



# IRC Christian Academy

*“Launching Students for Life”*

## Parent Handbook

*“Lift up your eyes on high and see who has created the stars.”*

- Isaiah 40:26

IRC Christian Academy  
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## OVERVIEW

### VISION STATEMENT

IRC Christian Academy's vision is to provide excellence in Christian education focusing on the whole child, leading students and raising up and equipping lifelong learners and leaders for Christ.

### MISSION

*"Bringing families together through Christ-centered learning."*

### GOALS

1. Daily model the love of God to the students, parents, and community.
2. Emphasize faithful stewardship at all levels of student and parent engagement.
3. Teach students to be diligent and committed to the tasks at hand, building in them a positive work ethic.
4. Encourage every student to achieve his/her academic potential and encourage each student to develop a love of learning.
5. Provide a safe, fun, and engaging learning environment which promotes student success.
6. Provide students with a classic core Christian education.
7. Emphasize the core pillars of Stewardship, Discipleship and Citizenship in partnership with our Church mission of "Love God, Love People, Serve the World."

## **STATEMENT OF FAITH**

### **We believe in the author of Scripture (2 Timothy 3:16-17).**

What this means for us at IRC Christian Academy is we accept the plain sense of Scripture as the sufficient rule of faith and is proactive for our life together. We recognize some parts of Scripture are difficult to understand (even Peter said that 2 Peter 3:16) but we also believe as we engage them the Holy Spirit will illuminate their meaning to us. When it comes to our life together, we believe Scripture is our primary curriculum and guide.

### **We believe there is salvation only through Jesus Christ (Acts 4:12).**

While we respect the religious beliefs of others, we recognize them as human expressions of the universal longing to reach God (or some sort of transcendence). We believe Scripture clearly teaches the only way to God is through His Son, Jesus (John 14:6). Therefore, we are unapologetic in our desire to reach people of all faiths and cultures with the Good News that Jesus died and rose for them. There is urgency to our evangelism because we believe without a relationship with Christ people will spend an eternity apart from God.

### **We believe that life-change is possible and normal for the Christian believer (2 Corinthians 3:18).**

We believe an encounter with Jesus Christ is not just about eternal salvation but about life-change here and now. Further, we believe that this life-change is not an option but normal for every Christian so that we can grow into the likeness of Christ (Ephesians 4:15-16). Therefore, our preaching, teaching and curriculum are all aimed at transformation not simply transmission of information.

### **We believe in the dignity and value of every human being.**

Because God created people in His own image (Genesis 1:26) and is intimately involved in the creation of each individual (Psalm 139:13), we believe each person bears the imprint of God on their life regardless of how muddy or broken that image may have become through sin. Therefore, we will treat each person with dignity and honor, whether or not they know Christ. This means we will not degrade or speak disparagingly to others. Rather, we will seek their salvation and welfare just as God does. (2 Peter 3:9).

## **PASTOR WELCOME**

Dear Parents,

On behalf of our school and church I want to welcome you to our family. We are honored and blessed to be working together to help build a foundation for your child that will prepare them for their future. IRC is a special place that is committed to academic excellence and making sure your child feels the warmth and love that abounds in a Christ centered environment. We are eager to get started on our new year together and look forward to watching your child learn and grow both academically and spiritually.

Our team will be working hard to give your child the support and encouragement that will help them thrive, build wonderful memories, and really enjoy their time with us this year. We want to embed in every child a lifetime love of learning. Our dedicated team has been working tirelessly to fine-tune our instructional models, engage in professional learning opportunities, and update class routines and expectations, all with the goal of making this year a success story for all our students.

We are working as partners in your child's development, and it is essential we strive to maintain good communication between our team and your family. We will do all we can to over communicate and leave open opportunities for you to ask questions and hear the good news about your child's progress.

I am looking forward to getting to know you and your family and if there is anything I can do to make your experience better feel free to reach out.

Sincerely,

Pastor Stuart Bodin

## PRINCIPAL WELCOME

IRC Christian Academy Families,

Welcome to the IRC Christian Academy. We begin this year determined to glorify God as we inspire, educate and equip every student to know and serve our Lord. This year will continue for many great years to come as we build our Academy in His name!

We plan to continue to build a strong base for the future of this Academy with the success of our Kindergarten through Fourth Grade. We have structured our activities to include music, art, S.T.E.M. (science, technology, engineering, mathematics) physical education (PE), social emotional and library services. It has been God's grace, and his servants here at the school that have allowed this growth to occur.

Your integral part of our mission as parents is exemplified in how you lead and teach your child. We want to partner with you for academic excellence and spiritual growth.

As Principal, my administrative team has diligently prepared for an amazing year. Our main goal is to provide a safe campus for your child to grow academically, relationally, and spiritually.

We covet your prayers and your patience! We have an amazing team in every area. Please join us on the journey to take our school to the next level of success and effectiveness in the Kingdom.

**"Train a child in the way he should go, and when he is old,  
he will not turn from it."**

- Proverbs 22:6

Educating for Eternity,  
Heather Quidort, Principal

## **ACADEMICS**

### **Curriculum**

IRC Christian Academy (IRCCA) is a traditional elementary school that utilizes a conventional classroom setting and a biblical based academic program. The instructional methods include whole and small group lessons, class discussions, group projects, using manipulatives, technology-integrated lessons, higher order thinking questioning, and activities to develop and promote critical thinking and problem solving.

Students at IRCCA receive instruction from professionally qualified teachers and staff. Our instructional program has been designed to meet students' cognitive, emotional, physical, social and spiritual needs. Our core subjects include Bible, English Language Arts (phonemic awareness, phonics, reading, vocabulary, grammar, spelling, writing, and handwriting), Math, Science, and Social Studies. Our elective programs include music, art, physical education, library and social/emotional. Spiritual development will be encouraged through Bible teachings and chapels. We also use Love & Logic which focuses on classroom management, positive reinforcement, and re-direction.

### **Accelerated Reader**

Accelerated Reader is a computer program that helps the teachers manage and monitor each student's independent reading practices and comprehension. Once a student reads a book, they can access an online reading quiz which provides immediate feedback to the student and the teacher on their progress. Teachers may use this data to assess the students' reading levels, set reading goals, and track progress throughout the year. The students' progress will be communicated to parents by the teacher.

### **Spiritual Emphasis**

Chapel is a vital part of student life at IRCCA. Our Church staff partners with IRCCA to provide bible lessons, praise and worship. Students should participate by being attentive and practicing good conduct. We encourage you to join us for our family chapels.

### **Bible Instruction**

In addition to Bible being taught in the classroom as a subject, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11, "I have hidden your word in my heart that I might not sin against you." It is the desire of IRCCA that students not only learn the Bible but be able to apply its truths in everyday situations.

## Curriculum Concerns

Despite the great care taken in the curriculum selection process, there may be occasional objections raised to some of the materials included in the IRCCA Curriculum. Concerns should be handled in a scriptural manner, following the principles in Matthew 18: 15-17 ("If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.") Anyone hearing any concerns should refer that person to the front office. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

IRCCA supports the rights of all parents to monitor their students' reading and instructional materials. However, those rights extend only to their own student. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability of materials which have gone through the selection policy and were chosen by the professionals as acceptable.

## Grading Scale

### Kindergarten:

|                       |                                                                              |
|-----------------------|------------------------------------------------------------------------------|
| O- Outstanding        | The student consistently demonstrates understanding of the concept or skill. |
| S – Satisfactory      | The student usually demonstrates understanding of the concept or skill.      |
| N – Needs Improvement | The student is working towards mastery of the concept or skill.              |

### 1<sup>st</sup> Grade- 6<sup>th</sup> Grade:

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

## Homework Philosophy

At IRCCA, we believe that for our students, learning extends beyond time spent in the classroom. For learning to be most effective, it should continue at home and take many different forms, such as family trips, reading, discussions around the dinner table, and homework.

When used correctly, homework serves as one of the chief bridges between IRCCA and learning at home. It is here that parents/guardians can directly or indirectly engage their students in what is being taught at school. For the student, homework allows him/her the opportunity to engage in independent learning. When used incorrectly, homework quickly becomes a source of strife and division between the school and the family. However, when used appropriately, homework serves as an important facet of student learning.

To help guide the entire IRCCA community in its understanding of the purpose and proper use of homework, the administration has established the following policy/protocol:

Types of Assignments: While the type of assignment will vary from teacher to teacher and grade to grade, there are several principles that guide what is assigned. Each assignment will fit into one or more of the following categories:

1. Activities that help students practice and retain skills learned that day, such as practicing math or geography skills. For these assignments, the teachers verify that the students have the necessary understanding and skills to complete the assignment prior to leaving the class.
2. Activities that allow students the opportunity to explore, create and/or problem solve such as a special project or critical thinking question.
3. Activities that help students prepare for assessments, such as studying for an exam.
4. Activities that help students prepare for the next lesson, such as watching a video or reading a section in the textbook.

The following will not be used:

1. Graded activities that require students to apply knowledge or skills not yet taught or verified as being understood in class.
2. Assignments given without a clear learning purpose.

### 3. Activities meant as a punishment for poor classroom behavior.

**Note:** At times, homework may be differentiated, or adjusted, according to the unique learning needs/styles of individual students. As such, there may be times that not every student in the class will have the same exact assignment to complete. When this occurs, each student is still learning about the same concept, but the way in which they are learning has been altered to fit students' unique needs.

#### Length of Homework:

While many studies have shown that homework helps students learn, there is a point of diminishing returns at which it is no longer promoting student learning. It is important that the entire IRCCA community realizes this and works to ensure that students are not overloaded. Additionally, it is important that the community understands that our students are growing in all areas of personal development, not just in their cognitive abilities. They are also growing physically, socially, and spiritually. Homework, which is mostly in the area of cognitive growth, must allow time for students to grow in the other areas.

The general homework expectations for elementary school is, when homework is assigned, most students will have an average of 10 minutes of homework per grade level. For example, a first grader should expect to have around 10 minutes of homework, while a third grade should expect to have around 30 minutes of homework. Additionally, since reading is so foundational to success in life, all students are expected to spend 10-30 minutes each night, with or without a parent.

Homework will not be assigned over weekends. However, when an elementary student is working on a long-term assignment, such as a project or writing assignment, parents will be responsible to help their child prioritize the time they allocate to the long-term assignment, which may include weekends. If a student has not completed work during class time, it could result in homework over the weekend.

Home Support: When looking at the research, it is clear that students who receive support at home do better in school. As such, it is the expectation that parents/guardians engage their students in learning at home. This will range from conversations about what is being studied to sitting down with students and directly helping with studying and/or assignments. To help parents with this, the faculty at IRCCA will commit to doing what they can to ensure that students have the necessary knowledge/understanding to complete the assignments at home.

As with any situation where there is a misunderstanding or challenge, it is the expectation that parents/guardian, students, and teachers will proactively work together to address any problems with homework. In the lower elementary grades (K-2), parents should directly supervise and assist with homework to help young learnings develop

appropriate homework skills. Beginning in third grade and beyond, parents should provide the structure for students to become increasingly independent with homework, helping when needed and checking to ensure that homework is completed.

Homework and the School Calendar: Normally, students will have some homework every night. However, IRCCA will not assign homework during school vacations. Long-term projects, such as a research paper, will likely have timeframes that include a school vacation, when this occurs, it will be up to each family to decide if they will utilize the vacation time to work on the project or complete enough work prior to or after the vacation to ensure it is turned in on time. IRCCA will not make long term projects due the day after vacation.

Summer Vacation: Even though the students are off from school for two months that does not mean that learning should not continue. It is the expectation that students will be doing activities to maintain their skills, such as reading, practicing math problems, taking trips to a museum or historical site, or other such activities.

Late/Missing Assignments: It is expected that students will complete their assignments and turn them in on time. IRCCA recognizes that at times students will forget or miss an assignment. Students are still encouraged to complete these assignments, as they will assist their overall learning. Assignments turned in late will be assessed as follows:

1. Assignments turned in late will receive a late penalty of 10% per school day. Weekends and vacation days will not be counted.
2. Assignments that are turned in more than five school days late will receive a grade of 50%. Assignments not turned in, will receive a grade of zero. Parents/guardians can elect to have their students still make up the assignment for their own learning, however, IRCCA will not mandate it. Students will not be penalized beyond the given zero for a missing assignment.
3. Absent students get one day to make up work for every day they are absent.
4. Students with a Service Plan may have additional time according to their written plan. In most cases for a day absent, students will have two days to complete the work.
5. Late/missing penalties will impact a student's overall grade in a course. Excessive late/missing assignments can result in significant overall grade reduction or course failure.

## **Plagiarism/Artificial Intelligence Policy**

Plagiarism is the use of ideas or words of another as one's own work; work presented as new and original, an idea or product taken from an existing source, including artificial intelligence (AI). A student who is found to have plagiarized a school assignment will not receive credit for that assignment and will be disciplined in accordance with the

Discipline Policy. When grade reduction is determined to be an appropriate disciplinary measure, the student's parent/guardian shall be notified.

### **Parent – Teacher Conferences**

IRCCA has a scheduled parent conference day. Should you need additional conferences, please contact your students' teacher to schedule. Please remember that arrival and dismissal times are not good for conferences. Email is the preferred method to schedule a conference. We value our parent partnerships, and your insight and concerns are important to us.

### **Parent – Staff Communications**

We at IRCCA promote a safe and peaceful environment and have zero tolerance for any type of violence. Aggressive behavior or violence is never welcome on our staff or an acceptable way to interact with our staff. This includes, but is not limited to, threats, harassment, physical abuse, assault or battery, abusive or foul language, theft or damage of our property.

### **Student Academic Records**

Student academic records are the property of IRCCA. Records are only accessible by the students' teachers, IRCCA administrative staff, authorized employees of licensing agencies and the student's parent(s) or legal guardian.

### **Textbooks**

As good stewards, IRCCA takes fiscal responsibility seriously, including the purchase of textbooks. While damaged and lost textbooks will be replaced each year, this burden takes away from other instructional benefits and should be kept to a minimum.

Therefore, teachers are ultimately responsible and accountable for the textbooks assigned to them for student use. Textbooks will be issued at the beginning of each school year to teachers in relation to student enrollment. Students will be charged for damaged or lost books according to the school's guidelines. At the end of the school year, book inventory/damage will be assessed and all books returned to the Administration for accountability. If a teacher cannot account for a textbook, the cost to replace the book will come out of the principal's curriculum budget.

## **LIBRARY POLICY**

The elementary school library exists to support the school's instructional program, foster a love of reading, and provide equitable access to information and resources for all students. Our school selects literature that cultivates academic excellence, nurtures Christ-like character and supports the spiritual development of each child. Books are chosen for literary merit, age appropriateness, and alignment with our Christian mission and values.

### **Access and Borrowing Privileges**

To promote the love of reading, students may access and borrow books from the school library.

1. All enrolled students may borrow library materials.
2. Students may check out library books according to grade-level guidelines set by the library.
3. Students may not check out a new book if they currently have an overdue library book.
4. There are no fines charged for overdue library materials.

### **Loan Period and Renewals**

1. Library books are loaned for a designated checkout period, usually one week.
2. Students must have the physical book with them to renew it.
3. Renewals are not permitted if another student has placed a request on the book.
4. Students may check out 2 books; 1 book must be at the reading level of the student.

### **Overdue Materials and Notifications**

1. Students are responsible for returning library materials on time.
2. Late book notices will be sent to parents/guardians as follows:
  - a. 1<sup>st</sup> Week Notice - hard copy notice will be sent home with student.
  - b. 2<sup>nd</sup> & 3<sup>rd</sup> Week Notices will be sent home through Gradelink by library staff or designee.

3. If a book is not returned after three weeks, it will be considered lost. Families will be notified of the replacement cost, and it will be billed to their account by the library or administrative staff.

### **Lost or Damaged Materials**

Checking out books from the library is a privilege. Students are expected to care for library materials and return them in good condition. In the event a book is lost or damaged, the following will apply:

1. Parents/guardians will be charged for the replacement cost of any library book that is lost or damaged beyond reasonable wear.
2. Replacement fees will reflect the cost of replacing the item and will be charged through the ProCare account.
3. If a lost book is returned in good condition after payment has been made, a refund may be considered.

### **Collection Development and Expansion**

Library materials are selected to support curriculum needs, reading levels, and student interests. The collection will reflect diverse perspectives, cultures and experiences and be age-appropriate for elementary students. A Library Committee will support the functions of the library in conjunction with Administration and the library staff.

### **Challenge Materials Procedure**

Parents/guardians who have concerns about library materials may submit a formal request for review to administration. A Review Committee will evaluate the material, and a written decision will be communicated to the parents/guardians following the review process. Challenged materials will remain available during the review process unless otherwise determined by administration.

## ATTENDANCE

Prompt and regular attendance is a requirement of all students attending IRCCA. Attending regularly, arriving, and dismissing promptly provides a sense of security and well-being for each child and is conducive to proper development. The expectation of IRCCA is that all students will be in attendance each day of the school year. One of the major indicators of responsibility is the ability to fulfill one's obligations to be punctual and present. Not only is responsibility a character trait that we want to instill in every student, but also our ability to provide excellent academic instruction is dependent on every student being in the classroom on time. IRCCA families must take this commitment seriously and do everything possible to abide by the attendance policies. Students who miss more than three consecutive days due to illness will be required to submit written documentation from health professionals.

### Partial Attendance

A student must attend a minimum of four (4) hours per school day to receive full attendance credit. Students attending less than 4 hours will be marked as partial attendance.

### Excused Absences

Absences will be deemed excused provided the student turns in a written, valid excuse upon returning to school. A written excuse can be provided by either your student's doctor or parent/guardian. Notes must include dates of absences, your student's name, and the return to school date. IRC Christian Academy reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness. Excuses will be accepted for the following reasons:

- Personal illness or injury
- Serious illness or death in a family
- Medical or dental appointments that cannot be scheduled outside of school hours
- Court-related appearances
- Therapy appointments
- Pre-arranged absences that have been approved by IRCCA administration

## **Unexcused Absences**

Absences will be deemed unexcused when they occur for non-legitimate reasons, such as oversleeping, sleeping late, staying home to complete schoolwork, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Students are permitted up to 9 unexcused absences per semester. Students are not permitted to make up work, projects or tests that are due on the day of an unexcused absence. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one semester, the student may not receive credit for the semester. Any student with more than 10 unexcused absences per semester may be retained in their current grade.

## **Long-Term Absences**

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis by the administration.

## **Pre-arranged Absence/Vacation**

When parents sincerely believe that an absence is necessary, they should complete an absence/vacation form located on the IRCCA website under parent resources or obtain a form at the school office. Please keep in mind the following:

1. A complete pre-arranged absence form is to be signed by a parent/guardian and submitted to the principal, a minimum of one week prior to the absence.  
*Failure to notify accordingly will result in the billing of normal tuition fees.*
2. It is the student's/parent's responsibility to gather assignments that will be missed during the period of absence. One day is given for each day missed to complete assignments.
3. Projects/long-term assignments with a due date that fall during the pre-arranged absence must be turned in prior to the absence to receive credit.

## **Attendance Probation**

Students will be placed on attendance probation if, in any 9-week grading period, they have 9 or more absences and have grades lower than 70% for any subject. A conference will be scheduled with the student, parent(s)/guardian, and the principal. The purpose of the conference will be to review the reasons for the students' poor attendance and to outline strategies for improvement. An Attendance Probation Contract will be issued at the conference. Students and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions. For students with 9 absences and without any grades lower than a 70% will receive a warning letter.

## **Responsibilities**

Parent(s)/guardian, teachers and principal are responsible for several aspects of the probation program. To help the student to become more successful, parent(s)/guardian, teacher(s), and administration will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

### **Parent(s)/guardian Responsibilities:**

Parent(s)/guardian must make every effort to:

1. Have student (s) here every day and on time.
2. Provide a pre-arranged absence form for days when the student is not in school.
3. Maintain close communication with school staff regarding student's health absences.
4. Attend any attendance review meetings with administration.
5. Contact the office if there are any questions.

### **Teacher Responsibilities:**

The teacher must make every effort to:

1. Communicate with Administration when two or more absences have occurred in a 9-week period.
2. Communicate with Administration when four or more tardies have occurred in a 9-week period.

### **Administration Responsibilities:**

Administration must make every effort to:

1. Provide communication between all the participants in the probation program.
2. Coordinate attendance review meetings with parents and administration.

### **Probation Outcome**

Students who have achieved on time attendance for the following grading period will be released from attendance probation. In cases of students who fail to meet the goals of the attendance probation contract, administration will determine if the student(s) will be released from attendance probation. In cases of students who fail to meet the goals of the attendance probation contract, administration will determine if the student(s) will be retained in their current grade, or to continue with the contract goals whether IRCCA is the best educational setting for the student(s). If a student is placed on attendance probation two times during the academic year, the student may be retained in the grade or withdrawn from IRCCA.

## **TARDY POLICY**

Students are expected to be at school, settled and prepared for class by 8:00 a.m. promptly. The classroom will be open at 7:45 a.m. each morning, Monday through Friday, to allow time for the students to prepare for the day. Students who are not in class at 8:00 a.m. are tardy. Families arriving late should go to the IRCCA front office to sign in. Student(s) will be given a tardy slip to present to their teacher. Students who go to class without a tardy slip will be directed back to the office to obtain one.

Additionally, a strict bus schedule is followed for field trips. If your student does not arrive on time, they may miss the bus for the field trip. In this case you would be responsible for alternate care for the day. Unfortunately, as field trips are planned in advance, there will be no refunds for any fees associated with the field trip due to missing the bus.

### **Unexcused Tardies**

Most tardies are unexcused. Tardies will not be excused for traffic, avoidable circumstances, oversleeping, or notes with no reason given for the tardy. After five (5) unexcused tardies in a 9-week period, a \$10 fee will be assessed, per child, for each tardy that follows.

### **Excused Tardies**

A tardy may be excused for the following reasons only:

1. Returning from a medical appointment with a doctor's note
2. Involvement in a car accident
3. Illness related to a medical condition on file (physician's note required)
4. Pre-established therapy appointments

## HEALTH RELATED POLICY

Students may not attend IRCCA with a fever or if exhibiting signs of a communicable disease or illness. This helps protect all students and staff from being unnecessarily exposed. If your child becomes ill with a communicable disease, contact your doctor to determine proper care and then notify the school office.

Children with the following symptoms should remain at home and **NOT** be brought to school:

- Fever of 100 degrees or higher
- Respiratory or breathing difficulties
- Vomiting or nausea
- Diarrhea
- Unexplained rash – other than heat rash
- Sore throat
- Impetigo or open sores
- Child is unusually irritable
- Child is complaining of a headache, stomachache or earache
- Is pale or flushed

Children exhibiting symptoms after arrival will be taken to the office until a parent can pick them up. Once contacted, parents have 1 hour to pick up their sick child. There will be a charge of \$5.00 for every 15 minutes after that hour. Re-admittance to IRCCA for the above symptoms will be permitted when the student is symptom free and has been home for 24 hours after the time of pick-up. The student may be re-admitted with a doctor's written permission, stating the student is no longer contagious.

Re-admittance to IRC Christian Academy will be permitted as follows:

- Chicken Pox – all lesions are dry and crusted
- Impetigo – 24 hours after medication administration
- Conjunctivitis (pink eye) – 24 after medication administration
- Lice – follow medical treatment – head must be free of lice/eggs (100% nit free). Director must check/approve the return of student. Three consecutive months of lice infestation could jeopardize enrollment IRCCA.

- Hepatitis – Doctor's statement required
- Strep Throat – 24 hours after medication administration
- Pertussis (whooping cough) – 5 days after antibiotic administration
- Mumps – 9 days after onset of gland swelling
- Hand, foot, mouth disease (Coxsackie virus) – 24 hours after symptom free (The student must stay home during the acute phase/stage of illness while fever or lesions are present. Lesions or rash must be completely scabbed over and dry before returning to class).
- Ring Worm – 24 hours after medication is administered and area must be covered.

### **Medical Emergency**

In case of an accident or emergency, we will attempt to notify the designated parent/guardian immediately. If she/he cannot be reached, we will continue down the list indicated on the emergency information section of your registration packet. If we believe emergency treatment is necessary, we will call 911 for the child to be taken to the nearest emergency facility.

### **Medication**

A medication form must be completed for a student needing medication. Anything required for the dispensing of the medication, i.e., spoon, should be provided and labeled appropriately. We will not administer any over-the-counter medicine unless prescribed by a doctor. If your student has a need to receive over the counter medicine, please get a doctor's note stating the frequency and dosage to administer. All medicine should be in the original container with written instructions and will be administered by the director, assistant director or trained designee. Morning and evening doses are the responsibility of the parent.

IRCCA will administer sunscreen, insect repellent, calamine lotion or Benadryl gel/lotion for bug bites if provided by the parent and the form is completed. The student's full name must be written on any medication or other items.

If your student receives breathing treatment and/or uses an inhaler, please provide a doctor's note and instructions for breathing machine to the front office.

## INCLEMENT WEATHER POLICY

In the event of severe weather conditions or other local or national disaster, IRCCA typically follows the Brevard County Public School Board and/or Eastern Florida State College regarding openings and closings announced on local television, radio or social media outlets. IRCCA reserves the right to make changes from the decisions of Brevard County School Board as necessary.

**If a severe weather/disaster announcement occurs during the school/summer day and Brevard County School Board/Eastern Florida State College announces school closures, you must pick up your child immediately.** If weather conditions become severe during the day you may also be called to pick up your child.

Severe conditions could include but are not limited to hurricanes, tropical storms, tornados, fires or other local or national disasters.

IRCCA will re-open when the Brevard County School Board/Eastern Florida State College re-opens. If IRCCA is able to open earlier, we will contact our families.

## **FINANCES**

### **Tuition**

There is an annual tuition for each student at IRCCA which is conveniently broken down into monthly payments for our parents. This tuition is due on the first Monday of the month. Reductions in tuition will not be made for absences, illnesses, vacation, holidays or inclement weather. IRCCA reserves the right to adjust payment day due to a holiday or unforeseen closures.

IRCCA tuition, registration and additional fee payments will be collected through Tuition Express. This is an automatic draft program which allows payments to be collected electronically. Parents complete the Tuition Express enrollment form at registration and payments will be processed weekly on the first Monday of the month. The services provided depend on consistent weekly payments. Parents are encouraged to register online to gain access, view accounts and track payments that have been processed. See registration and billing in the front office.

### **Fees and Refund Policies**

A tuition and registration fee schedule are available in the front office. A non-refundable, one-time application fee and an annual non-refundable registration fee is required at the time of enrollment. All fees must be paid in full by the end of the year to release final report cards and records of each student. The custodial parent who signs the student up for attendance at IRCCA is the financially responsible partner for the student. If the parent has an agreement with the other parent for tuition payments, we will gladly accept payments from the other party. However, any unpaid balances will be the sole responsibility of the enrolling parent. Scholarship recipients are responsible for any fees NOT covered by the scholarship or if funds are exhausted at the time of billing. Tuition is not billed the week following Christmas when IRCCA is closed.

In instances, where a student does not have lunch and IRCCA provides one, a fee will be automatically billed to the family account. Admissions testing, technology and field trip fees are non-refundable.

### **Late Payment/Declined Account Fee**

Tuition paid after the close of business on Mondays will incur a late payment fee of \$10.00 for each week payment is not made. If payment is not paid within two weeks, your student may be removed from the program until such time as payment is paid in full. These fees will be automatically billed to the family account.

There is a \$25.00 NSF (Not Sufficient Funds) for payments declined by bank or credit card companies.

## **Withdrawal Policy**

IRCCA is a non-profit organization that organizes its yearly budget upon the students who committed to IRCCA educational services each school year. Therefore, early withdrawal of a student will result in payment of the remainder of the semester or \$250.00 (whichever is greater). Semester one is considered the first and second nine-week grading periods. Semester two is considered the third- and fourth-week grading periods. Should a parent/guardian wish to withdraw their student, they must give a minimum of two weeks' notice of withdrawal. Until payment is remitted all grades and records will be withheld. An exit interview is required with administration at which time formal withdrawal paperwork is signed. Withdrawal is not considered finalized until the above procedures have taken place.

## **Step-up for Students**

Step-Up For Students supports Florida students and families in building a stronger future through personalized education. Our scholarships open doors with private school tuition assistance; help cover the cost of traveling to a different public school and more through an education savings account.

### Private School Scholarships

Scholarships vary by county and grade. Once awarded a scholarship, work with IRCCA to enroll your student through Step Up for Students. You will be notified when it is time to log into your account to approve scholarship funds to be issued directly to your school electronically.

The scholarship awards will first pay for tuition and fees at eligible private schools. The remaining funds can be accessed through an education savings account (ESA) and used to pay for:

- Instructional material
- Curriculum
- Tuition for full-time or part-time education at an eligible post-secondary educational institution or approved apprenticeship program
- Fees for nationally standardized norm-referenced tests and other assessments
- Contracted services provided by a public school or school district.
- An approved online course
- Tuition as a private pay student at Florida Virtual School,
- Fees for a "Choice Navigator," which is an optional service provider intended to help guide parents through the myriads of choices that will become available to them through their ESA.

### Eligibility

Scholarships will be available to all students, regardless of household income, who are residents of Florida and eligible to enroll in a K-12 public school. Priority will be given to families whose household income is 400% of poverty or below as outlined in the income guidelines or who meet the following criteria:

- Renewing students of the Florida Tax Credit Scholarship and/or Family Empowerment Scholarship
- Children in foster care or out-of-home care
- Homeless children

<https://www.stepupforstudents.org>

## **COMMUNICATION**

### **Procure and Gradelink**

Procure and Gradelink are our online communication platforms that are used to communicate between parents/guardians and the school. Families will need to download the apps and turn on notifications. Expect electronic alerts to come via Procure (financial information; scholarships and billing) and Gradelink regarding incidents and accidents, events, special notices, school emergencies, etc. This is the main avenue for communication with parents/guardians. It is recommended that both parents/guardians provide an email for communication purposes. Parents are responsible for checking Gradelink weekly to stay abreast of their child's progress, assignments, and school communications.

### **Teacher Communication**

We value open and consistent communication between families and teachers and encourage parents/guardians to reach out with questions, concerns, or information regarding their child. The first line of communication for families is with their student(s)' teacher(s). Daily communication occurs through the student binders. Students will write down homework assignments, teachers can make behavioral notes, or other items that may need to be addressed before the next school day. Weekly communication occurs via classroom newsletters created by the teacher and sent home in the folders. Teachers will reach out about individual concerns via phone, email or notes.

To protect instructional time and ensure that students receive the teacher's full attention, teachers cannot be interrupted during instructional time for phone calls, conferences, or unscheduled visits. Teachers are unable to meet without an appointment. For safety reasons, please do not address concerns in the car line or at drop-off/dismissal as teachers must focus on the safety of the students.

If you need to speak with your child's teacher, we ask that you email the teacher with a brief message and a phone number where you can be reached. The teacher will return your call as soon as possible during an appropriate non-instructional time, such as planning period, before school, or at the end of the school day. Please understand that teachers may not be able to respond immediately, as their first responsibility during the school day is providing instruction and supervision to students. We appreciate your patience and partnership as we work together to support your child.

## **Parent(s)/Guardian Communication**

Accurate information for our records is important for the safety of your student and the ability to share important information with you regarding your child and the school. It is most important that parents notify the school immediately of any change in address, telephone number, emergency contacts, pick-up, etc.

During meetings with faculty/staff, if the parent's tone becomes insulting or abusive the meeting will end immediately, and it will be necessary for any future meetings to be in the presence of the principal. We're on the same team- your students. All communications should be handled in a professional manner.

## **DISCIPLINE POLICY**

Our discipline goal is to guide students to understand their boundaries and the proper way to handle problems they may encounter. In helping students develop this inner discipline, we will set reasonable limits with logical consequences. We strive to be positive role models for the students. The health and safety of ALL students is a top priority. A student who displays unacceptable behavior that affects the wellbeing of another student will be removed from the classroom and taken to the program office. At this time, if necessary, a parent/teacher conference and/or a conference with parents, teachers and the principal may occur.

Any action or decision regarding unacceptable behavior or violence will be made at the discretion of the principal. If deemed necessary, disciplinary action may result in suspension or expulsion from IRCCA.

If a student purposely damages IRCCA or Indian River Church property, the parent is liable for damages incurred.

No staff or parent will administer corporal punishment while your student is on school property or during participation of IRCCA activities. Please remember that changes at home may affect your students' performance at school. Please notify your student's teacher of changes or experiences that may impact on your student at school. This will be kept in strict confidence.

The kind and amount of discipline will be determined by the teachers, and if necessary, the principal. The discipline will be administered considering the student's behavior and attitude. All discipline will be based on biblical principles (example: restitution, apologies in private), consequences for actions, restoration of fellowship, no lingering attitudes, etc. Teachers and the principals will seek to address the heart of the students as corrective discipline is administered. Most discipline problems are dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of the student.

### **Office Visits**

If a student's behavior becomes repetitively disruptive to classroom learning or to the school environment, the student could be sent to the principal for further discipline. The principal will handle discipline on a case-by-case basis. Parents will be notified by a teacher if the student is causing repeated disruptions of any kind to the learning environment. If a student is sent to the principal, parents will be notified as well, and they will be included in resolving the situation. Repetitive office visits for behavioral problems will necessitate a parent conference with administration and faculty related to the situation.

## **Suspension**

A student will be a candidate for suspension if behavioral problems cannot be eliminated after two parent conferences with administration and faculty related to the situation. Suspension could be 1-5 days, and all decisions are made on a case-by-case basis. All classwork, homework, tests and project grades due on suspended dates will be counted as zeros.

## **Expulsion**

IRCCA realizes that expelling a student from school is very serious and should always be a matter of last resort in the event a situation with the child was unable to be satisfactorily resolved. Any expulsion will be handled on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student not be able to eliminate behavioral problems after one or more suspension periods, the student could be a candidate for expulsion.

## **Serious Misconduct**

If a student commits an act with such serious consequences that the principal deems it necessary, the office visit process may be bypassed, and suspension or expulsion may be imposed immediately. Examples of such serious misconduct would be acts of endangering the lives or safety of other students or staff members, gross violence/vandalism to the school facilities, or clear violations of civil law. Students may be subject to school discipline for serious misconduct which might occur off campus and/or after school hours.

## **Re-admittance**

Should the expelled student desire to be re-admitted to IRCCA later, the administration will decide based on the student's attitude and circumstances at the time of re-application.

## **Removal of student from IRC Christian Academy**

IRCCA makes every effort to work with a family to ensure the success of a student in our program; however, we reserve the right to immediately remove, suspend, or expel a student from the school for financial, behavioral, or other issues we are unable to resolve.

## BULLYING POLICY

Christ commands us to love one another, "A new command I give you: Love one another. As I have loved you, so you must love one another." – John 13:34 NIV.

Bullying is **not** tolerated at IRCCA. If an issue arises, parents are expected to work closely with the teachers, staff, and principal to develop a plan that supports the philosophy of the academy. If a resolution is not reached, IRCCA reserves the right to discontinue services to the parties involved. Bullying is defined as conduct which subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may involve gang or individual behavior hazing, threats, cyber bullying, and violence. Bullying may also involve intentionally excluding others from activities or targeting them for negative behavior from other students. Incidents of bullying will follow the discipline policy consequences.

## **GENERAL SCHOOL INFORMATION**

### **School Hours**

Monday through Friday, the school day for IRCCA starts at 8:00 a.m. and ends at 2:30 p.m. Prompt arrival is very important. The school opens at 7:30 a.m. each morning to allow the student time to settle in before starting their class time at 8:00 a.m. Students are expected to be in their seats and ready to start the school day at 8:00 AM.

### **Holidays and Other Closings**

IRCCA typically follows the Brevard County Public School system calendar. See IRCCA website for specific dates and details.

### **Admission Policy**

IRCCA is open to all children regardless of race, color, sex, religion or national origin. All children will receive the full benefit of our programs and will be treated with dignity and respect.

### **School Board**

IRCCA School/The Kids' Place Board is comprised of both parents and representatives of church leadership of Indian River Church. The purpose of the board is to set policies and procedures for the fulfillment of the mission of the school, to vision plan and to enable the principal to carry out the day-to-day operations of the school.

### **Class Size**

The target class size for IRCCA is 13-18 students.

### **Property**

IRCCA provides many tools for students to excel in the learning environment including, but not limited to, textbooks, laptop computers, library books, and musical instruments. Students and parents are responsible for the care of these items and maintaining them in good condition. Parents are responsible for the loss or damage to these loaned items and will be assessed the replacement cost to the student's account.

### **Solicitation**

IRCCA does not promote events with which the school is not directly partnered. Agencies or groups wishing to distribute information through IRCCA must have administrative approval.

## **Lunches**

Students should bring a nutritious lunch each school day. Lunches should be in a labeled lunch box. We do not refrigerate or heat up lunches. No glass containers are permitted. Field trip lunches should be in a labeled ziplock bag and fully disposable.

## **Birthdays**

Birthdays are special and may be celebrated during lunchtime only. Please speak to your student's teacher to schedule a time to celebrate your student's birthday. Cupcakes and cookies are allowed and must be enough for the entire class. No homemade food, balloons, flowers, candles, etc. are allowed. Additionally, please do not pass out party invitations at school unless everyone in the class is invited.

## **Personal Items**

To prevent lost or broken toys, please refrain from sending toys, headphones, games, phones, iPods, etc. to school from home. IRCCA will not be responsible for lost or broken toys or items brought from home.

## **Parent(s)/Guardian Participation**

We encourage family involvement and will provide opportunities for families to participate in the classroom program. We require parents to check in at the front office before entering a classroom.

## **Volunteers**

IRCCA appreciates the helping hands of our families. The time and resources you contribute benefit every student at IRCCA. There are various school-wide events that cannot happen without your support. Your child's teacher may also provide opportunities for you to volunteer in the classroom at various times throughout the year.

*All volunteers must complete a background screen.* Any volunteers will need to check in at the front desk prior to going to the classroom or event. To check in, the adult volunteer must provide a photo ID (driver's license or passport). A volunteer ID Badge will be provided, which must be worn while the volunteer is on sight.

- For the protection of our students, no volunteer is permitted in the student bathrooms or to be left alone with the children. Screened and fingerprinted volunteers, approved by administration, may work one-on-one with students as needed.
- While volunteering, all discipline and direction of the class will be handled and led by IRCCA staff.

- Any food served must be addressed by the teaching staff.
- Any emergency care will be administered by the school staff.

### **Fundraising/Service Hours**

IRCCA is a non-profit organization; therefore, we depend on fundraisers to provide needed funds for extra items purchased throughout the year. Success relies heavily on parent participation and support.

Parents/guardians have committed upon registration to complete a minimum of ten (10) service hours per student or twenty (20) hours with 2 or more children for each school year. For example, volunteering at the Pumpkin Patch, Christmas parade, The Gala, IRC Pork of July, or as homeroom parents. You may contact your student's teacher or the school office for additional opportunities.

For a family that registers after January of the school year, 5 service hours must be completed. For families registering after March, they are not required to complete service hours for that school year.

Parents are to complete a Service Hour Tracking Form and submit it to the front office no later than April 15<sup>th</sup> of the school year. The form is available on the website and in the school office. Parents who have not completed 10 hours per student or fail to submit the tracking form will automatically be assessed \$15 per hour per volunteer hour not met.

### **Parent Teacher Organization (PTO)**

The Parent Teacher Organization (PTO) provides an opportunity to support our school through volunteering to help with events, activities, teacher needs and fundraising.

## DRESS CODE POLICY

Students must follow the dress code below:

### Uniforms

IRCCA uniform shirts (embroidered polo & activity shirts) must be purchased at <https://dotsembroidery.chipply.com/IRCCA/>. Uniform bottoms may be purchased from one of the approved vendors and should be made of twill, chino, pique polo or performance; approved bottom colors include tan and navy blue.

### Shirts

1. Students must wear IRCCA logo embroidered polo shirts.
2. Long sleeves may be worn under school approved tops if they are in solid gray, navy or white.
3. School T-shirts may be worn on designated days. (i.e., Field Trips, Physical Education).
4. All shirts must have sleeves.

### Pants/Shorts/Skirts/Dresses/Jumpers

1. Students must wear IRCCA uniforms.
2. Skirts, skorts, shorts, dresses, jumpers, and pants must be properly fastened with no tears.
3. Girls must wear (gray, navy, white or khaki) appropriate shorts, tights or leggings underneath skirts, dresses, or jumpers. Leggings and knit pants may not be worn without uniform skirts, dresses, jumpers or skorts.
4. Hemlines for dresses, jumpers, skorts, shorts, and skirts must be no shorter than mid-thigh. Mid-thigh is where your longest finger touches fabric when standing with hands by your sides.
5. Students may not wear bike pants, leotards, sweatpants, jeans or athletic wear. All students must wear uniform bottoms.

## **Outerwear**

1. Sweaters, sweatshirts, and pullovers (hooded or zip-up) must be in solid school colors (navy, gray, white and khaki). School logo is not required.
2. Outerwear that is not in school colors must be removed upon entering the classroom.
3. Please write your child's name inside jackets, sweaters, and sweatshirts

## **Shoes**

1. Shoes must have closed toes and fit securely on the foot. Sneakers are the best shoes for school.
2. Shoes with electronics, wheels, and other irregular accessories are not to be worn to school.
3. Crocs, jellies, water shoes, flip-flops, cleats, and heels are not permitted.

## **Hair**

1. Only natural hair colors are permitted on campus during the school year. Dying hair bright colors are prohibited.
2. Hair should be kept off the face.
3. Accessories are permitted but must not be bulky in nature and should support the overall school appearance.
4. Hats, bandanas, scarves, and beanies are not permitted.

## **Other**

1. Girls may wear stud earrings. No other body piercings may be visible at school or school functions.
2. Boys will refrain from earrings at school or school functions. No other body piercings may be visible at school or school functions.
3. Artificial nails are not permitted.

All students in every grade are expected to always be in uniform. Students must dress in gender-appropriate attire.

## **PE Days**

Students are to wear physical education (PE) uniforms on Fridays. PE uniforms include the IRCCA t-shirt and gym shorts, which must be purchased from Dots.

## **Special Activity Days**

Dress for all special activity days must adhere to IRCCA dress code, i.e., shirts must have sleeves, no torn clothing, appropriate shoes, etc.

## **Uniform Noncompliance**

If a child is not in uniform compliance a parent will be notified to bring a change of clothes within 1 hour. After three (3) incidents, a \$10 fee will be charged to the student's account for each subsequent occurrence.

For questions regarding dress code policy, please contact the school office.

## ARRIVAL/PICK-UP PROCEDURES

**NO CELL PHONES WHILE CAR LINE IS MOVING. THANK YOU.**

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and around the parking areas. All parents are expected to follow the traffic flow patterns as shown on the IRCCA map. Directional signage on campus and/or the direction of IRCCA staff.

To ease congestion, maximize traffic flow and minimize the risk of injury, IRCCA requires that students, parents and visitors always follow these guidelines and courtesies:

- Drop off/pick-up locations are marked on the IRCCA map
- Please hang your student(s)' car loop placard from the rear-view mirror or on the passenger-side dash of your car. Each family will be provided with two placards per student. Additional placards may be purchased for \$2.00 each.
- Children must exit and enter from the passenger side only.
- Please do not line up for pick up/dismissal until after 2:00 p.m.
- Follow directions given by IRCCA staff.
- Cars must line up and move in an orderly fashion in the carpool line.
- No one may pass other cars in the carpool line, unless directed to do so.
- Never leave your vehicle unattended in the carpool line. If you must leave your vehicle, park in one of the designated parking spaces.

IRCCA drop off/car line opens at 7:30 a.m. Car line closes at 7:50 a.m. Students arriving after 7:50 a.m., must go to the TKP (Wesley Hall) office. If arriving after 8:00 a.m., tardy students must be dropped off and signed in at the IRCCA office.

After five (5) unexcused tardies in a 9-week period, a \$10 fee will be assessed, per child, for each tardy that follows.

IRCCA dismissal is 2:30 p.m. If students are not picked up by 2:45 p.m., the student will be sent to our after-school care program at The Kids' Place. A \$30 non-refundable registration fee will apply, as well as a rate of \$20 per day.

## Release Procedure

Parents must keep an up-to-date list of adults allowed to pick up their students from our school. If your student(s) is not going home with his or her usual car rider pick up, please send a note to the office no later than the morning of the change. All people picking up student(s) that are unfamiliar to staff will be asked for a photo ID. We cannot accept verbal messages from students. We will not allow a child to leave school with anyone unless we have written permission from a parent or verbal permission with a student password. IRCCA has no legal recourse to keep a parent from picking up their child unless we have a copy of the legal custody agreement on file. We love and support all parents and respect each family's privacy. We ask that our staff not be placed in uncomfortable situations due to domestic issues.

No child will be released to a parent/guardian appearing to be under the influence of alcohol.

## Early Sign Out

For the safety of our students, we strongly suggest you take advantage of our car line. If you need to pick up your child prior to the designated pick-up times you will need to:

- Park in the designated parking spaces
- Come inside the IRCCA office to sign them out
- Students must be checked out PRIOR to 2:00 p.m. After the 30-minute time frame, students will be released at the normal dismissal time of 2:30 p.m.

**Note:** Although early check-out is sometimes needed for appointments or family circumstances, please remember teaching extends to the end of the school day. If you choose to check out your child early, they will miss learning opportunities. Please use discretion when checking your student out early. Please schedule appointments after the school day when possible.

## FIELD TRIP GUIDELINES

Field trips are an important part of the educational program at IRCCA . All trips are carefully planned to give students educationally enriching experiences that are not available in the confines of the classroom. Field trip fees are paid in advance, are non-refundable, and are not included in tuition fees. Absences from field trips, except for illness or family emergencies, will be considered an unexcused absence. All students are expected to follow the school dress code for all field trips unless the trip involves a destination where other clothes would be more appropriate. In this case, clothing should follow the school dress code guidelines regarding fit and length.

Siblings of students may not attend field trips.

Field trips depart **on time**, and a strict bus schedule is followed. If your student does not arrive on time, they may miss the bus for a field trip. In this case, the parent is responsible for alternate care for the day.

### Field Trip Chaperone Guidelines

To help ensure the safety of our students and the success of their service, we ask our volunteers and chaperones to comply with the following guidelines:

1. All parent/adult chaperones that may be responsible for children other than their own, will be required to have a background check at their expense. Information regarding background checks is available in the school office.
2. Please realize that you are representing the school and upholding its policies. All adults (from employees to volunteers) who are serving on behalf of the school must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes and dress and by refraining from the use of tobacco, vape and alcohol while chaperoning/volunteering.
3. Only children enrolled in the class or activity may go on field trips or other school sponsored trips unless otherwise indicated. Siblings should be left at home so that chaperones may devote all their attention to the students under their care.
4. Please remember if you volunteer to chaperone, you may be assigned to oversee a group of students; and each student needs your attention and your supervision. Two chaperones must be assigned to each group.

5. Please refrain from buying special treats for the students in your group unless all students receive a treat. Students may have food allergies that you are unaware of.
6. Each trip may have its own expectations and requirements for chaperones. While we are extremely grateful to all those who volunteer to chaperone, sometimes we may have too many volunteers, which can decrease the value of the trip for the students. Please understand that if this occurs, the teachers/administration must set limits on the number of chaperones that may go on the field trip.

### **Field Trip Transportation**

For most field trip events, IRCCA provides bus transportation for the activity. However, if school-based transportation is not provided, the parents must drive their students. Parents who are driving are required to meet at IRCCA to check in and depart together. Parents may only drive their students and are responsible for their own parking fees, if any are accrued. No student shall be transported in an employee's personal vehicle at any time.

### **Field Trip Lunches**

Students should bring a nutritious lunch for the field trip. Lunches should be in a labeled ziplock bags and be fully disposable. We do not refrigerate or heat up lunches. No glass containers are permitted.

## **SOCIAL MEDIA POLICY**

As an organization with a commitment to quality education and the safety of our students, as well as preservation of our outstanding reputation as a school, the standards for appropriate online communication at IRCCA are necessarily high. While we respect the right of students, employees, alumni and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in social media. Parents and students are prohibited from creating social media accounts and/or pages using the IRCCA name or logo. Accounts and/or pages are created solely by the administration and staff of our school.

The school expects parents to be responsible for monitoring all their child's social media sites. IRCCA employs a strict policy against the defamation, libel or slander of school personnel, students, or the school in general. Attacks on another student or staff members' character will not be tolerated. Likewise, false and damaging statements about the school will not be allowed. It is important for both students and parents to understand that if a student makes the decision to print or receive material on a web page that defames, the institution or the integrity of one of its stakeholders, that student has not only decided to break school policy, but also slander laws and will to answer to administration.

We understand parents like to create groups for positive discussion and reminders about important dates, events, and schoolwork being assigned concerning IRCCA. While those are very productive, social media sites often foster debate of an issue and become a location where many parents can suddenly decide to post negative issues with the school or the staff members of the school. If there is conflict with a staff member being put on social media, it is the request of the school that those matters are handled in a biblical manner as given to us by Jesus Christ in Matthew 18:15-18 and not through a social media outlet. The parents will be called in for a meeting with the Administrator should this occur whether on a IRCCA sponsored page, a group page created by IRCCA parents, or an individual's social media page.

The creation of pseudo (or fake) accounts that mimic school staff is strictly forbidden. The creators of such a fake account will be held in violation of school policy and will be considered for expulsion. Furthermore, all forms of harassment in cyberspace are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, pictures and videos.

Community members who feel that they have been the victim of such misuse of technology should print a copy of the material and immediately report the incident to

administration. Students whose parents allow them to participate in social internet sites are expected to maintain personal integrity at all times.

Personal integrity can be defined as, but not limited to, the following:

1. No slandering or rumor spreading,
2. No use of profane or sexually explicit language, photos, icons, or video clips.
3. Their submission does not reflect poorly upon the school.

Faculty and administration will not police sites for these guidelines; however, if such information is brought to the school's attention, then the offense will be appropriately handled. It is possible that the student may have to discontinue his/her website in order to maintain enrollment,

Students are not allowed to enter social internet websites while using computers at school. IRCCA does have firewalls set to block the major social internet sites. Unfortunately, there are hundreds of websites that have been created that allow anyone to bypass the firewall blocks set in place. Students who intentionally use one of the sites to bypass a firewall will lose computer privileges at IRCCA. The consequences for any type of internet offence on or off campus could result in a parent conference, loss of computer privileges at school, suspension or expulsion.

Comments to our school-sponsored sites, such as its social media sites, are welcomed and encouraged, as well as sharing the wonderful things that occur at our school. To promote respectful discussion within the format of social media outlets, we request that you be courteous, productive, and avoid comments that are profane, obscene, offensive sexually explicit, inappropriate, inflammatory, or otherwise objectionable.

For the privacy of users and their families, please assume that all posting to IRCCA sponsored sites will be publicly available on the internet, and therefore, publicly accessible without limitation or protection of any kind. Please consider how much personal information to share with the understanding that this information may be linked to your name and published on the internet. By posting a comment or other material to IRCCA sponsored sites as outlined above, user to give IRCCA the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to, displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission.

IRCCA further reserves the right to reject or remove comments for any reason from any school-sponsored site. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this policy as

needed to address issues that may arise and make changes in our operations or the law. In posting material on IRCCA sites, you agree not to:

1. Post material that IRCCA determines is threatening, harassing, illegal, obscene, defamatory, slanderous or hostile towards any individual or entity.
2. Post phone numbers, email addresses, or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of IRCCA or any individual or entity, including privacy, intellectual property, or publication rights.
4. Post material that promotes or advertises a commercial product or solicits business, membership, or financial or other support in any business, group or organization, except those which are officially sponsored by IRCCA.
5. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the IRCCA sponsored site.
6. Allow any other individual or entity to use your identification for posting or viewing comments.

If it is determined whether a parent or student has broken these agreements, IRCCA reserves the right to do any or all of the following on the IRCCA sponsored websites:

1. Ban future posts from people who violate this policy.
2. Remove or edit comments at any time, whether or not they violate the policy.

The user agrees to indemnify and hold harmless IRCCA, its affiliates, directors, employees, successors, and assigns against any damages, losses, liabilities, judgements, cause of action, costs, or expenses (including reasonable attorney's fees and costs) arising out of any claim by a third party relating to any material user has posted on IRCCA sponsored sites. By posting a comment or material of any kind on an IRCCA sponsored site the user hereby agrees to the policy set forth above.

# TECHNOLOGY POLICY

## Cell Phones

Students are allowed to carry cell phones to school; however, they must be stored in backpacks during school hours, and they must be turned off or on silence mode. Phones may not be used to talk, text, record, take pictures and/or play games during school, including recess or lunch. If a student violates the cell phone policy, the following consequences will occur:

- 1<sup>st</sup> Infraction: Cell phone taken away and returned at the end of the school day.
- 2<sup>nd</sup> Infraction: Cell phone taken and locked in office until parent can come to school to retrieve it.
- 3<sup>rd</sup> Infraction: Students will not be allowed to bring a cell phone to school until a parent conference with the principal is held.

## Smart Watches

The use of smart watches is not permitted in school by students due to risks of loss and damage and of misuse in the same way as cell phones.

## Technology Use

The use of technology tools allows teachers to expand instructional methods and enhance instructional delivery, enrich student performance, and increase student engagement. Internet access is available to all students and teachers, offering a wide variety of educational opportunities. Students will be educated throughout the school year on appropriate online behaviors including how to properly access materials and how to interact with others accordingly.

### Students may:

- Access appropriate approved educational websites via the Internet
- Access digital assignments and classwork at school
- Access Accelerated Reader (AR) quizzes
- Access and interact with other classmates

### **Students may NOT:**

- Share computer account IDs and passwords except when authorized
- Create, copy, receive or use data, language, or graphics that are obscene, abusive or otherwise inappropriate at school
- Access, change or delete computer programs, data files or electronic mail without expressed permission
- Violate or attempt to violate the security of the computer/network systems
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems
- Make unauthorized or unlawful installation of personal computer software on the school's computers or computer networks, including but not limited to, games, virus programs and applications software
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way

### **Consequences**

Should a student be found to have violated these terms, or to have utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions will be handled individually, and the application of consequences will be determined by the teacher and/or school administration. Consequences may include but are not limited to conversations with teacher/administration; conferences with parent(s)/guardian; loss of computer privileges; or reimbursement to IRCCA for materials that are lost or damaged.

## **AFTER SCHOOL-AGE CARE PROGRAM**

The Kids' Place offers a before and after-school program that begins at 6:30 a.m. and ends at 5:30 p.m. Many activities that determine your child's day are explained to the children first thing in the morning.

### **Pick-up Time**

If your child is enrolled in aftercare and you need to change the pick-up of your child from school, you must call the Before & After School Care office at (321) 267-7308 extension 4, to inform staff of the change. This is very important, as we are very careful to assure every child from the school-Age Care program is checked into our after school care program.

The After-School Age Care Program closes **promptly** at 5:30 p.m. A late fee will be charged after this time. Late fees are \$10, per child, for every five (5) minutes or part of five (5) minutes past dismissal. This policy will be strictly enforced.

### **Authorized Persons**

For the safety of the children, they will be released **only** to persons previously authorized in writing. If a parent is not authorized to pick up, we require a copy of the Legal Custody Agreement. We love and support all parents and respect each family's privacy. We ask that our staff not be placed in uncomfortable situations due to domestic issues.

**No child will be released to a parent/guardian appearing to be under the influence of alcohol.**

For more information on the Before & After School Age Program please contact the School Age Office at 321-267-7308.

## EXPECTATIONS

**We take care of ourselves,  
We take care of each other,  
We take care of our school,  
We take care of our world.**



321-267-7922  
Indian River Church  
1355 Cheney Highway, Titusville, FL 32780  
[www.irchurch.org](http://www.irchurch.org)  
<https://facebook.com>

### **Handbook Disclaimer**

*The IRC Christian Academy Handbook contains policies and other documents pertaining to the rules and regulations of the school. IRC Christian Academy reserves the right to revise any of these documents during the school year. For the current version of these documents, please check them on the school website or with the school office.*