

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

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**ELEMENTARY**



**2024-2025**

**STUDENT HANDBOOK**

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

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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 flow. 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 attend a tour and have an interview with the principal prior to completing the necessary paperwork. 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.

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.

*Kindergarten:* K5 students must be five by September 1 of the school year they are seeking admission and be fully potty trained.

## **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.

## **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.

## **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.

After the first couple of weeks have passed and the younger students feel comfortable, parents bringing students to school should leave their children at the academy door. With the exception of kindergarten parents, 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, 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 are to pick up their students at the designated pickup line. At any time parents will have someone other than themselves pick up their child, they should send a note to the teacher, or call the school office, informing them of who will pick up the child. The person picking up your child must 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.

We 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 \$20 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.

## **ABSENCES**

All absences are considered unexcused, unless a doctor's 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.

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.

## **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 book bag.

## **MAKE-UP WORK**

Students who have been absent are responsible for requesting make up work immediately upon returning to school. 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 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. Tallies 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.

## **RECESS/BREAK TIME**

Weather permitting, elementary students are given an outside recess each day. Outside recess during cold weather depends upon the temperature and the wind-chill factor. Students should always plan their dress for outside recess. When bad weather prevents outside activities, students will have supervised free time indoors.

## **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 one 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, and Ibuprofen medicine in the school office. Parents must submit a note for their student's file stating the school has permission to administer medication. Students who must bring medicine to school (*i.e.* prescription drugs or over-the-counter [OTC] medicine) must take their medicine straight to the office with a written note with instructions 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. Younger students should keep their inhaler in the office. 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 tallies.

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***

- Only uniforms purchased from *the IBA French Toast School Store* will be accepted. Ordering information may be obtained from the school office.
- Girls may wear a Navy Blue or Khaki skirt purchased from French Toast. Hems must touch the floor when kneeling and cover the knee when sitting.

### ***Tops***

- The blouse style is a three-button polo, short or long sleeve, with the Academy initials. 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.
- Girls may wear a light blue or burgundy polo shirt with the Academy's initials on the right. All polo shirts must be purchased through the IBA French Toast School Store.
- At least one burgundy polo must be purchased to be worn on field trips and school picture day.

### ***Dress***

- Girls may wear the approved Navy-blue dress available through French Toast. Hems must touch the floor when kneeling and cover the knee when sitting.

### ***Hosiery***

Students must wear tights or socks at all times. Sock may be either crew socks or knee socks. In general, socks must not be neon-colored, patterned, or the footie style but must come above the ankle bone. The fad of wearing mismatched socks is not permitted during school hours, PE or sporting events. The wearing of double socks is not permitted. 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. Note: In addition to the above, we ask that *kindergarten students* not wear “slip on” shoes as there is a tendency for them to frequently play with them during the day.

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

### ***Jackets***

No camouflage clothing may be worn to school. In the classroom, students may only wear either IBA jackets or IBA sweaters purchased from the IBA French Toast School Store.

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

Makeup is permitted in the seventh – twelfth grades only and should be used sparingly and in moderation only. No faddish finger nail polish (color or design) is permitted. Fingernails should be kept short to avoid injuries during recess. 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. 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.

### ***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***

- Boys may wear navy blue or khaki pants purchased from the IBA French Toast School Store only.
- No camouflage, 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.
- All trousers must be neat and fit modestly. A solid color belt must be worn. No white or neon colors are allowed. Examples include black, brown, blue or tan.

### ***Shirts***

- The shirt style is a three-button polo, short or long sleeve with the Academy initials. Boys may wear a light blue or burgundy polo shirt with the Academy's initials on the right. All polo shirts must be purchased through the IBA French Toast School Store.
- At least one burgundy polo must be purchased to be worn on field trips and school picture day.
- All shirts must be tucked in at the waistband upon entering the building. 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.

### ***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 camouflage, blue jean, denim, or denim-looking clothing may be worn to school. In the classroom, students may only wear either IBA jackets or IBA sweaters purchased from the IBA French Toast School Store.

### ***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. Tattoos of any kind are not permitted, including those drawn on with a pen.

### ***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.

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

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.

## 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.

## KINDERGARTEN: SCOPE AND SEQUENCE

Our kindergarten program is designed to prepare the student socially and mentally for his future years. Students will begin many of their basic learning skills, which they will continue into their elementary years. Our students learn to read by using the *Abeka reading program*, a time-proven phonetic approach. They learn to recognize the name, sound, and picture of long and short vowels and consonants; the sounding of blends for one and two-vowel words; and reading of sentences and stories with one- and two- vowel words. In *handwriting*, they learn the formation of letters, blends, words and the writing of their first name. *Language development* and *listening skills* include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, and science. Daily work in *numbers* includes number recognition, counting, and writing 1–100; number concepts 1–100; numbers before and after 1–100; numbers largest and smallest 1–100; counting and writing by tens to 100; counting and writing by fives to 100; counting and writing by twos to 100; number sequences by ones; using number words 1–10 and first–tenth; value of coins and dollar bill; telling time; using the calendar; days of the week; addition facts through 10; one-step story problems; addition; and beginning subtraction. All which prepares the student to excel in elementary.

In their *writing and language* class, students learn how to write letters, blends, words, sentences, and their full name. Language Arts stresses recognition of sentences by capital letters and periods. *Social Studies* centers around units on “Community Helpers,” “Children of the World,” and “America” with emphasis on map studies, famous Americans, and famous places. *Science and health* units include study of plants, animals, the sea, earth, space, weather, seasons, and God’s plan for us. Bible and music are also enjoyed by our kindergarten students. Character training is stressed as well as patriotism and respect for authority.

## ELEMENTARY: PRIMARY PROGRAM FIRST-SECOND SCOPE AND SEQUENCE

Our elementary students continue their academic program with the *Abeka Book* curriculum. “*ABeka Book* provides Christian schools with outstanding curriculum and textbooks built on a foundation of academic excellence and Christian character training. Textbooks and teaching materials reflect the very best in traditional education, comprehensive curriculum, and eternal truths.” (Abeka Website)

Our elementary students are taught basic skills in all subject areas along with daily instruction in the Bible. Subjects include math, language, spelling, poetry, history, science, art, and penmanship, thus giving the elementary student a well-rounded education.

***First Grade Scope and Sequent:*** In first grade, reading continues to be taught in partnership with phonics with a review of vowels, consonants, blends, one- and two-vowel words, consonant blends; and recognition and use of all phonics special sounds. Spelling is introduced with lessons on doubling consonants, dropping silent *e*, changing *y* to *i*; and a weekly phonics-based word list. Language skills begin to move toward the use of basic grammar rules, with the adding of capitalization rules such as capitalization of the first word in a sentence, proper names, days of the week, and months of the year; correct punctuation at the end of sentences; recognition of

complete sentences; working with words using suffixes, prefixes, syllables, compound words, rhyming words, opposite words, same-meaning words, and contractions; alphabetizing of words; writing complete sentences, short stories, and work in creative writing.

History is introduced with a study of our flag, our freedoms, our symbols, famous Americans, and the growth of America. It then moves into World History with units on Mexico, Peru, Virgin Islands, Puerto Rico, Bahamas, England, the Netherlands, Norway, France, Germany, Switzerland, Italy, Israel, Egypt, Kenya, India, China, Australia, Guam, and American Samoa. In Science, students study health, manners, energy, safety, animals, insects, plants, and seasons.

Numbers are now moving into basic Arithmetic skills. First graders learn number recognition, counting, and writing 1–1,000; greatest and least; counting and writing by tens, fives, twos, and threes; number sequences; ordinal numbers; addition facts through 13 and three-digit addition with carrying; subtraction facts through 13 and two-digit subtraction; story problems; numbers before and after by ones, twos, tens; between numbers; counting and combining coins; telling time to the nearest five minutes; recognizing odd and even numbers; English and some metric measures; place value in ones, tens, and hundreds; unit fractions; reading a thermometer; using a ruler; multiple combinations; concept of multiplication; calendars; reading pictographs and bar graphs; developing listening skills; and Roman numerals.

***Second Grade Scope and Sequence:*** Our second grade students continue their phonics, reading, and spelling skills by covering the following areas: Review of vowels, consonants, blends, one- and two-vowel words, consonant blends; recognition and use of all phonics special sounds in reading; spelling rules: doubling consonants, dropping silent *e*, changing *y* to *i*; weekly phonics-based word list; vocabulary words and definitions; second semester a weekly spelling test; reinforcement activities; and a spelling glossary is added.

Language skills include capitalization of first word in a sentence, days of the week, months of the year, special holidays, people, and places; correct punctuation at the end of sentences; complete sentences, questions, and exclamations; words using suffixes, prefixes, abbreviations, compound words, rhyming words, opposite words, same-meaning words, singular and plural words, singular possessive words, and contractions; alphabetizing words and other dictionary skills; word usage rules; writing of complete sentences, questions, exclamations, and short stories; and writing letters and thank-you notes; and creative writing.

Second grade history begins with a detailed study of American History with units on our flag, our patriotic holidays, songs of America, “The People Who Built America”: The Separatists, America’s Indians, The Colonists, America’s Pioneers, America’s Cowboys; and *Tomorrow’s America: The New Americans*.

Science and health cover units on plants, animals, energy, atmosphere, things that move, things that work together, our earth and sky, and matter.

Arithmetic skills continue to move forward as students study number recognition, counting, and writing 1–10,000 and beyond; numbers greatest and least 1–1,000; counting and writing to hundred thousands, threes to 36, fours to 40; ordinal numbers; addition facts through 18, column addition, four-digit addition with carrying; subtraction facts through 18, four-digit subtraction with borrowing; multiplication facts 0–5; division facts 1–5; story problems; multiple combinations; estimation; drawing and measuring lines to one-half inch; developing listening skills; calendars; place value to thousands; unit fractions; making change; reading a thermometer; reading pictographs, bar graphs, and line graphs; Roman numerals.



### *What Is Seatwork and Why Is It Used In First – Second Grades?*

To help understand seatwork, let's first get a definition. As its name indicates, seatwork is exactly what it says it is. It is work that should be done independently by a child at his seat, not at the teacher's desk. It is material a student is able to do without instruction or help. It is not new material. One example of seatwork in the elementary is the daily math page. The back side is designed as seatwork. It is not new material, rather it is review material – material designed to reinforce a particular math skill. Students should be able to do this without help. The front side is usually new material and thus, would not be assigned to do until the teacher has taught the new material and is available for questions.

Researchers tell us that we remember 10% of what we hear, 50% of what we hear and see, and 90% of what we hear, see, and do. Therefore, it is important that a child incorporate all three dimensions to the learning process: hearing, seeing, and doing. This is where seatwork enters the picture.

Seatwork is used for several reasons. First, it is designed to **reinforce** a particular area of **learning**. Examples might include writing spelling words or copying math facts. Done correctly, seatwork aids a student in memorizing. The more senses a child uses in the learning process, the easier it will be for him to recall what he has learned. Teachers drill orally and use charts and flashcards. Such drilling uses two senses: hearing and seeing. Seatwork adds that third dimension to the learning process: doing.

Besides reinforcing a particular learning area, seatwork is important for other reasons. It teaches students to **learn to work independently** without an adult standing beside them walking them through every step. Since seatwork has been designed for students to be able to complete without help, *it encourages that independent work ethic*.

Third, seatwork helps students **learn to work within a given time frame**. By learning to use their time wisely, a student will not have to complete his seatwork at home; however, any seatwork not completed will be sent home as homework.

As well as reinforcing learning and helping students learn to work independently within a specified time frame, there is still another reason teachers need seatwork. Imagine you're looking at a classroom of twenty students when the teacher calls a reading group over to the reading table—about six or seven students. You watch these students get up, go to the reading table, sit down, and become totally involved in their book. Where is the teacher's main concentration at this point? Of course, her attention is on the reading group she is teaching. Now let your eyes wander back to the other thirteen students. What are they doing? Unless they are working on structured, worthwhile, doable assignments known as seatwork, what would be happening? Bedlam! Without SEATWORK, reading groups would become less effective. Therefore, one can see seatwork is also needed to **make reading groups more effective**.

Your child's teacher has designed her seatwork for a purpose. It is to reinforce a particular learning skill, and it is to allow her to give your child her maximum focus during reading groups.

## **ELEMENTARY: INTERMEDIATE PROGRAM THIRD-FOURTH GRADE SCOPE AND SEQUENCE**

Along with daily instruction in the Bible, our students are taught math, language, spelling, poetry, history, science, art, and penmanship. Reading continues to be taught with the emphasis changing to comprehension. Students are no longer learning to read. *They are reading to learn.*

In addition to the main curriculum, both third and fourth grades are able to enjoy a weekly music class and a computer class. Participation in chapel programs and Parent Teacher Fellowships (PTF) are offered throughout the year. In addition, a fall and spring *intramural program* is offered.

It is in these intermediate grades that a *transition in learning* takes place. There is a **big change** in academic requirements. Material in the primary grades is not as textbook dependent nor does it place as much emphasis on content-based material. Many children with good thinking skills and some prior knowledge have previously been able to be successful without acquiring study and time management skills. *Now there will be increased responsibilities on the part of the student.* Studying at home will be necessary for success in history, science, spelling, and vocabulary. These courses contain very specific content and ***studying at home will be needed.***

In addition to the change to the content-based material of science, history, and spelling, students will need to be ready for the intensive *fast-paced math and grammar courses.*

***Third Grade Grammar Scope & Sequence:*** Punctuation and capitalization rules; recognition of simple nouns, subjects, verbs, adjectives; word usage; forming plurals and common contractions; recognition of antonyms, homonyms, synonyms; and dictionary skills

***Fourth Grade Grammar Scope & Sequence:*** Sentence structure; kinds of sentences; punctuation; capitalization facts; abbreviations; possessive words; recognizing and using all eight parts of speech; diagramming verbs, nouns, pronouns, adjectives, adverbs; and correctly using troublesome words

***Third Grade Arithmetic Scope & Sequence:*** Recognition of the place value of numbers; addition facts and checking addition problems with carrying; subtraction facts and checking subtraction problems with borrowing; multiplication tables 0–12 and multiplication problems with carrying; how to show a multiplication; division tables 1–12 and working and checking a division problem; terminology for four processes English and metric measures; telling time; Roman numerals 1–1,000; using a ruler; solving story problems with up to four steps; recognizing and solving number sentences; converting measures and solving measurement equations; recognizing and working with greater than (>) and less than (<); counting money and solving money problems using the decimal point correctly; solving problems containing parentheses; fraction terminology and basic understanding of fractions; averaging numbers; reading a thermometer; recognizing geometric shapes; and finding the unknown number in an equation.

With awareness of these increased responsibilities and parent support, students should have no difficulties in meeting these challenges and becoming more independent and self-assured as a student.

***Fourth Grade Math Scope & Sequence:*** Place value of whole numbers and decimals; mastery of fundamental operations; story problems; estimating answers; English and metric measures; converting measures within the same system and solving measurement; equations; Roman numerals; addition, subtraction, and multiplication involving fractions; estimation; averaging; factoring; divisibility rules; introduction to decimals; making change; reading a thermometer; solving equations using addition and subtraction axioms; graphs and scale drawing; basic geometric shapes; perimeter and area; using an English and metric ruler; and time lapse.

## **ELEMENTARY: MIDDLE SCHOOL PROGRAM FIFTH-SIXTH GRADE**

Our middle school program is designed to continue developing the basic skills begun in the lower elementary grades. Bible, of course, continues to play an integral part of our curriculum. Subjects such as math, language, spelling, poetry, geography, history, science, art, and penmanship are further strengthened. Reading skills now completely turn to comprehension. All grades continue to be taught in the traditional manner with a main teacher for the classroom. Subjects include Bible, language, mathematics, science, reading, spelling, health, and history. Participation in chapel programs and Parent Teacher Fellowships (PTF) are offered throughout the year. Three electives are taught in the fifth and sixth grades: music, computer, and Spanish. We also offer a fall and spring

*intramural* program. At times, sixth grade students are allowed to participate in IBA's high school sports program, which includes soccer, volleyball, and basketball.

As was begun in the intermediate grades, there is an even bigger **change** in academic requirements in fifth and sixth grades. Material becomes even more content-based. History, science, spelling and vocabulary content are very specific and **studying will be necessary for success**. English and math will increase in difficulty and will often require daily studying to learn a concept (Note: English and math are stair-step courses that require a student to master one concept in order to move on to the next concept).

There will be even more responsibilities on the part of the student to become an independent and organized student. Students will need to continue to develop their study and time management skills.

Since the intermediate grades help students prepare for junior high, classroom structure will also be different. There will be less games and more individual responsibility required. Class work will always be done individually and not in group settings.

As in the intermediate grades, with their parents' continued awareness and support of these increased responsibilities and change, students should have no difficulties in meeting these new challenges and becoming a confident, successful student.

## **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*)

## **TALLY SYSTEM OF DISCIPLINE**

The tally system is the procedure of school discipline used in kindergarten through sixth grades. We believe it uses Biblical principles to train our young people. A tally system is simply a way of recording behavior that indicates a need for instruction or correction and also reward. A tally is given as a reminder to help a student realize when his conduct is not what it should be. We hope that when the proper way is shown, a student will want to change accordingly. Tallies themselves are not punishment, but may lead to punishment if disregarded.

### **Spiritual Basis for Tallies:**

Rightly receiving instruction leads to wisdom and pleases God. Proverbs 9:9-10 says: “Give instruction to a wise man, and he will be yet wiser; teach a just man, and he will increase in learning. The fear of the Lord is the beginning of wisdom: and the knowledge of the holy is understanding.”

Hebrews 13:17 says: “Obey them that have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you.”

The reminder at school is compared to the Holy Spirit touching the conscience and gently revealing that something is not right. It is also like a person looking into a mirror and seeing his reflection. If a person is trying to make himself presentable to God, he will want to remove any blemishes in his character, attitude, or actions.

The goal is from II Timothy 3:17, “That the man of God may be perfect, thoroughly furnished unto all good works.”

## “HOW I ACT” DISCIPLINE SYSTEM

**H = Hullabaloo**  
**O = Out of Order**  
**W = Work Not In**

**I = Intentional**

**A = Attitude Lacking**  
**C = Courtesy Lacking**  
**T = Talking**

TYPES OF TALLIES AND EXPLANATION OF TALLIES	GRADE	PENALTY
<p><b>Hullabaloo (Yellow)</b></p> <p>Consists of <b>noises</b> that are done purposely that are disrupting or distracting to the class. Examples include but are not limited to: purposely tapping a pencil, rattling of papers, burping, yawning, singing, humming, whistling, yelling, etc.</p>	K - 6 <sup>th</sup>	1 tally
<p><b>Out of Order (Orange)</b></p> <p><b>Out of Order #1:</b> This generally includes infractions that the other rules do not include. Examples include but are not limited to: getting out of line without permission, throwing things, passing notes, chewing gum, littering, eating at non-designated times or places, out of seat without permission, working on unrelated materials, dress code violation, unsuitable physical contact between students of the same gender such as play-fighting, shoving, and general horseplay.</p> <p><b>Out of Order #2:</b> This second out of order tally, 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, holding hands, inappropriate touching and sitting, hugging, and kissing.</p> <p><b>Out of Order #3:</b> Not having cell phone in book bag/using it at a non-designated time or place.</p>	K - 6 <sup>th</sup>          4 <sup>th</sup> - 6 <sup>th</sup>          K - 6 <sup>th</sup>	1 tally          5 tallies          5 tallies
<p><b>Work Not In (Green)</b></p> <p>A “Work Not In” tally is given for but is not limited to: (1) seatwork, class assignments, or home-work assignments not turned in at the time it was due (2) being unprepared by not having supplies such as books, paper, pencil, etc. (3) any papers requiring a signature not returned (4) weekly reports not returned or (5) absentee note not brought in. Each day the absentee note or weekly report is not brought to the homeroom teacher, a “Work Not In” tally will be given. A “Work Not In” tally <i>will not</i> be taken away when a student turns in the missing assignment or the missing unsigned paper. The tally serves as a reminder to the student to become more responsible. Taking away “Work Not In” tallies teaches the student he may turn his work in whenever <b>he desires</b> thus setting a character trait of irresponsibility and tardiness for the future.</p>	K -3 <sup>rd</sup>          4 <sup>th</sup> -6 <sup>th</sup>	1 tally          2 tallies

<p><b>Attitude Lacking (Light Blue)</b></p> <p>When an attitude is directed at a teacher or other authority in such a way as to express disrespect, such action will be dealt with as a more serious infraction. <i>Examples of disrespect include</i>, 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 and walking away while teacher is talking, huffing, sneering, slamming articles down on desk, slamming door, refusing to sign tally slip, mocking teacher, making disciplinary action a joke to peers, getting in teacher's face, challenging a teacher or staff's decision, glaring at teacher after reprimand, sarcasm, insolence, and similar expressions. In the event several actions are displayed at once, the administration has the right to go straight to a suspension.</p>	<p><b>K – 6<sup>th</sup></b></p>	<p>2 tallies</p>
<p><b>Courtesy Lacking (Dark Blue)</b></p> <p>Rudeness toward staff, teachers, and peers: inconsiderate behavior, lack of manners, and similar expressions that do not express self-control.</p>	<p><b>K - 6<sup>th</sup></b></p>	<p>1 tally</p>
<p><b>Talking (Pink)</b></p> <p>A talking tally is given to any student talking without permission during classroom time or when standing in line. Talking will be permitted only after the teacher or person in charge recognizes a raised hand.</p>	<p><b>K - 6<sup>th</sup></b></p>	<p>1 tally</p>
<p><b>Intentional Disobedience (Red)</b></p> <p>Intentional Disobedience tallies are considered very serious. Examples include but are not limited to: open defiance or absolute refusal to obey a rule or direct command, fighting, bullying, lying, stealing, and cheating. Note: Students caught cheating will receive an automatic zero. Other serious issues such as the use of lewd language, profanity or cursing, having pornography or lewd material, committing a lewd action, or smoking constitutes a more serious infraction and will be dealt with as so.</p> <p><i>Using Language Unbecoming to a Christian:</i>          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, etc. as well as any other inappropriate language that should not be a part of a Christian's vocabulary.</p>	<p><b>K - 6<sup>th</sup></b></p>	<p>10 tallies</p>

Each Friday students will be given a weekly report that will let parents know (1) how many tallies their child received in a week, (2) how many accumulative tallies their child has, and (3) how many D/F papers he has. If a child has earned a detention, a note advising you of the date and time of the detention will also be included with weekly reports.

In addition to the procedures outlined in the following pages, IBA has the right to follow the following procedures: When a student in kindergarten – middle school continues to commit the same infraction, the administration reserves the right to: (1) alter the value of tallies (2) use other means of correction in lieu of tallies (3) apply the same criteria used for older students to a younger student if the administration feels that the normal tally rate was not changing the student’s behavior. Aggravated or particularly serious misbehavior may warrant immediate expulsion. Therefore, the administration also has the right to go straight to an expulsion if a student’s behavior is considered serious enough.

## DISCIPLINE PROCEDURES FOR KINDERGARTEN – SIXTH GRADE

<b><i>Excessive cumulative tallies can cause a child to receive the following disciplinary action.</i></b>
<b>DETENTION</b>
<b>10 cumulative tallies</b> = Student must serve after-school detention.
<b>20 cumulative tallies</b> = Student must serve after-school detention.
<b>30 cumulative tallies</b> = Student must serve after-school detention.
<b>40 cumulative tallies</b> = Student must serve after-school detention.
<b>60 cumulative tallies</b> = Student must serve after-school detention.
<b>FIELD TRIP AND PARTY RESTRICTIONS</b>
<b>25 tallies</b> = Student will be unable to go on a field trip unless a parent accompanies the child.
<b>50 tallies</b> = Student will be unable to go on any field trips or participate in party days for the rest of the semester. Any sixth-grade student participating in High School sports will no longer be eligible play on the team.
<b>SUSPENSION</b>
<b>50 tallies</b> = Student will be suspended for one day.
<b>WITHDRAWAL</b>
<b>75 tallies</b> = Parents will be asked to voluntarily withdraw their child from the school or the child will be expelled. Note: Students reaching this number would have averaged nine to ten tallies a week.
<b><i>The administration has the discretion to use detentions, suspensions, or expulsion when deemed necessary.</i></b>

**Note:** Tally totals will start over at the end of the semester.

➤ **Detention:**

Detention Length/Fees: K5 – Sixth Grades: One Hour= \$10.00

Detention will be served after school on Thursday or during Early Stay on Monday. After-school detention begins at 3:30 P.M and morning detention begins at 7:00 A.M. Attendance in detention *takes precedence over any after-school activity*. Failure to report to detention will result in students receiving six tallies. 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.

- **Suspension:** K5 through sixth grade students suspended from school will be allowed to make up work missed during the time of suspension, but will receive a .50% 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.

## 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. However, if a child does not finish his assigned seatwork at school in the allotted class time, he will be required to finish his seatwork by working a portion of his recess or by taking it home for completion – even 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. Students in grades one through six are required to have a daily assignment tablet. In order to train students to become accountable for their homework assignments, elementary students are required to show their homework tablet to their parents each night and obtain their parent’s signature. Failure to obtain the signature of the parent will result in a student receiving tallies for each day the tablet was unsigned. Teachers have the option to require certain homework tablets for their students. We request that students do not complete their homework together over FaceTime, video chat, etc. Homework is a tool the teacher uses to judge whether a student is understanding the concept.

## HONOR ROLL

An honor roll is compiled after each nine week’s grading period for grades one through twelve and is made up in the following way:

- “A” Honor Roll:** Includes students who have all “A’s” with no “S, S-, U, or I (incomplete)” grades
- “A-B” Honor Roll:** Includes students who have made all “A’s” and “B’s with no “S, S-, U, or “I” (incomplete)” grades
- “B” Honor Roll:** Includes students who have all “B’s” with no “S, S-, U, or 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.

## 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/tallies 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. Most courses are scored with numeric grades. A numeric grade is based upon the actual work done on homework, quizzes, tests, exams, etc. The quality of the student's work is indicated by the use of letter and number grades. All academic subjects receive number grades. The four elective subjects in grades 1 - 6 (art, computer, music, and Spanish) receive O's, S's and U's. For a student to attain the honor roll, he must make all A's and B's in academic subjects and at least an S+ in elective subjects.

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.

<b>GRADING SYSTEM</b>					
<i>Academic Subjects</i>			<i>Elective Subjects: Art, Computer, and Music</i>		
<b>A+</b>	=	98-100		<b>O+</b>	= 96-100
<b>A</b>	=	93-97		<b>O</b>	= 91-95
<b>A-</b>	=	90-92		<b>O-</b>	= 86-90
<b>B+</b>	=	87-89		<b>S+</b>	= 81-85
<b>B</b>	=	83-86		<b>S</b>	= 76-80
<b>B-</b>	=	80-82		<b>S-</b>	= 70-75
<b>C+</b>	=	77-79		<b>U</b>	= 69 & below
<b>C</b>	=	73-76			
<b>C-</b>	=	70-72			
<b>D+</b>	=	67-69			
<b>D</b>	=	63-66			
<b>D-</b>	=	60-62			
<b>F</b>	=	59 & below			

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held mid-way through the Second Quarter to enable parents to follow the progress and development of their children. This meeting provides an opportunity for parents and teachers alike to discuss the progress of the student. During the Third and Fourth Quarters, Parent-Teacher Conferences will be

held on an as-needed basis. Parents or teachers may request these meetings and will contact all necessary parties to arrange a meeting 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.

## **PROMOTION**

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

*Summer Tutoring.* For core or stair-step subjects such as math, reading, phonics, 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.

## **CHURCH ATTENDANCE AND MINISTRY REQUIREMENTS**

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

## **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 6.

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**

At times, students will want to bring toys to school to play with at recess or late stay. Please make sure these toys meet academy standards. If a child brings a toy to school, please remember the child takes full responsibility for the toy. *If a toy is broken, damaged, or stolen, IBA is not responsible for reimbursement.* Parents, please help by making sure toys do not include any type of toy weapon.

## **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, 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.

- ✓ 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, iPads 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. Elementary students must keep their cell phones turned off and in their book bags at all times throughout the day. Cell phones are not to be used during Early Stay, throughout the school day, during PE/Recess, during afternoon homeroom, 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. Tallies 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 5 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 school uniforms*. 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.

## **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. Chaperons 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. Chaperons 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.

All persons wishing to act as a chaperone must sign a Chaperone Agreement Form.

## **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. Tallies will be issued for failure to do so.

1. Desks assigned to a specific student remain the property of the school. Random, unannounced desk 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/tallies 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. 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 K5 STUDENTS

Required cumulative number of doses for children **age 5** includes the following:

<b>VACCINE REQUIREMENTS FOR KINDERGARTEN 60 – 71 MONTHS (AGE 5 YEARS OLD)</b>	
<b>DOSES REQUIRED</b>	<b>VACCINE</b>
4	DTP /DtaP/Tdap/DT/Td
3	Polio*
1	Hib: (Must have been received after twelve months of age)
2	Measles* -- ages 60-71 months
2	Rubella* -- ages 60-71 months
2	Mumps* -- ages 60-71 months
1	Varicella (Chickenpox)
3	Hepatitis B – not required for children older than 5 years.

## APPENDIX 2: FURTHER VACCINE RECOMMENDATIONS

Cumulative number of doses recommended for children enrolled in **grades K4 - five** includes the following:

<b>VACCINE RECOMENDATIONS FOR AGES 4-10 YEARS</b>	
<b>DOSES REQUIRED</b>	<b>VACCINE</b>
3	Hepatitis B
0	Rotavirus: (Is not required for children older than 8 months.)
5	DTP /DtaP/Tdap/DT/Td Fifth dose of DTP/DtaP are recommended for children younger than 7 years old.
3 or 4	Hib: (One must have been received after twelve months of age, but it is not required after age 4.)
1	PCV/PPCV (Prevnar) -- not required for children older than 5 years.
4 or 5	IPV- Polio*: (One dose should be administrated after age 4.)
1 per year	Influenza
2	Measles, Mumps, and Rubella*
2	Varicella (Chickenpox)
2	Hepatitis A (@ 1 or 2 years of age—After age 2 children can be vaccinated if it is desired)

<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.

\*Proof of immunity by positive blood test in lieu of vaccine is acceptable.

## **APPENDIX 3: 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 carpools. Sometimes staying home is the only way to benefit our children, our communities, and ourselves.

## APPENDIX 4: CELL PHONE USE

*General Policy:* Cell phones, iPads 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. Elementary students must keep their cell phones turned off and in their book bags at all times throughout the day. *Cell phones are not to be used during Early Stay, throughout the school day, during PE/Recess, during afternoon homeroom, 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 bag, 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 5: 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 6: 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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