

**Building a foundation today  
for the leaders of tomorrow.**

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**JUNIOR & SENIOR HIGH**



**STUDENT HANDBOOK 2023-2024**

**"Whatsoever thy hand findeth  
to do, do it with thy might."**

— ECCLESIASTES 9:10A



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## INDEPENDENT BAPTIST ACADEMY PURPOSE AND OBJECTIVES

The Bible gives parents the responsibility to “Train up a child in the way he should go: and when he is old, he will not depart from it.” (Proverbs 22:6) The key to success in this process will only be realized to the fullest extent when the home, church, and school stand united in the Christ-centered, Bible-centered training of a child. The home, church, and school share this great responsibility.

It is the purpose of Independent Baptist Academy (IBA) to present Jesus Christ as Lord and Savior and provide high-quality, Bible-centered education. It is our desire that the home and church stand united with us in this purpose. As a result, Independent Baptist Academy has the following objectives:

1. ***Christian Character:*** Our primary goal is the training of Christ-like qualities in the lives of our young people so they truly grow up “in the nurture and admonition of the Lord... [and that they] be conformed to the image of His son.”
2. ***Bible Truth:*** Training in the Bible is recognized to be of fundamental importance. It augments all other segments of the student’s training; and without Bible training, a student cannot be considered educated in the truest sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book, which can enrich and illumine the hearts and minds of students as the Bible—the only revealed Word of God.
3. ***Morality, Decency, and Orderliness:*** In I Timothy 4:12, we find: “Let no man despise thy youth: but be thou an example of the believers in word, in conversation, in spirit, in faith, in purity.” We believe in constantly upholding the highest virtues. Our students are taught by example that it is possible to walk after the Spirit and not fulfill the desires of the flesh. Our students are taught that “God is not the author of confusion,” but that He is, in every aspect of His creation, decent and orderly. Every student is brought to see that the manner of conduct set forth by God is offered freely for the benefit of all.
4. ***Self-discipline and Modesty:*** These qualities are mandatory for the welfare of the home, church, school, and the world in which we live. Our discipline system is designed to aid the student in areas that need improvement. We notify a student when he or she has violated an appearance standard or a conduct code.

In an effort to keep our parents informed of conduct problems, parents are contacted by a student’s weekly report, by quarterly progress reports, by quarterly report cards, or a needed phone call concerning the problem their child has, the action taken, and/or improvements needed. In all of this, our final objective is that of working toward a self-disciplined and modest approach to life.

5. ***High Scholastic Achievement:*** High scholastic achievement is very important at Independent Baptist Academy. Beginning in K-5, our students learn to read by using the *ABeka* program, which is a proven and successful phonetic approach to reading. Students are encouraged in accordance with Scriptures to strive for academic excellence in seeking to do their best for the Master.
6. ***Patriotism:*** Independent Baptist Academy strives to instill in each student a love and loyalty for our country. Nathan Hale best described patriotism for our great nation when he stated just before his death, “I regret that I have but one life to give for my country.” Our students are taught the principles of good citizenship and respect for authority, as well as the responsibilities they owe to their state, country, and nation.

## **STATEMENT OF FAITH**

The basis for Independent Baptist Academy can be found in the Word of God. The following nine statements are our foundational beliefs:

1. We believe in the verbal inspiration and authority of the Scriptures. The King James Version of the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe that there is one God, eternally existent in the three persons: the Father, the Son, and the Holy Spirit.
3. We believe in the Deity and Virgin Birth of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father.
4. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
5. We believe that salvation is "by grace" plus or minus nothing. The conditions to salvation are repentance and faith in Jesus Christ.
6. We believe that man is sinful and thereby separated from God. He is justified by faith alone and counted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
7. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation.
8. We believe in the eternal security of the believer in Christ.
9. We believe in the local church with the ordinances of baptism by immersion and the Lord's Supper.

## **WHAT IS CHRISTIAN EDUCATION?**

"Christian education is unlike any other type of education because in Christian Education, the Bible permeates every aspect of the school. Therefore, the school's philosophy is based on the principles of God's Word. The Bible becomes our filter through which policy, administration, curriculum, discipline, and every other school decision flows. Simply stated, the Bible is the foundation upon which the school is built." (*Classroom Perspectives*, page 28). Christian education is education that is based upon the truth of God's Word which states: "In whom are hid all the treasures of wisdom and knowledge" (Colossians 2:3). By basing each area of the school upon God's Word, each student can understand God's wisdom, power, judgment, and love in his study of history, science, math, English, music, and art. Character development and life goals are also taught from Biblical principles. The student then truly is enabled to have knowledge with wisdom and understanding of God's design and plan. Jesus said, "I am the way, the truth, and the life." (John 14:6) Apart from Christ, there can be no true education.

## **OBJECTIVES IN CHRISTIAN EDUCATION**

Our objectives in education for our children are as follows:

1. To prepare them spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be
2. To prepare them to live successfully
3. To encourage them to think and work clearly, logically, and independently
4. To offer an instructional program that meets their academic needs
5. To help them develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment
6. To teach them how to gain mastery in the tools of learning and communication
7. To develop a sense of responsibility as a citizen and as a Christian
8. To develop a moral, ethical, and spiritual sense which will aid them in appreciation of their own personal worth and that of others
9. To provide opportunities for developing skills necessary to make a living
10. To offer opportunities to participate in wholesome forms of recreation
11. To prepare each child for an outstanding position in life, and for spiritual leadership in school, home, church, community, state, nation, and the world

## **GENERAL ADMISSION INFORMATION**

The church and school shall have a nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

Students do not automatically have the right to enroll at IBA. Applications for *new student* enrollment will be approved at the sole discretion of the school. All *new students* must meet all the general admission requirements for Independent Baptist Academy before having an interview with the administration. They will be tested prior to grade level placement regardless of whether they are transferring in from a private school, public school, or home schooling. If the student does not meet IBA's academic standards, the administration has the right to hold a student back a grade or place a student on academic probation.

Students do not automatically have the right to re-enroll at IBA. Applications for re-enrollment will be approved at the sole discretion of the school. *Returning students* must have successfully passed their previous school year. In order to guarantee acceptance, re-enrolling students must register before the re-enrollment deadline. Re-enrolling students will be given priority enrollment status over new applicants until the re-enrollment deadline.

Both parents of all new students are required to sign IBA's "Statement of Cooperation" and agree to abide by the policies stated in the *Academy Handbook*. No student will be admitted or allowed to remain in Independent Baptist Academy whose parents do not agree and cooperate with the overall purpose and program of the school.

It is a state requirement to have immunization records on all new and returning students; therefore, an up-to-date immunization record on your child is a must. Immunization forms, which will need to be completed by your child's doctor, are available in the school office. All students must meet Maryland state immunization requirements and provide proof of such.

*Special-needs students:* Unfortunately, IBA is not equipped and trained to take special-needs students in any grade and does not accept any government subsidies to which the child may be entitled.

## **GENERAL FINANCIAL INFORMATION**

Independent Baptist Academy neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees, tuition, and before and after-school care charges be paid when due. A monthly rate of tuition is used for the convenience of our school families. All accounts will be due on the day specified on the "Financial Information Sheet." A late fee will be assessed for accounts not paid on time. When an account is one payment behind, parents will be asked to withdraw their children. A service fee will be charged to your account for each returned check. (No report card or transcript will be distributed when there is an account that is not up to date). All accounts must be paid in full by May 10 in order to prevent students from being withdrawn from the Academy. If balances are not paid in cash, all transfer of records will be held until check has cleared. For more specific financial information with a list of charges, see the financial information sheet or financial director.

## **EARLY – LATE STAY**

IBA provides early-stay service for students in kindergarten through high school. Students who arrive between 7:00 A.M. and 8:00 A.M. must report to the Early Stay teacher. There are absolutely no exceptions to this rule. Students may not be roaming the campus or in the gym unattended before the 8:00 A.M. bell rings. Please refer to the "Financial Information Sheet" for rates.

IBA also provides late-stay service to students in kindergarten through high school. Late Stay hours are 3:30 P.M. to 6:00 P.M. All students who have not been picked up by the time the 3:30 P.M. bell rings are required to report to and register with Late Stay personnel. A fee of \$8.00 per hour per child will be charged. Charges are divided by 15-minute increments. Please note, there is a monthly discounted rate available. All students must be picked up before the 6:00 P.M. bell rings. If a student is not picked up when the 6:00 P.M. bell rings, parents will be charged a late fee of \$10.00 per child for the first five minutes and \$1.00 for each additional minute.

No student is to leave the school grounds without written permission from parents and approval by administration. Athletes who plan to stay through on game days for an afternoon or evening game are still required to report to and register with Late Stay personnel when the 3:30 P.M. bell rings. Students must have made arrangements for adult supervision if there is a lapse between the end of Late Stay at 6:00 P.M. and the starting time of a game.

## **ARRIVAL AND DISMISSAL**

Two of the most hectic times on school campuses are when students are being dropped off for school and when they are being picked up at the end of the day. For this reason, IBA clearly set forth the school's policies for arrival and dismissal.

Teachers begin their day with their students at 8:00 A.M. Therefore, in order to give their undivided attention to the arriving students, they will not be available for conferences or questions from 8:00 A.M. to 8:15 A.M.

The academic portion of the school day officially begins at 8:15 A.M. and ends at 3:15 P. M. Students can enter the building at 8:00 A.M.

Students who arrive before 8:00 A.M. must report to the Early Stay teacher. When the 8:00 A.M. bell rings, students may enter the school buildings and go to their respective classrooms. Students are not permitted to roam at will on the school grounds.

We encourage parents not to proceed with their child to his or her room. We feel dropping the student at the door insures the safety of the students as well as fosters independence in each child. This independence helps our students learn the responsibility of putting their own supplies away, getting pencils and books out for the start of the day, turning in lunch money, giving the teacher a note from home, etc. Older students should be able to come into the building without parents after a day or two of school. *Fostering this personal responsibility will do much to aid a student to work independently.*

When the academic portion of school ends at 3:15 P.M., parents must pick up their child at the designated pick-up line. At any time parents are unable to pick up their child, they should send a note to the teacher informing them of this stating who will pick up the child. The person picking up your child should always be on the parents' "Approved Pick-up List."

Parents have a fifteen-minute grace period before their child is required to go to Late Stay. Because of this grace period, *after* the 3:30 bell rings, a student will be automatically sent to Late Stay. Once a child has been sent to Late Stay, students will be assessed a Late Stay fee.

Please remember, teachers have not finished their school day with their class until 3:30 P.M., and the time between 3:15 P.M. to 3:30 P.M. is a particularly hectic time. In order for our teachers to give their undivided attention to their students, teachers will not be available for conferences or questions from 3:15 P.M. to 3:30 P.M.

Driving students, and those who ride with them, are not permitted to roam at will on the school grounds between 3:15 P.M. – 3:30 P.M. Driving students must go directly to their car and leave by 3:20. We would also ask parents/rides who pick up students to keep these students with them when they pick them up, not allowing their children to roam throughout the school. Once a student has left the building, unless there is an emergency, he/she should not come back into the building.

When a student plans to go home with another student after school, parent/legal guardian must send a written note or email to the school office. Phone calls are not sufficient.

## **TARDINESS**

Every parent should plan for their child to arrive in advance of 8:15 A.M. to ensure students will not be tardy. In all grades, three unexcused tardies will result in one absence added to a student's absence total. Note: Outstanding unexcused tardies carry over from one quarter to the next. Students who accumulate ten unexcused tardies per quarter will be charged \$10 for every ten tardies.

We understand that there will be times when an emergency warrants being tardy. However, these occasions should be rare and exceptional, not daily. Being tardy is for emergencies only. All late arrivals to school will be considered tardies. All tardies and absences will be recorded on the student's permanent record. Office personnel have the right to determine if a tardy is excused or unexcused. The excuse "Traffic" will not constitute a reason to excuse a tardy.

All students who are tardy to school must report to the school office to receive a tardy slip.

## CONTACTING STUDENTS DURING SCHOOL HOURS

Students may only be contacted through the school office during school hours. During school hours, students who have personal cell phones must keep their phones off and in their locker.

## ABSENCES

All absences are considered unexcused, unless a note is provided to the school office.

Upon returning to school, students who were absent must check with each of their teachers to get all missed assignments. All work not made up will be recorded as a zero. Students are allowed one day for each day of school they missed to make up work.

In the **junior high (7<sup>th</sup> and 8<sup>th</sup>)**, if a student is absent for **twenty-five (25) days during the school year, the Academy reserves the right to retain the student at the same grade level** or refuse admittance for the following school year. In the high school, excess absences result in a loss of credit for any course in which the student accumulated excess absences. **When a high school student reaches the number of absences listed** on the following chart in a particular course, his number of absences would be considered excessive and would result in a loss of credit. The final authority as to the number of absences rests with the administration.

### High School Absences

5-day classes	=	25 days
4 day classes	=	20 days
3-day classes	=	15 days
2-day classes	=	10 days
1-day class	=	5 days

## MAKE-UP WORK

Students who have been absent are responsible for requesting make up work immediately upon returning to school. They must check with classroom teachers to get all missed assignments. Students are allowed one day for each day of school they missed to make up work. *Work not made up will be recorded as a zero.*

If dates of absence are known in advance, the teacher may be notified and planned assignments may be requested. In requesting homework in advance, please request three days ahead. This is necessary to give the teachers time to prepare the homework assignments without interfering with their class teaching time. All assignments, including tests, quizzes, etc. must be made up as directed by the individual teacher. It may be necessary for students who have been absent to make up quizzes, tests, or exams before or after school. The responsibility for securing assignments and turning in all schoolwork from absences is the job of the student.

## LUNCH PROGRAM

A lunch, with a drink, will be available for purchase daily at the Academy. Advance menus will be sent home regularly.

Because of health codes restrictions, students are not permitted to use the school's microwave oven nor are they allowed to ask school staff to heat/cook something in it for them. Health code restrictions also prohibit us from giving students permission to store items in the school's refrigerators. Demerits will be given to those who violate this rule.

If a student forgets his lunch and neither parent can be reached, the student will be provided a lunch and charged \$12 for it. Parents may have lunch delivered for their student; however, if it has not arrived by the start of their student's lunch break, the student will be given a lunch in the cafeteria and charged \$12.

Parents and relatives are permitted and encouraged to come and eat with the students. Before going to the lunchroom please obtain a "Visitor's Pass" from the school office. Lunchtime visits are not to exceed the student's lunch period.

### **EARLY PICK UP FROM CLASS**

All parents coming during class time to pick up students for dental or doctor appointments or other excused absences must report to the office and not to the student's classroom. If a student must leave school early, a written note stating the reason should accompany the student to school. A phone notification from the parent will also be sufficient. Please give notification at least an hour prior to pick up. Students leaving school early are required to sign out through the Academy office.

### **SCHEDULED NOON DISMISSALS**

There will be days when the Academy will have scheduled *noon dismissals* or inclement-weather dismissals. On these *12:00 noon dismissal* days, parent must pick up their children by 12:15. Since parents have a fifteen-minute grace period (12:00-12:15) to pick up their child(ren), beginning at 12:16, for every child not picked up, parents will be assessed an \$8.00 late fee for every fifteen-minute interval. No late stay will be provided

### **SNOW AND INCLEMENT WEATHER DAYS**

For school closing or delays because of inclement-weather, parents will receive an email and text message through the Gradelink system. Please be aware that IBA does not necessarily follow PG County school closings or delays.

### **MEDICINE, FIRST AID SERVICES, AND SICKNESS AT SCHOOL**

Students may obtain Tylenol, Tums, Ibuprofen, and Cough/Cold medicine in the school office. Parents must submit a note for their student's file stating the school has permission to administer medication. Junior high and high school students who must take medication at school must give all medicine to the homeroom teacher with the proper form filled out for dispensing.

Students should not, under any circumstances, give any type of medication to other students. This medication includes, but is not limited to, Tylenol, Advil, vitamins, and diet supplements.

*Prescription Medication:* When a child needs medication, it will be administered only with the written permission of parents. Medication is to be in the original prescription container with the student's name, date, medication name, and dosage on the container label. Without written permission/directions, the school will not allow a student to take medicine at school.

It is the responsibility of the parent to refill all prescriptions as needed. If a student requires the same medication at home, some pharmacies will provide an extra pill bottle with a duplicate label. School personnel are not responsible for monitoring the supply of medication on hand in the school office for individual students. At the end of the school year, school personnel will properly destroy prescription medication left over if not picked up by the parent by June 15. Leftover medication will not be sent home with the student.

*Asthma Inhalers:* Older students are authorized *to possess* and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms during the day or before exercise to prevent the onset of asthmatic symptoms at school or at any school-sponsored activity only *if the school has a self-medication authorization note on file in the school office from his doctor*. This note must include all the information listed in the prescription medication,

plus information specific to the *self-administration* of asthma inhalers. With parent permission, teachers may take a student's asthma inhaler on a field trip.

*Emergency Medications:* Some students have medical conditions that may require immediate administration of emergency medication. Examples include bee sting allergies and diabetes. Parents should provide the school office with such emergency medication (such as epi-pens, inhalers, etc.) along with a note from the child's attending physician with detailed information regarding circumstances for administration and directions for administration.

*Sickness:* We will contact you if your child complains of being sick or does not look well after he/she reaches school. If a child has a fever, diarrhea, or begins to throw up, parents will be asked to pick up the child.

Deciding whether to keep a sick child home from school is a hard decision, especially if it means missing work or looking for childcare. For the welfare of our teachers and the other students, we ask that any child with a fever, rash or other illness not return to school until they have been fever or symptom free for 24 hours.

## **DRESS CODE**

School is a semi-formal environment and the dress of our young people should set the stage for a serious learning atmosphere. Casual or loose dress shows a lack of seriousness and has no place in the academic setting. In conjunction with this, the Academy believes it is necessary to dress appropriately and modestly at all times. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the school program.

It will be the sole responsibility of the administration of Independent Baptist Academy to decide what is acceptable in dress and personal appearance standards. Failure to follow dress code requirements will result in a student being issued a dress code letter and dress code demerits.

Extreme fads of any nature are prohibited in the school. Anything the administration considers to be a fad or extreme dress will not be permitted. (Examples of fads could include the following but are not limited to: heavily patterned socks, mismatched socks, suspenders, etc.) The administration reserves the right to determine if dress or appearance is not appropriate. Parents will be notified of inappropriate dress or appearance and will be asked to pick up their student to correct the violation before returning to campus/classes. Before students arrive at school each morning they should be dressed appropriately and ready to begin the school day. Shirrtails are to be tucked in when a student enters the building. If students remain on campus after the completion of classes, they must remain in school uniform while IBA is officially in operation. IBA's official school day begins with early stay at 7:00 am and ends at 6:00 pm with late stay.

***Girls' Dress:*** Girls should remember that, as representatives of our school, they must carefully maintain proper standards of dress and behavior wherever they may be. One's outward appearance reflects the condition of the heart and mind. Consider: I Timothy 2:9,10; Titus 2:3-5; Proverbs 7:10; Exodus 19:10, 11; Deuteronomy 22:5; Proverbs 20:7; Isaiah 3:16-24; Proverbs 31:30; and I Peter 3:4.

### ***Skirts***

- Girls must purchase a Navy Blue or Khaki skirt through the IBA French Toast School Store only. Hems must reach the floor when kneeling and cover the knee when sitting.

### ***Tops***

- Blouses must be purchased from the IBA French Toast School Store only.
- The blouse style is a three-button polo, short or long sleeve with the Academy initials. Students will have their choice of colors and may purchase only one or all colors. All junior high and high school students must purchase at least one burgundy top for field trips, pictures and game days.

- All blouses must be tucked in at the waistband *upon entering the building and remain throughout the day*. Only the top button may be left undone. When an under tee-shirt shows at the top button, it should be white only. *No undershirts should show at the bottom*. Students may not wear long sleeve tops under a short sleeve top.
- Men's apparel or boy's jackets of any type may not be worn.
- Scarves, suspenders, or excessive jewelry are not allowed.

### ***Hosiery***

Girls may wear either socks or hose or go hoseless. **However, when wearing socks, they must wear white socks.** The fad of wearing mismatched socks or double socks is not permitted during school hours, PE, or sporting events. When wearing hose, girls in the high school building are encouraged to wear either panty hose or thigh-high hosiery instead of knee-high hosiery. For most girls, the top of their knee-high hose comes below their kneecap thus showing below their skirt when standing and sitting. Knee-high hosiery that shows when sitting, standing, or walking is subject to dress code demerits. Girls may wear ankle-length leggings during the colder months. When wearing leggings only white or dark, solid colors are permitted. No patterns or bright neon colors are allowed.

### ***Shoes***

All shoes must have a closed heel and closed toe. Specifically, no sandals, clogs, or any other style of open-toed shoes may be worn to school at any time. Tennis shoes or canvas-like tennis shoes may be worn during the week. Shoes with holes for strings must have laces in them and **laces must be completely and properly laced at all times.** Shoes with "mock" holes that cannot not be laced are not acceptable. High top shoes that are so high that socks are not visible are not allowed. They should not be much higher than the ankle bone.

During the winter months and on rainy days, they may wear rain boots or snow boots that fall in line with the IBA standard.

On dress up days such as performing in a play, speech recitations, etc., high school students may wear open-toed and strappy-style shoes.

### ***Jackets***

No non-IBA jackets, vests, or hooded pullovers ("hoodies") may be worn in the classroom, in the hallway, in the lunchroom, or in chapel at any time. If warmer clothing is needed, students may only wear IBA jackets or IBA sweaters purchased from the IBA French Toast School Store. Jackets worn outside may not bear the name of any group that would not meet IBA's standards and policies. Demerits will be given for dress code violations.

### ***Jewelry, Hair, and Makeup***

Makeup and jewelry should be used sparingly and in moderation only. No faddish finger nail polish (color or design) is permitted. Fingernails should be kept short to help prevent injuries during PE. Neither face nor hair glitter is permitted. No faddish hair colors such as green, blue, bright red, orange, etc. are allowed. Highlighting/Lowlighting that is natural-looking and close to a student's natural color is allowed. However, two-toned hair styles with a solid color on the bottom and another color such as bright red, orange, blonde, etc. on the top is not allowed. There is to be no interspersing or weaving of non-natural hair accessories in the student's hair of non-natural colors. The administration has final decision on hair styles. Tattoos of any kind are not permitted, including those drawn on with a pen. Ankle bracelets and toe rings are not acceptable. Earrings should be no larger in than 1½ inches in diameter and 2½ inches in length. If earrings touch the shoulders, they are definitely too long. Only one pair of earrings may be worn at a time in the lobe of the ear. Nose rings are not permitted. Students are not allowed to wear rubber bands, "Jelly" bracelets, sweat bands,

or any other type of faddish bracelet-like object as bracelets. They also may not wear sports headbands during academic school hours. Students are not permitted to wear contact lenses that change their natural eye color.

### ***Hats***

Hats may be worn to school but not on campus at any time. Upon arriving, hats must be taken off and put in lockers/book bags for the day. Never should a hat be worn backwards during school hours or at any school function.

### ***P.E. Uniform: Junior High and High School Girls***

In order to encourage modesty and prevent injuries, IBA young ladies are required to wear knee-length, athletic skirt, an IBA P.E. shirt, socks and proper tennis shoes. *The IBA P.E. shirt must be purchased through the IBA French Toast School Store.*

### ***General Dress***

On days when students are allowed to wear something besides their uniforms, all clothing must have a modest neckline and fit modestly, not tightly. Neither sleeveless nor sheer clothing may be worn. Kick pleats (or back slits) should be no higher than the middle of the knee or the crease in the back of the knee.

***Boys' Dress:*** Godliness coupled with manliness should characterize the dress and demeanor of a Christian young man. One's outward appearance reflects the condition of the heart and mind. It must be understood that the extreme "faddish" styles of the world should not be a part of the Christian young man's wardrobe and appearance. (This includes tattoos of any kind). Consider: Proverbs 20:7; Deuteronomy 22:5; Exodus 19:10, 11; II Corinthians 5:20; and Leviticus 19:28.

### ***Pants***

- Pants may be navy blue or khaki and must be purchased through the IBA French Toast School Store only.
- All trousers must be neat and fit modestly. A black leather belt must be worn. No canvas or fabric belts are allowed.
- No blue jean material, denim, or denim-like material may be worn except on designated special days such as Western Day, etc., and only as specified.

### ***Shirts***

- Shirts may only be purchased through the IBA French Toast School Store.
- The shirt style is a three-button polo, short or long sleeve with the Academy initials. When an under-tee shirt shows at the top button, it should be white only. Students may not wear long sleeve shirts under a short sleeve top.
- Students will have their choice of colors and may purchase only one or all colors. All junior high and high school students must purchase at least one burgundy top for field trips, school pictures and game days.
- Shirts should always be tucked inside waistbands. Only the top button may be left undone.

### ***Socks***

Boys must wear socks at all times. Socks must not be neon-colored, patterned, or the footie type (must come above the ankle bone) and must be discernable. Socks must be the crew-type style.

### ***Shoes***

Sandals may not be worn to school at any time. Tennis shoes or canvas-like tennis shoes may be worn during the week. No tennis shoes may be worn on game days. Shoes with holes for strings must have laces in them and **laces must be completely and properly laced at all times.**

### ***Jackets***

No non-IBA jackets, vests, or hooded pullovers ("hoodies") may be worn in the classroom, in the hallway, in the lunchroom, or in chapel at any time. If warmer clothing is needed, students may only wear IBA jackets or

IBA sweaters purchased from the IBA French Toast School Store. Sweatshirts and hoodies may not be oversized, baggy, or have writing on them. No jackets may bear the name of any group that would not meet IBA's standards and policies. Demerits will be given for dress code violations.

### ***Jewelry & Headbands***

The only jewelry a boy may wear is a watch, a class ring or an initial ring. Rings must be worn on the ring finger. Boys may not wear necklaces or bracelets of **any** type. They also may not wear sport's headbands during school hours. Students are not permitted to wear contact lenses that change their natural eye color.

### ***Hats***

Hats may be worn to school but not on campus at any time. Upon arriving hats must be taken off and put in lockers/book bags for the day. Never should a hat be worn backwards during school hours or at any school function.

### ***PE***

All students must wear the PE uniform required of all physical education students at IBA. IBA young men are to wear knee-length shorts or wind pants, an IBA P.E. shirt, socks and tennis shoes. *The IBA P.E. shirt must be purchased from the IBA French Toast School Store.*

### ***General Grooming Requirements***

Boys should come to school each day *clean-shaven*. This means they may not have visible hair on the face (e.g. the beginning of a beard or moustache). Haircuts should be tapered to the natural hairline on the sides and back, and combed neatly across or up off the forehead. The hair in front must not touch the eyebrows, and the hair in the back may not be long and full enough that it touches the shirt collar. Hair on the sides may not be over or touch the ears. Sideburns must not extend lower than the middle of the ear. In general, hair must not be allowed to get too full, whereby, when it is washed and dried, it appears *shaggy*. Thick, curly hair must not be longer than a half inch high. Rat-tails, tracking, bowl cuts, spiked hair, Mohawks, braids, or cornrows, etc., are not acceptable hair standards. (Flat tops are not considered spiked). Twists and afros may not exceed two-inch thickness at any time. The administration has final decision on hair styles. Tattoos of any kind are not permitted, including those drawn on with a pen.

Students who violate dress code standards will receive dress code demerits and will be asked to return home to correct the violation before returning to campus. In addition, boys who come to school in violation of grooming standards listed for shaving and haircuts, will automatically receive a dress code demerit. Students, who return the following day unshaven or without a proper haircut, will automatically receive a second demerit, be sent home, and receive a zero for all missed work. If a student is sent home three times, he will receive an automatic suspension.

## **GENERAL GOALS FOR STUDENTS**

Independent Baptist Academy expects that its students live above reproach by showing respect to God, country, family, faculty, and fellow-students; therefore, lying, cheating, profanity, and stealing will not be tolerated.

Attendance at Independent Baptist Academy is a privilege, not a right. Constructive suggestions are always warmly welcomed, but "murmuring and disputings" are not tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

## **JUNIOR HIGH SCHOOL PROGRAM: SEVENTH-EIGHTH GRADES**

In **seventh and eighth** grade, students begin the process of having many different teachers. Courses include Bible, English, math, science, literature, spelling, health, music, Spanish, computer, and history. At this grade, a weekly chapel program for spiritual growth is added.

*Perhaps one of the biggest adjustments for a student comes when he enters junior high.* Different teachers with different personalities and different teaching styles now come into play. There will no longer be a central teacher overseeing the student's work who reminds the student when work is due.

Material is *extremely content-based*. History, science, spelling and vocabulary content are very specific and **studying will be necessary for success**. Some courses will now have daily homework assignments, especially English, math, and foreign language. English and math will increase in difficulty and will often require daily studying to learn a concept (Note: English, math, and foreign language are stair-step courses that require a student to master one concept in order to move on to the next concept).

Multiple tests may be given on the same day. Quarter, midterm, and final exams are added. This puts even more responsibilities on the part of the student to be an independent and organized student. Students must develop good study and time management skills. **Independent studying will be necessary for success**. With continued awareness and support on the part of the parents of these increased responsibilities, students should have no difficulties in meeting these challenges and becoming a more independent, organized, and confident student.

Beginning in seventh and eighth grade, students are allowed to participate in IBA's sports program, which includes soccer, volleyball, and basketball.

## **HIGH SCHOOL PROGRAM: NINTH THROUGH TWELFTH GRADES**

For graduation, Independent Baptist Academy requires the successful completion of an academic program in excess of the requirements of the State of Maryland. To graduate from the Academy, a student must accumulate **twenty-eight** credits during ninth through twelfth grades. Because this is a Christian school, each student must successfully pass a Bible class each year he attends the Academy. In order to maintain high academic standards in areas of English, students are required to take their English courses at Independent Baptist Academy. English taken in summer school elsewhere will be honored only after the student has scored at an acceptable level on an English test administered by the Academy.

All students in grades nine through twelve must follow the course of study provided for them by the administration. This is to ensure that each student obtains as much as possible academically while at Independent Baptist Academy. Following recommended courses of study will also eliminate problems of meeting graduation requirements during the senior year. (See Appendixes 4 & 5 for high school requirements).

High school will bring with it the greatest challenges yet. Students will continue to have different teachers with different personalities and different teaching styles. History and science courses are content specific and studying will be necessary for success. English and math courses will generally have daily homework assignments. Math increases in difficulty and will often require daily studying to learn a concept (Note: Math is a stair-step course that requires a student to master one concept in order to move on to the next concept). **Studying will be necessary for success**. Foreign language classes, such as Spanish I and II, will also bring with them a new dimension to studying. Daily homework assignments, with frequent quizzes and tests, are given. Since most students are learning Spanish grammar and conversation for the first time, they do not have previously learned material on which to build such as they have for math or English. To keep their Spanish grades up, *it will be necessary for students to review Spanish material daily*. **Any** foreign language will require *daily studying for success*.

These added changes put even more responsibilities on the part of the high school student to be an independent and organized student. ***Independent studying will be necessary for success.*** Less class review will be done in these grades. It is imperative that students develop good study and time management skills. All these skills prepare high school students to be successful in college. With your awareness of these increased responsibilities, and your support, your child should have no difficulties in meeting these challenges and learning to manage his, time thus becoming an independent and organized student.

Besides academics, high school students are allowed to participate in the sports program at IBA, which includes soccer, volleyball, and basketball.

High school brings with it one more important area of concern. It is from ninth – twelfth grades that a student’s high school transcript is developed. A student’s transcript can follow him for life. It can be viewed by his future college and can even be seen by his employer twenty-five years after graduation. Transcripts will give prospective colleges and employers an overview of a student’s years in high school. They show a student’s grades and his activity involvement for all four years of high school. Therefore, it is essential a high school student take his high school days seriously

*Graduating Seniors:* Seniors will not be permitted to march in commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march. Independent Baptist Academy cannot be responsible for the inconveniences caused by a senior’s failing of courses during the last days of school. Students who plan to attend college should write the colleges of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to make sure they are meeting those college entrance requirements. The school administration will assist the student in any way possible.

## **GRADUATING SENIORS**

*Financial Info:* Graduating students will have many financial obligations their senior year. Some include, but are not limited to (1) IBA Graduation fees (2) IBA Reception fees, cost of (3) Cap and Gown and (4) Senior Trip. (See school office for current senior fees).

*Honor Graduates:* All students with a grade-point-average (G.P.A.) of 3.50 to 3.69 have the privilege of wearing a silver honor cord at graduation. Students with a G.P.A. of 3.70 and above are granted the honor of wearing gold honor cords. IBA’s valedictorian and salutatorian will be chosen on the basis of honor points earned during the high school (ninth-twelfth) years. The student with the highest grade-point-average (G.P.A.) will be designated as the valedictorian; the student with the second highest grade-point-average will be designated as salutatorian. Students must have attended at least two years of their high school education at IBA and must have maintained an honor-point average of 3.50 or above to be chosen as valedictorian and 3.25 and above for salutatorian. In the event a tie occurs in the averaging of honor points for valedictorian and salutatorian, the administration has the right to allow for co-valedictorians.

## **CHURCH ATTENDANCE AND MINISTRY REQUIREMENTS**

*All Students:* Regular church attendance is expected from all students.

## **PHILOSOPHY OF DISCIPLINE IN THE CHRISTIAN SCHOOL**

Biblically, we believe discipline is the parents’ responsibility. During school hours, the parents may delegate the responsibility to the school, but the primary responsibility lies with the parents. Thus it is vitally important for parents and school to cooperate when it comes to discipline of a child.

At IBA, we incorporate discipline with love. Love is the ingredient that makes the difference. Love and discipline stand side by side. As the child feels the love of his teacher, he will realize that it is his misbehavior that the teacher dislikes and not him; his love and respect for the teacher will grow deeper, and he will be ashamed of his improper conduct.

Discipline is a process. **It takes time.** Because young people come from various backgrounds and have different needs, we at IBA strive for patience, steadfastness, and above all, love for our students. We know children will make mistakes simply because they are children. The child learns from his mistakes as well as from his successes, especially if the mistakes are evaluated and the corrections are indicated.

Ardell Jacquot in his book, *Guide to Successful Christian Teaching*, sums up our philosophy of discipline at Independent Baptist Academy. "...Discipline in a Christian school is quite different from that in secular institutions. The outgrowth of correction that the Christian school seeks is the development of character—a change in the attitude, the actions, and thinking of students. The purpose behind the use of punishment and correction is to guide a student in the paths of righteousness."

"The Bible gives us the purpose of discipline in Job 36:10-11: 'He openeth also their ear to discipline, and commandeth that they return from iniquity. If they obey and serve Him, they shall spend their days in prosperity and pleasures.' By having a godly, disciplined life, a [student] deals with sin in his own life... When he obeys and serves the Lord by the control of the Holy Spirit, then the [student] enjoys prosperity and pleasures."

"The purposes of Godly discipline include (1) To bring about change in behavior and encourage self-discipline (2) To teach submission to authority (3) To curb unrighteousness (4) To build character and (5) To enhance learning."

**To Bring about Change in Behavior and to Encourage Self-discipline:** "Teaching children to develop inner control...by disciplinary practices is clearly important...The ultimate achievement of good discipline is that the child develops self-discipline. When children are shown how to discipline themselves, they will find a self-disciplined life leads to joy."

**To Teach Submission to Authority:** God's Word commands, "Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account" (Hebrews 13: 17) "No one can be a productive Christian until he is willing to obey the authority that he sees; for if an individual is not submissive to the authority that he sees, he will not be submissive to the authority of God whom he does not see. Consequently, the [school] has a spiritual obligation to help the child understand that his willful resistance to the authority is an indication that the youngster is resisting the power of God. For the benefit of the child, that willfulness must be dealt with."

**To Curb Unrighteousness:** "The Bible clearly states that unrighteousness should be dealt with for the sake of those who want to do right." When willfulness and disobedience in a child is dealt with, others take note of the corrections and will be better off.

**To Build Character:** As a child grows, his character is demonstrated through his actions. Discipline is something that teachers and staff do **for** a child, not to a child. When the young person is trained appropriately, he will discover that he is receiving less correcting. Godly discipline will produce character that will assist young people in walking in the right path of life."

**To Enhance Learning:** The greatest amount of learning occurs when there is effective control...academic goals can then be achieved when there is control of the [students].

**Conclusion:** When the principles of discipline found in the Bible are applied, children will learn from their mistakes, as well as from his successes, and will mature and grow in the Lord and develop Godly character. "...[Discipline] with eternity in mind is what IBA is all about." (Quotes taken from pages 49-67 of *Guide to Successful Christian Teaching*)

### **DEMERIT METHOD OF DISCIPLINE**

The demerit system is the method of discipline used at Independent Baptist Academy for grades **seven through twelve**. The benefits of discipline are stressed in the book of Proverbs. The administration expects students to be different from the world and to maintain the highest standards of behavior at all times. Failure to comply with the standard of conduct will result in the issuing of demerits.

If the administration feels that demerits are not changing a student's behavior, the administration reserves the right to alter demerit values, use other means of correction in lieu of demerits, or proceed straight to suspensions or expulsions.

### **DISCIPLINE PROCEDURES FOR THE JUNIOR HIGH**

When a seventh or eighth-grade student accumulates thirty-five (35) demerits during the semester, he becomes ineligible. This means the student cannot participate in field trips the rest of the semester. *At the end of first semester*, weight values and demerit totals will return to zero. See Appendix 9 for weight of demerits for junior high.

<b>10 demerits</b> = Student must serve a one-hour detention after school.
<b>20 demerits</b> = Student must serve a one-hour detention after school.
<b>30 demerits</b> = Student must serve a one-hour detention after school.
<b>40 demerits</b> = Student must serve a one-hour detention after school.
<b>50 demerits</b> = SUSPENSION # 1 (one-day) – 2% deduction per day
<b>70 demerits</b> = SUSPENSION # 2 (two-day) = 4% deduction per day
<b>90 demerits</b> = Parents will be asked to voluntarily withdraw their child or the child will be expelled.

**Detention:** Detention for a seventh through eighth grade student is held during Early Stay on Monday or after school on Thursday. Early Stay detention begins at 7:00 A.M. After-school detention begins at 3:30 P.M. Attendance in detention is taken seriously and *takes precedence over any after-school activity*. Reporting late to detention will result in students receiving three demerits. Failure to report to detention will result in students receiving five demerits. Students not picked up at the end of after-school detention (4:30) will automatically be sent to late stay and a late stay fee will be assessed. Detention Fee: \$10.00

**Suspension:** Students suspended from school will be allowed to make up work missed during the time of suspension, but will have a percentage taken off their nine-week average for each day they were suspended. The administration has the right to expel a student after his first or second suspension.

### **HIGH SCHOOL DISCIPLINE PROCEDURE**

Students who receive 0-5 demerits a semester will have no record of their demerits on their permanent file. Students who have received 25 or less demerits during first semester will have their demerit totals recorded, but will start the second semester with zero demerits. When a student accumulates thirty-five (35) demerits during the semester, he becomes ineligible. This means the student cannot participate in field trips the rest of the semester. Demerit weights do not return to zero at the end of the semester.

<b>10 demerits</b> = Student must serve a one-hour detention after school.
<b>15 demerits</b> = Student must serve a one-hour detention after school.
<b>20 demerits</b> = Student must serve a one-hour detention after school.
<b>45 demerits</b> = SUSPENSION # 1 (one-day) – 3% deduction
<b>65 demerits</b> = SUSPENSION # 2 (two-day) – 5% deduction
<b>85 demerits</b> = Parents will be asked to voluntarily withdraw their child or the child will be expelled.

*Detention:* Detention for a ninth through twelfth grade student is held during Early Stay on Monday or after school on Thursday. Early Stay detention begins at 7:00 A.M. After-school detention begins at 3:30 P.M. Attendance in detention is taken seriously and *takes precedence over any after-school activity*. Reporting late to detention will result in students receiving three demerits. Failure to report to detention will result in students receiving five demerits. Students not picked up at the end of after-school detention (4:30) will automatically be sent to late stay and a late stay fee will be assessed. Detention Fee: \$10.00

*Suspension:* Students suspended from school will be allowed to make up work missed during the time of suspension, but will receive a deduction off their nine-week average for each day they were suspended. The administration has the right to expel a student after his first or second suspension.

See Appendix 10 for weight of demerits for high school.

## HOMEWORK

Homework is a part of Independent Baptist Academy’s academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered as “busy work.” Classroom teachers give homework for specific purposes.

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in their studies; therefore, each student is required to complete homework assignments. In order to encourage church attendance, it is the policy of the Academy that teachers will not give homework on Wednesdays.

Homework is given for several reasons:

1. ***For Reinforcement:*** We believe that most students require solid drilling to master material essential to their educational progress.
2. ***For Practice:*** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. ***For Remedial Activity:*** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. ***For Special Projects:*** Book reports, compositions, special research assignments, and projects are some samples of this area of homework.

We do request the parent’s full cooperation in seeing that homework assignments are completed. Seventh through twelfth grade students are not required to have their homework tablets signed each night. However, students who repeatedly do not have their homework could be required to have their tablets signed on a daily basis for a period of time. Repeated delinquent homework could result in a student’s expulsion.

## PROGRESS REPORTS

Progress reports are issued to all students at the mid-point of a nine-week grading period or approximately four-and one-half weeks after the beginning of each grading period. These reports are designed to inform students and their parents as to whether work has been satisfactory or unsatisfactory. Progress reports must be signed by the parents and returned to the homeroom teacher the next school day or demerits will be given for each day not returned. Homeroom teachers will check to see that progress reports are returned.

## REPORT CARDS AND GRADING SYSTEM

Report Cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Bills must be up-to-date before the report cards will be issued.

The purpose of report cards is to give parents and students an accurate indication of the progress, or lack of progress, made by the student. For a student to attain the honor roll, he must make all A's and B's.

Parents are encouraged to call the school to set up conferences with teachers to discuss a student's schoolwork at any time during the school year.

<i>Grading System</i>														
<b>A+</b>	=	98-100	<b>B+</b>	=	87-89	<b>C+</b>	=	77-79	<b>D+</b>	=	67-69	<b>F</b>	=	59 & below
<b>A</b>	=	93-97	<b>B</b>	=	83-86	<b>C</b>	=	73-76	<b>D</b>	=	63-66			
<b>A-</b>	=	90-92	<b>B-</b>	=	80-82	<b>C-</b>	=	70-72	<b>D-</b>	=	60-62			

## HONOR ROLL

An honor roll is compiled after each nine week's grading period and is made up in the following way:

**"A" Honor Roll:** Includes students who have all "A's" with no "I" (incomplete) grades

**"A-B" Honor Roll:** Includes students who have made all "A's" and "B's" with no "I" (incomplete) grades

**"B" Honor Roll:** Includes students who have all "B's" with no "I" (incomplete) grades

An "I" on the report card represents incomplete grades. If an "Incomplete" is not made up by the time the honor roll list is made, that student is automatically disqualified from the honor roll for that grading period. A student who receives an "Incomplete" as a grade on the grade card has 10 school days past the end of the nine-week grading period to make up all work. If a student fails to turn in his makeup work during the allotted 10 days, his work will not be accepted. At the end of the fourth nine weeks, (end of the school year), no "Incompletes" can be given.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Fellowship meetings are held regularly throughout the school year to enable parents to follow the progress and development of their children. This fellowship meeting provides an opportunity for parents and teachers alike to discuss the progress of the student. Parents are asked to be considerate of other parents who may also need to ask questions. Parents are asked to limit their discussions with the teacher to five to seven minutes. If more time is necessary, parents should make an appointment to meet with the teacher at a later time.

For parents who attend the same church as teachers and school personnel, we ask that you *not discuss school-related problems at church*. Our staff needs to be able to hear the preaching of God's Word without having their minds sidetracked with school issues. Please set up an appointment. Thank you for your cooperation in this matter.

## TESTING PROGRAM

Independent Baptist Academy has a detailed program of testing designed to measure the student's abilities and progress. All students in grades K through eleven are given standardized achievement tests in the spring of each year to measure their achievements in areas of English, spelling, math, science, social studies, reading, reading comprehension, and listening skills. The results of testing are used to aid our teachers and administration in improving our curriculum.

Seniors should register for the SAT (Scholastic Aptitude Test) and/or the ACT (American College Test), commonly referred to as College Boards. Since colleges prefer one of these tests, a student is assured of adequate test information by taking both. Also, if a student should do poorly on one of these tests, analysis of both tests will give colleges a clearer picture of the student's scholastic aptitude and achievement. All forms for registration are available online.

## PROMOTION

*Students with an "F" Average.* In *seventh and eighth grade*, a student's end-of-the year average will determine whether he is promoted to the next grade. If a student has an "F" in two different subjects said student will be retained in the same grade.

At the *high school* level, an "F" will cause a student to lose credit for that particular subject. A student will continue to advance to the next grade in accordance with credits earned. Earned credits will determine actual grade level.

*Summer Tutoring.* In seventh and eighth grade, for core or stair-step subjects such as math, reading, language, and English that require understanding and mastery of their material to be able to understand the next year's curriculum, IBA requires that a student complete the following summer tutoring requirements to progress to the next grade:

- ***Student Having One "F" Average (59 and below)***  
Summer Requirement: 30 hours of tutoring (Recommendation – 3 hours a week)
- ***Student Having a "D" Average in a Core Subject (69-60)***  
Summer Requirement: 20 hours of tutoring (Recommendation – 2 hours a week)

Tutoring may be done with one of our IBA teachers, through a learning center such as Sylvan Learning Center, or through other qualified, *degreed* instructors.

At the end of the summer, parents must return IBA's evaluation form providing proof that the required number of hours of tutoring was satisfactorily completed and that the child mastered the content necessary to advance to the next grade.

## TEXTBOOKS

Students are responsible to care for their textbooks. All hardback textbooks, workbooks and paperback books should be laminated with clear contact paper. Books are never to be taken home without a cover. From the date students receive their books, all students have one school week to cover their books. Replacement of lost textbooks or textbooks excessively damaged beyond normal usage is the responsibility of the individual students. Replacement costs and/or fees will be assessed accordingly.

## **CONDUCT AT ATHLETIC COMPETITIONS**

At any athletic game, pep rally, etc., there is to be no booing or throwing of items by spectators. Violators will be asked to leave. Courtesy demands applause for excellence regardless of which team the player represents. Visiting teams are to be treated as our guests. They should be shown the same courtesy as if they were visiting in your home.

## **PARENTAL VISITS TO SCHOOL**

Parents are welcome to visit our school for lunch, special programs, and class observation. Parents who wish to observe classrooms should familiarize themselves with *IBA's Classroom Observation Procedures*, which is found in Appendix 12.

Students are not permitted to invite friends or relatives to school during the school day.

## **SOLICITATIONS**

Solicitation is not allowed at Independent Baptist Academy without the permission of the administration. This includes the selling of tickets, candy, etc., and the distribution of political materials, or circulation of petitions.

## **ARTICLES BROUGHT TO SCHOOL**

Independent Baptist Academy is not responsible for broken or lost items brought to school.

## **ARTICLES PROHIBITED OR RESTRICTED AT SCHOOL**

Students are not to bring any item to school that is disruptive to the educational process or that can be considered potentially dangerous. Prohibited items include, but are not limited to, the following items: cameras, radios, electronic equipment<sup>1</sup>, tape recorders, lap top computers, I-Pods/MP3 players, CD players, and sports equipment. Other prohibited items include animals, water guns, balloons, tools, firecrackers, shaving cream, trading cards, mace, pepper spray, laser pointers, heavy chains, cigarettes, cigarette lighters, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives of any kind, toy guns and caps, water pistols, baseballs, or bats. Skateboards, scooters, skates, roller blades, and street shoes with wheels are also prohibited at school. Any books or magazines not related to class work brought to school to read during free time must be checked by the student's homeroom teacher for content. The staff asks for cooperation in seeing that these items are not brought to school. Students found in possession of any of these items will have these items taken from them, held by the teacher, and face disciplinary consequences. Items will be returned to the parent upon the parent's request in person.

<sup>1</sup>*Electronic Devices Allowed: In high school, a student may bring his Kindle (not Kindle Fire) to school if it is only used as a book to read between classes. No student may play games or connect to the internet with his Kindle.*

- ✓ All hats, sunglasses, and jackets must be removed upon entering the building. Heavy jackets and/or coats intended for outdoor wear may not be worn indoors.
- ✓ Bandannas, scarves, and headbands (not an inclusive list), are prohibited.
- ✓ Students should refrain from drawing/writing on themselves and putting stickers and/or decals on their faces, hands, etc.

The administration reserves the right to make judgment as to what is appropriate. Students need to be careful about the appropriateness of their lunch boxes, book bags, folders, notebooks, book covers, jewelry, etc. Any of these items should follow IBA's standard of conduct. Inappropriate items that should not be brought to school include, but are not limited to: worldly cartoon characters, rock stars, inappropriate symbols such as the peace sign and ying yang sign.

Cell phones and smart watches used to contact parents are to remain "off" and "out of view" during school hours 7:00 A.M. – 6:00 P.M. Smart watches are defined as any device that can send or receive any form of

communication. Fit Bits and step counters are not included. Junior high and high school students must keep their cell phones off and in their cars or lockers throughout the day. Cell phones are not to be used during Early Stay, throughout the school day, during PE/Recess, during music classes, nor during Late Stay unless students have been given permission to speak with an adult such as their parent or their ride. Cell phones used without permission will be taken and returned to the student at the end of the day. Demerits will be given. If a student has continued cell phone infractions, his cell phone will be taken and sent to the administrator at which point a parent will have to come in to have the cell phone returned. See Appendix 3 for further information.

## **SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS**

Safety of your child is of utmost importance to us. Therefore, the school reserves the right to search a student's locker or belongings in the event the school suspects the student may possess harmful items such as weapons, explosives of any kind, alcohol, or drugs, etc. Enrollment of the child constitutes parental consent to such searches.

Should the school be informed of a positive drug test result of any student, *i.e.* drug use is indicated, the student will automatically be expelled.

Any student bringing a “real” gun, knife, weapons of any kind, explosives, alcohol, or drugs is subject to immediate expulsion.

## **VISITORS**

In order to protect our children, the issue of visitors must be addressed. All persons not employed by IBA/IBC (this includes graduates and older staff children) entering the building or on school grounds are to report to the office indicating their presence to receive a “Visitor’s Pass.” Please do not report directly to the classroom, lunchroom, or playground during school hours. Administration asks that you do not disturb classes and interrupt the education of the children. This is done for the safety of all students. If visitors are unknown to the office personnel, office personnel may ask visitors to present a picture ID and state the purpose and intended length of their visit. All visitors should sign out when leaving campus.

Only guests who have worthwhile reasons and who conform to the dress code requirements of Independent Baptist Academy will be allowed on campus.

Parents should warn their children about talking to strangers and reporting strangers to parents or teachers. In addition, parents are encouraged to watch for and report strangers loitering around the school or between school and home.

## **LOST AND FOUND**

Independent Baptist Academy provides a “Lost and Found” center that students are allowed to periodically check throughout the year. At the end of each quarter, items in the “Lost and Found” cabinet will be displayed in the hall in order that lost articles may be claimed. To avoid loss of items, students are encouraged to mark all personal items brought to school.

## **ASBESTOS**

Independent Baptist Academy is free from asbestos or any other carcinogenic building materials; and, therefore, complies with OSHA regulations for public health.

## **FIRE DRILLS**

IBA will periodically hold fire drills for practice time. Detailed escape plans are posted inside the door of each classroom.

## **PARTIES**

Administrative approval is required for any school group gatherings or parties initiated by teachers or students.

## **SCHOOL PICTURES**

School pictures will be taken each year by a professional, independent photographer and will be made available for parents to purchase. On picture day, *students must wear their burgundy uniform shirt*. The photographer will provide price lists and order forms. There will be no obligation for the parent to purchase these pictures. Purchasing school pictures is entirely your choice. All students will be photographed for the school yearbook.

The photographer is solely responsible for pictures, the selling and supplying of pictures, etc. Any questions regarding pictures will need to be addressed directly to the photographer.

Senior pictures will be the sole responsibility of the seniors and their parents. None will be taken through the school. Seniors and their parents may want to arrange an individual sitting at a photography studio, or they may meet together and arrange a group shot.

## **SCHOOL-SPONSORED TRIPS**

Participation in IBA-sponsored field trips is limited to the teachers and students *in the specific classes* involved as well as approved chaperons, not siblings in younger grades.

*Siblings & Younger Children on Field Trips:* Students may not have a sibling accompany them on a field trip unless the sibling has graduated from high school and said sibling is acting as a chaperon in the place of a parent. Chaperones or teacher/staff are not allowed to take an older or younger sibling from another class on the field trip even though the teacher/staff is acting as a chaperon. Chaperones or teacher/staff are also not allowed to bring their babies or pre-school children on a school field trip. Participation in IBA-sponsored field trips is limited to the students *in the specific class*.

Home-school students under our umbrella program are allowed to participate in IBA field trips. Home-school students not in our umbrellas program or students from another school are not allowed to participate in IBA field trips. The only exception would be for visiting missionary children or special speaker's children.

A written policy, established by the school administration, regarding the supervision of students on overnight stays away from school will be strictly followed to ensure the safekeeping of all participants.

The following policies shall govern all school trips:

1. Permission slips (with emergency telephone numbers) signed by parents must be collected by the teacher and taken on the trips.
2. All school rules apply to field trips and must be followed.
3. Faculty members are in charge of all students.
4. Students who misbehave may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.
5. At times, it may be necessary to charge a fee for the trip.

When a school vehicle is used to transport students, separate seating will be required for boys and girls. At least one adult must accompany the group along with the teacher or staff member.

## **PARENT CHAPERONES**

The school requires parents to follow the same standard of dress and conduct that is required of the students. Therefore, we ask our ladies acting as chaperones to not wear pants and men acting as chaperones to not wear

shorts. Blue jeans for the men and blue jean skirts for the ladies are certainly acceptable on casual field trips. Parents not meeting the dress standard will be asked to change before serving as chaperones.

An older sibling who has graduated from high school or a grandparent may also serve as a chaperone if a parent is not available. The same standard of dress and conduct that is required of parent chaperones must also be followed by the older sibling. Older siblings not meeting the dress standard will be asked to change before serving as chaperones.

### **SCHOOL OFFICE**

When a visit to the school is necessary during school hours, please do not go directly to the classroom. Please come by the office first. By checking in at the office and receiving a Visitor's Pass, you will help us keep track of visitors better thus keeping your child's environment safer. If you need to meet with your child's teacher, please call the office and leave a message so that your child's teacher can set up a private conference with you. Please be considerate of your child's teacher(s) by not stopping them between 8:00-8:30 or 3:15-3:30 thus detaining them from their responsibilities to the children.

### **CARE OF SCHOOL PROPERTY**

Independent Baptist Academy is considered God's property. Respect for the appearance and care of our school is a part of our Christian testimony.

A student shall not cause, or attempt to cause, damage to school property, including trees, landscaping, fences, athletic facilities, any school furniture, computers, lighting fixtures, heating and air conditioning fixtures, instructional materials, buses, etc. Also, a student shall not cause, or attempt to cause, damage to private property on school premises during the school day, or during a school activity, function, or event off of school grounds at any time.

Willful damage to, or destruction of, school property will not be tolerated. All damage must, of course, be paid for whether willful or accidental. All school textbooks must be suitably covered. Demerits will be issued for failure to do so.

1. Desks and/or lockers assigned to a specific student remain the property of the school. Random, unannounced desk and/or locker checks may be conducted.
2. General housekeeping inspection of school property may be conducted without prior notice.
3. Searches of desks or other storage spaces and their contents may be conducted when school authorities have reasonable suspicion to believe that the area being searched contains evidence of a crime or violation of school rules.

### **GENERAL PRACTICES**

No visitor may interfere with the normal programs of Independent Baptist Academy unless permission is secured from the administration. This includes parents, guest speakers, and lecturers in the classroom or chapel.

No student may use the name of the school on any radio or TV program or any other publication without the prior authorization from the school administration.

The school will not be responsible for any after-school party or social function that is not officially sponsored by the school.

For all school-sponsored functions, rules and regulations apply both for students and their guests. This includes dress regulations.

Students should not trade any personal belongings with other students. This also is in regard to exchanging money for personal belongings as in renting, buying, or selling.

### **RAP/ROCK MUSIC POLICY**

The policy of a Christian school is to build into a young person the proper spiritual and academic direction for life. Since rap and rock music is a part of the counter-culture which seeks to implant seeds of rebellion in young people's hearts and minds, Independent Baptist Academy considers listening to these kinds of music to be detrimental to the spiritual, moral, and intellectual life of a young person. Therefore, the policy of the Academy is that students not listen to any kind of rap or rock music including so-called "Christian rock" or "Christian rap." Listening to rap or rock music during school hours will be considered an infraction of the rules, and demerits will be issued for this offense.

### **WITHDRAWAL / DISMISSAL**

Students may be withdrawn by their parents for any reason upon a reasonable amount of written notice (three days). Withdrawals from school must be made in person through the Academy office. All tuition will continue until parents have completed the official form and delivered it personally to the school. The Academy will not accept withdrawal forms until all necessary signatures are completed. Records/transcripts will not be released until all bills are paid and textbooks and materials have been returned. If balances are not paid in cash, all transfer of records will be held until check has cleared. Withdrawal forms with instructions are available in the office.

The school has the right, for any reason, to ask the student to withdraw, with notice. This provision is separate and apart from discipline procedures listed under the school's discipline policies. No student will be allowed to remain in Independent Baptist Academy whose parents do not agree and cooperate with the overall purpose and program of the school.

A student may be asked to withdraw from school when he or one of his parents is opposed to the rules and policies of the school. Students who are dismissed from Independent Baptist Academy will not be considered for re-enrollment during the current school year. Parents must meet with the administration before re-enrollment will be considered for the next year.

Parents must meet with the financial office to determine the amount of tuition refund, if any. Any refund given applies only to tuition already paid, and not to any fees or other expenses already paid by the parent.

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the day without permission from the office and their parents. When students are given permission to leave, they must report back to the office upon returning. All students leaving early or returning late must sign the check-in/check-out log in the school office. Failure to do so will result in tallies/demerits.

### **BOY-GIRL RELATIONSHIPS**

Couples are never to be unchaperoned in the school or on the grounds. Demerits will be issued for this offense. Any behavior deemed inappropriate by the administration, such as touching, will result in demerits or tallies given. Only siblings or relatives will be allowed in cars together unless accompanied by parents or approved chaperones.

### **THE AMERICAN CREED**

I believe in the United States of America  
As a government of the people, by the people, for the people;  
Whose just powers are derived from the consent of the governed;  
A democracy in a republic;  
A sovereign nation of many sovereign states;  
A perfect union, one and inseparable;  
Established upon those principles of freedom,  
Equality, justice and humanity  
For which American patriots  
Sacrificed their lives and fortunes.

I therefore believe it is my duty  
To my Country to love it;  
To support its constitution; to obey its laws;  
To respect its flag;  
And to defend it against all enemies.  
*(By William Tyler Page)*

### **THE PLEDGE TO THE BIBLE**

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

### **THE PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag  
And to the Savior for whose Kingdom it stands.  
One Savior, crucified, risen, and coming again  
With life and liberty to all who believe.

### **THE PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

I pledge allegiance to the flag  
Of the United States of America,  
And to the Republic for which it stands:  
One nation under God, indivisible,  
With liberty and justice for all.

## APPENDIX 1: VACCINE REQUIREMENTS FOR FIRST - TWELTH GRADES

Required cumulative number of doses for children enrolled in **tenth, eleventh, and twelfth grades** includes the following:

<b>VACCINE REQUIREMENTS FOR TENTH-ELEVENTH GRADES AGES 6 – 18+ YEARS</b>	
<b>DOSES REQUIRED</b>	<b>VACCINE</b>
4 or 3	DTP /DtaP/Tdap/DT/Td Four dose of DTP/DtaP are required for children younger than 7 years old. Three doses of tetanus and diphtheria containing vaccines DTP, DtaP, Tdap, DT or Td are required for children seven years of age and older.
3	Polio*
2	Measles* -- ages 60-71 months
1	Rubella*
1	Mumps*
1 or 2	Varicella (Chickenpox)* One dose of varicella is required for a student younger than 13 years old. Two doses of varicella are required for a previously unvaccinated student 13 years of age or older.
3	Hepatitis B
1	Hib – not required for children older than 5 years.
0	PCV7 (Prevnar) -- not required for children older than 5 years.

### APPENDIX 1A: FURTHER VACCINE RECOMMENDATIONS

<b>VACCINE REQUIREMENTS FOR AGES 11 - 18+ YEARS</b>	
<b>DOSES REQUIRED</b>	<b>VACCINE</b>
6	DTP /DtaP/Tdap/DT/Td Final doses of DTP/DtaP are required for children 11 - 12 year olds. Doses of tetanus and diphtheria containing vaccines DTP, DtaP, Tdap, DT or Td are required for children seven years of age and older.
3	HPV – for cervical cancers
1	MCV – Meningococcal: (Administered if not previously vaccinated
1 per year	Influenza
3	Polio*
2	Measles* -- ages 60-71 months
2	Rubella*
2	Mumps*
2	Varicella (Chickenpox)
2	Hepatitis A (@ 1 or 2 years of age—After age 2 children can be vaccinated if it is desired)
3	Hepatitis B if not previously vaccinated
1	Hib: (Must have been received after twelve months of age)
0	PCV7 (Prevnar) -- not required for children older than 5 years.

## **APPENDIX 2: GUIDELINES FROM THE CENTER FOR DISEASE CONTROL AND PREVENTION**

According to the *Center for Disease Control and Prevention*, “the typical child has 6 to 12 illnesses a year ranging from mild to severe. Illness can occur throughout the year, but tends to cluster in the winter due to the flu season. These illnesses can seem to spread like wild fire affecting other students, teachers, and family members. Sometimes even minor illnesses require the child to stay home just to prevent the further spread of a contagious disease.”

In addition to consulting your pediatrician, the *Center for Disease Control and Prevention* gives the following tips for some of the most common symptoms of illness to help you decide whether to keep your child at home:

1. Fever is a symptom of illness and not an actual diagnosis. A child with a fever greater than 100.5 degrees Fahrenheit needs to stay home from school until the fever is gone for at least 24 hours. If your child appears sick with any fever and the fever does not resolve in 2 to 3 days, call your doctor to have your child evaluated.
2. Cough alone may not prevent your child from attending school unless it is interfering with a child's sleep or ability to participate in school activities. If the cough is productive and has phlegm or is associated with fever or trouble breathing, keep your child home from school and arrange to have the child seen by his pediatrician.
3. A child who is vomiting or has diarrhea needs to stay home from school. Your child can return to school when the symptoms have stopped and the child can tolerate a regular diet.
4. Children can attend school with mild sore throats if no other symptoms are occurring. A doctor should evaluate any child with a sore throat associated with fever, vomiting, abdominal pain, or difficulty swallowing before returning to school. Call your child's school and ask if strep throat is going around; if so, have your child tested. A child with a diagnosis of strep throat needs to stay out of school until on antibiotics for 24 hours.
5. Earaches - If these last more than a day or if pain is severe, please see your health provider.
6. Impetigo or other skin rash - Please have these identified and treated for 24 hours before returning to school.
7. "Pinkeye" or conjunctivitis - A draining, itchy eye that is red must be treated with antibiotic eye medicine before child returns to school.
8. Keep your child home if he has painful urination. This could be a sign of a kidney infection.
9. Chicken Pox. Your child may return when all of the blisters are scabbed over and dry.
10. Head Lice. Your child may not return until treated and all nits are removed.
11. Your child may not return to school if he has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours. He should not return to school until your doctor indicates he is no longer contagious.
12. If your child appears really sick, keep your child home and arrange an evaluation by your doctor that day.

Many illnesses can be stopped before they spread by reminding everyone to practice frequent hand washing, blowing noses into tissues, covering mouths when coughing or sneezing, and asking other parents about sick symptoms in their children before arranging play dates and carools. Sometimes staying home is the only way to benefit our children, our communities, and ourselves.

### **APPENDIX 3: CELL PHONE USE**

*General Policy:* Cell phones and smart watches used for communication are to remain “off” and “out of view” during official school hours 7:00 A.M. – 6:00 P.M. Smart watches are defined as any device that can send or receive any form of communication. Fit Bits and step counters are not included. Junior high and high school students must keep their communication devices off and, in their cars, or lockers throughout the day. *Cell phones are not to be used during Early Stay, throughout the school day, during PE/Recess, nor during Late Stay unless students have been given permission by a teacher to speak with an adult such as their parent or their ride.*

If a student brings a cell phone to class or the phone rings while in a student’s locker, the teacher will initiate disciplinary action and the phone will be confiscated for the remainder of the day. “Forgetting” to turn off the cell phone is not an excuse. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted, particularly in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the school’s normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child’s cell phone as a means of contacting their child for any reason during the school day.

**Note:** These guidelines were formulated after careful review of school cell phone policies across the state and the country. (©2006 Christian Law Association, [www.christianlaw.org](http://www.christianlaw.org))

## APPENDIX 4: INDEPENDENT BAPTIST ACADEMY HIGH SCHOOL GRADUATION REQUIREMENTS

Credits toward graduation are earned during grades nine through twelve. At times, IBA offers accelerated, college-level courses for twelfth grade students. Students wishing to obtain college credit for these courses must enroll in Independent Baptist Bible College and pay the required fees.

REQUIREMENTS	CORE COURSES	CREDITS
<i>Bible</i>	Bible 9 Bible 10 Bible 11 Bible 12	4
<i>English</i>	English 9 English 10 English 11	3
<i>Literature</i>	Themes in Literature World Literature American Literature	3
<i>Social Studies/History</i> Must include U.S. History, World History, Local & State Government	World History U.S. History World Geography Government/MD History	4
<i>Mathematics</i> Must include Algebra I, Algebra II, Geometry	Algebra I Algebra II Geometry Financial Literacy	4
<i>Science</i> Must include Biology and choice of two other courses	Biology Physical Science Chemistry Physics	3

<b>REQUIREMENTS (continued)</b>	<b>CORE COURSES</b>	<b>CREDITS</b>
<i>Physical Education</i>	Physical Education	1
<i>Technology Education</i>	Coding Microsoft Office <b>OR</b> 3D Design and Printing	2
<i>Health: Required by state law</i>		.5
<i>Fine Arts</i>	Music/Art	1
<i>Foreign Language</i> By state law, the two required foreign language credits <b>must be in the same foreign language.</b>		2
<i>Speech</i>		.5
<b>TOTAL REQUIRED CREDITS:</b>		28
<p><i>Concurrent Enrollment:</i> A student may fulfill graduation requirements by being concurrently enrolled in two different educational programs such as high school and a local college or university. High school advanced-credit courses may be applied toward college requirements.</p> <p><i>Community Service or Student Service Learning</i> is a graduation requirement for all Prince George’s County students. All graduating students must engage in a minimum of 75 student service-learning (SSL) hours in order to successfully meet the service-learning graduation requirement for graduation. Fifty-one of these hours may be infused within the school’s curriculum. The remaining twenty-four service-learning hours must be done independently, that is, outside of the school’s curriculum.</p> <p>Service-learning is a teaching method that combines meaningful service to the community with curriculum-based learning. Students improve their academic skills by applying what they learn in school to the real world; they then reflect on their experience to reinforce the link between their service and their learning. Students may do part of their required hours infused within the school’s curriculum.</p> <p><b>Infused hours</b> are service learning hours that students earn while participating in school-based classes; they are hours that do not require a verification form; they are automatically entered into the student’s record.</p> <p><b>Independent hours</b> are service learning hours that students earn while participating in local community service projects; they are hours that require students to submit a signed verification form.</p> <p><i>Information taken from PG County’s Department of Education website – Last modified: 7/1/2023</i></p>		

**Independent Baptist Academy (IBA) meets and exceeds the mandatory twenty-two coursework requirements for the state of Maryland.**

## APPENDIX 5: PRINCE GEORGE'S COUNTY HIGH SCHOOL GRADUATION REQUIREMENTS

The Maryland High School Diploma is awarded upon completion of 22 credits with the following coursework and testing requirements:

REQUIREMENTS	CORE COURSES	CREDITS
<i>English, Language Arts, Literature</i>	English 9 English 10 English 11 English 12	4
<i>Social Studies</i> – Must include U.S. History, World History and Local State & National Government	Government World History U.S. History	3
<i>Mathematics</i> - Must include Algebra I and Geometry  Note: Students planning to attend a state college should take Algebra II and Trigonometry.	Algebra I (9th) Algebra II (10th or 11th) Geometry (10th or 11th) Trigonometry (12th)	4
<i>Science</i> - Must include biology + choice of two other courses	Physical/Earth Science Biology Chemistry Physics	3
<i>Physical Education</i>		.5
<i>Health</i>		1
<i>Fine Arts</i>	<i>Examples:</i>  ✓ Music ✓ Band ✓ Choir	1
<i>Technology Education</i>	Non specified	1

<p><i>Required Electives</i></p> <ul style="list-style-type: none"> <li>✓ 2 credits in a Foreign Language* (Must be same language) <b>OR</b></li> <li>✓ 2 credits in an approved Advanced Technology <b>OR</b></li> <li>✓ Complete a State-approved Career and Technology Completer Program</li> </ul>		2
<p><i>Financial Literacy</i></p>		.5
<p><i>General Electives</i></p>		2
<p><b>TOTAL REQUIRED CREDITS:</b></p>		22
<p>Concurrent Enrollment: A student may fulfill graduation requirements by being concurrently enrolled in two different educational programs such as high school and a local college or university. High school credit may be applied toward graduation requirements; post-secondary credit may be applied toward elective graduation requirements.</p> <p><b>Community Service or Student Service Learning</b> is a graduation requirement for all Prince George’s County students. All graduating students must engage in a minimum of 75 student service-learning (SSL) hours in order to successfully meet the service-learning graduation requirement for graduation. Fifty-one of these hours may be infused within the school’s curriculum. The remaining twenty-four service-learning hours must be done independently, that is, outside of the school’s curriculum.</p> <p>Service-learning is a teaching method that combines meaningful service to the community with curriculum-based learning. Students improve their academic skills by applying what they learn in school to the real world; they then reflect on their experience to reinforce the link between their service and their learning. Students may do part of their required hours infused within the school’s curriculum.</p> <p><b>Infused hours</b> are service learning hours that students earn while participating in school-based classes; they are hours that do not require a verification form; they are automatically entered into the student’s record.</p> <p><b>Independent hours</b> are service learning hours that students earn while participating in local community service projects; they are hours that require students to submit a signed verification form.</p> <p><i>Information taken from PG County’s Department of Education website – Last modified: 7/1/2023.</i></p>		

*\*Important Note: Some colleges will not accept a student if the student has not had two years of the same foreign language.*

## **APPENDIX 6: POLICY FOR WORKING STUDENTS**

The following standards must be met for high school students who wish to work during the school year:

1. Must carry a 3.0 grade average or better
2. Complete all courses of instruction offered by Independent Baptist Academy
3. Have fewer than ten demerits per semester
4. Have faithful church attendance
5. *Must not skip school to work*

Other rules concerning the working student after school are as follows:

1. No special school schedules will be made for students to work. The school will not work around the student's schedule.
2. The student must check out through the school office prior to leaving the school grounds and leave school quickly and quietly.
3. The school comes first. The student should not miss school functions for his work schedule.

The policy of after-school work is a privilege and not a right. If any of the standards or rules are violated, the student's privilege may be canceled.

The Independent Baptist Academy administration reserves the right to cancel this policy at any time if abuse is indicated.

## APPENDIX 7: DRIVING STUDENT REQUIREMENTS

The following regulations apply to students who drive to school:

1. When students arrive, they should
  - Park their car immediately
  - Remove everything needed for the school day before entering the building
  - Lock car
  - Come into the school building
2. Students may return to their car
  - Only with permission from the school office or supervising teacher
  - Only for an emergency and not to get items needed for school
3. At the end of the day, students who drive should
  - Go directly to their car when dismissed at 3:15; they are not allowed to linger in their homerooms, the hall, or the lobby socializing with their classmates
  - Make sure that students who ride with them are in the car and not roaming the halls or parking lot
  - Leave parking lot as soon as possible – Students should leave by 3:20.
4. All students involved in sports are required to ride the bus to practice and games and will not be permitted to drive their car, unless they have received approval from the administration.
5. When a student who is not involved in sports drives to sports events following school, he/she must not have anyone in the car without prior written permission from parents and the administration.
6. Students are not permitted to transport other students to or from school without written permission from all parents involved.
7. Members of the opposite sex will not be permitted to ride to and from school or sports activities following school without written approval from the administration unless they are members of the same family.
8. Any squealing of tires, loud engines, loud music, or reckless driving of any type will not be tolerated.

-A violation of any of the above rules will result in the following:

First violation: Parents will be notified as to the problem; demerits will be given.

Second violation: A student's driving privileges to and from school will be suspended for three school days.

Third violation: A student will not be permitted to drive to school for two weeks.

Note: Other disciplinary action may be required above this at the discretion of the administration.

## **APPENDIX 8: LOCKER REGULATIONS**

1. It is encouraged for all students to have a lock on their locker.
2. Only pictures that are approved by the office may be hung inside lockers.
3. Each student is to respect the property of another student with whom he/she shares a locker.
4. If more than one student is using the same locker and a combination lock is used, all students using that locker are entitled to the combination. If a lock is used requiring a key, then the all students using that locker are to be given a key.
5. Students are not allowed to open or enter another student's locker without prior permission from the homeroom teacher or the teacher on duty. Students do not have authority to grant this permission.
6. All cell phones must be kept in lockers between the hours of 8:00 A.M. and 3:00 P.M. Students are not allowed to call or text message anyone during that time. Violation of this rule will result in the student losing the privilege to bring a cell phone to school—no exceptions.
7. Writing inside of or outside on the lockers is prohibited. Additionally, the office must approve any artwork including slogans or words before attaching or affixing to the inside of lockers.
8. Open food or beverages are not allowed; students may not eat food or drink from containers that are inside their lockers at any time.
9. Stealing is a very serious offense. Any student stealing from another will receive demerits.
10. Lockers are the property of I.B.A. Abusing or defacing these will cause a student to receive demerits for defacing school property.
11. Students are not allowed to change lockers for any reason unless prior approval has been granted from the office.

## APPENDIX 9: SEVENTH – EIGHTH GRADE DEMERIT WEIGHTS

<b>ATTITUDE (DISRESPECT)</b>	<b>BULLYING</b>	
<i>Examples include, but are not limited to: Rolling eyes, showing facial expressions of defiance, clicking of tongue, throwing hands up, shaking head no, arguing with teacher, turning back to teacher and walking away while teacher is talking, huffing, sneering, slamming articles down on desk, slamming door, refusing to sign demerit slip, mocking teacher, making disciplinary action a joke to peers, getting in teacher's face, challenging a teacher or staff decision, glaring at teacher after reprimand, sarcasm, insolence, and similar expression. In the event several actions were displayed at once, the administration has the right to go straight to a suspension.</i>		
5	3	
5	5 thereafter	
10		
15		
Suspension		

<b>CANDY/FOOD/ BREATH MINTS/DRINK/GUM AT UNDESIGNATED AREAS OR TIMES</b>	<b>CELL PHONE VIOLATION</b>	<b>CHAPEL VIOLATION</b>
<i>Students are not allowed to carry food or drink around or have open food and drink in their lockers.</i>	<i>Cell phones must be turned off and kept in student's locker during the day until after school. If a student has his/her cell phone during school hours, his cell phone will be confiscated. (Demerits also apply to students using a smart watch as a communication device)</i>	<i>Examples include, but are not limited to: refusing to look at the speaker, refusing to sing, sleeping, drawing, writing notes to friend, repeatedly not bringing Bible.</i>
1	Cell phone <i>not</i> in locker: 5	2
1	Cell phone rings during class: 7	2
2	Use of cell phone without permission: 10	Repeated Offenses: 3 thereafter
2		
Repeated Offenses: 3 thereafter		

<b>CHEATING</b>	<b>DEFACING SCHOOL PROPERTY</b>	<b>DISOBEDIENCE</b>
<i>Students who are caught cheating will automatically receive a zero on the paper on which they were cheating.</i>	<i>During school or non-school hours</i>	<i>Skipping detention will automatically be considered disobedience.</i>
Giving or receiving answers on homework – 15	5	6 each offense
Cheating on quiz, test, or exam – 20	5	
Repeated Offense: Suspension	5	
	Repeated Offenses 10 thereafter	

**SEVENTH – EIGHTH GRADE DEMERIT WEIGHTS (CONTINUED)**

<b>DISORDERLY CONDUCT<sup>1</sup></b> <i>Horseplay, goofing off, etc.</i>	<b>DRESS CODE</b> <i>Areas of violation might include <b>but are not limited to:</b> (1) boys: clean shaven with proper haircut (2) girls: wearing anklets (3) boys and girls: <u>shirts tucked in</u> when entering the building, having PE uniform at PE, wearing jackets in hall or classroom (See handbook for further information).</i>	<b>DRUGS OR ALCOHOL</b> <i>At or away from school</i>
2	2	Suspension
2	2	
2	2	
Repeated Offenses: 5 thereafter	2	
	Repeated Offenses: 3 thereafter	

<sup>1</sup>*Disorderly Conduct: This includes any form of physical contact (not keeping one's hands to self) between students of the same gender. Examples include, but are not limited to: goofing off, play fighting, shoving, elbowing, and general horseplay.*

<b>FAILURE TO FOLLOW INSTRUCTIONS</b>	<b>FIGHTING</b>	<b>HALL/LOCKER VIOLATION</b> <i>Examples include, but are not limited to: Being at lockers at undesignated time; failure to keep lockers clean.</i>
1	15 each offense	1
1		1
2		2
2		2
Repeated Offenses: 3 thereafter		Repeated Offenses: 3 thereafter

<b>LEAVING BUILDING OR ROOM WITHOUT PERMISSION</b>	<b>LYING/DECEITFULNESS</b> <i>Example: Conveying a false impression by the telling of lies or untruth; deliberate omission of the facts, and/or concealment or distortion of the truth for the purpose of misleading</i>	<b>MOVIE THEATERS/ DANCES</b> <i>IBA students are not allowed to attend movies or dances.</i>
3	10	10
3	10	10
Repeated Offenses: 5 thereafter	Repeated Offenses: 20 thereafter	Repeated Offenses: 20 thereafter

## SEVENTH – EIGHTH GRADE DEMERIT WEIGHT (CONTINUED)

<b>NOTES</b> <i>Passing notes in class.</i>	<b>PHYSICAL CONTACT<sup>2</sup></b>	<b>PORNOGRAPHY/LEWD ACTION OR LEWD MATERIAL</b> <i>(At or away from school)</i> <i>Explicit pictures, publications, writing, or other material whose primary purpose is to cause sexual arousal. Included in this prohibition would be the use of worldly web site profiles, pictures on cells phone: depending on the graphic nature of the violation the administration has the right to go straight to suspension/expulsion.</i>
2	3 - 10	50 each offense
3		Repeated Offense: Suspension
Repeated Offenses: 5 thereafter		

<sup>2</sup>*Physical Contact: In the context of the male-female relationship, this demerit, which is given for inappropriate male-female physical contact, is considered to be serious in nature. In the context of the male-female relationship, this physical contact includes all forms of physical touching between non-family members. Inappropriate physical contact includes, but is not limited to: not keeping one's hand to self, holding hands, inappropriate touching and sitting, hugging, and kissing. As such, demerits will also be given to students engaging in inappropriate male-female physical contact at IBC-sponsored activities and events as well as any other event.*

<b>PROHIBITED OR RESTRICTED ARTICLES BOUGHT TO SCHOOL</b> <i>See list in handbook</i>	<b>RAP/ROCK MUSIC</b> <i>At or away from school</i>	<b>SACRILEGIOUS SPEECH/WRITING PROFANITY/CURSING<sup>3</sup></b> <i>(At or away from school)</i> <i>A student shall not use sacrilegious, profane, abusive, or obscene language, written, text-messaged, or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or any other student—Included in this prohibition would be the use of obscene gestures or signs</i>
Personal items: 5	5	15
Harmful or harmful-appearing items: 15	5	Repeated Offenses: 20 thereafter
Repeated offense of harmful or harmful-appearing items: Suspension	Repeated Offenses: 10 thereafter	

<sup>3</sup>*(1) Sacrilege: the violation or profanation of anything sacred or held sacred such as the Bible; irreverence (2) Profanation: an act of disrespect or impiety toward something regarded as sacred (3) Impiety: ungodliness – Synonyms: cursing, cussing desecration, heresy, impiety, impiousness, lewdness, profanation, profane, profanity, reviling, sacrilege, scoffing, swearing*

<b>SKIPPING CLASS</b>	<b>SMOKING/TOBACCO PRODUCTS</b> <i>At or away from school</i>	<b>STEALING</b>
5 each offense	35 each offense	30 - 35
<i>Note: Includes Study Hall</i>	Repeated Offense: Suspension	Repeated Offense: Suspension

**SEVENTH – EIGHTH GRADE DEMERIT WEIGHTS (CONTINUED)**

<b>TALKING</b>	<b>TALKING IN AN INAPPROPRIATE WAY<sup>4</sup></b>	<b>TARDY</b>
2	2	<i>Tardy to class:</i>
2	2	First Quarter: One reminder first quarter, every thereafter = 1
2	3 thereafter	Second – Fourth Quarter: No reminders = 2 each tardy
2		<i>Tardy to homeroom:</i>
Repeated Offenses: 3 thereafter		Every three unexcused tardies = 1 demerit – no reminders

<sup>4</sup>Talking in an Inappropriate Manner = Discreet Speech Lacking.

Student is using language unbecoming to a Christian: Unsuitable language shows a lack of discernment or good judgment. Examples include, but are not limited to: phrases/words that are considered slang words for cursing; slang phrases/words that describe body parts, bodily functions, sexual orientation, racial comments, etc. as well as any other inappropriate language that should not be a part of a Christian’s vocabulary

<b>TRASH/LITTERING</b>	<b>UNPREPARED</b> <i>Not having books, general supplies, paper, Bible during devotions, chapel or Bible class, PE uniform, etc.</i>	<b>UNSIGNED PAPERS</b> <i>Deals with papers of any kind not turned in or not turned in on time</i>
1	1	1
1	1	1
1	1	1
2	1	Repeated Offenses: 2 thereafter
2	1	
2	Repeated Offenses: 2 thereafter	
Repeated Offenses: 3 thereafter		

<b>WILLFULLY HIDING/WITHHOLDING INFORMATION ABOUT ANOTHER STUDENT’S INFRACTION</b>	<b>WORK NOT IN</b> <i>Includes work not turned in on stated date and time; Also includes incomplete assignments</i>
10	1
10	2
Repeated Offenses: 15 thereafter	2
	2
	Repeated Offense: 3 thereafter

Warning or zero value demerits are given during the first week of school only. After the first week of school, demerits are assessed at regular value. (This, of course, does not include demerits for major infractions such as, lying, stealing, cheating, and etc. during the first weeks). Demerit assessments will double during exam week.

## APPENDIX 10: NINTH-TWELFTH GRADE DEMERIT WEIGHTS

<b>ATTITUDE (DISRESPECT)</b>	<b>BULLYING</b>	
<i>Examples include, but are not limited to: Rolling eyes, showing facial expressions of defiance, clicking of tongue, throwing hands up, shaking head no, arguing with teacher, turning back to teacher and walking away while teacher is talking, huffing, sneering, slamming articles down on desk, slamming door, refusing to sign demerit slip, mocking teacher, making disciplinary action a joke to peers, getting in teacher's face, challenging a teacher or staff decision, glaring at teacher after reprimand, sarcasm, insolence, and similar expression). In the event several actions were displayed at once, the administration has the right to go straight to a suspension.</i>		
5	5	
10	Repeated Offenses = 7 thereafter	
15		
Repeated Offenses = Suspension		

<b>CANDY/FOOD/ BREATH MINTS/DRINK/GUM AT UNDESIGNATED AREAS OR TIMES</b>	<b>CELL PHONE VIOLATION</b>	<b>CHAPEL VIOLATION</b>
<i>Students are not allowed to carry food or drink around or have open food and drink in their lockers.</i>	<i>Cell phones must be turned off and kept in student's locker during the day until after school. If a student has his/her cell phone during school hours, his cell phone will be confiscated. (Demerits also apply to students using a smart watch as a communication device</i>	<i>Examples include, but are not limited to: refusing to look at the speaker, refusing to sing, sleeping, drawing, writing notes to friend, repeatedly not bringing Bible</i>
1	Cell phone <i>not</i> in locker: 5	2
2	Cell phone <i>rings</i> during class: 7	2
Repeated Offenses = 3 thereafter	Use of cell phone without permission: 10	Repeated Offenses = 3 thereafter

<b>CHEATING</b>	<b>DEFACING SCHOOL PROPERTY</b>	<b>DISOBEDIENCE</b>
<i>Students who are caught cheating will automatically receive a zero on the paper on which they were cheating.</i>	<i>During school or non-school hours</i>	<i>Skipping detention will automatically be considered disobedience.</i>
Giving or receiving answers on homework – 15	5	6 each offense
Cheating on quiz, test, or exam – 20	5	
Repeated Offense: Suspension	5	
	Repeated Offenses = 10 thereafter	

## NINTH - TWELFTH GRADE DEMERIT WEIGHTS (CONTINUED)

<b>DISORDERLY CONDUCT<sup>1</sup></b> <i>Horseplay, goofing off, etc.</i>	<b>DRESS CODE</b> <i>Areas of violation might include <b>but are not limited to:</b>(1) boys: clean shaven with proper haircut (2) boys and girls: shirts tucked in when entering the building, proper sports dress worn on game day, having PE uniform at PE, wearing jackets in hall or classroom (See handbook for further information).</i>	<b>DRUGS OR ALCOHOL</b> <i>At or away from school</i>
3	3	Suspension
3	3	
3	3	
Repeated Offenses: 5 thereafter	Repeated Offenses: 5 thereafter	

<sup>1</sup>*Disorderly Conduct: This includes any form of physical contact (not keeping one's hands to self) between students of the same gender. Examples include, but are not limited to: goofing off, play fighting, shoving, elbowing, and general horseplay.*

<b>FAILURE TO FOLLOW INSTRUCTIONS</b>	<b>FIGHTING</b>	<b>HALL/LOCKER VIOLATION</b> <i>Examples include, but are not limited to: Being at lockers at undesignated time; failure to keep lockers clean</i>
1	15 each offense	1
1		1
2		2
2		2
Repeated Offenses: 3 thereafter		Repeated Offenses: 3 thereafter

<b>LEAVING BUILDING OR ROOM WITHOUT PERMISSION</b>	<b>LYING/DECEITFULNESS</b> <i>Example: Conveying a false impression by the telling of lies or untruth; deliberate omission of the facts, and/or concealment or distortion of the truth for the purpose of misleading</i>	<b>MOVIE THEATERS/ DANCES</b> <i>IBA students are not allowed to attend movies or dances.</i>
2	10	10
2	10	10
Repeated Offenses: 3 thereafter	Repeated Offenses: 20 thereafter	Repeated Offenses: 20 thereafter

## NINTH - TWELFTH GRADE DEMERIT WEIGHTS (CONTINUED)

<b>NOTES</b> <i>Passing notes in class.</i>	<b>PHYSICAL CONTACT<sup>2</sup></b>	<b>PORNOGRAPHY/LEWD ACTION OR LEWD MATERIAL</b> <i>(At or away from school)</i> <i>Explicit pictures, publications, writing, or other material whose primary purpose is to cause sexual arousal. Included in this prohibition would be the use of worldly web site profiles, pictures on cells phone: depending on the graphic nature of the violation the administration has the right to go straight to suspension/expulsion</i>
2	5 - 10	50 each offense
3		Repeated Offense: Suspension
Repeated Offenses: 5 thereafter		

<sup>2</sup>*Physical Contact: In the context of the male-female relationship, this demerit, which is given for inappropriate male-female physical contact), is considered to be serious in nature. In the context of the male-female relationship, this physical contact includes all forms of physical touching between non-family members. Inappropriate physical contact includes, but is not limited to: not keeping one's hand to self, holding hands, inappropriate touching and sitting, hugging, and kissing. The Academy is a ministry of IBC. As such, demerits will also be given to students engaging in inappropriate male-female physical contact at IBC-sponsored activities and events as well as any other event.*

<b>PROHIBITED OR RESTRICTED ARTICLES BOUGHT TO SCHOOL</b> <i>See list in handbook</i>	<b>RAP/ROCK MUSIC</b> <i>At or away from school</i>	<b>SACRILEGIOUS SPEECH/WRITING PROFANITY/CURSING<sup>3</sup></b> <i>(At or away from school)</i> <i>A student shall not use sacrilegious, profane, abusive, or obscene language, written, text-messaged, or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or any other student—Included in this prohibition would be the use of obscene gestures or signs</i>
Personal Items: 5	5	15
Harmful or harmful-appearing Items: 15	10	Repeated Offenses: 20 thereafter
Repeated offense of harmful or harmful-appearing Items: Suspension	Repeated Offenses: 15 thereafter	

<sup>3</sup>*(1) Sacrilege: the violation or profanation of anything sacred or held sacred such as the Bible; irreverence (2) Profanation: an act of disrespect or impiety toward something regarded as sacred*

*(3) Impiety: ungodliness – Synonyms: cursing, cursing desecration, heresy, impiety, impiousness, lewdness, profanation, profane, profanity, reviling, sacrilege, scoffing, swearing*

<b>SKIPPING CLASS</b>	<b>SMOKING/TOBACCO PRODUCTS</b> <i>At or away from school</i>	<b>STEALING</b>
5 each offense	35 each offense	20 - 30
<i>Includes Study Hall &amp; Afternoon Homeroom</i>	Repeated Offense: Suspension	Repeated Offense: Suspension

**NINTH - TWELFTH GRADE DEMERIT WEIGHTS (CONTINUED)**

<b>TALKING</b>	<b>TALKING IN AN INAPPROPRIATE WAY<sup>4</sup></b>	<b>TARDY</b>
2	3	<i>Tardy to class:</i>
2	Repeated Offenses: 5 thereafter	First & Second Quarter: One reminder each quarter, every tardy thereafter = 1
2		Third – Fourth Quarter: No reminders = 2 every tardy
2		<i>Tardy to homeroom:</i>
3		Every three unexcused tardies = 1 demerit - no reminders
Repeated Offenses: 3 thereafter		

<sup>4</sup>Talking in an Inappropriate Manner = Discreet Speech Lacking.

Student is using language unbecoming to a Christian: Unsuitable language shows a lack of discernment or good judgment. Examples include, but are not limited to: phrases/words that are considered slang words for cursing; slang phrases/words that describe body parts, bodily functions, sexual orientation, racial comments, etc. as well as any other inappropriate language that should not be a part of a Christian's vocabulary

<b>TRASH/LITTERING</b>	<b>UNPREPARED</b> <i>Not having books, general supplies, paper, Bible during devotions, chapel or Bible class, PE uniform, etc.</i>	<b>UNSIGNED PAPERS</b> <i>Deals with papers of any kind not turned in or not turned in on time</i>
1	1	1
1	1	1
2	1	1
2	1	1
Repeated Offenses: 3 thereafter	Repeated Offenses: 2 thereafter	Repeated Offenses: 2 thereafter

<b>WILLFULLY HIDING/WITHHOLDING INFORMATION ABOUT ANOTHER STUDENT'S INFRACTION</b>	<b>WORK NOT IN</b> <i>Includes work not turned in on stated date and time; Also includes incomplete assignments</i>
10	1
10	1
Repeated Offenses: 15 thereafter	2
	2
	Repeated Offenses: 3 thereafter

*Demerit assessments will double during exam weeks.*

## APPENDIX 11: PRINCE GEORGE'S COUNTY SCHOOLS CODE OF STUDENT CONDUCT

Independent Baptist Academy will follow Prince George's County Public Schools student code of conduct. Prince George's County Public Schools has adopted a Code of Student Conduct to ensure that their schools maintain a safe and orderly environment in which all students can learn. As a minimum requirement, Independent Baptist Academy should also be expected to uphold requirements adopted by the public-school system.

The administrator has the right to expel/suspend any student who commits any of the misbehaviors listed below.

*Assault:* Physically pushing, hitting, or otherwise attacking another student, staff member, or other person lawfully on school property which results in serious injury to the victim.

*False Alarms:* Activating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause.

*Group Fight:* A group fight shall mean any physical attack, threat thereof, or actual fighting by two or more students against one or more other students who are not at the time of such physical attack, threat thereof, or actual fighting members of the same group. For participants in a group fight that has been planned, results in serious bodily injury, and/or causes significant disruption of the school day, the administrator shall expel students involved.

*Physical Attack on any School Employee:* The act of assaulting, or an attempt to assault, any administrator, teacher, or other staff member.

*Illegal Drugs and Alcohol:* Possession, use, or distribution of alcohol, marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia.

*Possession of Explosives:* The possession, use, or threatened use of any explosives or other such explosive instrument(s) capable of inflicting serious bodily injury.

*Possession or Use of Weapons or Instruments Used as Such:* The act of possessing, using, or threatening to use any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms "weapons," "tools," and "instruments" include, but are not limited to, the following items: any loaded or unloaded firearm; any knife; any razor; any defensive weapon (e.g. gas repellent, mace, stun gun, etc.); any "martial arts" device (e.g. Chinese stars, nunchaku, etc.); or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (e.g. blackjack, chain, club, knuckles, night stick, pipe, studded bracelet, etc.) or gives the appearance of any of the aforementioned (e.g. air pistol, air rifle, B.B. gun). The term "firearm" includes (a) any weapon (including Starter Gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. Note: If a student accidentally brings a weapon or look-alike weapon to school, the student should report it to a school employee as soon as the student discovers that the weapon is in his/her possession.

*Shakedown/Strong Arm/Extortion/Bullying:* The act of obtaining under duress or by threat, borrowing, or attempting to borrow, any money or thing of value from a person in the school, or at a school sponsored activity, unless both parties enter into the agreement freely and without the presence of an implied or expressed threat; the implied or expressed act of threatening another student with bodily harm either verbally or in writing, text, email, social media, etc.; the act of threatening to bring a gun or any type of weapon to school

*Vandalism/Destruction of Property over \$500:* The act or attempted act of willful destruction or defacement of school or private property either on or off the school grounds.

*Other Acts:* Any singular act which, in the opinion of the administration, was so severe in its purpose, motivation, or commission, that it caused an adverse impact on the educational environment. This includes any serious or repeated offense. Other misbehaviors, if serious enough, can result in expulsion.

All students must read and understand that the misbehaviors listed above will lead to a mandatory request for expulsion from the administration.

## Appendix 12: PARENT/CLASSROOM INTERACTIONS

**CLASSROOM OBSERVATION:** Parents are always welcome visitors! We do require that parents wishing to visit a classroom schedule an appointment at least five school days in advance of the day they wish to observe. This advance notice is important as classroom schedules can change. This cooperation will minimize disruptions to all our students' instructional program and will help ensure your visit is of maximum benefit.

A great deal can be learned by patient and quiet observation of your child and his or her classmates in the classroom. Following the four guidelines below will allow for the most productive visit.

1. Please remain in the visitor's chair.
2. Please refrain from initiating interaction with the children.
3. Please do not attempt to conference with teachers during instructional time. Teachers cannot stop teaching to confer with a parent, but would be happy to discuss the observation at a mutually convenient time.
4. At the close of your visit, please exit the room quietly.

During the first sensitive weeks of the school year, students (especially younger children) are familiarizing themselves with a new routine and new environment. For this reason, we ask parents to avoid classroom observations until after the first quarter Progress Report.

Parents may schedule one forty-five-minute observation a semester. Siblings or other family members may not attend observations with the parent.

Requests for classroom observation must be approved by the principal of the school. The principal reserves the right not to grant any observation request or to request a visit be rescheduled due to safety, security, or academic reasons (e.g. observation request date was a scheduled test day).

Please remember that all visitors to the classroom, cafeteria, or any other portion of the school grounds must check in at the office and obtain a visitor's badge.

### OBSERVATION DAY PROCEDURES

1. Arrive a few minutes before the scheduled time and go immediately to the office to receive your visitor's pass. A staff member will escort you to the room.
2. If the children leave the room as a group, you are encouraged to follow them and observe the activity elsewhere (e.g., chapel in the auditorium). Be as unobtrusive and quiet as possible, but stay close enough to hear and see what is going on.
3. When the scheduled time for your observation draws to a close, signal to the teacher that you are ready, and then proceed quietly out the door.

**LUNCHROOM:** In addition to the class observation time, parents are always welcome to come and have lunch with their child. Your child's teacher can provide you with information about lunch times and the cost of cafeteria items. When you choose to have lunch with your child, please be mindful that teachers often assign students seats and it might be necessary for you and your child to sit at one of the empty tables. We ask that you eat only with your child. If you bring siblings into the cafeteria it will be necessary for you to keep them with you at all times

**RECESS:** We ask that parents not accompany their child to the playground.



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