

Elementary School Handbook



LEADERSHIP TEAM

HEAD OF SCHOOL

Jesus Christ

Co-Founders

Benjamin O. Gonzalez, Vivianne M. Gonzalez, Dara M. Guasp

Board of Directors

Vivianne M. Gonzalez, Lutgarda Fernandez-Gonzalez, Dara Guasp, Lorena Medina, Edgar A. Vasquez

FACULTY

Jany Amador: Has currently met and satisfied the requirements for certification in Childcare through the Florida Department of Children and Families. Currently pursuing a B.A. in Elementary Education. She has 7 years of experience.

Vivianne González: Minor in Theology and a B.A. in Elementary Education from Florida Christian College and has 6 years of teaching experience.

Liza Guasp-Davila: B.A. in Secondary Education in Biology from the Inter-American University of Puerto Rico. Holds a dual Certification from the state of Florida: one in Elementary Education grades K-6 and another in Middle Grades Science 5th-9th.

Laila Fermin: B.A. in Business and Administration, a degree in Finance, and a Masters degree in Accounting. This will be her first year teaching.

Tamara Machin: B.A. in Elementary Education from the University of Turabo from Puerto Rico. Masters in Elementary Education from the University of Turabo from Puerto Rico.

Lorena Medina: CDA Credentials from Broward Community College. She has 15 years of teaching experience. She has 15 years of teaching experience.

BLOCK TEACHERS	TEACHER ASSISTANTS	ADMINISTRATIVE ASSISTANTS
Nayta Negrón (P.E) Yazmelis Santos (P.E.)	Raquel Diaz-Amador Miriam De Freitas Mirey Osorio Sarak Weikel	Yanira Arguelles Jasmine Hernandez

TABLE OF CONTENTS

Plan of Salvation	pg. 5
School Calendar	pg. 6-7
Introduction	pg. 8
Organizational Structure of IBCK Educational Center	pg. 9
Foundation of the IBCK Educational Center	pg. 10-11
Statement of Doctrinal Beliefs	pg. 12
Statement of Values and Conduct	pg. 13-17
Non-Discriminatory Policy	pg. 18
Parent Cooperation Policy	pg. 18
Lifestyle Policy	pg. 18
Change to School Policies	pg. 18
Enrollment Process	pg. 19
Financial Procedures	pg. 20-21
Attendance	pg. 22-24
Health and Medical Policy	pg. 25-26
Academics	pg. 27-34
Extra-curricular Activities	pg. 34
Communication	pg. 335-36
Dress Code Policy	pg. 36-37

Chapelpg. 38

Discipline.....pg. 39

Student Behavioral Expectationspg. 40-41

Student Search Policypg. 42

Anti-bullying Policypg. 42

Harassment Policypg. 43

Media and Electronics Policypg. 44

Transportation Policypg. 45

Lunch Policypg. 46-47

Volunteer Informationpg. 48

PLAN OF SALVATION

God loves you! God loved the world so much that he gave his one and only Son so that whoever believes in him may not be lost, but have eternal life. **(John 3:16)**

God has a wonderful plan for your life! I say this because I know what I am planning for you, says the Lord. —I have good plans for you, not plans to hurt you. I will give you hope and a good future. **(Jeremiah 29:11)**

Because of our sin, we are separated from God and His plan for our life. Everyone has sinned and fallen short of God's glorious standard. **(Romans 3:23)**

Our sins lead us to death; the exact opposite of what God offers us life! The payment for sin is death. But God gives us the free gift of life forever in Christ Jesus our Lord. **(Romans 6:23)**

Although we deserved the punishment for our sins, Jesus Christ took our place! He took our suffering upon Himself and felt our pain for us. We saw his suffering and thought God was punishing him. But he was wounded for the wrong *we* did; he was crushed for the evil *we* did. The punishment, which made us well, was given to him, and we are healed because of his wounds. We all have wandered away like sheep; each of us has gone his own way. **(Isaiah 53:4-6)**

By taking our place on the cross, Jesus Christ offers us the free gift of salvation. It is a gift that He wants us to accept. How do you accept this gift?

- 1) Recognize that you are need of forgiveness.
- 2) Confess your sins to God.
- 3) Repent of your sins.
- 4) Believe that Jesus Christ is the Son of God who died and rose again for your sins.
- 5) Pray to God asking Him to forgive you of your sins and asking Him to become Lord of your heart and life.
- 6) Rejoice your salvation and live the rest of your days for Jesus Christ.

2014-2105 SCHOOL CALENDAR

MONTH	DATE	DAY	INFORMATION
August	1 4-8 7 18	Friday Mon-Fri Thursday Monday	First Tuition payment due Teachers Pre-Planning Open House 5:30-6:30 Classes start at 8:00 am
September	1	Monday	Labor Day-No classes, before or after care
October	17 17 21	Friday Friday Wednesday	Last Day of 1 Field Trip to Holy Land from K5 to 12 First Day of 2 Report Cards/Honor Roll-Issued during Chapel. To be signed and returned by Friday.
November	11 26 27-28	Tuesday Wednesday Thurs.-Fri	Veteran's Day-No classes, before or after school care. School is closed. Early Release. School closes at 12:00pm. Thanksgiving Break-No classes, before or after school care. School is closed.
December	19 22- Jan 2	Friday Mon-Fri (2 weeks)	Last day of classes. Early Release School closes at 12:00pm. Christmas Break-No classes, before or after school care. School is closed.
January	5 5 7 19	Monday Monday Wednesday Monday	Resume classes from Christmas Break First 3 Report Cards/Honor Roll-Issued during Chapel. To be signed by Friday. Martin Luther King Day-No Classes, before or after school care. School is closed.

February	16	Monday	President's Day-No Classes, before or after school care. School Closed.
March	3 19 20 23-27 30	Tuesday Thursday Friday Mon-Fri Monday	Re-enrollment window opens. Contact school office for registration. Last Day of 3 First Day of 4 Spring Break-No classes, before or after school care. School is closed. Classes resume.
April	2 13-17 24	Thursday Mon-Fri Friday	Progress Reports-To be signed and returned by Monday. SAT Testing from K5-12 Fun Day
May	25 29 29 30	Monday Friday Friday Saturday	Memorial Day-No classes, before or after school care. School is closed. Last Day of 4 LAST DAY OF CLASSES. Early Release. School closes at 12:00pm ***Have a blessed summer*** K5, 5 th
June	8	Monday	Summer Camp begins

INTRODUCTION

Welcome to the IBCK Educational Center! We are a Christian-centered school. It is our goal to pour into the hearts of every student the love, passion, and care that GOD has instilled in us. We want to partner with parents in investing valuable time in the training up of each child spiritually, emotionally, physically, and academically. In our Parent/Student handbook we have set guidelines, policies, and procedures that will help us achieve our goal. Each guideline, policy, and procedure has been prayerfully and carefully set in place to ensure safety, structure, and security for students and parents. By reading, understanding, and applying these guidelines, policies, and procedures we will have the blessing of having a harmonious partnership that will help us achieve our common goal for our students.

ORGANIZATIONAL STRUCTURE

The IBCK Educational Center is a ministry of the Iglesia Bautista Central de Kissimmee (Central Baptist Church of Kissimmee). The Pastor of church works with the men and women of the School Board to establish the guidelines, policies, and procedures that are to be implemented and adhered to in the school, develops long-term plans for the IBCK Educational Center, and creates more opportunities to better our school and the student's holistic development (body, mind, and spirit). The school board, teachers, and staff carry out the daily operation of the school.

Head of School: God

Board of Directors: Aimee Cruz , Benjamin O. Gonzalez, Lucy Gonzalez-Fernandez, Vivianne M. Gonzalez, Dara M. Guasp, Lorena Medina, Aracelis Pagan, and Pastor Edgar A. Vázquez

Education Team: Martha Maldonado, Dara Guasp, Pastor Edgar A. Vasquez, Benjamin Gonzalez, Melvin Velez, Lorena _____, Andres Becerra, Jose Cruz

Financial Team: Jasmine Hernandez, Araceliz Pagan

Support Staff: Yanira Arguelles

ADMINISTRATIVE PREROGATIVE

The purpose for this handbook is to give the overall guidelines, policies, and procedures that we expect all students and parents to adhere to while being part of the IBCK Educational Center. Although we have this handbook full of guidelines, policies, and procedures to help in the handling of different situations, we know that there will be new situations that may arise that are not covered within the handbook. The school board reserves the right to exercise administrative prerogative in responding to these new situations.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY SITUATIONS OR EVENTS THAT ARE NOT OFFICIALLY SANCTIONED BY THE SCHOOL BOARD.

THE FOUNDATION OF THE IBCK EDUCATIONAL CENTER

Founded: April 2012

First Year of Operation: August 2013

SCHOOL HISTORY

This institution is a vision born in the heart of God which He spoke to the pastor Edgar A. Vasquez. Later, Pastor Vasquez communicated this vision to a group of people who came together to bring it vision into a reality. The IBCK Educational Center is a ministry of Iglesia Bautista Central de Kissimmee (Central Baptist Church of Kissimmee) that offers students the opportunity to receive excellent Christian education that will not only develop them academically, but also spiritually, emotionally, and physically. It was founded April 2013 by the direction and provision of God with the purpose of being a beacon of light within the community and for reaching students and families with the gospel of salvation.

SCHOOL COLORS

The colors that represent our school are: **Gold** (which represents the Glory of God), **Green** (which represents God's anointing over His people), **Red** (which represents the salvation that God gives through His death on the cross), and **Blue** (which represents the freedom we have in God's grace).

SCHOOL MASCOT

Humble Lambs. Throughout the Bible, God uses the lamb to exemplify certain characteristics that His children should possess.

(1) Docile Nature: Sheep are always receiving the guidance of the Shepherd. We must have a teachable spirit. Always looking to God's Word to receive instruction, guidance, and wisdom for every situation and every stage of our developing lives. Psalm 143:10, "Teach me to do what you want, because you are my God. Let your good Spirit lead me on level ground."

(2) Follower's Heart: Sheep always hear and follow the Shepherd's voice no matter where they are or what they are doing. We must always have a heart that is open to hear and follow God's call in our lives no matter where we are or what we are doing. John 10:27, "My sheep listen to my voice; I know them, and they follow me."

(3) Big Appetite: Sheep are always following their Shepherd to find new pastures and good water to feed upon. We must always seek God's Word to feed our spirits with His truth for our lives, in so doing we will find freedom, life, and success. Joshua 1:8, "Always remember what is written in the Book of the Teachings. Study it day and night to be sure to obey everything that is written there. If you do this, you will be wise and successful in everything."

VISION STATEMENT

The vision of the IBCK Educational Center is to be a beacon of light within our community. The mission of our school is to train up each in the ways of the Lord one step at a time and to provide them with excellent, Christ-centered education. Specifically our goals are to:

- 1.** To provide excellent, Christ-centered education that will teach students how to apply Biblical truths to the knowledge that is acquired through their daily subjects.
- 2.** To pour into each child the love, passion, and care that God has poured into us.
- 3.** To encourage students to identify their God-given talents and abilities and to use them in serving the Lord.
- 4.** To help students develop a genuine relationship with God by teaching them who God is and what His word teaches us on a day to day basis.
- 5.** To teach students how to become independent by depending on God's wisdom, guidance, and strength.
- 6.** To equip students to become world changers for God's glory.

MISSION STATEMENT

The IBCK Educational Center is a Christ-centered school whose mission is to train up our students in the ways of the Lord one step at a time. In so doing, we will bring up young men and women who have a solid foundation in Christ, a strong academic foundation, a strong Christ-like character, and the tools to become world changers for God's glory.

STATEMENT OF DOCTRINAL BELIEFS

GOD: We believe that there is only one, true, living God—who created all things and that sustains all that exists. We believe that He is a triune (three functions found in one) God—Father, Son, and Spirit. The function of the Father is that of Creator, the function of the Son is that of Savior, and the function of the Spirit is that of Counselor. We believe that God is the only being worthy to be worshipped and praised. He is the only source of faith, truth, and wisdom. **(Jeremiah 10:10, 1 John 5:7-8, Revelation 4:11)**

JESUS CHRIST: We believe that Jesus is God. He was conceived by the Holy Spirit and born of a virgin. We believe that He lived a life free of sin, performed many miraculous works, suffered and died on a cross as the perfect sacrifice for our sins, was buried, and physically resurrected on the third day. We believe that He ascended into heaven and is seated at the right hand of the Father, and that He will return to gather His church in glory and power. **(John 1:1-14, John 10:30, Colossians 1:12-20)**

HOLY SPIRIT: We believe that the Holy Spirit is God. He is the one who convicts us of sin and carries out the work of sanctification in our lives. We believe that He is our helper—reminds us of what the Bible says, leads us to worship the Lord in spirit and truth, and gives us the words to pray. **(John 16:4-15, Romans 8:26, Galatians 5:16-26)**

THE SCRIPTURES: We believe that the Bible in its entirety is the Word of God. We believe that God, through the inspiration of the Holy Spirit, moved men to write the 66 books of the Bible. We believe the Bible to be the absolute truth of God and make it the only guide for our daily living. **(2 Timothy 3:16-17; 2 Peter 1:20-21)**

MANKIND: We believe that God, with His own hands, created man from the dust in His own likeness and image and breathed the breath of life into his nostrils. We believe that mankind was originally created to live in perfection with God to worship Him. **(Genesis 1:26-28, Genesis 2:7-8; 18-22,)**

SIN: We believe that Adam, the first man, sinned by disobeying God. Due to his disobedience, sin entered in this world—leading us to physical and spiritual death. **(Genesis 3, Romans 3:10-23; Romans 6:23)**

SALVATION: We believe that salvation is a gift given to us by God through the death and resurrection of Jesus Christ. We believe that salvation is not earned by human works but by grace through faith in Jesus Christ. **(Ephesians 2:8-10; 2 Timothy 1:9-10)**

HUMBLE LAMB VALUES

Leading by a Christ-like example: In **James 1**, the Bible teaches us that we must put our faith into practice by living out what God's word instructs. We want our students to see a reflection of Christ in the lives of our faculty and staff. We are called to lead by example and there is no greater example to lead by than that of Jesus Christ. "Do what God's teaching says; when you only listen and do nothing, you are fooling yourselves." (**James 1:22**)

Academic excellence: Our goal is not only to educate for academic purposes, but to educate the student as a whole (mind, body, and spirit). We believe that a Christ-centered education will impact every area of a student's life (spiritually, emotionally, physically, and academically). "Wisdom begins with respect for the Lord, and understanding begins with knowing the Holy One." (**Proverbs 9:10**) Our school has adapted the ABEKA Curriculum to help us achieve our goal of excellent, Christ-centered education that will create a lifelong impact in each student.

Motivating students to embrace their God-given talents and abilities: The Scripture, in **Romans 12**, tells us that God has made us all different with the purpose of working together in serving Him through ministry. "Each one of us has a body with many parts, and these parts all have different uses. In the same way, we are many, but in Christ we are all one body. Each one is a part of that body, and each part belongs to all the other parts. We all have different gifts, each of which came because of the grace God gave us." (**Romans 12:4-6a**)

Bound to be committed to God, school, and students: The IBCK Educational Center is committed to our God-given call to train up each child in the ways of the Lord one step at a time. That commitment begins with submitting to God's will, loving and instructing our students through the Word of God, and by upholding the guidelines, policies, and procedures of the school. Commitment will create in us the willing to persevere and grow in Christ. "Trust the Lord with all your heart, and don't depend on your own understanding. Remember the Lord in all you do, and he will give you success." (**Proverbs 3:5-6**)

Spirit-led decision-making: We seek to do God's will above all; therefore, we look to Him in prayer and meditation of His word for guidance and wisdom. We will not act unless God has told us to do so. We believe that if we wait on the Lord, He will give us the exact instructions we need in order to deal with situations that arise and come out in blessing and peace. "Teach me to do what you want, because you are my God. Let your good Spirit lead me on level ground." (**Psalms 143:10**)

ACTIONS WORTHY OF CHRIST

At the IBCK Educational Center we believe that all directors, faculty, staff, parents/guardians, and students must live up to the life that God has called us to **(Ephesians 4:1)**. In order to do so, we must always be humble, gentle, and patient in accepting each other in love **(Ephesians 4:2)**.

We recognize that call that God has placed upon us as parents/guardians and educators to train up each child in the Lord's ways one step at a time. Each step that is taught must reflect Christ-like conduct:

Love God above all things **(Deuteronomy 6:5)**

First-time obedience to God and those in authority **(Hebrews 13:17)**

Always give your best to God **(Colossians 3:23)**

Love others and treat them kindly as you would want to be treated **(Matthew 7:12)**

Never stop trying—keep going until it's finished **(Philippians 3:13-14)**.

Students are expected to behave in a Christ-like manner because they are representing Jesus Christ, their family, and the IBCK Educational Center. We ask parents to partner with us to encourage and enforce the principles that the IBCK Educational Center uphold and practice. We ask that students, as well as parents, treat everyone (other parents, students, faculty, and staff) with respect and courtesy.

The IBCK Educational Center believes that if the school and parents make every effort to instruct and look after each child's holistic development (spirit, mind, and body) we will be able to fulfill the school's God-given mission. Therefore, the IBCK Educational Center reserves the right to not continue enrollment or not to re-enroll the student if the school prayerfully and reasonably conclude that the actions of the parent or student will not lead to the fulfillment of the school's mission.

STUDENT HONOR CODE

IBCK Educational Center believes that God is a God of order, integrity, and truth. Therefore, as an institution we strive to uphold these attributes by establishing the Student Honor Code. These codes are founded upon the Holy Bible, which ensure that we are establishing God-given rules that will benefit students' spiritual, emotional, and academic growth.

HONORING THE LORD YOUR GOD

Mark 12:30 “And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. This is the first commandment.”

- 1) Students are not to use God's name in a disrespectful or demeaning manner. **Exodus 20:7** “Do not misuse the name of Yahweh your God, because Yahweh will not leave anyone unpunished who misuses His name.”
- 2) Students will not have idols (statues, images, or any tangible thing that is rendered worship). **Exodus 20:3-6** “Do not have other gods besides Me. Do not make an idol for yourself, whether in shape of anything in the heavens above or on the earth below or in the waters under the earth. You must not bow down to them or worship them; for I, Yahweh your God, am a jealous God, punishing the children for the fathers' sin, to the third and fourth generations of those who hate me, but showing faithful love to a thousand generations of those who love Me and keep my commands.”
- 3) Students are to congregate regularly at their home church and if they do not have a home church they can attend Iglesia Bautista Central de Kissimmee (IBCK). **Exodus 20:8** “Remember the Sabbath day, to keep it holy: You are to labor six days and do all your work, but the seventh day is a Sabbath to Yahweh your God. You must not do any work-you, your son or daughter, your male or female slave, your livestock, or the foreigner who is within your gates. For Yahweh made the heavens and the earth, the sea, and everything in them in six days; then He rested on the seventh day. Therefore Yahweh blessed the Sabbath day and declared it holy.”
- 4) Students will not disrespect/dishonor specific times set apart for Bible study and prayer. **Ecclesiastes 5:1-2** “Guard your steps when you go to the house of God. Better to draw near in obedience than to offer the sacrifice as fools do, for they ignorantly do wrong. Do not be hasty to speak, and do not be impulsive to make a speech before God. God is in heaven and you are on earth, so let your words be few.”
- 5) Students must seek to have a genuine relationship with God through Bible study, prayer, etc. **Matthew 6:33** “But seek first the kingdom of God and His righteousness, and all these things will be provided for you.”

HONORING OTHERS

Mark 12:31 “And the second, like it, is this: ‘You shall love your neighbor as yourself.’
There is no other commandment greater than these.”

- 1) Students are not to act in a way that is disrespectful and/or defiant towards authority figures or fellow students. **Romans 13:1-3** “Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist are instituted by God. So then, the one who resists the authority is opposing God’s command, and those who oppose it will bring judgement on themselves. For rulers are not a terror to good conduct, but to bad. Do you want to be unafraid of the authority? Do what is good, and you will have its approval.”
- 2) Students will not use any offensive language or gestures towards any individual. **Ephesians 4:29-30** “No foul language is to come from your mouth, but only what is good for building up someone in need, so that it gives grace to those who hear.”
- 3) Students will maintain themselves free from fornication, adultery, and promiscuity. **1 Corinthians 6:18-20** “Run from sexual immorality! Every sin a person can commit is outside the body. On the contrary, the person who is sexually immoral sins against his own body. Don't you know that your body is a sanctuary of the Holy Spirit who is in you, whom you have from God? You are not your own, for you were bought with a price. Therefore glorify God in your body.”
- 4) Students will not steal from the institution or from other fellow students. **Exodus 20:15** “Do not steal.”
- 5) Students will not participate in gossip, lies, nor giving false testimony about faculty or other students. **Psalms 34:13-14** “Keep your tongue from evil and your lips from deceitful speech. Turn away from evil and do what is good; seek peace and pursue it.”

HONORING YOURSELF

1 Corinthians 3:16-17 “Do you not know that you are the temple of God and that the Spirit of God dwells in you? If anyone defiles the temple of God, God will destroy him. For the temple of God is holy, which temple you are.”

- 1) Students will not use self-deprecating language or behavior. **2 Corinthians 5:17** “Therefore, if anyone is in Christ, he is a new creation; old things have passed away and look, new things have come.”
- 2) Students will understand that once they accept Jesus Christ as their Lord and Savior, God controls their life—He will lead them and teach them what to do. **Galatians 2:19-20** “For through the law I have died to the law, so that I might live for God. I have been crucified with Christ, and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave Himself for me. I do not set aside the grace of God, for if righteousness comes through the law, then Christ died for nothing.
- 3) Students will be taught that they have a special purpose in Christ, because there is a purpose they must live according to that purpose. **1 Thessalonians 5:23-24** “Now may the God of peace Himself sanctify you completely. And may your spirit, soul, and body be kept sound and blameless for the coming of our Lord Jesus Christ. He who calls you is faithful, who also will do it.”

STUDENT COURTESY CODE

1. Always address faculty and staff members with appropriate respect, using titles proper to their positions (Pastor, Coach, Miss, Mr., or Mrs.)
2. *Thank You* is the expected expression of gratitude when assistance is given by adults or fellow students.
3. Say —*Yes*, (Title)and —*No*, (Title) or —*Yes Ma’am* or —*No Sir* to answer a question. Do not say— *What?* or —*Huh?*
4. Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
5. Say —Excuse me when you do not understand and want an adult to repeat something for you. Do not say —*What?* or —*Huh?*
6. Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
7. When an adult corrects you for some fault, be quiet and listen until the adult is finished talking.

NON-DISCRIMINATORY POLICY

The IBCK Education Center does not discriminate on the basis of race, sex, color, national or ethnic origin, in the administration of educational policies, admission procedures, financial policies, or school administered programs. However, we do reserve the right to deny admission to, or to dismiss from the school any individual whose personal lifestyle is not in harmony with the stated mission and vision of the IBCK Education Center, or who, in the opinion of the school board does not reflect the spirit of the school by not adhering to school guidelines, policies, and procedures.

PARENT COOPERATION

The IBCK Educational Center's mission involves working closely with parents in training up each student in the ways of the Lord one step at a time through Christ-centered education. Therefore, it is essential for parents to work together with the school by agreeing to support and cooperate with the IBCK Educational Center in the holistic (mind, body, and spirit) instruction and development of students. This includes supporting the educational process as well as the religious philosophy of this school. It is imperative for parents/guardians to acknowledge and agree that their conduct can jeopardize the enrollment and/or re-enrollment status of their child.

LIFESTYLE POLICY

The IBCK Educational Center believes in creating stability for our students, which entails a home environment that is supportive and up to par with the school environment. We are not only training up our students academically; we are also training them up spiritually. Our responsibility as a Christ-centered school is to form a partnership with the home to provide an environment that will promote spiritual growth and the development of a Christ-like character in each child. There are occasions in which the home environment or conduct is at odds or in direct opposition to the Biblical lifestyle that the IBCK Educational Center teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, drug/alcohol use, or inability to support the moral principles of the IBCK Educational Center. At the IBCK Educational Center, we expect parents/guardians to refrain from conduct or lifestyles that go against the beliefs and values taught at the school. The IBCK Educational Center reserves the right to refuse admission of an applicant or to discontinue the enrollment of a student.

CHANGE TO SCHOOL POLICIES

The Board of Directors of the IBCK Educational Center reserves the right, in its sole discretion, to alter, amend, repeal, or adopt new policies when it determines it to be in the best interest of the students. When such changes take place, the school will notify families through a written letter.

ENROLLMENT PROCESS

THE ADMINISTRATION AND REGISTRATION PROCESS

The IBCK Educational Center's admission/registration process is made simple. Here is what needs to be done.

- 1) Fill out an application/registration form. Submit form with the \$200 registration fee.
- 2) After application/registration form is submitted to the office, go ahead and submit additional documentation that is essential for your child's registration process.
 - a. Official State of Florida Immunization Record or Immunization Waiver
 - b. Copy of Birth Certificate
 - c. Copy of latest Report Card (except for kindergarten)
 - d. Release of Records Form (allowing the school to get important student information from previous school)
 - e. Proof of Residence (Utility Bill, Rental Agreement, etc.)
- 3) Family Interview: At least one parent/guardian and student(s) will be required to attend the interview with the Assistant Head of School. At the interview, the family will be able to learn more about the school and what they are looking to find. Also, any questions that parents/guardians may have will be answered.
- 4) Tuition Payment Plan – parents/guardians will work with the Finance Department to create a payment plan for tuition.

RE-ENROLLMENT PROCESS

The re-enrollment process is even easier than the admission/registration process!

- 1) Update all information (personal, medical, emergency, etc.)
- 2) Re-sign permission/consent forms (pictures/video, etc.)
- 3) Work with the finance department to set up a payment plan for the tuition

WITHDRAWAL PROCESS

Parents considering withdrawing a student from school permanently should make direct contact with the Pastor and/or a member of the Board of Directors several days prior to the withdrawal date. The student or parent must pick up a withdrawal form from the office and will be supplied with a checklist of items that must be cleared prior to withdrawing. The withdrawal form must be returned to the front office when completed. Records will not be forwarded to the new school until all items on the checklist are cleared, all outstanding fees and fines are paid, and a parental release form has been received from the new school. The receiving school initiates the actual release of records.

FINANCIAL PROCESS

- 1)** The registration fee is due in full at registration. These fees are non-refundable once they have been paid, even if your child does not attend IBCK Educational Center.
- 2)** Curriculum fees are due on August 01, 2014. If you register after the due date then the curriculum fee will be due in full at registration. These fees are non-refundable.
- 3)** Tuition may be paid annually by August 1st or in 10 monthly installments beginning August 1st. This first payment is non-refundable and non-transferable. If your child does not attend IBCK Educational Center or withdraws during the school year, you will be responsible for all fees and tuition accrued through the month in which you withdraw your child. There are no refunds other than the payments made over and above the fees and tuition charged through the month of withdrawal.
- 4)** Monthly payments are due to IBCK Educational Center by the first of each month. A late fee of \$25.00 will be applied when accounts are not paid by the 5th of the month. If the 5th falls on a weekend, please pay by the Friday before that weekend.
- 5)** If any check is returned for —Insufficient Funds‖ or other reasons, a fee of \$30.00 is charged to the account. If the bank returns two checks, the account will be placed on a —cash only basis.
- 6)** Payments may be made with cash, check, debit card, credit card or money order.
- 7)** I agree to pay all of our financial obligations to IBCK Educational Center on or before the due date. If am ever unable to do so, I will notify the School Office immediately.
- 8)** Tuition Schedule: Our mission at IBCK Educational Center is to serve parents and children by providing a high quality biblically based instructional program marked by spiritual focus, academic excellence, and respect for the individual and personal service.

2014-2015 SCHEDULE FEES

Programs & Services	K-12th Grade (1st Child)	K-12th Grade (2nd Child)	K-12th Grade (3rd child or more)	Important Information
Tuition	\$4,500.00	\$4,400.00	\$4,300.00	Monthly payments are due on the 1st day of the month
Registration Fee	\$200.00	\$150.00	\$100.00	Has to be paid in full by August 1st
Curriculum , Lab, & Technology Fee	\$300.00	\$300.00	\$300.00	Has to be paid in full by August 1st
Tutoring (Mornings) Fee	\$35.00 (hourly)	\$35.00 (hourly)	\$35.00 (hourly)	Payment has to be made one week prior to the service.
Tutoring (Afternoon) Fee	\$35.00 (hourly)	\$35.00 (hourly)	\$35.00 (hourly)	Payment has to be made one week prior to the service.
Testing (Annually) Fee	\$40.00	\$40.00	\$40.00	It will be covered by annual tuition payment.
Transportation Fee	\$140.00 (monthly)	\$140.00 (monthly)	\$140.00 (monthly)	Payment has to be made one month prior to the service.
After Care Program Fee (Mon.-Fri. 3-6)	\$35.00 (weekly)	\$35.00 (weekly)	\$35.00 (weekly)	Pay one week before service is provided. Snack is included.
School Lunch Meal Fee	\$17.50 (weekly)	\$17.50 (weekly)	\$17.50 (weekly)	School Lunch does not include snacks.
Uniforms Fee Varies on sizes	\$120.00 (average)	\$120.00 (average)	\$120.00 (average)	Orders have to be made and paid by July 31st.
Sport Teams Fee (Soccer, Volleyball, Basketball)	\$65.00	\$65.00	\$65.00	Payment for each sport is \$65.00.
Musical Arts Fee	\$65.00	\$65.00	\$65.00	Must enroll and pay one month before program starts.
Yearbook Fee	\$75.00	\$75.00	\$75.00	Only by orders.
Field Trips Fee	\$75.00	\$75.00	\$75.00	Must pay one month prior to the trip.

ATTENDANCE

At the IBCK Educational Center we believe that regular attendance is essential for the holistic (spirit, mind, and body) development and growth of our students. We believe that irregular attendance will decrease the student's opportunities of expanding their learning experience. We adhere to section 1003.21, Florida Statutes that state: Parents are responsible for the regular attendance of their children who are within the compulsory attendance ages (6-16).

If a student has had more than five absences within a calendar month or ten days within a semester, the teacher will inform the Assistant Head of School. The Assistant Head of School, teacher, parent/guardian, and student will work together to rectify the issue of irregular attendance. **STUDENTS WHO ARE ABSENT MORE THAN 20 DAYS IN THE SCHOOL YEAR PLACE THEIR PROMOTION IN JEOPARDY.**

School Times: Classes begin in August and conclude in the first week of June. School hours are from Monday, Tuesday, Wednesday, Thursday, and Friday from 8:00am-3:00pm.

Procedures for Absences: Regular and punctual attendance on the part of all students is mandatory. Absences are classified as excused, unexcused with parents' permission and unexcused.

EXCUSED ABSENCE POLICY

An excused absence is one that occurs for illnesses, death in the family or other unavoidable occurrences. Students should bring a parent's or guardian's written excuse for being absent to their teachers upon their return. A request to obtain make-up work for the day the child is absent must be made by the parent before 8:30 a.m. in order for the work assignments to be ready for pick up by 3:00 p.m. Requests for assignments for an extended absence should be made at least two days in advance.

UNEXCUSED ABSENCE POLICY

An unexcused absence occurs when a child is absent for any other reason. Class work missed must be made up. However, tests missed may not be made up and a zero will be recorded for that test. An unexcused absence with parent's permission occurs when parents choose to withdraw children from school for vacations, or other absences. Under these circumstances, the following guidelines are in place:

- 1) There should be at least a two day advance notice given to the school.
- 2) Parents are responsible for instruction of the material covered in class during the absence.
- 3) Because teachers often use Thursday through Saturday preceding the next week to finalize plans and prepare materials, the teacher will provide the assignments from the plans she/he has completed at the time of the student's departure.
- 4) After the student's return, they have one day for each day absent to complete and return all assignments.

- 5) Students are responsible for making up tests missed. They are allowed one day for each day absent as a time frame for making up those tests. Test grades will be entered in the grade book.

SCHOOL-APPROVED ABSENCE POLICY

This occurs when events that are school-sanctioned requires students to miss a class. Examples of such absences include, but are not limited to, *class field trips, academic conferences, special programs, extracurricular activities, etc.*

SCHOOL-APPROVED ABSENCE PROCEDURES

1. Students must inform teachers one class before the day of absence. If student fails to inform the teacher of said absence, the teacher will count it as unexcused.
2. Assignments must be turned in before the day of absences.
3. Tests, quizzes, or projects that are due on the day of absence must be turned in one class before the day of said absence.

GUIDELINES FOR REPORTING ABSENCES

- 1) Call the school: On the morning of an absence due to illness, a student is responsible for having his/her parent(s) or legal guardian(s) call the school office. Absence calls should be between 7:30 a.m. and 8:30 a.m. If parent(s) or legal guardian(s) do not call, the school secretary will place a call seeking that information.
- 2) Absence due to a family emergency should be reported in the same fashion. In cases of extended absence due to illness, it is not necessary for the parent(s) or legal guardian(s) to call each morning; however, when extended absence is anticipated, please inform the office as to the expected duration of the absence.
- 3) Planned absences: If a student knows that he/she is going to be absent for reasons other than illness it is the parent/guardian's responsibility to contact the teacher before the planned absence to receive the student's makeup work and/or make arrangements with the teacher for making up the missed work.
- 4) Bring a note: When a student returns to classes following an absence, he/she is required to present a note to the secretary before school on the day he/she returns. This note is to document the date(s) of absence and the reasons for the absence. The parent(s) and/or legal guardian(s) must sign the note. If student does not bring a note, he/she will be admitted to class provisionally and must bring the note the following day.

PROCEDURES FOR RETURNING FROM AN ABSENCE

1. Student must report to the front office before first period of the school day.
2. Student must present a note explaining in detailed form the reason of absence. The note must be signed by a parent/guardian.
3. Student will receive an Absentee Pass from the front office. This Pass must be signed by all the student's teachers.
4. Student must turn in signed Absentee Pass to the front office after the last period of the school day.

TARDY POLICY

Those students ARRIVING AFTER 8:00 AM WILL BE CONSIDERED TARDY. Parents should make sure their child is at school in plenty of time to be properly prepared for the day. It is critical that students arrive on time to begin receiving instructions for the day. Six tardies will be considered one day's absence, affecting perfect attendance records. Habitual tardiness and/or unexcused absences will incur a written warning from the administration and possible referral to the IBCK Educational Center Board of Directors for further action. When a student is late to school, the student needs to report directly to the office with a note from the parent explaining the reason for the tardiness. Students may be disciplined for tardies even if parents are to blame.

EARLY CHECK-OUT PROCEDURE

1. Parents/guardians or authorized adults must come to the school's front office to pick up a student before the end of the school day (3:00pm).
2. Parents/guardians or authorized adults must sign the student out. This will be done on a sign out form that will need a time, reason for the early check out, and whether the student will be returning before the end of the school day.
3. Parents/guardians, or authorized adults are not allowed to go to the classroom to pick up a child. They are to wait while the office personnel calls the teacher to prepare the student for the early check-out.

EARLY CHECK-OUT POLICY

All school hours are of high importance due to all the subjects being taught. Any time missing from class means that the student is missing out on enriching and enhancing their knowledge of certain subjects. Excessive early check-outs will be viewed and dealt with in the same manner as excessive tardies.

HEALTH AND MEDICAL REQUIREMENTS

Immunization Requirements for the state of Florida: —Prior to entry, attendance or transfer to preschools, schools (K-12), licensed childcare facilities, and family daycare homes, each child shall have on file a Florida Certification of Immunization, DH 680 Form (see Section IV), documenting the following:

A. Public/Non-Public Schools K-12 (children entering, attending, or transferring to Florida schools):

Four or five doses of diphtheria, tetanus, and pertussis vaccine

Three, four or five doses of polio vaccine

Two doses of measles, mumps, and rubella vaccine

Two or three doses of hepatitis B vaccine

One dose of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)

Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)

B. Public/Non-Public Pre-K2 (age-appropriate doses as indicated):

Diphtheria, tetanus, and pertussis vaccine

Polio vaccine

Measles vaccine

Mumps vaccine

Rubella vaccine

Hepatitis B vaccine

Varicella vaccine (effective school year 2001/2002)

Haemophilus Influenzae type B (HIB) vaccine[¶]

Clarifications/Exceptions to Immunization Requirements: —Temporary Medical Exemption (DH 680 Form Part B): Any child who has incomplete documentation of vaccination for the required number of doses should be admitted after the first dose(s) and issued a Temporary Medical Exemption (DH 680 Form Part B) and scheduled for the next dose(s) according to age and dosage spacing.

NOTE: If at all possible, medication should be given at home. NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION SIGNED BY BOTH PARENT AND PHYSICIAN. All medicine must be in the original bottle, labeled with the child's name, the name of the medication, and the dosage to be given. Copies of the authorization form have been sent home to each family, and additional copies are available in the office.

If you want your child to take any over-the-counter medication during the school day a note must be sent, signed by the parent/guardian, with the medication. The school will not give any medication without your written permission. Aspirin, Tylenol, cough medicine, or cough drops are over-the-counter medications. A child may keep cough drops with them and take when needed with a parent's/guardian's note of permission. We do not have adequate facilities to care for sick children at school. If your child is too sick to stay in the classroom, you will be called and requested to come and get your child.

GUIDELINES FOR RETURNING FROM ILLNESS

Fever - Bodily temperature must be below 100 for a period of 24hrs. If child has taken medication for the fever, they must be medicine free for a period of 24hrs.

Diarrhea and/or Vomiting - These must have stopped for a full 24hrs without medication.

Sore Throat/Strep Throat - Your child must have a special test done to determine if they have strep throat. The student can return 24hrs after beginning their antibiotic treatment.

Pink Eye (Conjunctivitis) – Your child can return after the doctor has cleared him/her.

EMERGENCY FORM AND THE EMERGENCY CONTACT FORM

At the beginning of each school, all parents are to complete the Medical Emergency Form and the Emergency Contacts Form that can be found in the school's front office. These forms are to be turned in to the student's teacher. The medical emergency form includes the name and phone number of the doctor to be notified in case of a medical emergency, as well as any allergies and conditions that may exist. In the emergency contact forms parents will fill out the names, addresses, and phone numbers of themselves and alternate people to be notified if parents cannot be reached.

ACADEMICS

INTEGRATION OF BIBLICAL TRUTH IN CURRICULUM

The IBCK Educational Center is a Christ-centered school. It is imperative that we focus on Biblical truths and implement them throughout every subject that is taught in the classrooms. The Bible provides a solid source of wisdom for every subject that is taught. **2 Timothy 3:16-17** tells us that, “All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work.” Therefore, parents, students, and staff must take the time to understand the importance of holding everything that is taught up to the light of Scripture. **Psalms 119:130** says, “The revelation of Your words brings light and gives understanding to the inexperienced.”

ABEKA CURRICULUM

“Three decades ago, ABeka Book began with the mission of providing Christian schools with high-quality textbooks and teaching aids to help each school fulfill its educational goals. The hundreds of traditional educational materials from A Beka Book have been developed and refined over a period of 50 years in the classrooms of Pensacola Christian Academy, one of America’s largest and most respected Christian schools. As a result, throughout the nation ABeka Book is recognized as the standard of excellence in the publishing of textbooks and other scholastic materials... Our materials reflect sensible theory that is firmly anchored to practicality. Skilled researchers do primary research in every subject. Thus our publications are built upon a firm foundation of absolute truth and sound scholarship, and are written by dedicated and talented scholars well grounded in the practical aspects of classroom teaching. For excellence in education, you can trust ABeka Book (<http://www.abeka.com/OurFoundation.aspx>)

K5 Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Salvation Series, Genesis, Life of Christ etc.
Language Arts	Phonics and Reading (sounding of blends, one and two-vowel words etc) Cursive Writing (letter blends, words, and sentences, etc)
Numbers	Number recognition, counting, writing 1-100, Number concepts 1-100, counting by twos to 100, fractions, etc.
Science	Plants, Animals, Health and Human Biology, Earth and Space
Social Studies	Community Helpers, Children of the World, America: Our Great Country
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Basic art concepts and further development of coordination/motor skills.

1st Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Salvation Series, Genesis, Life of Christ, Paul, etc.
Language Arts	Phonics and Reading (recognition and use of all phonics special sounds etc) Cursive Writing (review letter formation, daily seat work, etc) Spelling and Poetry (weekly phonics-based word list, etc) Language (capitalization, punctuation, etc)
Arithmetic	Number recognition, counting, writing 1-1,000, Greatest to least, ordinal numbers, odd and even, etc.
Science	Health and Human Biology, Energy, Animals, Plants, Seasons
History and Geography	This Is My America, This Is My World
Health, Safety, Manners	Health (nutrition, etc), Safety (at home, etc) Manners (at home, etc)
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Development of art techniques in multiple types of media

2nd Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Salvation Series, Life of Moses, Tabernacle, Joshua, Judges, Ruth, Jonah, etc.
Language Arts	Phonics and Reading (recognition and use of all phonics special sounds etc) Cursive Writing (review letter formation, daily seat work, etc) Spelling and Poetry (weekly phonics-based word list, etc) Language (capitalization, punctuation, creative writing, alphabetic order, etc)
Arithmetic	Number recognition, counting, writing 1-10,000, Addition/Subtraction Facts 1-18, Four digit addition/subtraction, multiplication/division facts 1-5, etc.
Science	Health and Human Biology, Energy, Animals, Plants, Earth and Space, Matter, Energy, Conservation
History and Geography	America, Our Home, The People Who Built America, Tomorrow's America
Health, Safety, Manners	Health (posture, nutrition, etc), Safety (at home, etc) Manners (politeness, kindness, etc.)
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Development of art techniques in multiple types of media

3rd Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Salvation Series, Parables, Samuel, David, Elijah, Daniel, Ezra, etc.
Language Arts	Phonics and Reading (reading comprehension, etc.) Cursive Writing (letter formation 3/4 high, etc) Spelling and Poetry (weekly phonics-based word list, etc) Language (writing process, etc) Grammar (punctuation, word usage, dictionary skills, etc)
Arithmetic	Multiplication/Division tables 1-20, Roman numerals 1-1,000, Converting measures, etc.
Science	Health and Human Biology, Energy, Animals, Plants, Earth and Space, Matter, Energy, Conservation
History and Geography	Study of our American heritage through the lives of great people
Health, Safety, Manners	Health (fighting disease, etc), Safety (street safety, etc) Manners hospitality, etc.)
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Development of art techniques in multiple types of media

4th Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Salvation Series, Life of Christ, Paul, etc.
Language Arts	Reading Literature (oral reading, reading comprehension, etc) Penmanship (Word games, original composition, etc) Spelling, Vocabulary, and Poetry, Language (writing process, etc.) Grammar (sentence structure, diagraming all eight parts of speech, etc)
Arithmetic	Lessons such as estimating answers, English and metric measures, solving equations using addition and subtraction axioms, etc.
Science	Lessons such as Animals, Earth and Space, Matter, Energy, etc.
History and Geography	Lessons such as Eight Documents, The Years of Exploration, Building a New Nation, etc.
Health	Physical Fitness, Personal Hygiene, Interpersonal Relationships
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Basic drawing and painting techniques, color concepts, and perspective

5th Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as s Salvation Series, Life of Moses, Tabernacle, Joshua, Judges, Ruth, Jonah, Samuel,etc.
Language Arts	Reading Literature (oral reading, reading comprehension, etc) Penmanship (Word games, original composition, etc) Spelling, Vocabulary, and Poetry, Language (writing process, etc.) Grammar (sentence structure, using all parts of speech, etc)
Arithmetic	Place value of whole numbers and decimals, Roman Numerals, Estimation, Average, Divisibility Rules, Perimeter and Area, etc.
Science	Animals, Earth and Space, Matter, Energy, etc
History and Geography	Lessons such as Geography facts, Fertile Crescent, Africa Long Ago, Land Down Under, etc.
Health	Lessons such as Circulatory System, Nutrition and Physical Fitness, Digestive System, etc.
Music/ Arts & Crafts	Traditional, patriotic, fun songs; Basic drawing and painting techniques, color concepts, and perspective

6th Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as “Salvation Series”, “Life of Christ”, “Parables”, and “Elijah”, verse memorization, Bible doctrine, etc.
History and Geography	Advanced map studies, Geography facts, United States History: The Colonial Heritage, New World’s First Republic, U.S. in the Twentieth Century
Science	Plants, Animals, Earth and Space, Chemistry
Health	Safety and First Aid, Growth and Fitness, Anatomy, A Healthy Mind and Body
Arithmetic	Lessons such as: Place value of whole numbers and decimals, minting skills in fundamental operations, story problems, converting measures, graphs and scale drawings, probability, basic geometry shapes, perimeter, bisecting angles, etc.
Language Arts	Reading Literature(Oral Reading, Reading Comprehension, etc.), Penmanship(Cursive Writing Formation etc.), Spelling, Vocabulary, Poetry, Language (Writing and Grammar)
Music Arts & Crafts	Traditional, patriotic, fun songs. Further development of perspective, introduction to composition, study of accomplished artists.

GRADING

At IBCK Educational Center, we believe in keeping parents/guardians well informed about their student(s) academic progress. Each semester, parents/guardians will receive a progress report (given half-way through each semester) and a report card (at the end of the semester) to evaluate the student's academic progress. A student's grades may include: test scores, quiz scores, homework, notebook checks, projects, reports, and classroom participation. The grading system will look like the scale below.

Academic Scale for Grades First through Twelfth

100% - 90% A
89% - 80% B
79% - 70% C
69% - 60% D
59% & Below F

ACADEMIC GRADE POINT AVERAGE

Academic Grade Point Average (GPA) Scale for Grades First through Twelfth. This is based on a 4.0 scale.

Grade Point Average Scale based on a 4.0 scale		
A+	4.00	99-100%
A	4.00	95-98%
A-	3.70	93-94%
B+	3.30	91-92%
B	3.00	87-90%
B-	2.70	85-86%
C+	2.30	83-84%
C	2.00	79-82%
C-	1.70	77-78%
D+	1.30	75-76%
D	1.00	72-74%
D-	0.70	70-71%
F	0.00	0-69%

EXTRA CREDIT POLICY

Extra credit will not be given to students due to the fact that if they are struggling with accomplishing their regular assignments, additional work will not be beneficial to the student. EXTRA WORK IS NOT PERMITTED FOR THE PURPOSE OF IMPROVING GRADES. However, a teacher may repeat an assignment in a different format. A teacher may also individualize a previous assignment in order to improve skills and/replace a low grade. THIS WILL NOT BE USED AS A LAST MINUTE EFFORT TO SALVAGE A GRADE. Teachers, to their discretion, may give bonus questions tests or quizzes; however, questions must be from the studied materials and of higher-level thinking.

ACADEMIC DISHONESTY POLICY

IBCK Educational Center upholds a firm policy on academic dishonesty. Students of this institution are expected to work and study with integrity, excellence, and above all honesty. Listed below are the types of academic dishonesty that will not be permitted in our institution.

- 1) Cheating:** This includes, but is not limited to, using unauthorized materials on assignments or tests, referring to an answer sheet during a test, submitting another student's work as your own. **Results in failing grade and possibly summer school.**
- 2) Falsification:** This includes, but is not limited to, fabricating dates, resources, and information for assignments or projects, using false information to be exempt from turning in an assignment, project, or exam. **Results in failing grade and possibly summer school.**
- 3) Promoting Academic Dishonesty:** This includes, but is not limited to, allowing someone to look off of your test, giving someone answers to an assignment or exam. **Results in failing grade and possibly summer school.**
- 4) Plagiarism:** This is the *act of passing off someone else's ideas or words as your own*. This includes, but is not limited to, copying an author's work word for word without giving them the proper acknowledgement, using an author's idea as your own, without giving proper acknowledgment, citing works without mentioning proper resources. **Results in failing grade and possibly summer school.**
- 5) Bribery:** This includes, but is not limited to, selling information for tests to other students, selling notes for classes to other students, etc. This also includes paying, with money or favors, faculty or staff members for a better grade or preferential treatment.

ACADEMIC PROBATION POLICY

The students of the IBCK Educational Center are expected to meet and maintain specific academic retirements in core subject areas (Bible, Reading, Writing, Science, History, and Math). If the student's teacher observes difficulty with a subject(s), they will immediately notify the parent/guardian through written notification and create a learning plan in order to help the student get on level with the subject of difficulty. Promotion/Retention Policy All decisions regarding the promotion/retention of a student rests with the administration team for students from kindergarten through fifth grade.

Failing grades in core subject areas (Bible, Reading, Writing, Science, History, and Math) must be made up in approved summer school courses before a student passes to the next grade. A student that has more than two failing yearly grades in core classes will automatically be required to repeat his/her current grade.

PROMOTION/RETENTION POLICY

All decisions regarding the promotion/retention of a student rests with the administration team for students from kindergarten through fifth grade. Failing grades in core subject areas (Bible, Reading, Writing, Science, History, and Math) must be made up in approved summer school courses before a student passes to the next grade. A student that has more than two failing yearly grades in core classes will automatically be required to repeat his/her current grade.

STUDENT RECORD POLICY

The school maintains complete record, including a cumulative academic, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
- Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Pastor so that proper explanation can be given.
- Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

- There will be no release of a student’s personal records or files or any data in those records without the written consent of a parent or guardian to any individual, agency or organization other than the following:
 1. Staff members of the school who have legitimate educational interest
 2. Court or law enforcement officials, if the school is given a subpoena or court order
 3. Certain federal, state, or local authorities performing functions required by law
 4. Officials of other schools in which the student intends to enroll.
- Release of report cards, etc., to non-custodial parents:
- Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, —Dissolution of Marriage; Support; Custody.¶
- If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the principal, if the school is to comply. Such documents shall be placed in the student’s regular file.
- Whenever a request by a non-custodial parent is made for information, appearance at a teacher’s conference, etc., the custodial parent may be notified by the school of the non-custodial parent’s request for information.

HONOR ROLL AND AWARDS

Honor Roll Requirements and Awards

1. Outstanding Student Award—Honor Roll for all A’s on report card
2. Persevering Student Award—Honor Roll for all A’s and B’s on report card
3. Striving Student Award—Honorable Mention for A’s, B’s, and C’s
4. Perfect Attendance Award—For students who have no absences throughout the year.

EXTRA-CURRICULAR ACTIVITIES

AFTER-CARE PROGRAM

The after-care program operates from Monday through Friday 3:00pm-6:00pm, unless specified by the school calendar. During this time, students will have time allotted for homework, they will have some one there to help them if they need assistance on their assignments. They will also be provided with a snack.

SPORTS PROGRAM

This year, the IBCK Educational Center will have three sports teams: Basketball, Soccer, and Volleyball. Basketball and Soccer will be in full swing during the winter season and Volleyball will be in full swing during the spring season. Guidelines and Requirements will be given by the coaches to students and parents interested in the sports program.

COMMUNICATION

COMMUNICATION POLICY

Training up each child in the ways of the Lord one step at a time requires a strong partnership between the home and the school. The best way to create a strong partnership is by having good communication along with a strong drive by both parents and teachers to ensure that their students get the best education possible. The IBCK Educational Center believes that through email, written reports, phone calls, and conferences, parents will be kept up-to-date on situations involving their students. The school encourages notes, e-mails, phone calls, or dropping by the office if you have any questions.

COMMUNICATION OBJECTIVES

1. To inform parents/guardians of the student's progress in school
2. To inform teachers of how the student is handling life outside of school
3. To work hand in hand with school and family to help students reach their full potential.
4. To show students that both school and family are working together for their betterment.

COMMUNICATION PROCEDURES

Parent Support: If your child comes home complaining about a policy, discipline, or staff member, please follow this procedure:

- Give the staff the benefit of the doubt
- Realize that your student's report may be emotionally based, without all the information
- Realize that we have reasons for all rules and that they are enforced without favoritism
- Support the staff and call the staff member for all the facts

Conferences: Parent/Teacher conferences will be held on a needed basis.

Phone: All messages to students must go through the school office. During the school day, the office phone may be used only with an office / phone pass from a teacher stating the reason for the use of the phone (emergencies only).

It may not be used to call for forgotten assignments or other items or for social planning (staying for a game, going to a friend's home, etc.). After school, students may not use the phone until 3:15 p.m.

Messages to Teachers: Messages may be left for teachers on the School Office. Teachers will check their phone messages by 8 a.m. and after 3 p.m. Parents can also send messages to the teacher via student school planners.

COMPLAINT POLICY

At the IBCK Educational Center we are aware of that fact that from time to time problems, complaints, misunderstandings, or offenses may arise within the school setting. We

seek to always resolve any issues through prayer and Biblical application. Our process of problem solving is based on **Matthew 18:15-17** and **I Corinthians 11:17-19**.

GENERAL GUIDELINES

Act expediently whenever an issue arises, do not let the issue linger.

- Do not speak of the issue with people that are not directly involved. This will prevent unsubstantiated truths and/or gossip to spread throughout the school and parent community.

PROBLEM-SOLVING PROCESS

1. You should go to the person with whom you have an issue and resolve this issue privately between each other. If the issue is not resolved, then proceed to the next step.
2. You should then meet with the pastor and with the person you are having an issue with and resolve this issue privately. If the issue is not resolved, then proceed to the next step.
3. You should go directly to the Board of Directors. The issue must be submitted in writing to the pastor who is part of the Board of Directors. The Board of Directors will do everything possible to bring a fair solution to the issue. This is the highest level of appeal within the IBCK Educational Center system.

STUDENT DRESS CODE

ALL STUDENTS All students are required to wear the school uniform and to have a neat, clean appearance (i.e. shirts are tucked in at all times, belts are on and in loops) Students who are not within dress code policy will be sent to the office. ***The first offense will carry a warning, with the second offense an ultimatum and the third offense the student will not be accepted at the school. Parent will be required to pick up student.***

SHIRTS Boys must wear white or navy blue polo with school logo. Polo must be tucked in at all times. T-shirts are not allowed. T-shirts with the school logo will be allowed on Physical Education day.

BLOUSES Girls must wear white blouse with school logo. The blouse must be tucked in at all times. ***Girls must wear white or black undershirts under school blouse at all times.***

PANTS must be khaki or navy blue school ***uniform pants***. School pants must be well fitted (not too big and not too tight). No baggy pants, cargos, low hip riders or skinny jean type pants are allowed. Jeans are not allowed.

SHORTS must be khaki or navy blue school shorts. Boys shorts must be traditional uniform shorts. No cargo shorts are allowed. Girls shorts must be ***uniform shorts***.

DRESSES must be khaki or navy blue uniform style with the school logo, should be no more than 2 inches above the knee. *Girls must wear shorts under their dresses.*

SKIRTS must be khaki or navy blue *pleated uniform style*. Skirts should be no more than 2 inches above the knee. *Girls must wear shorts under their skirts.*

SOCKS must be worn at all times and in solid colors, white or navy blue. Girls may wear stockings/leggings that are of solid colors white or navy blue (no lacy designs or other graphics).

SHOES can be sneakers/tennis shoes. *Black navy, or brown dress shoes are required for chapel days only.* All shoes must be kept clean and worn properly.

BELTS must be worn at all times when wearing pants or shorts. Belts must be black, khaki, navy blue, or brown. *No designer buckles.*

PIERCINGS Boys are not permitted to have any kind of piercings. Girls are allowed to have only one piercing in each ear.

HAIR Students should have clean and neatly styled hair.

Boys' hair should be tapered (close cut) above the middle of the ear, not obscuring the eyebrows, and not hanging below the collar in the back. Shaving above the ears, cutting designs into the hair, bleaching or dying unnatural colors are NOT allowed.

Girls' hair should not be bleached or dyed in unnatural colors, highlights are not allowed. Hair should be kept in natural color. No extreme hairstyles are allowed.

ACCESSORIES **Boys** - They are allowed to wear one watch and one bracelet. No chains are allowed. **Girls** - Earrings are to be no larger than a dime. Girls are allowed to wear one watch and one bracelet. No chains/necklaces are allowed. *The only chains allowed are those worn for medical purposes.* **Rings:** Only one ring will be allowed. Must have flat surface and the design must be in accordance with the school principles.

FIELD TRIPS All students must wear a white or navy polo or t-shirt with school logo. They may choose to wear khaki or navy school pants or school shorts, and tennis shoes.

CHAPEL

PURPOSE OF CHAPEL Psalm 73:28, “But as for me, God’s presence is my good. I have made the Lord God my refuge, so I can tell about all You do”. This is the very essence of our chapel. We want this time to be a special time in which students and staff can lay aside their academic routines and engage in worship and devotion with God. Chapel is to be regarded with all respect. Students are to be respectful of their fellow peers’ styles of worship and time with God. We encourage students to focus on their personal relationship with God and to reflect on all that God has been doing in their lives.

We also use chapel as an evangelistic tool to reach students and parents who have yet to know about the awesome and life-changing message of Jesus Christ and the salvation that He offers! We want to make sure that everyone who comes into the IBCK Educational Center comes to these chapel services to know about the salvation that Jesus Christ offers all who call upon His name.

CHAPEL TIMES Chapel will happen every Thursday from 2:10pm to 2:40pm in the main church building.

CHAPEL ATTIRE **Boys** - must wear a white or navy blue polo with logo. Khaki or navy uniform long pants with dress shoes. (Not tennis shoes). **Girls** - They must wear a white blouse. Khaki or navy dress with dress shoes. (Not tennis shoes).

CHAPEL PARTICIPATION We believe that God has given everyone gifts and talents that are to be used to glorify His name and to lead others to Him. We want to give all of our students opportunities to discover and develop their God-given talents and abilities. With the exception of the devotional, the chapel service will be majority student lead. We will have a student praise team, sound and visual team, and other areas of the service that will be determined as we progress throughout the year. All students, whether on a specific team or not must participate in chapel—showing their utmost respect to God and their fellow peers.

DISCIPLINE POLICY

DISCIPLINE PHILOSOPHY

Our philosophy of discipline is an essential part of Christian living and this is evident throughout Scripture. God disciplines those whom He loves so that they can become better men and women of God. At IBCK Educational Center we believe that discipline establishes order and keeps our hearts in check with God's Word. However, we do not use discipline as a means to get individuals to adhere to school guidelines, policies, and procedures. Discipline is used as a confrontational tool to help individuals take ownership of their wrong actions and to help them in correcting that what was done.

Discipline should be Bible-based (Proverbs 13:24, 22:6, 29:15&17; Colossians 3:20; Hebrews 12:6), done in direct response to the situation, and should be done with love. Correction is not made to point out an individual's behavior for the sole purpose of punishment. Rather, it is to show why their action was wrong according to God's standards. Through the process of correction, individual's will learn about accountability, true repentance, and about God's forgiveness.

DISCIPLINE PLAN

First Offense is labeled as low-level, in which the student will have a conference teacher regarding the offense committed. Consequences for first offenses include: silent lunch, loss of recess, or loss of classroom privilege.

Second Offense is labeled as mid-level, in which the student will have conference with teacher and parent regarding the offense committed. Consequences for second offenses include: silent lunch, after school detention (30 minutes), loss of recess, or loss of classroom privilege.

Third Offense is labeled as severe-level, in which the student will have a conference with teacher, principal, and parent regarding the offense committed. Teacher and parent will develop a behavioral plan to help correct problem area. Consequences for third offenses include: after school detention (30 minutes), behavioral probation, and loss of recess.

Fourth Offense is labeled as severe-level, in which the student will have a conference with teacher, principal, and parent regarding the offense committed. Teacher, principal, and parent will revise the behavioral plan that has been established. Consequences for fourth offenses include: in school suspension, behavioral probation, and loss of class privileges.

STUDENT BEHAVIORAL EXPECTATIONS

CLASSROOM BEHAVIOR: Students are expected to listen and follow all teacher directions.
POSSIBLE CONSEQUENCES: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess/extra-curricular activities, in-school suspension, out of school suspension.

HALLWAY BEHAVIOR: Students are to walk quietly in an orderly fashion through the halls at all times. Students will not stand by lockers to talk and mill around. This will reduce the level of distraction for other classes that are in progress.

POSSIBLE CONSEQUENCES: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess/extra-curricular activities, in-school suspension, out of school suspension.

BATHROOM BEHAVIOR: Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

POSSIBLE CONSEQUENCES: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess/extra-curricular activities, parent/guardian contact, parent/guardian meeting, in-school suspension, out of school suspension.

LUNCHROOM BEHAVIOR: The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. They must keep their voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

POSSIBLE CONSEQUENCES: Verbal warning, move to an assigned seat, or loss of recess/extra-curricular activities

FIGHTING/PHYSICAL AGGRESSION: Students are not to participate in any form of physical confrontation. This includes, but is not limited to: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people.

POSSIBLE CONSEQUENCES: Staff/student conference, removal from situation, loss of recess/extra-curricular activities, referral to the administration, parent/guardian notification, parent/guardian meeting, in-school suspension, out of school suspension.

PHYSICAL ATTACK ON STAFF OR FELLOW STUDENT: This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.

POSSIBLE CONSEQUENCES: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess/extra-curricular activities, in-school suspension, out of school suspension, referral to law enforcement, recommendation for expulsion.

INAPPROPRIATE USE OF COMPUTER SYSTEMS: Student computer privilege is to be used for educational purposes only. Anything outside of educational purposes is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

POSSIBLE CONSEQUENCES: Staff/student conference, parent notification, referral to the administration, loss of recess/extra-curricular activities, parent/guardian meeting, in-school suspension, out of school suspension, recommendation for expulsion, referral to law enforcement.

THEFT/BURGLARY This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

POSSIBLE CONSEQUENCES: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess/extra-curricular activities, in-school suspension, out of school suspension, referral to law enforcement, full restitution.

DESTRUCTION OF PROPERTY/VANDALISM: This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

POSSIBLE CONSEQUENCES: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess/extra-curricular activities, in-school suspension, out of school suspension, restitution, recommendation for expulsion, referral to law enforcement.

WEAPONS: This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons), which could be used as a weapon. This is a very serious offense and is strictly prohibited.

POSSIBLE CONSEQUENCES: Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess/extra-curricular activities, in-school suspension, out of school suspension, referral to law enforcement, recommendation or expulsion.

STUDENT SEARCHES POLICY

At the IBCK Educational Center, we do not search student ourselves. However, our policy with student searches is as follows:

- 1) A member of the Board of Directors, with another school faculty/staff member present, asks the student to empty his/her pockets, backpack and/or remove shoes and socks. If the student is unwilling to do so, the Board of Directors member will contact the parent/guardian.
- 2) If the student is still unwilling to do so, after having spoken with the parent/guardian, the student may be removed from the school until further notice from the Board of Directors.

ANTI-BULLYING AND HARASSMENT POLICY

We are a zero-tolerance bullying school.

At the IBCK Educational Center we strive to create a Christ-like environment that promotes spiritual, emotional, and physical safety. For our students' well being, it is imperative that all students, parents, teachers, faculty, and staff treat each other with respect of rights, individuality, and personal dignity.

Bullying is —systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation (s. 1006.147.F.S.).

Bullying includes but is not limited to:

- * Teasing
- * Social exclusion
- * Threat
- * Intimidation
- * Stalking
- * Physical violence
- * Theft
- * Sexual / religious / racial harassment
- * Public humiliation
- * Destruction of property

Cyber stalking is defined in s. 784.048 (1) (d) F.S. as —to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

HARASSMENT POLICY

IBCK Educational Center will not tolerate harassment of any kind. We are committed to providing a Christ-centered, safe environment for all students as well as for faculty and staff. Therefore the purpose of this policy is to uphold an environment that is free of any form of harassment.

According to the Florida Law (1006.147 F.S.) harassment is defined as: *Threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that: (1) Places a student or school employee in reasonable fear of harm to his or her own person or damage to his or her own person or damage to his or her own property; (2) Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (3) Has the effect of substantially disrupting the orderly operation of a school.*

EXAMPLES OF HARASSMENT

note: examples may include but are not limited to the following

- 1) Bullying:** According to the *National Centre Against Bullying* there are four types of bullying: Physical bullying (hitting, kicking, pushing, shoving, etc.), Verbal bullying (teasing, intimidation, demeaning remarks and/or jokes, etc.), Covert bullying (gossip, bearing false witness, encouraging isolation of an individual, etc.), and Cyber Bullying (harassment by phone, using defamatory words or pictures towards an individual via social networks, etc.).
- 2) Racial:** According to the *Stephen Lawrence Inquiry Report, 23 March, 1999*, racial harassment can be defined as *is an act designed to intimidate, humiliate, ridicule or undermine the confidence of a person by reason of a person's race, color, nationality, ethnic or national origins, religion or belief.*
- 3) Disability:** According to the *U.S. Equal Employment Opportunity Commission* disability harassment occurs when *an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability.*
- 4) Stalking:** A general definition of stalking given by the *Stalking Resource Center* a program of the *National Center for Victims of Crimes* would be *a course of conduct directed at a specific person that would cause a reasonable person to feel fear.* Stalking may include leaving repeated and alarming messages to an individual, following an individual home, loitering around an individual's place of work or school, or any action that can track or frighten an individual.

MEDIA POLICY

Where media is concerned, the IBCK Faith University believes that Christians should hold all that they see, hear, and watch should be in harmony with the standards of living set forth by God in the Bible. Philippians 4:8 says, ***“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”***

When listening to, hearing, or watching any forms of media ask yourself...

How will this affect me?

- 1) Would it cause me to have impure thoughts? (Philippians 4:8, Matthew 5:28-30)
- 2) Would it incite me to participate in a sinful manner? (1 Corinthians 6:12)
- 3) Would it appeal to my old sinful habits or will it encourage me to grow in my new God-given nature? (Colossians 3:5-11)

How will this affect those around me?

- 1) Would this become a stumbling block for a sister or brother in Christ? (Romans 14:1-23)
- 2) Would this become a hindrance to my testimony? (Philippians 2:12-16)

How will this affect my walk with the Lord?

- 1) Would this please the Lord? (Colossians 1:9-10)
- 2) Would this become an idol (keep God from being your top priority)? (Matthew 6:33)
- 3) Would this rob me of quality time with God? (John 15:1-5)

ELECTRONICS POLICY

At IBCK Educational Center we hold a no electronics policy. Electronic Devices include, but are not limited to: cell phones, iPods, MP3 players, headsets/phones, recorders, handheld video games, tablets, electronic reading devices, etc. Therefore, students are not allowed to bring electronic devices to school. If a student is caught with an electronic device, it will be confiscated and placed in the front office. The device will only be returned after a parent has come to personally pick it up.

TRANSPORTATION POLICY

Our children's safety is of utmost importance; therefore, we have established a traffic plan and procedures to help ensure the safety of every child. IBCK Educational students must either be brought by parent/guardian or by the transportation services provided by the school. ***No students are to walk to school. IBCK Educational Center high school students are not allowed to drive to school.*** Here at the IBCK Educational Center we understand that time is of the essence. Therefore, we have established arrival and dismissal procedures to minimize the time required to drop off and pick up your child.

TIMES AND DROP OFF/PICK UP PROCEDURES

(Arrival: 7:30am - 8:00am) Supervision begins at 7:30 am in the sanctuary (IBCK church building). Therefore, no student (unless they are part of the Before Care Program) will be dropped off before 7:30 am. It is important for parents to follow traffic signs/cones that indicate the flow of traffic for drop off.

(Dismissal: 3:00pm - 3:15pm) Students leave the school building at approximately 3:00 pm - 3:15 pm. Parents must follow the traffic signs/cones that indicate the flow of traffic for pick-up. Students will be with their teacher and the teacher will walk them to their car to ensure safety.

CAR LINE SAFETY AND ETIQUETTE

1. Be patient, careful, and watchful
2. Go slowly
3. Face forward when moving
4. Stop at least six feet from the car in front of you
5. No cell phone use as this can be a significant distraction
6. Do not pass cars unless directed to do so by school person
7. Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

LUNCH POLICIES AND PROCEDURES

At IBCK Educational Center we believe in serving not only our students' minds and souls, but also their bodies. We offer hot, nutritious lunches to satisfy our students' hearty appetites. Lunch will be provided with an extra cost for each student. Daily lunch cost is \$3.50. Weekly lunch cost is \$17.50. Monthly lunch costs is \$70.00. Monthly menus will be provided in advance. There will be two lunch periods. The first lunch period will be for the Pre-K and elementary grades (K3—5th grade). The second lunch period will be for the middle and high school grades (6th—12th grade).

LUNCH ROOM GENERAL GUIDELINES

1. NO food or beverages are to be taken outside of the cafeteria.
2. Students will keep their table and surrounding areas clean.
3. Students will place food trays, cups, and utensils in the bins that are provided.
4. Students are not permitted to leave the cafeteria until the lunch period is over, unless given permission by a staff member.
5. Students will sit at their assigned class table(s).
6. Students will treat others and their food with respect.

LUNCH ROOM HOME-LUNCH GUIDELINES

1. ***This school is a Peanut-free, Shellfish-free, and Seafood-free school.*** If your child is bringing a packed snack or lunch, please make sure that it does not contain peanut, shellfish, or seafood.
2. Students must not bring canned foods. We will not provide plates nor can openers. If your child is getting a canned lunch, please open it and place it in a bowl to sent to school.
3. Students must not bring microwavable dinners that take more than 31/2 minutes to heat up. This will create a traffic line for microwave use and it will lessen the amount of time they have to eat.
4. Students must bring their own utensils to eat their lunch.

LUNCH ROOM SNACK GUIDELINES

1. ***This school is a Peanut-free, Shellfish-free, and Seafood-free school.*** If your child is bringing a packed snack or lunch, please make sure that it does not contain peanut, shellfish, or seafood.
2. Students must bring their own snacks from home each day.
3. Students' snacks must be healthy such as fruits, vegetables, crackers, cereal bars, etc.
4. Students' will not bring in candy as a snack. NO CANDY IS PERMITTED.
5. Student's will not bring soft drinks (sodas) as a snack.

FOOD ALLERGIES

We understand and are sensible to the fact that students may have certain food allergies. If a student has a particular food allergy, please make it known to the office so that we can prepare food accordingly. ***This school is a Peanut-free, Shellfish-free, and Seafood-free school.*** If your child is bringing a packed snack or lunch, please make sure that it does not contain peanut, shellfish, or seafood.

Families can help ensure that our school stays peanut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her. Here is a list of acceptable and unacceptable foods:

Potato Chips-Not Kettle	M &M (Plain and with peanut)	Barnacles	Anchovies	Skittles
Pretzels	Lunchables with peanut candy	Crab	Bass	Starbust
Most Frits-Lay Items	Peanut Granola Bars	Lobster	Catfish	Tootsie Rolls
Teddy Grahams		Crawfish	Cod	Dum Dum Lollipops
		Crayfish	Flounder	
Nabisco Fig	Peanut Trail Mix	Krill	Grouper	Nerds
Fresh Fruits and Vegetables	Honey Nut Cheerios	Shrimp	Salmon	Smarties
Cheese and Crackers	Peanut butter sandwich crackers	Octopus	Tilapia	Safe T pops
Nabisco Regular Chips Ahoy	Baked goods with peanut or peanut products	Oysters	Tuna	Betty Crocker Fruit Snacks
Crackers with NO nut ingredients		Clams	Trout	
Animal Crackers	candy with peanuts		Fish Sticks	
Apple Sauce			Pollock	
Cheese Sticks/Slices/String			Mahi Mahi	

VOLUNTEER REQUIREMENTS

We value the help of volunteer workers. It is together that we can achieve even greater things for the kingdom of God. Due to the fact that our ministry involves students, we want to ensure that every volunteer is approved to be on campus. Therefore, all who interested in volunteering at the IBCK Educational Center must fill out a Volunteer Information Form and submit to a background check. We will do all background checks through the ALLEN INDUSTRIES LLC.