PARENT & STUDENT

HANDBOOK

2024-2025

4475 Reaves Rd Kissimmee, FL 34746

Table of Content

Welcome to IBCA……03
About IBCA……04
Faculty & Staff……04
Our Mission & Motto…….....04
Philosophy & Statement of Faith……...05
Admission Policy…….....06
Enrollment Procedures……...07
Financial Policies……...07
Scholarships……...08
Parental Involvement……08
Dress Code – Uniform Policy.....08
Attendance Policy.....09
Academic Policy.....10
Academic Policy (Continuation)……11
IBCA Code of Conduct.....12
General Campus Rules.....13
General Campus Rules (Continuation).....14
Disciplinary Action…….....15
Disciplinary Action (Continuation)…..…….....16
IBCA Activities…….....17
IBCA Medical Guidelines.....18
Health Emergency Crisis Plan.....19

Welcome to IBCA

Dear Parents and Students,

We are happy to welcome you to a new school year at IBCA!

Your decision to choose IBCA is the best you could have made. Our students are challenged, inspired, and prayed for. This school is a place where they can learn not just academically but to also fear and love God.

We are looking forward to a productive partnership with you to ensure that our children reach their highest potential. We recognize that to be successful, our children need support from both home and school. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you support our beliefs and Biblical teachings and guide your children's learning by ensuring that they:

- Attend school daily and arrive on time, ready for the day's learning experience
- Complete all work and assignments given by teachers
- Read daily to develop a love for reading and to improve literacy skills
- Memorize their monthly Bible verse, as it will nourish their soul
- Share school experiences with you so that you are aware of their school life
- Inform you if they need additional support in any area or subject
- Know that you expect them to succeed in school and fulfill their purpose in Christ

We have included our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact the school office to discuss them. It is very important that you and your child are fully informed of IBCA's standards for appropriate Godly behavior, for a safe and productive school year.

May God bless your family abundantly!

Sincerely,

IBCA School Administration

School Director
Alfredo Dominguez

School Administrator
Jose Santiago

School Administrator
Sherrylin Santiago

About IBCA

iBelieve Christian Academy (IBCA) was a vision that was placed in the hearts of both Bishop Jose Santiago and Executive Pastor Alfredo Dominguez. After much prayer and guidance from the Lord, the vision of IBCA was communicated to the church. With the sponsorship and support of Tabernacle of Poinciana Church (TDP Church), IBCA became an official Christian Private School in late 2021. IBCA looks forward to opening their doors for their first school year in August 2022.

IBCA offers students the opportunity to receive excellent Christian education that will not only develop them academically, but also spiritually, emotionally, and physically. Our school was founded by the direction and provision of God with the purpose of being a beacon of light within the community and for reaching students and families with the gospel of salvation through Jesus Christ.

Faculty & Staff

We at iBelieve Christian Academy provide an education with a heart for Christ and for children. All employees must have a walk with Christ and be in good standing with a local church that is an example to our students, families, and fellow staff.

IBCA is excited to open its doors to the community and offer the best academic program to all its students. We can successfully do this with the help of our faculty and staff.

According to Section 1002.421(1)(h) the Florida Statutes, all instructional personnel will have special skills, knowledge, or expertise that qualifies them to provide instruction in K-12th grade subjects.

All volunteers and staff that dedicate their time to help IBCA run efficiently and effectively will undergo an FDLE VECHS Level 1 & 2 background screening.

Mission & Motto

Mission Statement

The mission of iBelieve Christian Academy is to pursue academic and spiritual excellence through God's word in each student that will equip them for a lifetime of leadership, character, and service in God's Kingdom.

Motto

"Believe it to Achieve It!" Mark 11:24

Philosophy & Statement of Faith

Philosophy

IBCA is independent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community.

Statement of Faith

The Scripture. We believe the Bible to be inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).

Trinity. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

Christ. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrew 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25; 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11).

Salvation. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

Eternal Life. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation (John 5:28-29).
Unity of Believers. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinth. 2:12-13; Galatians 3:26-28).

Holy Spirit. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Leadership Training and Christian Americanism

We provide Leadership Training through our programs and methods of study. Students learn to take initiative and serve with excellence. Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

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.

Pledge of Allegiance 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 for all who believe.

Pledge of Allegiance 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 words in my Heart that I might not sin against God.

Admission Policy

Non-Discrimination

This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. **Special Needs** students may be considered on a case-by-case basis, as we do not have specialized facilities or personnel. ***Please note that all new students are admitted on probation for the first 90 days.***

ALL APPLICANTS MUST ADHERE TO IBCA'S MISSION. PHILOSOPHY AND STATEMENT OF FAITH.

Our Expectations for New Students and Parents

Admission to IBCA is a privilege and not a right.

- Parents are responsible for providing all necessary documents and completing the application required to enroll their children each year.
- IBCA reserves the right to refuse an application or to dismiss a student for unacceptable conduct, or any other circumstances as may be deemed reasonable. The waiver fee will apply.
- Parents and students must agree to support the school in word and action, trusting that we are working in the best interest of our students.
- Parents must discuss the Student Handbook with their children to ensure understanding.
- Students must know the rules of the school and strive to obey them with a positive attitude.
- Parents and students must respect authority in both word and action. Respect in word is the use of manners and striving to be polite in speech. Respect in action is obedience to instruction with consideration for others before themselves.

Enrollment Procedures

All parents interested in enrolling their children in our school will follow these instructions: Enrollment is completed in three meetings: (1) Parent Orientation (2) Diagnostic Test (3) Diagnostic Test Results and Registration.

(1) Parent Orientation: Meeting with School Principal to receive Enrollment Packet and review tuition, school calendar, curriculum, school policies, chapel, uniforms, and transportation options.
(2) Diagnostic Test: to determine a student's academic level and placement in the PACE program. Students will be tested in Math, English, Word Building, and Reading. ** On Test Day, parents drop off and pick up their child at a scheduled time. Estimated testing time: 5 hours. After each 45 min. of testing, students receive a 15 break. Students must bring snacks for break time.*
(3) Diagnostic Test Results and Registration: Fee payment is due, along with completed Enrollment Packet with all necessary paperwork and requested documents. Parents will learn how the curriculum works and will be empowered to help students succeed.

Financial Policies

For those parents whose children do not receive any scholarships, a financial policy has been established. IBCA appreciates your financial support. In order for the school to meet its financial obligations, we would appreciate your prompt and faithful commitment.

- Application fees are non-refundable and due upon the submission of an application for enrollment.
- Tuition is an annual rate divided into 10 to 12 equal payments. No refunds apply to any tuition payments (1st payment is non-refundable as it reserves a spot in classroom). The first payment is due at the time of Enrollment, and following payments are due on the 1st of each month, beginning in August. Payment made after the 10th each month will incur a late fee of $25.00 (if the 10th is on a weekend, payment must be made by the Friday before the 10th). Failure to pay tuition may result in your child being withdrawn from IBCA.
- Any checks returned for non-sufficient funds will be charged a $25.00 fee. If the check is returned after the 30th of the month the child may not return to school until the outstanding fees are paid.
- If parents remove a student voluntarily or a student is expelled from school after classes have begun, it is the parents' responsibility to pay the **withdrawal fee of $250**. Parents must also pay the rest of the monthly fee (even if the withdrawal occurs on the first day of the month). This voluntary waiver is processed through the school office and parents must complete the waiver and payment forms. No record will be issued to another school until all financial obligations are met**. No registration fee will be refunded**.
- Students can purchase snacks and drinks at our concession stand (when open) during lunch time, break time and recreation.

Scholarships

Parents are encouraged to apply for scholarships for each student enrolled. A list of current scholarships, contact information, and application deadlines is available at the school office. Please note that IBCA cannot apply for scholarships on the student's behalf. This must be done by the parents. The school office can help with the scholarship application, if needed, but parent must be present at the time of the application. A fee for this service may apply. **Note: If your child maintains a scholarship, it is the parent's responsibility to follow EMA (Step Up) scholarship procedures on processing and approving the scholarship funds. Please adhere to any email or notification the scholarship and/or the school sends you. Parents acknowledge that these funds are critical to school tax operations and will be penalized with a $50 fee after the 5th day of the month if they have not approved the funding.**

Parent Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents and the faculty/administration of this school. Every parent is required to participate in these informative programs. The first parent/staff meeting will be held in the fall prior to school opening. Parent/staff meetings are scheduled after every grading period. Individual parent conferences may also be held upon parent request.

Dress Code – Uniform Policy

All students shall agree to follow this Uniform Policy. Students are required to uphold a standard of a good example to glorify God.

ALL (Male & Female) Students

- Polo shirts with school logo must be purchased at school. ***Fridays Only:*** students may wear the school spirit shirt.
- Long pants: black, khaki, or navy blue. ***No Joggers allowed.***
- Must wear a belt and socks at all times.
- Closed shoes. (No crocs, sandals, "slides") Shoe styles will be subject to approval by School Admin.
- Black or dark blue jeans ***(only allowed on Fridays with a polo shirt with the school logo).***
- Hair: Haircuts with designs, or hair colors that we consider inappropriate, are not allowed. Students who dye their hair with a color that is not appropriate for IBCA, will not be allowed to attend school until the color is removed.
- Necklaces, bracelets, or other jewelry may not be visible to staff or fellow students on campus. The use of watches is allowed (the school will not be responsible for any lost or stolen items). **Smart watches are strictly prohibited.**
- Jackets can only be navy blue, black, or gray with zipper and no hoodie or brand logo. We prefer for students to have the school logo on their jacket.

Specific to FEMALES

- Skirts *(optional):* black, khaki, or navy blue. Length needs to be right at knee ***(shorts under skirt is required).***
- Nails: If the student has acrylic nails or any other type of false nails, the length of the nails should be average. The school will determine if it is appropriate.

Uniform Infractions

Please note the list of Infractions below. In addition to infraction violations, students must adhere to the Detention Policy.

First Infraction:

- The parent/guardian will be called to pick up the student immediately OR to bring the appropriate uniform.
- 1 Detention mark

Second Infraction:

- The parent/guardian will be called to pick up the student immediately. The student will not be allowed to stay on school premises the day of infraction.
- 2 Detention marks

Three or More Infractions:

- The parent or guardian will be called to pick up the student immediately. The student will not be allowed to stay on school premises the day of infraction.
- 3 Detention marks

Attendance Policy

IBCA school hours currently are from 8:00 am - 2:30 pm Monday, Tuesday, Thursday, Friday and 8:00 am – 1:30pm on Wednesdays. Parents will be notified when schedule is expected to change. IBCA staff place calls starting at 9:00 am each day to parents of absent children. A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments are to be scheduled after school hours. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the Administration and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If in the opinion of the administration, the absences are unnecessary, the student will be considered truant. IBCA adheres to the minimum instructional hours required by the Florida Department of Education.

A student is considered **tardy** if he is not in the classroom by **8:15am**. Continued tardiness will necessitate a conference with parent and principal, possibly leading to detention, revocation of student privileges or suspension.

Early/late pick-ups: To avoid interruption with the flow of dismissal, the latest early pick up time is 1:30pm Monday, Tuesday, Thursday, Friday and 12:30pm on Wednesdays. If a student must be picked up before dismissal time, parent must sign the student out at the school office. Students who have not been picked up after dismissal will incur a Late Pick-up fee, which starts at 3:00 pm. Fee is $25 per half hour starting at 3:00pm. Emergencies will be take into consideration on a case-by-case basis.

Academic Policy

Grades and Grading Policy

To determine grade point average, each completed course is assigned a letter grade based on the percent grade.

Percent Grade	Letter Grade
90-100	A
80-89	B
70-79	C
60 or lower	F (Not a Passing Grade)

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof.
Report Cards are given to students to present to their parents on a quarterly basis.

The A.C.E. Program

At IBCA, students are taught using the Accelerated Christian Education program (ACE). Conventional-style textbooks are divided into achievable worktexts called PACEs. Each PACE is similar to a unit in a textbook. Each level consists of 12 PACEs in each subject. PACEs integrate Godly character-building lessons into the academic content, and self-instructional activities are designed to develop thinking skills and achieve academic excellence.

PACEs

- PACEs are the worktexts students use in the A.C.E. learning program. PACEs are private property and are not to be shared among students.
- All PACEs are the property of IBCA. If a student does not reach a passing grade of 80% on a PACE test, the PACE book will be repeated. Parents may be billed $5.00 for any repeat PACEs or lost PACEs.
- Students begin their PACE work by noting their goal, the concepts they will learn, a Bible verse and a corresponding character trait.
- Each PACE contains several Checkups, which are quizzes that reveal weak areas, which the students need to take time to review and learn, before proceeding to the next section.
- Upon completion of the activities and Checkups, students take a Self-Test. The goal is to master the Self-Test without referencing back to the PACE. A supervisor determines readiness for the final PACE

Test. When the Self-Test is successfully completed, the student turns in the PACE and takes the PACE Test the next school morning.
- Calculators are permitted in the Learning Center only at the supervisor's discretion.

Goal Card

- The student should keep his goal card posted on his bulletin board.
- He should set the exact page numbers of the work for that day in blue ink.
- He should cross off daily goals in blue ink when they have been scored and corrected.

Scoring Station

- Supervisors are in charge of scoring all tests.

Testing Table

After the PACE is completed, scored, restudied, and turned in, the Test is issued. Tests are administered at the Test Table. ***Minimum passing score is 80%.***

Congratulation Slip

Every time a student receives a PACE star, he is given a Congratulation slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time. Take congratulation slip home to parent the day it is received.

Homework

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are not more than the student is capable of completing during the school day. Should the student not meet his goal for that day, he will be required, at the discretion of the supervisor, to complete the work at home or in the classroom. **If the student has homework, the supervisor will post it in the PraxiPower system.** No resource books may be taken home.

Achievement Test

In order to comply with state regulations, IBCA will test their students using an approved State Assessment, **IOWA**. This test will be given two times (September and April) each year. As we get closer to testing, we will notify parents.

Graduation Requirements

Graduations are held for **Kindergarten, 5th, 8th, and 12th grades**. A graduation fee will apply. Complete details will be provided by the school office.

Three courses of study are offered for high school students: Honors, College Prep and General. A prescribed course of study will be determined through a conference between the staff, parents, and student. The graduation requirements shown on the three courses are minimums.

- All high school students MUST complete a minimum of **100 hours of community service** before graduation. (Community Service Guide attached)
- Transfer students must complete at least sixty PACEs in this school before receiving a diploma.

Guidance Services

IBCA's school Director and Administrators provide adequate guidance counseling for high school students. Students will attend informative college orientation events designed to assist students and parents in the decision-making process. Parents are encouraged to maintain an open dialogue with our staff to become familiar with all the options available to their student.

IBCA Code of Conduct

General Comments for Parents and Students

- *Griping:* Griping is not tolerated (detention for violations).
- *Property:* Marked on, defaced, or broken property is to be replaced at offending student's expense. Weapons of any sort, matches, lighters, knives, radios, student's tapes, and gum are not permitted on campus.
- *Language:* Only use words which glorify God.
- *"Six-Inch"* Rule: ALL students should keep "hands off other students", also "no back talk", and "no monkey business."
- *Eagle Bucks*: Eagle Bucks are earned for good conduct and may be redeemed at the Eagle Buck Store twice each month. Eagle Bucks may be removed when rules are broken.

General Rules of Conduct

- Wear your uniform
- Be reverent during Chapel
- Display a Godly Character
- Respect Others
- Hands and Feet to yourself
- Use Good Language & Good Manners
- No Cellphones
- Motivate each other
- Raise the Right Flag
- Tuck in your chair
- Keep your pencil in your station
- Red pens are not yours to take
- Get our autograph before you score
- Get your agendas signed every night

WWJD (What would Jesus do?)

Receive Merit Certificates By:

- Daily Bible Verse Memorization
- Good Behavior
- Perfect Attendance
- Written Reports/Essays
- Passing Test 1st Time (80%>)
- Passing Test 2nd Time (80%>)
- Donating/Participating in Fundraisers
- Chapel Participation
- Daily Homework Completion
- Daily Goals Completion
- Helping Staff
- Neatness & Organization
- Proper Language and Manners
- Demonstration Character Traits

Campus Rules

Student Offices

A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in office or tip back his chair.

Activities not related to assigned material are not to be conducted in an office unless privileges have been earned.

A flag (such as the Christian flag) should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities. Personal questions should be asked on break time. Gum is not allowed on school property.

- Offices are assigned and changed only by the supervisor. They must be cared for by the student.
- A chair cushion and approved background material for the bulletin board may be brought in by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean or sit on office or divider.
- Electrical outlets are for approved school equipment.
- The goal card is to be kept up to date; use pen in setting goals. Goal card is to be placed on student office bulletin board.
- A Progress Chart is also placed on the student office bulletin board. No marks are to be made on it (A fee is charged for a duplicate.) Only "positive," approved items are allowed to be displayed on student's bulletin board and office.

Off Limits

- Other students' offices
- Learning Center Control Station and files
- Computer and related equipment and materials
- Learning Center when staff is not in attendance
- All other offices/classrooms when no adult present
- P.E. area except under supervised activity
- Cars and parking area
- Closed campus policy: students may not leave the school grounds during school hours without permission.

Media Station

Computer-related academics are completed at the Learning Center media station or at student's office if individual computers are throughout the Learning Center. **No personal use on the computers and/or tablet is allowed. If a student is found on an unapproved website, it will result in a disciplinary action.**

Music

Only that which has been approved by staff is permitted. Instruments are to be played only in supervised music classes.

Lunch Procedures

Students must bring their own lunch and snacks to school. Microwave ovens are available to warm food. Drinks and snacks may be purchased at the IBCA concession stand.

- Eat only at assigned area.
- Put trash in wastebaskets.
- Clean off table.
- Go to recreational area after receiving permission to be dismissed.

Books/Magazines

Must be approved by supervisor upon student's arrival at school.

Computers

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers starting as early as first grade. Every graduate is expected to be computer literate.

Telephone Use/Cellphone Policy

The school phone is reserved for official school business and emergencies. Students who need to place emergency calls must have their supervisor's permission. **Calls regarding lunch, homework or uniforms will not be allowed.** The use of cellphones and electronic devices of any kind is strictly prohibited to be used on campus during school hours. **Students' cell phones are to be turned off and placed in designated area upon arrival to school.**

Lost and Found

The Lost and Found Department of the school is operated from the school office. At the end of a reasonable time, all items which have not been picked up will become the property of the school and may be purchased through a student auction.

Student Records

Student records are maintained for the benefit of the students and are used for instruction, career development, guidance, and education placement. All records are strictly confidential and kept in a secure manner. School records are permanent; in the event that IBCA ceases operations, all records will be turned over to the Osceola County Board of Education for safekeeping.

Visitors/Parents

For the protection and safety of all students on campus, parents and visitors cannot at any time pass into classrooms or areas where students are located. Parents who wish to visit must call ahead for approval, make an appointment, and be escorted by office personnel before entering the classroom area.

Fire/Severe Weather/Lockdown Drills

Detailed procedures for fire, severe weather, and lockdown drills will be given to parents in writing.

Fire Drill
Practice fire drills will be held periodically during the school year. When signaled, students are to stand and march out of the building in an orderly manner to a designated place. When signaled again, they may return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his group.

Severe Weather Drill
A severe weather drill will be signaled as above. Students should proceed as above to a designated place and assume a crouch position with their heads protected. Detailed instructions will be provided prior to the drill.

Lockdown Drill

A lockdown drill will be signaled as above. Students should proceed as above to a designated place and assume in a sitting position. They are expected to refrain from talking, pushing, or running.

Disciplinary Action

IBCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their roles.

All new students are admitted on probation for the first **90 days**. The students must at all times conduct themselves in a manner becoming a lady or a gentleman. Griping is not tolerated! If your child comes home complaining about a policy or discipline, please follow these procedures:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a student's attitude is not in accord with school policies or principles, the student will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the student.

High school students in particular -because of their influence on younger children- are trained to adhere to the school's philosophy and Biblically based program.
Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to secular music, public dancing, swearing, viewing or discussing pornographic items, and other questionable practices.

IBCA is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that *"all things should be done decently and in order"* and that our students should be taught to accept the responsibility to *"walk honorably before all men."*

The discipline maintained at IBCA is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life:

"Children obey your parents in all things: for this is well pleasing unto the Lord." (Colossians 3:20)
"Let every soul be subject unto the higher powers..." (Hebrews 13:1)
"Obey them that have rule over you, and submit yourselves unto them..." (Hebrews 13:17)
"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life. (Proverbs 6:23)
"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." (Proverbs 10:17)
"Chasten thy son while there is hope, and let not thy soul spare for his crying " (Proverbs 19:18)
"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." (Proverbs 22:15)

Detention Policy

The paramount rule is "do right; do not disturb." Warnings are issued for disturbances or broken rules. In the first instance, the supervisor will issue a verbal warning to the student. Three or more warnings in one day will result in detention time during the school day. If the behavior persists, **the supervisor will send a written warning to the parents in the student's agenda.**

When a student receives a detention, a note is sent home with the student and is to be signed by the parents. The next day the slip is returned, and detention time is served. Multiple warnings are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Suspension Policy

Any major conduct violation, inappropriate activities, or possession of a weapon will result in suspension as determined by Administration, based on the severity of the violation. The days a student is suspended will count as unexcused absences.

Expulsion Policy

Administration has the authority to recommend the expulsion of students who commit any of the following acts:

- Causing serious harm to another student.
- Having possession of any firearm, weapon, or item that may be brought with the intent to harm another student.
- Possession, use, sale, distribution or being under the influence of alcoholic beverages, illegal drugs, and/or controlled substance at school, at a school activity, or at any other time.
- Violation of any major conduct rules or inappropriate involvement in activities as determined by administration.

Parents/guardians of the expelled student will have 3 days to appeal the expulsion in writing to the Board of Directors. While an appeal is taking place, the student will be under suspension and will not be allowed to attend school. If the appeal to the school board is denied, the expulsion will take effect immediately. Expulsion will also take place in the event of non-payment of tuition.

IBCA Activities

Chapel

Weekly chapel sessions are held, during which the student identifies his education with Biblical principles and wisdom. Students must bring their Bibles to chapel, and to special meetings.

Field Trips

We will have two field trips in the school year. Every student should have their permission slip signed by their parents/guardian, without that permission slip signed; the student will not be able to participate in the field trip. In addition to an educational field trip and a field trip to reward students, we will also take students to the nearest library, for the purpose of having the librarian orient students on library usage and research papers. **Note: Any parent that would like to chaperone a field trip will need to undergo a background check.**

International Student Convention

An exciting and rewarding event for students is the annual School of Tomorrow regional convention. Students who attain their thirteenth birthday by December 13 of the current school year and who have not attained their nineteenth birthday by the same date are encouraged to prepare for competition in any of over 150 events including academics, athletics, music, drama, arts/crafts, and science exhibits.

Winners are eligible for the International Student Convention held each spring. Student Convention Guidelines are available to assist students in preparing for competition. Preparation begins in the fall under supervisor control.

Monthly Events

Fun and exciting events take place at IBCA all month long! Please check our monthly calendar fi complete listing of upcoming events.

- Bible Verse Memorization
- Pizza Party for students who memorize the Monthly Scriptures
- Eagle Buck Store - Students who earn merits can visit the Eagle Buck Store (see pg. 16)
- Ice Cream Party
- Game Day
- Crafts Day
- Missions Day

IBCA Medical Guidelines

Medicines and First Aid

All medicines and first aid supplies must be kept and administered at the school office. No staff members will be allowed to administer any oral medication without written parental authorization and doctor's letter (staff cannot administer injections).
IBCA schedules frequent nurse visits to check for **Lice**. Students affected must be cleared of infestation before returning to school.

Sick Child Policy

A child who has a fever (temperature of 100.4° or higher) should not attend school or school-related activity, Sick children with vomiting, diarrhea, persistent cough/respiratory distress, or rash of unknown origin should also stay home until they are symptom free. Students who become ill during the school day should report to the office. If it is necessary to go home, the office will inform the parent and the student will be released from school. **No student with a temperature of 100.4°8 or higher will be permitted to remain at school.**

Accidents/Injuries

First aid for minor accidents/injuries will be administered by the supervisor, monitor or the school secretary. An accident report will be filed for all injuries. Parents will be contacted immediately for more serious injuries. If emergency treatment is needed, 9-1-1 and parents will be summoned immediately. The "Consent for Medical Treatment" form permits the school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency treatment, when time is of

the essence, and neither parent can be contacted. All school supervisors, monitors and administrative staff maintain a current CPR certification.

COVID-19 Policy

On February 24, 2022, The Florida Department of Health (FDOH) updated its guidelines for students to return safely to classrooms by reducing the time a student must isolate after testing positive for COVID-19 from 10 to 5 days. The guidance is also clear that healthy students do not need to quarantine.

The Florida Department of Education will continue to do everything possible to support parents, keep children healthy, and make sure students have the ability to learn in school classrooms.

Per CDC Guidelines, students and staff that have tested positive or exposed to COVID-19 are to stay at home and away from others for five (5) days from the date the symptoms began. The staff member or child can return to school on day 6 if they have been fever-free for 24 hours and symptoms are improving.

We ask for clear communication between the parent and school administration when child is feeling said above symptoms.

Health Emergency – Crisis Procedures

IBCA has a crisis plan in place to ensure your child's safety if a dangerous event should occur during school hours. A detailed crisis plan can be viewed in the school office. The following are our procedures during a health crisis or pandemic situation, such as COVID-19:

1. IBCA will endeavor to follow all school-related mandates set forth by state and federal authorities, including opening and closing of schools, with the top priority being the safety of our students.

2. Communication with parents will begin immediately and will continue throughout the crisis. Updates will also be posted on our in our **PraxiPower System**.

3. When students cannot attend school because of mandatory closing or choose not to attend school to avoid exposure to infection; online and in-home options with study material will be made available. Supervisors will communicate directly with each student through the video conferencing platform, text, emails, phone calls, or any way available for communication. Parents must agree to supervise their student's progress with the material provided.

4. Strict health safety procedures, as ordered by authorities and IBCA administration, will be followed in the school campus until the health risk has been eliminated. IBCA will immediately advise parents when these procedures are put in place.