Principal has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the Code of Student Conduct.
- c) **Dean of Students**  
The Dean of Students is responsible to administer discipline at the middle/high school levels in cooperation with the Principal and Superintendent. Expulsions will be reported to the School Team at a special called or regular meeting as deemed appropriate.

### **Mutual Respect**

- a) **Respect for teachers** - As a direct authority, teachers and substitute teachers are to be shown respect. This is both a Biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary referral.
- b) **All 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 with 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 wish to be treated.

### **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 the 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.

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

### **Property Damage Policy**

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

### **Discipline for Actions Recorded by Security Cameras**

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

## **G. Dress Code – General Policy Statement**

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

- a) Be a testimony from the whole student body.
- b) Be a testimony for the Christian atmosphere of the school.
- c) Be an acceptable standard in the eyes of most of the parents.
- d) 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 their conduct. Student appearance should reflect the highest standards of a Christian school environment.

### **Parental Responsibility**

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

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

**Dress Code Guidelines**

a) **Hair**

**Boys** must have a neatly trimmed and traditional haircut. Hair must not extend below the collar, over the ears, or below the eyebrows as determined by administration. Students must be clean shaven with no facial hair. Sideburns must not extend below the bottom of the ear. Hair colors and styles that are deemed extreme or distracting by administration are not permitted. *This means no unnatural hair colors for students are allowed (purple, blue, green, gray, etc.)*

**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. *This means no unnatural hair colors for students are allowed (purple, blue, green, gray, etc.)*

Scarves used as headbands are not permitted.

b) **Jewelry**

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

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

c) **Tattoos**

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

d) **Earrings**

For boys are unacceptable during school hours or at school events, activities or functions.

e) **Body piercing**

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

f) **Make-up**

Girls may wear make-up in moderation and in an inconspicuous manner. Make-up which is not applied in moderation will be considered inappropriate, and the student will be required to remove it. Boys may not wear makeup at school or at any IRCS sponsored function.

g) **Hats**

Hats are not to be worn in the building.

h) **Acceptable Clothing**

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

1. School shirts and PE uniforms must be purchased *through IRCS*.
2. Solid colored IRCS monogrammed knit shirts. Shirts must be properly fitting. Shirt tails that are not tucked in must not extend below the bottom edge of rear pants pocket. Tails must be long enough that if both arms are extended above the head, no midriff skin may show. If a shirt tail is too short, a t-shirt or other "under" type garment should be worn. All shirts/garments worn beneath the uniform shirt must be tucked in.
3. IRCS monogrammed oxford-style shirts.
4. Slacks and knee-length uniform walking shorts must be a solid color. Administration reserves the right to disapprove colors that are non-traditional, extreme, distracting, etc. Plain, traditional four or five pocket denim jeans or traditional khakis that fit properly (no baggy/no skin-tight jeans). Jeans must have back pockets. Neither slacks nor jeans may have pockets on legs.
5. Clean, neat dress shoes, or clean, neat, properly laced athletic shoes or sandals with back strap.

6. Belts must be worn.
7. Embroidered/screen-printed IRCS sweatshirts. All outerwear (jackets, sweatshirts, etc.) must be approved IRCS logo outerwear.
8. PE clothing purchased *through IRCS* is required for middle school PE classes *and high school Health and Fitness classes*. Clothing includes: IRCS PE shirt and shorts.
9. Uniform style Capri pants are permitted and must fit properly.

**i) Inappropriate Clothing**

1. Shirts and PE attire not purchased *through IRCS*
2. Extra wide legged, baggy, low hanging, deep pocket, cargo, jeggings, painters or carpenter jeans, jeans that have holes, are torn, frayed or that do not comply with our standards
3. Leggings are not permitted
4. Due to safety issues, the following shoes are not acceptable: shoes with no back strap, Crocs or croc-like shoes, shower sandals, beachwear, or flip flops
5. Clothing with offensive slogans, writing of any kind, or pictures
6. Students must wear a T-shirt or appropriate team attire during PE and at practices
7. Team jerseys or uniforms are not to be worn to class
8. Any clothing, which does not conform to IRCS standards for modesty, such as tight fitting, midriff revealing or sexually suggestive items are not to be worn to school or school activities (Homecoming, banquets, award programs, National Honor Society Induction, music programs, etc.)

**j) Friday Dress**

Christian T-shirts, which are distinctively Christian in design, pictures and wording, may be worn during the school day. No Politically Themed or Music groups shirts of any kind may be worn. Team, band and other specialty, collared shirts may be worn.

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

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

- |                     |   |
|---------------------|---|
| 1 <sup>st</sup>     | Dress Code - Warning  |
| 2 <sup>nd</sup>     | Dress Code - Warning  |
| 3 <sup>rd</sup>     | Dress Code - 15-minute detention  |
| 4 <sup>th</sup>     | Dress Code - 30-minute detention  |
| 5 <sup>th</sup>     | Dress Code - 45-minute detention  |
| 6 <sup>th</sup>     | Dress Code - 45-minute detention  |
| 7 <sup>th</sup>     | Dress Code - 60-minute detention  |
| 8-9 <sup>th</sup>   | Dress Code - two (2) hour Saturday School and \$25.00 fee (All Saturday Schools are \$25.00.) |
| 10-11 <sup>th</sup> | Dress Code - four (4) hour Saturday School and \$25.00 fee                                    |
| 12-13 <sup>th</sup> | Dress Code - Four (4) hour Saturday School and \$25.00 fee                                    |
| 14-15 <sup>th</sup> | Dress Code - Out of School Suspension   |
|                     | 1. Parent must confer with Dean of Students and/or Principal.                                 |
|                     | 2. If suspension, student will be placed on contract.   |
| 16 <sup>th</sup>    | Dress Code - Suspension/Expulsion   |

## **H. Other General Policies**

### **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.

### **Teacher Conferences**

If conferences are deemed necessary, they may be initiated by *school staff member* or parent. Parents who wish to initiate a one-on-one teacher conference should call the guidance counselor or email the teacher.



Parents who wish to initiate a conference with more than one teacher should contact the Guidance Counselor who will schedule the conference. 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 within a two-day period, parents are to call the principal's office.

### **Closed Campus**

Indian Rocks Christian School operates a closed campus. **Students that drive and need to leave campus early are required to have verbal consent from a parent or guardian.** Parents must call Student Services to give this consent. Forms for signing in and signing out are in the Student Services office.

### **Gum Chewing**

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

### **Backpacks**

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

## **Yearbook Policies**

### **a) Editorial Policy**

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

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

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

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

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

### **b) General Content**

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

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

Any student at the school may have a candid photograph taken for use in the yearbook unless written notification is provided by the student or his/her family to the staff at the beginning of the school year. It is not the policy nor is it possible due to publication deadlines for all candid photographs to be researched and each student to be notified of his appearance in the yearbook.

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

Upon the event of a death of a student during the school year, it is the policy of the yearbook staff, if deadlines allow, to list the birth and death date of such student with his/her class photo in the student section. All other

pages or memorials dedicated to the student are at the discretion of the adviser and/or administration if the time and page availability exists.

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

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

#### **c) Student Portraits**

##### **Senior Portraits for High School Publication**

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

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

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

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

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

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

#### **d) Underclass portraits for all grades**

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

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

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

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

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

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

e) **Advertising Policies**

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

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

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

Prices for advertisements are determined and reviewed each year in accordance with the yearbook budget to assist in covering the cost of the yearbook that is not covered by student fees. The yearbook adviser and staff reserve the right to determine such prices.

Photographs submitted for advertisements should be on a disc. Photos are not guaranteed to be returned. Copies of pictures must be submitted on high quality glossy photo paper. Any photos submitted on disc must be done at 300 dpi in either a TIF or JPEG format.

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

f) **Book Sales:**

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

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

## **I. Financial Policies**

The annual tuition provides the operating funds for Indian Rocks Christian School. Financial responsibility is one of the key factors in maintaining a quality Christian school for children. Parents' cooperation will enable Indian Rocks Christian School to maintain a positive Christian testimony by having the funds necessary to meet our financial obligations in a timely manner.

### **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.

### **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.

### **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.

### **Payment Plans**

Payment plans are available and arranged through the Finance Office. Parents may elect to pay the annual tuition in full, in advance, by July 1, and receive a prepayment discount off of tuition. As a convenience, the annual tuition may be paid on a 12-month plan (June-May) or 10-month plan (August-May). All payment plans require a \$45 non-refundable payment plan setup fee due upon completion of the Financial Agreement. Flexible payment options include bi-weekly or monthly on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>.

### **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.

### **Late Fees**

Partial Payments or payments received after the due date will result in a late charge of \$25.00. If the due date falls on a weekend or holiday, the payment will be considered timely if received on the next business day.

### **Returned Payment Fee (NSF)**

There will be a \$30.00 per item fee on returned payments. Returned checks or automatic withdrawals will be re-attempted up to two additional times.

### **Delinquent Accounts**

For all Payment Plan accounts, class attendance will not be permitted if payments are 60 days past due until arrangements have been made to have the account brought to a current status. Additionally, unpaid balances and/or delinquent accounts may result in a temporary suspension of access to grades via report card or ParentsWeb.

### **Fines/Debts**

From time to time, fines or debts may be incurred. Fines or debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, lunches, before and after school drop-in charges, or damage to church or school property. The Finance Office will send statements on a monthly basis to inform parents of these charges. Payments for fines or debts should be made directly to Indian Rocks Christian School. Do not send payments for fines or debts to FACTS.

### **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. The registration fee is non-refundable. Should a student be withdrawn after school has begun, for any reason, the account must be in a current status and **each student** will be charged an early withdrawal fee of \$500. Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal.

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

**Additional financial policies are stated on the Financial Agreement.**

### **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.

### **Betty Shields Minority Scholarship**

Through a selection process up to two scholarships per school year for tuition, books and fees are given to students in grades 6-9 through a selection process. A minority student is considered to be of any non-Caucasian ethnic origin. Please contact the superintendent's office for more information.

## **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 teachers that integrate God's Truth into every area are the norm. All curriculum is taught in English.

## A. Grade Procedures

Indian Rocks Christian School has four nine-week grading periods. Grade reports are issued at the end of each grading period. Report cards are viewed and are to be printed by parents from ParentsWeb. Middle School final grades are determined by adding up the four (4) quarter percentages and dividing by four. High School semester grades are based upon an average for the two nine-week grading periods, plus the semester exam. For High School Classes, the semester exam counts as 20% of the semester grade.

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

### General Description

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

### Scale

Following is an overview of the scale utilized for computation of grades:

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

### Performance Grades

The following areas use O, S, N, U for evaluation of Conduct:

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

## B. Grade Placement

Students must successfully complete each grade level in grades 6-12 to advance. IRCS does not allow students to “skip” a grade at the middle or high school levels.

## C. Progress Reports

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

## D. Homework

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

## E. Make-Up Work

Students who are absent from class will be required to make up missed work. Students and parents should look at ParentsWeb for assignments. Failure to complete assignments will result in a lower grade. Teachers will assist students in making up work missed.

***Students and teachers are expected to take work together when a student’s absence results in a missed assignment. Teachers will not request that students miss another class to do make-up work. Students have the same number of days to make up missed work as the number of days they were absent, unless, during the absence, work was missed that the student cannot master on their own. When tests or quizzes are announced well in advance of an absence, and material is covered that the student could not master without assistance, a student will not have to take a test or quiz upon return from an absence. The teacher and student will work together to develop a plan to make up the missed work. Practices for games and rehearsals are secondary to making up missed academic work.***

## F. Daily Planner/Agenda

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

## G. Academic Recognition

Academic achievement recognition is based on all four (4) quarter grades for Middle School. High School recognition is based on quarter and semester grades.

**Gold Honor Roll-** 90 to 100 with no single *class or quarter* grade lower than 90.

**Silver Honor Roll-** 80 to 100 with no single *class or quarter* grade lower than 80.

## H. Academic Policies for Extra-Curricular Activities

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

- a) The student must adhere to school policies and regulations and the minimum state requirements.
- b) The student must meet all conditions of eligibility as set forth by the Florida High School Activities Association, including the criteria regarding age.
- c) Students placed on Academic Probation (failing one or more of the core subject areas at the quarter) who are not progressing towards meeting graduation requirements, may be removed from an extra-curricular activity.

## I. Additional Academic Policies

### Adding or Dropping Classes

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

### Incomplete

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

### Extra Credit/Extra Work

Extra-credit may be given at the discretion of the teacher, but may not exceed 5% of the quarter grade. Extra-credit may not be turned in after the close of the marking period.

## J. Promotion and Re-Enrollment Policy

Any high school student who fails two (2) or more semesters of any course may not be permitted to enroll in Indian Rocks Christian High School in the Fall until sufficient credits have been earned (as prescribed by the Guidance Counselor). The cost of any make-up class (es), texts, fees, etc. are the responsibility of the student's parents.

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

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

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

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

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

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

### **K. High School Credit Recovery**

Grade recovery is a process offered to IRCS students who fail or earn the grade of a D in a class attempted at IRCS or another high school. The course used to recover credit must be equivalent in content and duration to the course being replaced. In addition, the course must be approved by IRCS administration before any coursework is attempted. To approve the course, IRCS administration will not only look for the requirements stated above, but will examine the learning objectives in the recovery course to ensure it meets IRCS’s academic standard of a quality education.

*IRCS teaches all course work from a Biblical world view. IRCS strives to use qualified instructional staff members to teach all course work.*

IRCS students are limited to recovering up to four (4) credits, which can be a combination of the following: up to four (4) yearlong courses or eight (8) ½ credit semester courses. Only two (2) credits can be recovered by retaking the course through Florida Virtual School (FLVS) or a similar online program that is approved by the administration of IRCS.

Any student who repeats a course they failed or earned a grade of D, will not be considered for the position of Valedictorian or Salutatorian of IRCS regardless of the calculation of their final Grade Point Average. In addition, the student’s transcript will document that the course has been repeated.

### **L. On-line/Distance Learning**

IRCS teaches from a Biblical worldview; therefore, student requests to take core academic courses offered at IRCS through FLVS or similar online courses will generally not be approved. IRCS administration will make every effort to develop a schedule of classes to meet every student’s academic needs and fulfill all graduation requirements.

The maximum number of core academic credits an IRCS student can take via FLVS or similar on-line program (approved by the administration of IRCS) is two (2) credits. If IRCS does not offer a course or series of courses a student may appeal for administrative approval to exceed the two (2) credit limit. Limits on on-line courses do not apply to college level courses attempted through Dual Enrollment.

### **M. Academic Probation and Academic Assistance**

Any IRCS student failing more than four (4) semester courses, which is two (2) credits, will be required to complete an academic review. Every student on academic review will meet with their grade level School Counselor and their parent to determine if IRCS is the appropriate school for the student. Prior to the parent conference, the School Counselor will meet with the teachers of all the classes the student is enrolled in. This meeting will determine if the student is failing due to ability or behavioral related issues. If the parent and School Counselor determine the student is not capable or willing to succeed at IRCS, the student will be withdrawn. If it is determined that the student has the ability and is willing to exert the effort to succeed, the student will be placed on Academic Probation.

Once on probation the student will have nine (9) weeks to demonstrate improvement. If they do not make the necessary improvement, the principal will schedule a conference with the student, parents and teachers to determine if the student may reenroll for the next school year. Students not trying or not following through with their established academic plan will not be approved to re-enroll and may be withdrawn from IRCS immediately or at the end of the next natural break or grading period.

To ensure every student is provided the assistance they need to succeed at IRCS, every teacher will offer regular Help Classes and academic assistance consistently throughout the school year. In order to remain above reproach and to ensure institutional integrity, at no time during the school year, will any teacher be approved to tutor or provide academic assistance to a student enrolled in any of their classes for compensation beyond what is paid in tuition. If regular National Honor Society tutoring, Help Classes, meeting with the teacher for assistance, or Service Hours tutoring does not help remediate the students' academic deficiencies, the School Counselor will meet with the student and their parents to establish an Academic Plan which may include outside tutoring.

Throughout the school year, the School Counselor at each level will document requests for academic assistance which extend beyond what IRCS can offer. If necessary, the School Counselor will meet with teachers who are willing and qualified to tutor students needing extra academic assistance. All tutoring arranged through IRCS will be monitored by the administration of IRCS, and will be conducted after normal teacher hours.

A review of the student's academic data (standardized test scores, class grades, summative teacher-made assessments and teacher recommendations) will be conducted by the School Counselor and the teacher qualified to tutor, in order to develop an academic remediation plan. All academic plans will identify the standards and skills needing to be mastered, along with an approximate amount of time necessary to remediate the deficiencies and how the plan will be monitored. The plan will be presented to the parents for consideration of implementation.

During the summer, teachers willing and qualified to tutor will inform the grade level School Counselor. This teacher list will be made available to all IRCS students and families. The grade level School Counselor will maintain a list of students who desire academic assistance and remediation during the summer. The School Counselor and teacher(s) will review the academic data (standardized test scores, class grades, summative teacher-made assessments and teacher recommendations) of students requesting assistance in order to develop an academic remediation plan which will address the standards and/or skills needing remediation. The academic plan will include a general timeframe, and an estimate of the number of sessions required to address the identified deficiencies.

Annually, IRCS will establish the tutoring fees that students will be charged for the summer and school year academic assistance that goes beyond tuition. All financial agreements must be developed and handled through the school's financial office.

## **N. Testing Program**

Indian Rocks Christian School provides a regular program of standardized tests of achievement. Students and parents are notified in advance as to the nature of the test, scheduled time, and the length of testing. These tests provide data that aid in determining student growth and progress. All students (except seniors) participate in annual achievement tests:

6-7th Grade	MAP
8th-10th Grade	ASPIRE and PSAT 8/9 and PSAT
11th Grade	PSAT and Practice ACT, SAT, ACT
12th Grade	SAT, ACT, or PERT (graduation Requirement)

Test dates are available in the Guidance Office and students may register for the ACT at [www.act.org](http://www.act.org) and SAT at [www.collegeboard.com](http://www.collegeboard.com) or by picking up registration materials in Student Services.

## **O. Test Retake Policy**

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



## P. 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.

## Q. Library/Media Center

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

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

## R. Indian Rocks Christian High School Diploma Credit Requirements

<u>Subject</u>	<u>Credits Needed</u>
Bible	4.0 credits
English	4.0 credits
Social Science (includes World and American Histories)	3.0 credits
Government and Economics	1.0 credit
Mathematics	4.0 credits
Science	4.0 credits
Physical Education	0.5 credit
Computer	1.0 credit
Health	0.5 credit
Foreign Language	2.0 credits
Fine Arts (Band, choir, piano lab, drama, media, art)	0.5 credit
Electives	<u>1.5 credits</u> 26 credits

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

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

- Students must take either the ACT, SAT, or the PERT before graduation.

## S. Service Learning Hours

An Additional IRCS High School Graduation Requirement 9<sup>th</sup>-12<sup>th</sup> grade

1. All high school students are required to complete 20 hours of Service Learning (volunteering) each year of high school, equaling 80 hours by the end of the senior year (students who transfer in during the 10<sup>th</sup>-12<sup>th</sup> grade years will be required to complete 20 hours for each year attended).
2. All Service Learning Hours served must be filled out and turned in to the Student Services Office for approval. This must be done with correct dates and signatures, and approved on the provided school form during the school year the hours were served. Hours not verified within the appropriate year will not be granted.
3. Sunday morning worship services do not qualify as Service Learning Hours.

## T. Graduation Requirements

1. In order to receive an IRCS High School Diploma, senior students must be enrolled as full-time.
2. Graduating seniors must attend graduation rehearsal to be eligible to participate in the graduation ceremony.
3. Students must follow the stated dress code for graduation.
4. Students may only wear cords, medallions, sashes, etc. that are provided by IRCS and have been earned for participation in IRCS Events.
5. Inappropriate behavior at the graduation ceremony could result in the school holding a student's diploma.

## U. Valedictorian and Salutatorian Awards

The graduating senior with the highest grade point average will be designated the Valedictorian. The graduating student with the second highest GPA will be awarded the Salutatorian honor. To be eligible for these awards, students must have attended IRCS *full time* for their 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years. The grade point average will be calculated from the following classes/credits:

4.0	Math Credits (Algebra 1 and above)
4.0	English Credits
4.0	Social Science Credits
4.0	Science Credits
4.0	Bible Credits
2.0	Foreign Language Credits*
1.0	Computer Credit*
0.5	Health Credit*
0.5	Personal Fitness Credit*
0.5	Fine Art Credit*
1.5	Elective Credits

*\* These courses receive unweighted credit*

Determination of the Valedictorian and Salutatorian awards is made with the completion of the first semester grades of the senior year. Second semester courses will be viewed to ensure all requirements for graduation will be completed. Grade Point Average (GPA) will be calculated to the thousandths place. The class ranking of each student's GPA as found in RenWeb is not official. The GPA is hand calculated by administration and based solely on the courses above. Required elective courses (BST, Health/Fitness, languages, and Fine Arts) are all given standard unweighted GPA points for completion. Because we hold the positions of Valedictorian and Salutatorian in such high esteem, students who have raised their GPA through grade recovery are not eligible for these honors.

## V. Grade Point Averaging/Grade Weighting

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

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

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

- AP Courses are awarded one extra point per semester. To receive the full extra point AP students must complete the full year course, take their first semester mid-year AP exam and end of course AP exam. Students who do not take the AP Exam or drop the class prior to the end of the year will not receive AP Class weighting and distinction.
- Dual Credit courses are awarded 1 point extra per semester, with the exception of Intermediate Algebra. There will be no extra weighting for Intermediate Algebra, nor elective classes as determined by the IRCS Guidance Department.

### GRADING SCALE/GPA

Range	Grade	Regular	Honors	AP	DC
90-100	A	4.0	4.5	5.0	5.0
80-89	B	3.0	3.5	4.0	4.0
70-79	C	2.0	2.5	3.0	3.0
60-69	D	1.0	1.5	2.0	2.0

- Honors courses are awarded .5 extra per semester.

## W. Electives

Math for College Readiness

College Algebra Honors/Trigonometry Honors (DC)

Pre-Calculus, AP Calculus\*

Western Humanities I/II (DC), AP Human Geography\*, AP American Government\*

Composition I/Composition II (DC), AP Literature and Composition \*

Marine Biology, Anatomy, AP Physics I and AP Physics II\*, AP Environmental Science\*

Spanish I, II, III, IV

Business Systems Tech I/Tech II

Weight Training

Leadership Training

Chorus

Vocal Ensemble I, II, III, IV

Band I, II, III, IV

Piano Lab

Drama

Art I, II, III, IV

Yearbook I, II, III, IV

Media/Video Production I, II, III, IV

Drivers Ed

Office, Teacher, or Library Assistant

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

\*This course requires additional payment for testing.

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

### Yearbook Credit

- Students taking Yearbook for the first year will receive credit towards the IRCS Graduation Requirement for a computer course (Business Systems).
- Students taking Yearbook for the second year will receive credit towards the IRCS Graduation Requirement for a Fine Arts course (Choir, Art, Band, etc.).
- Students taking Yearbook for a third (and fourth) year will receive Honors credit. An additional .5 will be added to their GPA.

### Choir, Band, Spanish, Art

- Students taking Choir, Band, Spanish, Digital Arts or Art for a third (and fourth) year will receive Honors credit. An additional .5 will be added to their GPA.

## X. Student Aide Policy

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

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

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

## **Y. Florida Bright Futures Scholarship Program**

### **General Eligibility Requirements**

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

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

### **Specific Eligibility Requirements** (Subject to Change)

Go to [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) “State Grants, Scholarships, Applications” and “Florida Bright Futures Scholarship Program” for 2019-20 Scholarship Award amounts.

### **Requirements for Florida Merit Scholars Award**

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

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

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

**16 Credits Total**

**Service Learning** 75 hours (School approval needed for **Service Learning** hours)

**Test Scores** 1170 SAT or 26 ACT

### **Requirements for Florida Academic Scholars Award**

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

**Required Credits**

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

**16 Credits Total**

**Service Learning** 100 hours (School approval needed for **Service Learning** hours)

**Test Scores** Best composite score of 1290 SAT or 29 ACT

This is a general overview of Bright Futures. For more details and current information logon to [www.firn.edu/doi/brfuture](http://www.firn.edu/doi/brfuture) or call 1-888-827-2004.

## Z. Exams and Exam Exemption Policy

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

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

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

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

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

## AA. Academic Awards

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

## BB. Pre-Honors, Honors and Advanced Placement Program

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

### Academic

#### a) Honors English Course Policy:

- Students should have an "A" semester/yearly average from the previous year
- Teachers may approve a student with a high "B" if space permits
- Must have the recommendation signed by the previous year teacher
- Standardized test scores will be considered
- Those seeking admittance to an Honors English course will need to show mastery of classic selections in the Accelerated Reader Program.
- Students must demonstrate a desire to work at an accelerated pace and actively participate in classroom discussions. They must also uphold the highest standards of academic integrity. Failure to complete assignments according to the parameters expressed in class will result in the loss of Honors credit for the

current year and also impact the student's ability to apply for additional Honors or AP level courses the following year.

**b) Honors Math Course Policy:**

- Students should have an "A" semester/yearly average from the previous year
- Teachers may approve a student with a high "B" if space permits)
- Must have the recommendation signed by the previous year teacher
- Standardized test scores will be considered
- Students must demonstrate a desire to work at an accelerated pace and actively participate in classroom discussions. They must also uphold the highest standards of academic integrity. Failure to complete assignments according to the parameters expressed in class will result in the loss of Honors credit for the current year also impact the student's ability to apply for additional Honors or AP level courses the following year.
- Any Student in an Honors level math course that receives a "C" or below at any marking period during the year, may be moved back into a regular level at the teacher's discretion.

**c) Honors Science/Social Studies Course Policy:**

- Students should have an "A" semester/yearly average from the previous year
- Teachers may approve a student with a high "B" if space permits
- Must have the recommendation signed by the previous year teacher
- Standardized test scores will be considered
- Students must demonstrate a desire to work at an accelerated pace and actively participate in classroom discussions. They must also uphold the highest standards of academic integrity. Failure to complete assignments according to the parameters expressed in class will result in the loss of Honors credit for the current year also impact the student's ability to apply for additional Honors or AP level courses the following year.

**d) Honors Spanish III and Spanish IV** (These courses will be given Honors weighting for the Class of 2020 and beyond.)

**Behavioral**

Students must display a positive attitude in their current class to be considered for an honors class. They are expected to maintain positive behavior in all honors classes and contribute to a healthy learning environment. Students will not be recommended and may be asked to leave an honors class if they disrupt instructional time or are committing behavioral infractions.

**Note:** It is possible for a student to be recommended in one subject and have a different teacher not recommend the same student for another subject. Academic and behavioral qualifications must be maintained in each class for consideration in that subject area. If a student and parent know that honors and AP classes are desired, then initiating communication with the teacher at the beginning of the year and throughout the year is recommended. This is to make sure the student is on track with academics and behavior, and meeting the standards of an honors or AP student at Indian Rocks.

**The Application Process**

**The application process for honors classes is as follows:**

- a) The student must pick up an honors request form from the guidance office and present it to their current teacher who must make a recommendation to the next year's honors teacher. For example, the current English teacher must make a recommendation to the next year's honors English teacher. This process is completed for each subject area the student wishes to take as an honors class the next year.
- b) The teacher fills out the form and gives it back to the student. The student must return the form to the guidance office by the specified deadline that is available to students through the guidance office. This generally occurs at the end of a school year. Students who miss the deadline are not exhibiting the level of responsibility required to take an honors class, so it is important to show initiative by turning the form in on time.
- c) The guidance office then schedules the students who are recommended to the honors classes and communicates the schedule to the student.
- d) Once the honors classes begin the student will be expected to sign the honor code form which will be supplied through the honors teacher.
- e) Additional information may be posted on the guidance section of the school website.

### **Eighth Grade Pre-Honors Classes**

Upcoming 8<sup>th</sup> grade students have an opportunity to participate in a Pre-Honors Track. The goal of this program is to provide students who have advanced, academic, and/or creative capabilities the opportunity to dynamically interact with a team of academic specialists as well as peers of similar aptitude within a rigorous, interdisciplinary learning environment in order to reach their highest level of learning and accomplishment.

Entrance into the Pre-Honors Program is a rigorous endeavor most appropriate for highly motivated and self-guided students whose academic abilities and talents span across the entire curriculum spectrum. Students that meet the criteria for eligibility will be extended an invitation to be a part of this track.

#### **Students must meet the following criteria for eligibility:**

- a) Have an “A” yearly average in each subject area.
- b) Demonstrated a personal desire to work at a higher-academic level.
- c) Demonstrated a personal desire to work at an accelerated pace and actively participated in classroom discussions.
- d) Uphold the highest standards of academic integrity

### **CC. Dual Credit Program**

11<sup>th</sup> and 12<sup>th</sup> grade students are permitted to take Dual Credit Classes. There are specific guidelines to be considered for the program. Dual Credit courses are offered through St. Petersburg College (SPC). In addition to the college credit earned, students will be awarded 1 point high school credit per semester.

#### **SPC Dual Credit Program Guidelines**

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

#### **Students Eligible for Dual Credit Enrollment**

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

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

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

#### **Students Sharing Information**

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

### **DD. National Honor Society (9<sup>th</sup>-11<sup>th</sup> grades)/National Junior Honor Society (7<sup>th</sup>-8<sup>th</sup> grades)**

The highest academic honor that any middle/high school student may earn, beyond Valedictorian/Salutatorian of his/her graduating class, is membership in the National or National Junior Honor Societies. Membership qualification lists are posted in January. To be eligible to apply for membership a 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grade student must have a 3.0 GPA for the previous semester, not have more than 10 disciplinary points, these points cannot reflect a character issue such as cheating, teacher disrespect, harassment, and any other issues the administration feels reflects the need for a student to wait a year and prove themselves, have no suspensions within the current school year, or be on probation for any reason. Students must be enrolled for the upcoming school year and stay enrolled

to participate in the Induction Ceremony. Tenth and 11<sup>th</sup> grade students must meet these guidelines, but in addition their 3.0 GPA requirement is cumulative from the first semester of their 9<sup>th</sup> grade year to the present. If a disciplinary situation reflecting the Character of the student occurs during the application process or before the Induction Ceremony, the invitation to be inducted will be rescinded. This follows the disciplinary policy for existing points. This allows the student a year to prove himself and apply in the following year. (This policy does not apply to 11<sup>th</sup> grade. There will be no opportunity in the 12<sup>th</sup> grade year for any student to apply. This includes transfer students, as there is no opportunity for them to be involved in the Honor Societies' activities or leadership of the student body.)

Any student that withdraws from school for the upcoming year prior to the Induction Ceremony will also have the invitation rescinded. Seventh and 8<sup>th</sup> graders must also have completed 20 hours of Service Learning when they apply and 9<sup>th</sup>-11<sup>th</sup> graders must at least be current in their Service Learning requirements if they are very involved in extracurricular activities and perhaps a job. The Society Council is looking for students who exceed those requirements.

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

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

## **EE. Dismissal from Any of the Honor Societies** (Per National Honor Society By-Laws)

As a member of the Indian Rocks Christian School Chapter of National Honor Society (NHS), National Junior Honor Society (NJHS), or any of the subject specific Honor Societies (NEHS, Rho Kappa, Mu Alpha Theta, etc.), you are a public figure responsible for representing your school in the most positive way. Your behavior and actions must be exemplary at all times and befitting the expectations of your peers, advisors, school administration, community, and faculty council. You must also conduct yourself so as not to impair, but benefit the welfare or educational opportunities of others at IRCS.

### **Dismissal and Disciplinary Process**

- a) Dismissal or other discipline may vary depending on the violation.
  - Warning: The issuance of a written warning.
  - Hearing: Faculty Council / Advisor meets for membership review.
  - Dismissal: Student is immediately dismissed.
- b) Violation of Criminal Law. When a student has engaged in conduct that is in violation of criminal law, whether the conduct constitutes a misdemeanor, gross misdemeanor, felony, or any other class of criminal conduct, the advisor must report that information to the Faculty Council. An accusation will put the student on probation and an adjudication will result in automatic dismissal.
- c) Alcohol, Tobacco, and Controlled Substances will not be tolerated by the administration of IRCS. Any student who violates this policy will be dismissed from any and all Honor Societies immediately. By law, if a student is not using illegal substances, but is in the presence of those who are, he or she may be considered guilty by association.
- d) Any out-of-school suspension will result in a review for dismissal by the Faculty Council.

## **FF. Help Classes**

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



## **GG. Physical Education and Health Classes**

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

## **HH. Chapel**

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

## **II. Transfer of High School Credits**

Students seeking transfer into IRCS with high school credits from an unapproved accreditation agency, will be admitted after Administrative approval of the credits. Some credits may not be accepted. Students who transfer from an accredited school are subject to administrator approval of credits, as well. This applies to Home Schooled students and students transferring from another institution.

IRCS does not accept CLEP Courses.

In addition to the college credit earned, students will be awarded a .5 high school credit per semester.

## **SECTION VII - STUDENT ACTIVITIES**

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

### **A. Athletics**

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

#### **Eligibility**

- a) Students in grades 6-8 participating in any extracurricular activity including sports, cheerleading and marching band must earn and maintain a minimum 2.0 GPA and meet all school and state policies and regulations.
- b) Students in grades 9-12 participating in any extracurricular activity including sports, cheerleading and marching band must earn and maintain a cumulative 2.0 GPA and meet all school and state policies/regulations.
- c) Students placed on Academic Probation (failing one or more of the core subject areas at the quarter) who are not progressing towards meeting graduation requirements, may be removed from a sport.
- d) Every student must attend school the entire day to participate in after school extracurricular activities that day. Exceptions will be made for medical appointments and/or death in the family.
- e) Physicals – The student must have on file with the school a Pre-participation FHSAA Physical Evaluation form dated after May 15 of the previous school year.

#### **Competition**

Indian Rocks Christian Middle and High School competes against other Christian, private, and public schools from around the state of Florida in a variety of extra-curricular athletic programs. IRCS uses its own grounds and other local athletic facilities for interscholastic competition.

#### **Sports Offered**

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

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

### **Athletic Information**

- a) Fall sports begin prior to the start of school in August.
- b) Students interested in athletics should contact the school office or the particular coach of the sport of interest.
- c) Yearly physicals are required to participate in athletics, including cheerleading.
- d) Students participating in athletics and cheerleading are assessed a \$75.00 participation fee for each sport. Other fees will be assessed depending on the sport.
- e) Once a student has begun and played a sport he is to finish that sport with that team before he is allowed to start another sport season.
- f) Students may not participate in practices for the next sport season without express permission being granted by their current season's coach.

### **Athletic Awards**

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

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

IRCS also recognizes athletic accomplishments for the school year:

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

### **Behavioral Eligibility for Activities/Athletics**

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

### **Extra-Curricular Activities**

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

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

b) **Music/Band/Drama**

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

c) **Missions or Ministry Opportunities**

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

d) **Senior Trip**

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

e) **Student Council and Class Officers Guidelines**

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

- 1) The completed application submitted within the allotted time frame.
- 2) A minimum average score of 3.5 (of a 5.0 scale) on teacher recommendations
- 3) A minimum of 3.0 GPA
- 4) Less than ten discipline points
- 5) Re-enrolled at IRCS for the next school year
- 6) Meets administrative approval.

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

## **Home School Policy**

a) **Admissions**

Indian Rocks Christian School permits Home School students who are registered with the Pinellas County School Board (in accordance with Section 232.02 (4)(b)(1) of the Florida Statutes) to apply for enrollment in the Home School Program. Application is offered to students who are entering grades 6<sup>th</sup>-12<sup>th</sup> and is contingent upon receipt of an official application and ALL of the following requirements:

- Completed application including registration fee as listed in Fee Schedule
- A copy of Pinellas County School – Notice of Intent to Establish a Home Education Program (Section 232.01 and 232.0201, Florida Statute – PCS Form 2-2724).
- A copy of the student's most recent semester grades which must be consistent with IRCS Eligibility Policy
- A copy of the most recent achievement test taken by the student
- A certified copy of the student's birth certificate
- A notarized IRCS Authorization for Medical Treatment Form
- Florida Physical Exam (Form #3040) and Florida Certificate of Immunization (Form #680)
- A notarized IRCS Cooperation and Release Form
- Proof of current Health/Accident Insurance

**Athletic Forms for Home School Students**

- FHSAA Physical Form (EL2)
- FHSAA Consent & Release Form (EL3)
- FHSAA Head and Concussion Form (EL3CH)
- Registration Form (EL7)
- Policy and Athletic Recruitment Form (GA4)

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

School philosophy of education. As part of this interview, the parents and students will sign that they understand and will comply with these expectations in order to represent IRCS in extracurricular activities.

It is the belief of the School and Administrative Teams that a “partnership” must be cultivated between the home school family and Indian Rocks Christian School. In order to achieve this relationship, **every home school student must attend the weekly chapel program and spiritual emphasis week (s) as a requirement to participate in the Home School Program.** This includes students who wish to participate in athletic activities or those who desire to take an academic class offering. Indian Rocks seeks to admit students whose parents desire a quality Christian education for their child. In order to participate in competitions during the week, students must attend on-campus regularly scheduled chapel services or with prior written permission from the principal they may attend a same grade level Bible class. A week will be defined as Thursday to Thursday.

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

### **Academic Participants**

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

- a) The following fees may be paid in full or on an IRCS payment plan. The payment plan fee is listed on the fee schedule.
  - 1) Tuition and fees – per class

6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grade	\$1,400	(Full-time Tuition is \$9,400 / 7=\$1,342)
9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grade	\$1,500	(Full-time Tuition is \$10,100 / 7=\$1,442)
		(no discounts apply to this rate)
		A yearbook is included for annual students.
  - 2) Testing fees – if applicable
  - 3) A Financial Agreement must be signed.
  - 4) Students who take more than two classes at IRCS are required to also take a Bible class.

### **Athletic Participants**

Indian Rocks Christian School is a member of the Florida High School Athletic Association (FHSAA). FHSAA has established the following policies under which home school students may participate in interscholastic athletic competitions at Indian Rocks Christian School. First year Home School Students will be charged a fee of \$525, which is for their first sport and \$75 for each additional activity. Returning Home School Students will be assessed \$425 each year, which is for their first sport, and \$75 for each additional activity. There may be additional costs depending on the sport played. The following requirements apply:

- a) The student, within 30 days of his/her withdrawal from a traditional school program, properly registers with the district school board as being enrolled in a home education program in accordance with Section 232.02(4)(b)(1) of the Florida Statutes.
- b) The student’s parents at the conclusion of each semester certify to the Principal of the school on a form to be provided by the FHSAA office that the student meets the IRCS minimum grade point and eligibility standards which are required of all students.
- c) The student meets and adheres to the IRCS responsibilities, standards of behavior, and performance as set forth in the IRCS Parent/Student Handbook.
- d) The student registers with the school of his/her intent to participate in interscholastic athletic competition as a representative of the school prior to the beginning date of the section for the sport in which he/she wishes to participate.
- e) The student and parents agree to comply with the IRCS Athletic policies and procedures.

### **Extra-Curricular or Athletic Participant Behavior**

Home School students are allowed to participate in Indian Rocks athletics and other extra-curricular activities. Students that participate via our Home School program are required to represent Indian Rocks in the same manner asked of our traditional students. All students representing Indian Rocks fall under the 24/7 policy. Home School students must follow the school handbook guidelines for discipline.

- a) Any Home School student that reaches the 10-point mark via incremental points (not all at one time) must serve a 4-hour Saturday School @ a cost of \$25.
- b) Any Home School student that receives a 10-point referral must serve a 1 game suspension.
- c) Any Home School student that receives a 15-point referral, either incrementally or at one time, must serve a 2-game suspension. IRC administration may choose to suspend the Home School student for the remainder of the season if they believe it will be a detriment to the testimony of the school if the athlete were to continue playing.

It is the responsibility of the Home School student to be familiar with the standards expected. This includes but is not limited to dealing with electronic devices, posts made to internet, pictures sent via e-mail, text etc.

## **SECTION VIII - STUDENT INFORMATION**

### **A. Hall Passes**

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

### **B. 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.

- a) The elevator is to be used only when permission has been granted. Students are to use designated stairways.
- b) All poster painting is to be done in designated classroom areas or on the athletic and play fields.
- c) 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.

### **C. Lockers**

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

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

### **D. Charis Cafe**

Middle/high school students will not be allowed to make purchases from Charis Café between school hours of 8:00 a.m. – 2:45 p.m. This includes lunch time. Students are welcome to go before or after school for drinks or snacks *but must leave the Café immediately after their purchase.*

### **E. Cafeteria/Lunches**

Students may purchase food from the *Indian Rocks Baptist Church* cafeteria. No credit will be extended to middle and high school students. Behavior should always be orderly in the dining area. Students must maintain good, courteous behavior and acceptable table manners. Throwing and/or playing with food will not be allowed. **NO FOOD OR DRINKS ARE TO BE TAKEN OUT OF THE CAFETERIA.** Parents are asked to give lunches to your children before they leave for school. Getting a lunch to them at school interrupts office, student, teacher, and class routine. If a parent does need to get a lunch to his child, he is to leave it at the school office. Students are not permitted to be verbally dismissed (by phone) for the purpose of eating lunch off campus. This will be enforced from 11:00 a.m. through 1:00 p.m. daily. Parents can physically check out their students at any time. Doctor's visits, etc. will be dismissed as usual.

### **F. 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.

## G. Prayer

Each school day will begin with prayer.

## H. 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:

a) **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.

b) **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.

c) **Pledge to the Bible**

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

## SECTION IX - PARENT RESPONSIBILITIES

In order that Indian Rocks Christian School achieves its goals and objectives for students, there must be cooperation between the school and the home. Therefore, although this handbook applies primarily to students, parents and/or guardians need to recognize their responsibilities to their children and to the school community. **By signing the handbook Affirmation of Reading and Commitment Form (See page 64) 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://factsmgmt.com>.

**2020-2021 School Year-Affirmation of Reading and Commitment**  
**to following Indian Rocks Christian Middle/High School Student Handbook, Student Photo/Image, and Computer/Internet Policies and Procedures as set forth in this handbook:**

**Student Handbook Policies and Procedures:** 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 Policy:** 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 with by the guidelines of this handbook.

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.