



Parent & Student Handbook

K-8th

9803 Colorado Street

Crown Point, IN 46307

Preschool/PreK

7953 E 106th Ave

Crown Point, IN 46307

(219) 796 – 9490

ihacademy13@gmail.com

www.indianahorizon.org

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About Indiana Horizon Academy

Indiana Horizon Academy was established in August 2013 as a full time Islamic and academic school for grades Preschool to 3rd grade as a natural response to a growing demand for quality education in an Islamic setting. Today we serve children and their families from preschool through 8th grade on 3 campuses IHA East, IHA West and IHA Winfield. Our academics are based on the state standards for Indiana and our Islamic curriculum includes Quran, Arabic and Islamic studies. IHA preschool is the first full time Islamic school to offer Quran Blossom, a preschool Islamic program that teaches Quran, Arabic and Islamic Studies and for academics holds a level 4 path to quality rating from the state of Indiana (which is the highest level of quality in early childhood). IHA is accredited by Cognia, an independent mark that assures high quality and is respected around the world, and the Council of Islamic Schools of North America (CISNA), the largest member organization of accredited Islamic schools in the world which assures the high quality of our Islamic Studies and Arabic programs.

Mission Statement

“To provide a nurturing Islamic environment where students aspire for excellence in education, integrity, and leadership skills to better serve humanity.”

It is our goal that students of IHA will be surrounded by a safe and secure Islamic environment, and receive a high quality education, while developing the characteristics of integrity and learning leadership skills that will help them succeed in service to humanity.

IHA Goals & Philosophy: Nurturing minds hearts and communities

Our educational philosophy is built upon a comprehensive approach that integrates academic excellence, spiritual growth, physical health, and social-emotional well-being. We are committed to

fostering a generation of independent, passionate lifelong learners who contribute positively to society while honoring their faith and cultural heritage. Our philosophy is a holistic approach to education that strives to develop well-rounded individuals who are intellectually curious, morally upright, culturally aware, and globally minded. We are committed to nurturing a generation of future leaders who are empowered to make a positive impact on the world.

Our goals are as follows:

1. **Comprehensive Development:** We believe in nurturing every facet of a child's potential—academic, spiritual, physical, and social-emotional. By addressing all dimensions of development, we empower students to flourish into well-rounded individuals who can navigate life's challenges with resilience and empathy.
2. **Child-Centered Innovation:** Our curriculum is designed to ignite curiosity and foster critical thinking through inquiry-based learning and problem-solving skills. We embrace creativity and innovation, ensuring that learning experiences are engaging and relevant to the evolving needs of our students in a rapidly changing world.
3. **Islamic Values and Teachings:** Central to our philosophy is the guidance provided by the Quran and the Sunnah of Prophet Muhammad (PBUH). We aim to instill deep-rooted Islamic values and principles in our students, nurturing their spiritual growth and ethical development.
4. **Global Perspective and Cultural Appreciation:** We promote a global perspective throughout our curriculum, encouraging students to appreciate diverse cultures and religions. By cultivating a positive American Muslim identity, we equip students with the understanding and respect needed to thrive in a multicultural society.

5. **Individualized Instruction:** Recognizing that each student has unique strengths and needs, we personalize learning experiences to maximize individual potential. Through differentiated instruction and support, we ensure that every student receives the guidance they need to succeed.
6. **Integration of Technology:** We harness the power of technology to enhance learning opportunities beyond the classroom. Technology serves as a tool for research, communication, and creativity, empowering students to explore and innovate in a connected world.
7. **Character Development:** Beyond academic achievement, we prioritize the development of character traits such as self-confidence, honesty, kindness, respect, and selflessness. Our goal is to cultivate students who not only excel academically but also embody values that inspire positive change in their communities.
8. **Partnership with Families:** We believe in the importance of a strong partnership between school and home. By fostering open communication and collaboration, we ensure that families are actively involved in their child's educational journey and growth.
9. **Community Engagement:** We actively engage with the broader community through meaningful service learning opportunities. By participating in service projects and community initiatives, students learn the value of empathy, compassion, and responsible citizenship.

IHA Organizational Structure

School Board

The current school board consists of nine members: president, vice president, secretary, treasurer, and five additional members. The school board is responsible for governing and overseeing the school

operations. The board coordinates with the administration on budget and finances, facility operations and maintenance, staffing, legal matters, and public outreach that meets the school's needs.

School Administration

The school administration consists of the principal, the Education Coordinator, administrative assistants, and the financial officer. The principal is the leader of the school who oversees the school education and operations. The principal reports directly to the board. The Education Coordinator, under the direction of the principal, oversees the education of the school and reports directly to the principal and the board. The financial officer reports directly to the principal and the board.

School Staff

Teachers

The Elementary and Middle School teachers play a vital role in facilitating a productive learning environment and nurturing the academic growth of students throughout the school year. They are responsible for ensuring high student performance; Elementary School teachers focus on multiple fundamental subjects they teach to students in grades K-5, while the Middle School Teacher focuses on one subject that they hold extended knowledge in for grades 6th-8th. This role involves developing and implementing lesson plans, assessing each student's progress, and building strong, respectful relationships with students, parents, and colleagues to support the academic and social-emotional development of each child.

Classroom Assistant

The classroom assistant is a compassionate and motivated individual that works to support the teaching staff and enhance the learning experience of our students. The classroom assistant will assist in daily classroom activities, provide one-on-one or small group support to students to boost their

understanding of core materials, and help maintain a positive and organized classroom environment. These individuals are passionate about working with children and contributing to their educational development. Classroom assistants collaborate with Teachers and Administrators to provide students with an enriching and productive educational environment. They supervise the class when the lead teacher is unavailable, help prepare the classroom each day, assist with cleaning up projects and coordinate student pickup and drop-off.

Substitute Teachers

A Substitute Teacher, or Sub, teaches and supervises students in the event that their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting and implementing lesson plans and creating reports to inform the students' permanent teacher of their success.

Volunteers

Parents are encouraged to help in the school. Children will value their educational experience more when they see that their parents support the school. If you are interested in becoming a volunteer, we invite you to contact the PTO (parent-teacher organization) to be added to the volunteer schedule or to join the PTO. All school volunteers are required to file a criminal background check annually.

Admission Policies

Registration

Admission of new students is based on tests to determine their approximate grade level in Math and ELA. Once the child is accepted the following must be received prior to your child's first day of school:

1. Copy of birth certificate
2. Immunizations record and a recent physical exam (Preschool-1st grade)

3. Previous school records sent directly from previous school
4. Application form with non-refundable \$100 application fee
5. Waiver forms (field trips, activities, and photo release)
6. Medical information and emergency procedure form
7. Student profile form
8. Signed contract agreeing to comply with all IHA policies and tuition payment schedule
9. Technology policy document
10. Vision exam
11. Hearing exam

IHA follows public school entrance policies in terms of age. Students must be 5 years old by August 31st to be accepted into Kindergarten.

Orientation

It is the goal of IHA to have clear open dialogue with our families in order to promote a cooperative and supportive partnership between home and school. Prior to the beginning of the new school year IHA has an orientation for new and existing families for which attendance of parents and students is mandatory. Failure to attend orientation could affect your child's admission to IHA.

Non-Discriminatory Statement

It is the policy of IHA not to discriminate in the admission and enrollment process regarding race, age, creed, disability, national origin, or ethnicity against any student. IHA retains the right to determine, in its sole discretion, to decline the admission or re enrollment of a student if the school cannot serve the needs of that student or the student and/or family cannot abide by the policies and work toward the goals of IHA. IHA strives to create a community of students and staff that promotes academic excellence in the school.

Withdrawal Procedure

Written notification to the school needs to be given immediately upon withdrawal of your child. Parents are responsible for tuition until the end of the month in which written notification is received by the school office. All records will be held until all financial obligations to the school are met. Application and book fees are non-refundable.

School Operating Hours Policy

Colorado: School hours are from 7:50 am to 3:30 pm Monday through Friday with Thursday having a late start of 8:20 am.

Winfield: School hours are from 8:05 am to 3:15 pm Monday through Friday with Thursday having a late start of 8:35 am.

Drop-Off Policy

Colorado: Drop-off for all students is between 7:55 am and 8:10 am on Monday through Friday and between 8:20 and 8:35 am on Thursday due to late start. After that time frame, the main door will be locked. All late arrival students must enter through school office doors H and N and receive a late pass. Students will not be allowed in school before school hours unless requested by parents due to work or urgent matters.

Winfield: Drop-off for all students is between 8:15 and 8:30 am on Monday through Friday and between 8:45 and 9:00 am on Thursday due to late start. After that time frame, the drop off door will be locked. All late arrival students must enter through the main entrance and receive a late pass from the office. Students will not be allowed in school before school hours unless requested by parents due to work or urgent matters.

Pick-Up Policy

Winfield Students should be picked up at Winfield by 3:15 pm. Late charges begin at 3:30 pm

Colorado Students should be picked up at Colorado by 3:30 pm. Late charges begin at 3:45 pm

IHA charges a late fee of \$1 per minute for up to 15 minutes at which time your child will automatically go to the After School Care Program and the charge will be \$25 due within 2 school days. Once the main school door is closed, parents must enter from main office door H in the west office of the school and check their child out in the Colorado campus or main door in Winfield campus. Students are only allowed to leave school with their parents, guardians, or people assigned by parents in the car pooling form. Any other person must have prior permission through a note or phone call to the office.

Arrival and Dismissal Procedure

Please follow the circular line and drive your vehicle as close as possible and parallel to the school pavement. A staff member will direct students from and to the right side of your vehicle ONLY. Vehicles are not allowed to park in front of the school entrance or on the pavement adjacent to the school during arrival and dismissal times. The pavement in-front of the entrance is ONLY for drop off and pick-up. Park your vehicle a couple of lots away from the entrance if you need to drop off or pick-up your children from inside the school. Please obey the handicapped signs and do not park your vehicle at the designated handicapped spots.

Dress Code

The intention behind our uniform guidelines is to please Allah (SWT) by conforming to his standards in terms of modesty and cleanliness. The uniform gives us practice at self discipline and allows us to focus our full attention on learning. The uniform unifies us as a team and community and shows respect for

ourselves, our teachers, and one another. Other factors, such as safety (i.e. closed toed shoes) and aesthetics (i.e. color, neatness) are also used to determine the school's uniform. The school uniform can be purchased from multiple retailers to include frenchtoast.com or from the school. All students are required to abide by the school dress code which includes hair, shoes, and clothing. When a student arrives at school not in compliance with the school dress code disciplinary actions will be taken immediately based on the severity and frequency of the infraction.

- All students must wear clean uniforms and have a tidy appearance. Logos or brand names may not be displayed on any item of clothing.
- All students must wear socks (white, yellow, navy blue, or black).
- Open-toed shoes, sandals, flip- flops, and crocks are not allowed.
- Extra clothing must be labeled with the student's name.
- Hair should be neat, clean, and kept out of the face.
 - Hair must be tied in a pony-tail or braided for girls.
- The wearing of excessive amounts of jewelry is not allowed by any student. Boys are not allowed to wear earrings.
- Hijab must be a material that does not slip easily, like jersey, so it does not create a distraction for students during the day
- No makeup, cosmetics, lip-gloss, nail polish, eye shadow etc.
- Children should be prepared for outdoor play in cold weather with appropriate outerwear, including snow pants, gloves, and boots.
- Sweaters, when necessary, must be navy, and non-hooded.
- Children from preschool to 1st grade are to bring another set of clothes to be kept in class cubbies for emergency accidents.

Uniform specifications

Preschool-5th	Boys	Girls
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Pants/jumper	Navy blue pants/ shorts below the knee NO cargo pants or jeans	Preschool- 5th grade school uniform jumper (must wear white, yellow or navy tights or leggings under jumper)
Shirt	Blue Polo shirt short and long sleeves	Yellow Polo short and long sleeves.
		5th grade girls have the option to wear skirts instead of jumper with yellow polo.
6th-8th grade	Boys	Girls
Jilbab		Middle school girls have the option to purchase a uniform jilbab from the school. The Jilbab will be worn with white hijab and follow all other uniform policies
Hijab		3 - 4th grade girls wear white hijab for quran, Islamic studies and salat 5th - 8th grade wear white hijab throughout the day, hijab can be two pieces or scarf style. Can be purchased for \$10 from the school office.

Shoes	Dress or athletic shoes. Must have closed toe and closed heel	Dress or athletic shoes. Must have closed toe and closed heel
Sweater	Navy or blue sweater no jacket or hoodies worn during school day	Navy blue sweater no jacket or hoodies worn during school day.

Attire should be well maintained and free of holes, stains, or excessive wear. Please layer the student's clothes if they are sensitive to temperatures. NO coats or jackets will be permitted to be worn inside. All attire must coincide with Islamic values. Teachers will be checking uniforms every day and students that are in complete correct uniform daily will be awarded an out of uniform day to wear their Taqwa team attire (only) to school .

- Improper uniform - wearing or dressing in a manner that is not considered uniform and is done intentionally, is a level 2 offense

1st Occurrence	Parent called to bring the student a uniform or buy one from the school
2nd Occurrence	Parent called to bring the student a uniform or buy one from the school/after school detention
3rd Occurrence	Conference including student and parent/ student sent home for the day
4th Occurrence	Conference including student and parent /1-2 day out of school suspension

Anticipated closings for school and Holidays

- Teachers report to school
- Parent and student orientation

- First day of school
- Labor day No School
- E Learning Teacher in Service
- Fall Break No School
- Parent Teacher Conference E Learning Day
- Fourth Thursday and Friday in November No School
- Winter break - Last week of December and first week of January No School
- Martin Luther King Day Observed No School
- Presidents Day No School
- Parent Teacher Conference E Learning Day
- Spring Break last week of March No School
- Eid Break No School
- E Learning Teacher in Service
- Memorial Day No School
- Last Day of School
- Teacher in Service week

Attendance Policy

School attendance is a powerful predictor of student outcomes. Students are more likely to succeed in academics when they attend school consistently. Consistent, in-person school attendance is necessary to Raise the Bar for education and achieve every goal we hold for our students. Attendance at school is crucial to prepare young people for successful transition to adulthood, and to support their longer term economic and social participation in society.

Attendance

Parents are expected to make school the number one priority during the academic school year to model self-discipline, organization, time management, and a positive attitude. Please respect your

child's learning and growth that goes on each day by being on time to school and scheduling vacations, dental, and medical appointments outside of school hours or during school breaks whenever possible.

The law in Indiana governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child aged six to sixteen to send the child to school during the entire school year.

Excessive absences will affect a student's overall performance and will be reflected on his/her record. The parent/legal guardian must call the office by 9:00 am to report the absence for it to be considered an excused absence. Extended absences (more than three days) due to illness must be noted by the attending physician for the office to classify the absence as excused. Elementary and middle school students who miss more than 18 days of school in a year may be required to repeat the grade.

Late Arrival

Students will be marked tardy if they arrive after 8:20 am Monday-Friday and 8:40 am on Thursdays unless parents notify the school that students will be late due to an appointment or urgent matter.

- Tardiness - not being seated in the classroom at the time class is scheduled to begin

1st Occurrence	1st unexcused tardy to school receive tardy pass from office 1st unexcused tardy to class receives a verbal warning
2nd Occurrence	2nd unexcused tardy receives tardy pass from office and a phone call from administration 2nd unexcused tardy to class will be reported in Gradelink (receives an SCR)
3rd Occurrence	3rd unexcused tardy to school receives a tardy pass from office and tardy notice/letter sent home Every 3 unexcused tardies equals 1 unexcused absence 1 unexcused absence is considered a truancy 3rd unexcused tardy to class is a lunch detention

4th Occurrence	<p>After the 4th unexcused tardy to school a student receives an after school detention.</p> <p>5th unexcused tardy is an in school suspension</p> <p>Any subsequent tardiness Student will not be allowed in school without a parent principal conference held to develop a plan on how to decrease the student's tardiness. Excessive tardiness may also result in a referral to juvenile courts</p>
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Absence

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. However, when children are sick they should stay home from school. Students must make up work missed within 2 days of an absence.

Middle school students should only be absent from school in cases of illness or family emergency.

Students are permitted 2 excused absences with written notice per quarter.

Classification of Absences

Each absence is classified as either "excused" or "unexcused."

Excused absences

To be considered an excused absence, a phone call before 9 am verifying absence or a written explanation signed by a guardian prior to the absence, must be submitted to and approved by the administration. Only absences caused by illness, death in the family, legal or medical matters, or genuine family emergencies are subject to excuse. You are responsible for paying tuition even if your child is sick for an extended period of time.

Unexcused absences

Absences that are not caused by reasons listed above will be considered unexcused. If the absence has

not been reported to the school office, by written notification or a phone call by 9 am , then it is counted as unexcused. Any unexcused student will be marked as truant and student will receive zeros (0) on all assignments, quizzes and tests.

Extended absences

If you elect to take a vacation during the school year, you are still responsible for paying tuition and all other expenses during that time. Students are required to catch up on missed work when they return. The work must be requested ahead of time so that the student does not fall behind in their classes. Parents have to submit a travel permission form for approval and students academic performance will be taken into consideration for approval based on the length of travel. Students may be withdrawn from enrollment and placed on waitlist.

After seven consecutive unexcused absences students will be placed on an attendance probation where stipulations for compliance will be outlined. Upon the tenth (10) consecutive unexcused absences for the semester, the school will hold a truancy conference to include the parents and student, at which time the student will be withdrawn from school enrollment with the option to reapply during open enrollment. The student may be referred to Juvenile Court upon the tenth absence.

Regarding the rights of a parent on this issue, the law does recognize fundamental rights, but the authority does not give a parent the ability to determine at what grade level their student shall be placed. Parents and students will then be referred to the State Department of Human Services and may lose any/all medical and financial aid to families in need according to House Bill 4388

1st Occurrence	After 1-3 unexcused absences administration will call the parent/guardian and/or send a reminder Attendance Policy letter for each
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	absence.
2nd Occurrence	From 5 to 7 unexcused absences administration will send a warning Attendance Policy letter reminding the parent of the need to improve the student's attendance and the attendance will be closely monitored
3rd Occurrence	After 7 unexcused absences the administration will meet with the parents and the student. The student will be placed on probation for their attendance.
4th Occurrence	After ten (10) consecutive unexcused absences truant students and parents/ guardians of truant students are subject to prosecution. If the student is under the age of twelve (12), the parent shall be held responsible and subject to prosecution by the County Prosecution Office for Educational Neglect. The student will then be recommended for retention based on school year attendance and/or their failure to reach the appropriate academic level.

Health and illness policy

IHA does not employ a school nurse nor does it provide health services at school. Students are referred to their health care provider.

Prescription Medication Administration Policy:

1. Over the counter medications are not given in school.
2. Prescription medications are given with a written order from the physician. The medicine will be locked in a safe place out of reach of students with a log each time a student is given the medication. The school and school staff incur no liabilities for injuries occurring when administering asthma medication or an epinephrine auto injector.

Chronic illness policy:

Students with chronic diseases including but not limited to Asthma, Epilepsy, allergies, Diabetes should have a written treatment plan on file and an action plan in case of emergency signed by a physician and parents. This form must be updated annually. Medication must be clearly labeled in the original prescription bottle with the name of the medication, prescribed dosage, and time or circumstance in which the medication is to be administered. All prescription medications except inhalers are kept in the school office.

School Exclusion Policy

Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness have been developed with the help of the Lake County Health Department and local pediatricians. We are committed to maintaining a healthy school environment and adherence to our sickness policy is crucial.

To protect the entire group of children, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100.4 F (38 C) orally or 99 F (37.2 C) auxiliary (under the arm) 100.9 F (38.2 C) with ear thermometer.
- Signs of a newly developing cold or severe coughing, runny nose, and sore throat.
- Diarrhea, vomiting or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Conjunctivitis (pink eye) or any contagious illness
- An unexplained rash (must be checked by a physician; student may return when the condition is cleared and/or is no longer contagious).
- Any kind of pain (mild or severe) that will interfere with students' functioning in school and will need medical attention.

Children who become ill with any of these symptoms will be sent home immediately. He or she will be excluded from the group and parents will be notified immediately to pick up their child or plan for someone else to do so. We appreciate your cooperation with this policy.

Students must be FEVER and symptoms free for 24 hours WITHOUT medications prior to their returning to school!

Sick child policies

In case of an emergency the school will take proper action and call 911 and right away. All students should have a medical authorization form on file.

Parents will be notified in writing in the event of the illness of a staff member or another child with a contagious disease to others, or any emergency that prevents children from being cared for in the facility.

Parents are expected to always have a backup plan for care for your child (ren) in place.

In case of a minor injury, staff will document the accident, notify the parent and proper action taken and parents will have to sign the incident report to keep it on file.

We understand that cough or runny nose sometimes take time to recover, and you need to consult with your doctor, and it is safe for your child to come to school. Allergy is another diagnosis that gets mixed up with cold and flu. Students who have an official diagnosis of allergy should have a written note from the doctor stating that they have an allergy. Allergies always come with no fever and clear discharge and are often seasonal. In the event that there is fever or unclear discharge the above policies will be followed.

Accidents

In case of an in school accident students should notify the nearest teacher or staff member. The main office will be notified when there is an emergency that needs an ambulance. The name of the injured person should be given. School personnel will notify the parents. The office staff will call 911 if they judge that the situation warrants it even if they cannot contact the parents. An accident report will be completed and filed.

Physicals and immunizations

Indiana Horizon Academy maintains health records for every child as required by state law. All incoming students are required to have a medical examination to obtain a complete physical and immunization record prior to the opening of school. School personnel will check that every student meets the Indiana Department of Public Health requirements for immunization.

- Students in Preschool, PreK, KG and first grade should have an annual physical exam and immunization record on file by the end of August.
- All students in KG, 3rd, 5th, and 8th grades should have a vision screening test done by an ophthalmologist or optometrist per Indiana law 20-34-3-12
- All students in 1st, 4th and 7th grade should have a hearing screening test done by Indiana law IC 20-34-3-14.

Here is the QR code for immunization requirements for school age students per Indiana Health Department.



- These immunization requirements may change when the Indiana Health Department updates!

Financial & Tuition Policies

Tuition

IHA is a non-profit private school and relies on tuition and donations to cover its expenses. Prompt payments on time by parents are crucial to ensure that the school meets its financial obligations. The following policies apply to new and returning students for the upcoming school year:

1. New Student Application Fee: \$100 per applicant non-refundable fee
2. Books, Activities, and Technology Fee: \$325
3. Technology fee: \$150 for KG-8th grade students.
4. Snack fee: \$180 for preschool and PreK students.
5. Total Tuition Fee: IHA tuition fee schedule is available at the office. Families applying for financial assistantship must submit an application form, their most recent tax return, and other required documents.
6. Families eligible for the state voucher program are responsible for the remainder of tuition and fees.
7. Tuition is due on the 1st business day of the month. A late fee of \$30 will be charged if the installment payment is not received by the fifth business day of the month. Any payment that is returned for a Non-Sufficient Fund will be charged a \$35 NSF fee.

Tuition Payment Schedule:

IHA offers three payment options:

1. One payment (preferred option) due with a signed contract and will receive a 5% discount.
2. Two installment option: first installment due on September 1st and second installment due on January 5th
3. Ten installment option: first installment due on September 1st and the following nine installments due on the first day of the following months until June 1st.

Tuition payments can be paid by check payable to Indiana Horizon Academy, zelle, credit card, or Gradelink. Cash is not a preferred method of payment. Failure to pay tuition may result in dismissal of your child from IHA. Academic records will be held until you have met all of your financial obligations with the school.

Tuition Discount Cancellation

Continuation of the tuition discount throughout the year is contingent upon students exhibiting good conduct and behavior. All students are expected to adhere to IHA School's Discipline Code of Conduct as described in the proceeding behavior expectation section below. The tuition discount automatically expires at the end of the school year. You must reapply each school year and follow the procedures outlined in the application for discounted tuition.

Academic Policy

IHA offers a rigorous and high standard curriculum in all academic subjects: Math, Language Arts, Science, and Social Studies. We have adopted a digital curriculum and print material to integrate technology in elementary and middle school classrooms and curriculum. Teachers differentiate their instruction to meet every student's needs. Technology is an important tool in the elementary classroom and curriculum.

Our curriculum is based on Indiana state standards for Math, Language Arts, science and social

studies. Our Islamic Studies curriculum is centered on building a balanced Islamic character in which students will love Allah SWT and Prophet Muhammad (PBUH). Students learn to read, understand, and apply the Quran in their daily life.

Our middle school classes feature a departmentalized approach to teaching and learning. Teachers specialized in their fields facilitate deeper learning in their subject area. Students are given opportunities to interact with their environment and to make the transition to more individualized work.

Textbooks

Textbooks are loaned to students for their use. Maintaining textbooks in good condition is the student's responsibility. No excuses will be accepted for damage, loss, or theft of a textbook. In the event that the book is lost, stolen, damaged, or destroyed, it shall be the parent's responsibility to pay the replacement cost. Failure to pay for the replacement of textbooks will result in a hold on the student's record.

Report Card & Parent-Teacher Conferences

Reports are published quarterly. Parent teacher conferences are scheduled at the end of 1st quarter, but parents are always encouraged to communicate with teachers and request meetings with them when they have a question, suggestion, or concern.

Communication

The success of our mission of providing excellent education in an Islamic environment requires a strong partnership between school and home. IHA uses Gradelink for both administration and teachers to communicate with families. Parents are encouraged to check Gradelink daily for information and updates. Parents can also communicate directly with their child's teacher regarding academic progress and concerns via Gradelink.

Administration will not interfere unless further action is required and requested by either the parent or the teacher. Parents are also encouraged to read all school publications and memos posted on Gradelink.

Assessments

Classroom assessment

Students are evaluated each week through tests, classwork, homework, and teacher observations. Each quarter, the school will provide you with an evaluation of your child's performance. If you have any questions or concerns about your child's progress, please call the teacher and discuss these issues. Concerns should be communicated as soon as possible to the teacher to ensure the best for your child. Students' assessments are done directly by the teachers. Teachers develop their testing materials and also use the testing material that was supplied with the curriculum.

Standardized Test

Elementary students will take the NWEA (MAP) test, which tests the students' level in math and reading to provide a tool for comparison to assess their growth, and the iReady math diagnostic, which helps to create an individual math pathway for the students to traverse throughout the school year that will help to ensure mastery of math concepts, test three times per year. IHA will also administer the following state standardized assessments: iRead, a grade 3 reading assessment designed to measure foundational reading skills based on Indiana Academic Standards iLearn, which is measures student achievement and growth according to Indiana Academic Standards for English/Language Arts for grades three through eight, Mathematics for grades three through eight, Science for grades four and six, and Social Studies for grade five, and WIDA, and english language proficiency test. 8th graders will also take the PSAT, a practice SAT test to get the students used to the test format so that they can end up with high enough scores to possibly qualify for a National

Merit Scholarship. ESGI assessment is used for Preschool to KG students, it is a powerful tool that helps spot students who might need extra help early on, ensure they get the help they need quickly, and use real-time data to help all students learn and grow as much as possible.

Student Homework

IHA wants every child to succeed and excel. Homework is an important part of our children's education and an integral component of the learning process. It is assigned for the benefit of our students to help students practice, study, and expand learning outside of the classroom setting. It is also intended to reinforce what the student learned in the classroom and prepare them for the next day's work. Homework helps students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems. It can be used to encourage students' use of library resources and the internet when appropriate. Additionally, homework is geared to help students learn good study habits and attitudes, develop discipline and a sense of responsibility by providing an opportunity to use their judgment and work independently. It is the students responsibility to:

- understand what the assignments are and when they are due.
- ask questions when instructions, assignments, or deadlines aren't clear.
- organize time and other resources in order to complete assignments on time.
- give homework their best effort before asking parents for help.
- take homework home along with any required materials.
- turn assignments in by the specific due date.
- make up for any work missed due to excused absences from class.

Student communication folders (preschool - fifth grade) have been provided to facilitate assignment organization and parent-teacher communication. Parents are expected to check students' folders on a

daily basis and make sure that their children are completing homework assignments by the specified due date. Parents play a key role, not only in the moral character of their children, but also in their academic success, and therefore are responsible for the following:

- Providing an environment that is conducive to uninterrupted study time
- Making sure the child has the necessary materials to do the assignments.
- Encouraging the child to keep their homework neat and organized.
- Modeling self-discipline, organization, integrity, time management and a positive attitude.
- Providing support and encouragement of the child's efforts.
- Teaching the child to share his/her assignments with you and to ask for help when needed.
- Assisting the child, if needed, without doing their work for them.
- Ensuring that the child is completing their own work with integrity.

Daily homework quantity is based on the ability and needs of the students and is expected to fall within acceptable guidelines for age. Providing students with enough time is expected when assigning projects, reports, or papers.

- ❖ Kindergarten: 15-20 minutes daily
- ❖ First Grade: 20-30 minutes daily
- ❖ Second Grade: 30-40 minutes daily
- ❖ Third Grade: 40-50 minutes daily
- ❖ Fourth Grade: 50-60 minutes daily
- ❖ Fifth Grade: 50-60 minutes daily
- ❖ Sixth grade: 60-75 minutes daily
- ❖ Seventh grade: 60-75 minutes daily
- ❖ Eighth grade: 75-90 minutes daily

Communication between teachers of the same grade is highly encouraged to coordinate assignments, projects, tests, etc. so that students are not overloaded. Homework evaluation criteria, procedure

guidelines, and missed homework policies will be clearly defined and communicated with parents and students at the beginning of the school year.

Homework specifics

- If your child is not bringing homework home on a regular basis or is excessively exceeding the time guidelines please contact their teacher
- Unfinished classwork missed due to excused absence although accomplished outside of school is not part of the regularly assigned homework
- Weekend homework may be given to allow extra time for missed or incomplete assignments, to assist specific children, or to work on long range projects.
- When no homework is assigned it is recommended that students do individual reading, practice math facts, review spelling words etc.
- An assignment notebook is required for all middle school students
- IHA offers tutoring services after school. Teachers will recommend students that need tutoring

Make-up and Late Work:

If a student has an excused absence, they will be given 2 days to make up any missed work (i.e. student is absent Monday and comes to school on Tuesday, the work from the absence is due on Thursday). Any extenuating circumstances or delay in completing the missed work must be approved by the teacher.

Students missing a quiz or test due to an excused absence must meet with the teacher upon returning to school to decide on an agreed upon time to make-up the assessment. If a student misses the due date of an assignment they must submit the late assignment as soon as possible. Each day late beyond the due date, a student may lose points on the assignment. It is at the discretion of the teacher to indicate how many points, if any, are lost and how late they are willing to accept and give credit for

an assignment. Teachers reserve the right to modify the due date based on the evaluation of the case and the nature of the assignment given.

Grading & Academic Achievement

<i>KG – 2nd Grading Scale</i>	<i>Elementary Grading Scale</i>	<i>Middle School Grading Scale</i>
E 95% - 100%	A 90% - 100%	A+ (Excellent) 97% - 100%
M 80% - 94%	B 80% - 89%	A (Excellent) 93% - 97%
P 60% - 80%	C 70% - 79%	A- (Excellent) 90% - 93%
N not meeting grade level	D 60% - 69%	B+ (Very Good) 87%-90%
	F 59% and lower	B (Very Good) 83%-87%
		B- (Very Good) 80%-83%
		C+ (Average) 77%-80%
		C (Average) 73%-77%
		C- (Average) 70%-73%
		D+ (Below Average) 67%-70%
		D (Below Average) 63%-67%
		D- (Below Average) 60%-63%
		F (Fail) 59% and below

Promotion to the next grade is determined by the teacher's evaluation of the student's performance and meeting the academic standards for that grade. No child is allowed to stay in the same grade for more than two years. Failing to pass the same grade for the second time will result in automatic dismissal from the school unless there are compelling medical reasons that led to the failure.

Graduation Requirements

In order to graduate 8th grade, students must have a GPA of 2.0/4.0 or higher, and fail no more than one subject. Students with more than one credit loss in 8th grade will not graduate and will not be able to participate in the graduation exercises. Students graduating 8th grade must also have completed 10 hours of community service.

Principal's List, High Honor Roll, and Honor Roll

Students in 6th through 8th grade can qualify for the following honors based on their grade point average (GPA):

1. Principal's List: 3.85 to 4.0 or higher (Awarded for the entire school year)
2. High Honor Roll: 3.5 to 4.0 (Awarded quarterly)
3. Honor Roll: 3.0 to 3.49. (Awarded quarterly)

6th-8th grade GPA the point system

- A 4 points
- B 3 points
- C 2 points
- D 1 point

****Please note that a child with more than two detentions and/or one suspension will not qualify for the above honors for the current quarter.**

Promotion and retention

Kindergarten through 7th grade teachers will recommend the promotion of all students with passing grades. Promotion to the next grade is determined by the teacher's evaluation of the student's performance and meeting the academic standards for that grade. Students who fail two or more subjects may be retained in their grade. a committee of administration and teachers will meet to decide if the student will be retained. The decision of the committee is final. No child is allowed to stay in the same grade for more than two years. Failing to pass the same grade for the second time will result in automatic dismissal from the school unless there are compelling medical reasons that led to the failure. Eighth grade students with more than one credit loss will not graduate and will not be able to participate in graduation exercises.

Parent teacher conferences

IHA operates on a quarterly basis for students in preschool - 8th grade. Parents will be required to attend a parent teacher conference for the first, and if requested, third report card periods. Grades can be monitored by parents using the Gradelink system.

Report Card pick up

Parents will be required to attend the first parent teacher conference in order for the students report card to be released. Student report cards will not be released if the parent fails to attend the conference. Parents will be given the report card (it will be released on Gradelink) after they meet with the teacher. At the end of the second and fourth quarter the report card will be released on Gradelink.

Academic probation

Middle school students with a GPA of less than 2.0 in a quarter will be placed on academic probation. While on probation, the student will be required to seek help and work harder to improve their grades. If a student does not raise their GPA the following quarter, they may be asked to leave the school, or not be allowed to re enroll for the following school year. Students on academic probation will be banned from extra curricular activities until their grades are brought up.

Daily and Salat Jummah Prayer policy

Salat is a part of the IHA Islamic curriculum. Students in KG-8th grade pray Zuhur in the masjid Monday-Thursday. We teach our children the importance of the etiquette of salat. 4th-8th graders attend Jummah prayer at 12:30 PM.

Students are expected to:

- Be ready for salat with wudu and a focused mindset
- Be on time to prayer. Do not delay with horseplay or forgotten wudu

- Walk quietly and respectfully to the prayer area
- Remove shoes and neatly place them on the shoe racks
- Enter the Masjid silently and respectfully
- Be respectful during the prayer and the khutbah, maintaining decorum and avoiding unnecessary distractions.
- Be silent from the moment the athan (call to prayer) begins until the dismissal from prayer
- Repeat the Duaa after prayer
- Stand for prayer silently in straight lines
- Pray the obligatory prayer, follow with tasbeeh (praising God) and sunnah prayers

On Fridays a 7th or 8th grader that has met the criteria to be chosen by the Islamic studies/ Quran/Arabic teacher for khatib will give a khutbah and lead the 3rd grade in Jummah prayer.

Attending Jummah Prayer is a privilege and IHA wants to encourage students to love and benefit from going. Students who are disruptive and disrespectful in Jummah will not be allowed to participate.

Those 4th and 5th grade students that are disruptive in the masjid will join the 3rd grade Jummah and an allowance back to the masjid has to be earned. Those middle school students that are disruptive and disrespectful in Jummah will be given a level 1 reprimand. Conversely 2nd grade students that exhibit exemplary behavior will be allowed to go to the 3rd grade Jummah as well as those 3rd graders that exhibit exemplary behavior will be allowed to go to Jummah in the masjid. Any student with exemplary behavior for an entire month will be awarded an out of uniform day to wear their Taqwa team attire (only) to school.

Parent Communication

IHA uses different methods to communicate with parents:

- Automated phone, text and email messages
- Gradelink
- ClassDojo

- Google Classroom (2nd – 5th Grade)
- Newsletters
- Facebook, Instagram
- School Website

Parents are always encouraged to call or visit the school during school hours and express any suggestions, questions, concerns, or issues.

School Discipline Code of Conduct

Providing a safe, supportive learning environment and promoting positive life skills is the priority of IHA staff. Positive Behavior Intervention and Support (PBIS) is a school-wide (preschool - 8th grade) prevention program that uses behavior techniques to provide a safe, supportive learning environment, promote positive life skills and reduce negative behaviors. The PBIS process enables educators, parents, and community members to work together to help all students know expectations and receive the necessary support to develop appropriate behaviors and engage in learning. Students are taught positive behavior expectations that are centered on being safe, responsible, and respectful. They are also taught how to make good choices and learn the consequences of making bad choices. PBIS strategies also help improve school climate and safety.

In special cases where students cause extensive classroom disruptions, engage in acts of bullying and fighting, harm of others, or use profanity, they will be referred to the administration for immediate consequences based on the policies stated below. The imposition of the following policies are left to the discretion of the administration and parents will be informed in writing of the application of the policy. The policy would remain in place until further notice.

Elementary KG - 5th grade

In order to secure the best possible learning environment, guidelines of acceptable behavior and class

rules to be followed consistently will be set by each classroom teacher at the beginning of the year and reviewed after returning from an extended break. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will ensure the proper Islamic and successful educational environment. The students will be either rewarded or penalized for their behavior. Consequences such as: warnings, time out, serving lunch detentions, before and/or after school detentions, community service, and logical consequences, will be utilized depending on the particular grade level and/or students. Eligibility for leniency when assigning proper consequences will be determined through the behavioral history of the student, the seriousness of maladaptive behavior, and the student's dedication to honesty.

Each student will always begin each day with a "fresh slate". Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. These disciplinary procedures will help your child be accountable and responsible for their own conduct.

In extreme cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, the student will be given a Student Conduct Report (SCR) which will be kept in their grade link file and they will be referred to the Administration for immediate review and conference with the parents. This will most likely result in detention or suspension.

Middle School 6th - 8th grade

Students have the right to	Students have the responsibility to
A copy of this code of conduct	Read and abide by this Code of Conduct

A quality education	Put forth their best effort to meet classroom expectations
Education without undo interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive education environment. Not interfere with the orderly conduct of classes and activities. Not force others to participate, or violate the rights of persons who may disagree
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by the student	Not to carry, conceal, or bring onto school property, materials which are not allowed, inappropriate, or may disrupt the educational process
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

Level 1 Behavior

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the administration through a written referral.

However, earlier referrals may be made when the misbehavior occurs outside the classroom or in

exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action. If intervention is not effective and the behavior persists, the student will be subject to more severe consequences.

Level 1 behavior includes but is not limited to:

- Disruptive behavior - engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activities and/or salut
- Littering - throwing or dropping paper, trash or other materials on the floor or school grounds
- Refusal to do class or homework/ not maintaining assignment notebook - refusing to keep up with or complete assigned work, labs, projects or other assignments given by the teacher
- Verbal altercation/ inappropriate language (excluding profanity) - engaging in minor verbal altercations including insulting, taunting, name calling or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response. This category includes words such as *stupid, shut-up, sucks, retard, gay, monkey, what the...*
- Violating classroom rules - not following the rules set by the teacher and students of the classroom
- Disruption/Excessive Talking in classrooms and hallways
- Eating/Drinking outside of designated times and places to eat and drink including chewing gum and/or eating candy
- Running , making excessive noise or Horseplay in bathrooms, hallways and classroom,
- Lack of Materials and generally being unprepared for class
- Safety drill minor violations

- Chewing Gum - it is a violation of school policy to chew gum on school grounds

1st Occurrence	Verbal reprimand
2nd Occurrence	Written reprimand in Gradelink /SCR
3rd Occurrence	Separation from peers/Denial of class privileges/After School Detention
4th Occurrence	Administration referral/Conference with student and parents

- Tardiness - not being seated in the classroom at the time class is scheduled to begin

1st Occurrence	1st unexcused tardy to school receive tardy pass from office 1st unexcused tardy to class receives a verbal warning
2nd Occurrence	2nd unexcused tardy receives tardy pass from office and a phone call from administration 2nd unexcused tardy to class will be reported in Gradelink (receives an SCR)
3rd Occurrence	3rd unexcused tardy to school receives a tardy pass from office and tardy notice/letter sent home Every 3 unexcused tardies equals 1 unexcused absence 1 unexcused absence is considered a truancy 3rd unexcused tardy to class is a lunch detention
4th Occurrence	After the 4th unexcused tardy to school a student receives an after school detention. 5th tardy is an in school suspension Any subsequent tardiness Student will not be allowed in school without a parent principal conference held to develop a plan on how to decrease the student's tardiness. Excessive tardiness may also result in a referral to juvenile courts

Electronic and other communication devices:

All electronic devices, including cell phones, must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program; or (c) it is needed in a life threatening

emergency. Otherwise the electronic device or cell phone will be taken from the student and given to administration.

No student shall display or use any electronic devices including cell phones. No student shall allow another student to display or use their electronic device on school grounds. If used during an assessment the student will receive a grade of "0" on that assessment.

Administration reserves the right to search cell phones for phone call history, text messages, pictures and emails if there is a reasonable suspicion to believe that evidence exists therein which will reveal a violation of school policy. If that evidence is found the offending student will be subject to an administrative sanction by the school depending on the severity of the violation.

1st Occurrence	Teacher will confiscate the phone, take it to the office and student can pick it up after school
2nd Occurrence	Teacher will confiscate the phone, take it to the office and parent will be notified to pick it up after school
3rd Occurrence	Conference with student and parents/Cell phone will be dropped off at the front office everyday upon arrival of the student and can be picked up at dismissal for the rest of the quarter
4th Occurrence	Conference with student and parents/Cell phone will be dropped off at the front office everyday upon arrival of the student and can be picked up at dismissal for the rest of the school year

Level 2 behavior

Level 2 behavior should be handled by the classroom teacher whenever possible but can be referred to the schools administration on the first offense when it cannot be resolved by the teacher. All level 2 infractions will be noted in Gradelink for parents to view (which is equivalent to an SCR). The SCR and any suspensions will follow the student when another school requests school transcripts. After three

suspensions the student goes on disciplinary probation after which if the student earns a fourth suspension the school may consider expulsion for the remainder of the school year or permanently

This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action. If intervention is not effective and the behavior persists, the student will be subject to more severe consequences.

Violations in occurrence past a third offense in extreme situations where the student has not shown they are able to meet IHA expectations will be considered habitual and the student will be referred for varying levels of suspension up to expulsion. All suspensions will be recorded on student transcripts.

Level 2 behavior includes but is not limited to

- Inappropriate language - Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures
- Lying: giving or providing intentionally untrue or misleading information or communication.
- Slander - against any student or adult

1st Occurrence	After school detention and/or in school suspension
2nd Occurrence	In school suspension and/or 1 day out of school suspension
3rd Occurrence	Conference including student and parent and/or 1-2 day out of school suspension
4th Occurrence	Conference including student and parent and/or 2-3 day out of school suspension

- Classroom disruption - Any behavior that interferes in the instructor's ability to teach and the students' ability to learn

1st Occurrence	Student will be reminded of the classroom rules without any threat of punishment. This is the one and only warning
2nd Occurrence	Student will be reminded of the classroom rules and be removed from the classroom and sent to the office until the teacher can address the issue with the student privately. Once the student agree to follow the classroom rules they will be invited back into the classroom
3rd Occurrence	Student will be reminded of the classroom rules and be removed from the classroom and sent to the office until the teacher can address the issue with the student privately. Once the student agrees to follow the classroom rules they will be invited back into the classroom and given an after school detention
4th Occurrence	Conference including student and parent child is picked up from school for the remainder of the day or 1-2 day out of school suspension

- Damage or destruction of property under \$100 - Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property.

1st Occurrence	Under \$50 pay restitution and 1 day suspension \$50 - \$100 pay restitution and 2-3 day suspension
2nd Occurrence	Under \$50 pay restitution and 2-3 day suspension \$50 - \$100 pay restitution and 3-5 day suspension
3rd Occurrence	Pay restitution and 3-5 day suspension and conference with student and parent
4th Occurrence	Conference with student and parent / expulsion

- Misuse or unauthorized use of school equipment/improper use of technology - student using school laptop for online services for illegal, inappropriate or obscene purposes.
- Bystanding during a level 3 offense
- Disorderly conduct - Any behavior that interferes in the instructor's ability to teach and the students' ability to learn that could escalate to a potential threat of violence against the

instructor or other students in the classroom.

- Loitering - Being present in or about a school under one or more of the following circumstances:
 1. after a reasonable request to leave
 2. without a legitimate reason for being there
 3. Without proper authorization or permission from anyone authorized to grant permission
 4. After refusing to identify oneself.
- Unauthorized protest - Distribution of printed material unauthorized by the school, Petitions
- Paraphernalia (lighters, matches, pipes, rolling papers, etc)

1st Occurrence	After school detention
2nd Occurrence	SCR and 1 day in school suspension
3rd Occurrence	SCR and 2 day suspension and/or conference with student and parents
4th Occurrence	SCR and 3-5 day suspension and conference with parents/expulsion can be considered

Level 3 behavior

Level 3 behavior should be handled by the teacher and the school's administration. All level 3 infractions require a conference with students and parents where a corrective action plan will be determined to prevent the occurrence from happening again. All subsequent meetings on the same occurrence will be to assess the plan and revise or discuss alternative plans. The occurrence will be noted in Gradelink for parents to view (which is equivalent to an SCR). The SCR and any suspensions will follow the student when another school requests school transcripts. After three suspensions the student goes on disciplinary probation after which if the student earns a fourth suspension the school

may consider expulsion for the remainder of the school year or permanently

This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action. If intervention is not effective and the behavior persists, the student will be subject to more severe consequences.

- Academic misconduct-Plagiarism, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher
- Altering official documents- forging, falsifying, or unauthorized alteration of an official document
- Insubordination / failure to cooperate - refusing to comply either verbally or non verbally with a reasonable request or directive
- Cutting class or leaving class without permission
- Trespassing - being in the school without permission or authorization, or refusing to comply with a request to leave school premises
- By-standing during a level 4 offense to include not reporting the offense truthfully to teacher or administration
- Gross disrespect to staff - using raised voice, using profanity, gross/defiant insubordination
- Inappropriate display of affections to other students
- Unruly conduct/ enticing disorder
- Verbal altercation/ inappropriate language (including obscenity/profanity) - engaging in minor verbal altercations including insulting, taunting, name calling or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response. This category includes words such as *stupid, shut-up, sucks, retard, gay, monkey, what the...*
- Safety drill procedure major violation
- Skipping detention

- Tampering with another person's food

1st Occurrence	1 day suspension and SCR and conference with student and parents
2nd Occurrence	2 day suspension and SCR and conference with student and parents
3rd Occurrence	3-5 day suspension and SCR and conference with student and parents and disciplinary probation
4th Occurrence	5-7 day suspension and SCR and conference with parents with continued disciplinary probation or expulsion for the remainder of the school year.

- Damage or destruction of property over \$100 - Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property. The school will take actions deemed appropriate in response to any damage caused to its property, or any other persons property that is permissible to be on school grounds, by the students, parents, their siblings, or their guests. Restitution of damages is mandatory and IHA reserves the right to contact the Merrillville Police Department for this offense.

1st Occurrence	\$100 to \$250 SCR, pay restitution and 1 day suspension Over \$250 SCR, pay restitution and 3 day suspension
2nd Occurrence	\$100 to \$250 SCR, pay restitution and 3 day suspension conference with student and parent Over \$250 SCR, pay restitution and 5 day suspension conference with student and parents
3rd Occurrence	\$100 to \$250 SCR, pay restitution and 5 day suspension conference with student and parent and disciplinary probation Over \$250 SCR, Pay restitution and 7 day suspension and conference with student and parent and disciplinary probation
4th Occurrence	Conference with student and parent / expulsion

- Truancy Truancy is defined as being somewhere other than where the student is scheduled to be

during the day when the student has reported to school, or being absent from school without parental authorization. Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or leaving school grounds without permission. Any student who leaves school and does not check out in the office will be considered truant. All trancies are unexcused absences. Students will not be allowed to make up work when truant. The student will receive a “0” for any work in each class on the date of the truancy. Any student who leaves a class without authorization of the teacher will be reported to the administration. If a student is truant, parents will be notified.

<p>1st Occurrence</p>	<p>Parents notified and SCR An in school suspension will be assigned if a student is truant to 1 class period An out of school suspension will be assigned if a student is truant to multiple class periods</p>
<p>2nd Occurrence</p>	<p>Conference with student and parent and SCR A 1 day out of school suspension will be assigned if a student is truant to 1 class period A 2 day out of school suspension will be assigned if a student is truant to multiple class periods</p>
<p>3rd Occurrence</p>	<p>Conference with student and parent and SCR A 3 day out of school suspension will be assigned if a student is truant to 1 class period and goes on disciplinary probation A 5 day out of school suspension will be assigned if a student is truant to multiple class periods and goes on disciplinary probation</p>
<p>4th Occurrence</p>	<p>If trancies continue, further disciplinary action may be taken, including a possible request for expulsion from school.</p>

- Disorderly conduct - Any behavior that moves beyond interference in the instructor’s ability to teach and the students’ ability to learn that could escalate to a potential threat of violence against the instructor or other students in the classroom. It is our distinct goal at Indiana Horizon Academy, that students receive quality education, therefore we cannot allow any

behavior that takes away from this goal. Consequently, the school will adopt the following policy for any class that has excessive interruption of instructional time.

<p>1st Occurrence</p>	<p>SCR and student will not be allowed to return to class for the rest of the day or not be allowed to return to class for the rest of the day and a 1 day suspension the following day.</p>	<p>Level 4</p>
<p>2nd Occurrence</p>	<p>SCR and student will not be allowed to return to class for the rest of the day and 1-2 day suspension and conference with student and parents</p>	
<p>3rd Occurrence</p>	<p>SCR and student will not be allowed to return to class for the rest of the day and 3-5 day suspension and conference with student and parents and disciplinary probation</p>	
<p>4th Occurrence</p>	<p>SCR and student will not be allowed to return to class for the rest of the day and 5-7 day suspension and conference with parents with continued disciplinary probation or expulsion for the remainder of the school year.</p>	

Behavior

Level 4 behavior is very severe and will be dealt with as such. Level 4 behavior should be handled by the teacher and the school's administration. All level 3 infractions require a conference with students and parents where a corrective action plan will be determined to prevent the occurrence or similar from happening again. All subsequent meetings on the same occurrence will be to assess the plan and revise or discuss alternative plans. The occurrence will be noted in Gradelink for parents to view (which is equivalent to an SCR). The SCR and any suspensions will follow the student when another school requests school transcripts. After three level 4 offenses the school will begin expulsion proceedings. A level 4 offense provides little leniency for the student to repeat offenses of this magnitude multiple

times.

This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action. If intervention is not effective and the behavior persists, the student will be subject to more severe consequences. Any level 4 violation that happens via social media, the internet, or email, whether in school or out of school faces the same consequences listed below.

- Bullying and bias-based behaviors - are directly contrary to the school mission and can cause physical, psychological, and emotional harm to students and interfere with their ability to learn and participate in school activities. It may take various forms, including without limitation, one or more of the following: harassment, discrimination, cyber bullying, micro aggressions, peer conflicts, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Knowingly making false accusations of bullying will be investigated and will be treated as bullying behavior that is subject to discipline. See appendix A for bullying definitions and details.
- Racism - Racism is the belief that certain races or ethnic groups are inherently superior or inferior to others, leading to discrimination, prejudice, and unfair treatment based on race or ethnicity. It includes actions, words, or attitudes that demean, marginalize, or disadvantage individuals or groups because of their race or ethnicity. See racism policy in appendix B.
- Fighting - Engaging in hitting, punching, or any other kind of physical altercation, whether initiating or retaliating
- Written, verbal or gestured obscenities, abuse, defamation, vulgarity towards students, school or school personnel- directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written, verbal or gestured, toward students, school personnel or any adult member of the school community. This shall include the use of obscene gestures and signs that willfully intimidate, insult, or in any manner abuse others. Intimidation (threat of

force or violence to any staff or student)

- Vandalism - destroying, damaging, or defacing school or private property in a willful or malicious manner - The school will take actions deemed appropriate in response to any damage caused to its property, or any other persons property that is permissible to be on school grounds, by the students, parents, their siblings, or their guests. Restitution of damages is mandatory and IHA reserves the right to contact the Merrillville Police Department for this offense.
- Theft - stealing or attempting to steal, possessing or transferring school or private property without authority, or participating in the theft or attempted theft of school or private property.
- Bringing weapons to school

1st Occurrence	2 day suspension and SCR and conference with student and parents
2nd Occurrence	3-5 day suspension and SCR and conference with student and parents
3rd Occurrence	5-7 day suspension and SCR and conference with student and parents and disciplinary probation
4th Occurrence	Expulsion for the duration of the school year or permanently

Emergency Closings & Delays

Due to Weather

In case of severe weather (i.e. snow/ice storms, extreme cold, etc.), automated phone messaging, text and email will be sent.

Due to Other Emergencies

In case school is closed for any other reason (i.e. heating failure, lack of water supply, etc.), a note will be posted at the school entrance and an automated phone, text and email will be sent to alert parents

of school closing.

School Safety Drills

Safety drills in schools are not just a formality. In an era where student safety concerns are at an all-time high, IHA takes proactive measures to ensure the well-being of our students and staff. School safety drills are a crucial component of this effort. Drills equip students and staff with the knowledge and skills they need to respond effectively in a crisis.

The importance of school safety drills

School safety drills, including fire, lockdown, and evacuation drills, are meticulously designed to ready students and educators to face an emergency with confidence. Particularly, these drills reinforce safety protocols, nurture readiness, and reduce panic during critical incidents. Student and staff participation in training drills is essential for optimal safety outcomes and effective crisis response. Practicing how to respond to and communicate in a critical incident fosters familiarity with emergency protocols. Through drill practice, students grasp necessary crisis steps, enabling calm and suitable responses, and improving overall school safety.

Benefits of School Safety Drills

Confidence and Empowerment

Regular safety drills instill a sense of confidence in students. Therefore, students feel empowered to take control of their safety and that of their peers when they are well-practiced in emergency procedures.

Reduction of Anxiety

Emergency situations can trigger fear and anxiety among students, underscoring the importance of

age-appropriate and trauma-informed safety drills. Drills play a role in easing these emotions. They provide a structured framework for response, specifically making real emergencies less daunting.

Efficient Response

In high-stress situations, the ability to respond swiftly and efficiently is crucial. Safety drills create familiarity with escape routes, assembly points, and communication procedures, promoting a quicker and more organized response.

Enhanced Communication

Effective communication is essential during emergencies. Safety drills emphasize clear communication methods, ensuring that information reaches all individuals involved and facilitating a coordinated response.

Identifying Weaknesses

Safety drills also serve as valuable opportunities to identify weaknesses in emergency plans. Consequently, schools can use the insights gained from drills to refine and improve their safety protocols.

The role of the parent in school safety drills

Parents play a crucial role in helping students understand the importance of school safety drills. When parents support the school and their child by reinforcing the importance and benefits of school safety drills a culture of preparedness and collaboration are formed. When students can see school safety drills as vital tools that empower students and staff to respond confidently and effectively during emergencies, IHA can create a safer environment where everyone is equipped with the knowledge and skills needed to navigate unforeseen challenges.

Drill schedule

IHA conducts regularly scheduled safety drills. IHA works with state and local authorities to ensure best practices are met. In the event of a real emergency parents will be notified of the situation and next steps.

Fire drills

City mandated fire drills are conducted monthly at both campuses. Building maps are posted in every classroom for fire evacuation directions and students will be given instructions on drill procedures.

Tornado earthquake drills

Annually IHA has tornado and earthquake drills. There are designated areas in each building for students to gather. Students will be given instructions on drill procedures.

Lockdown drills

IHA conducts soft and hard lockdown drills to prepare for any emergency that requires the students and staff to remain inside the locked classrooms for their immediate safety.

Visitors

Visitors must enter the school through the main school entrance when school is in session. All other entrances will be locked. Please ring the doorbell located at the main entrance for entrance to the school. Visitors must proceed directly to the office and register and receive a visitor pass. Visitors, including parents, are NOT authorized to roam or wait in the school buildings.

Food Policy*Breakfast/Lunch/Snack*

IHA does provide a balanced and complete meal for breakfast and lunch. Breakfast will be served

between 7:55-8:10 am on regular days and 8:20-8:35 am on Thursdays. Any student that wants to receive breakfast has to arrive early. Any student that is having breakfast on the way to school must finish it prior to entering the school. Students may bring a healthy and easy to unpack snack such as pretzels, fruit or vegetables, as a compliment to the lunch provided or a complete lunch to replace it. Students are responsible for unpacking their lunch and putting all leftover food back in their lunch bags. Our school policy indicates not to throw any leftover food away except liquids and messy opened items like yogurt, apple sauce, or pudding. Students should bring only healthy foods and beverages such as lean meats, whole grains, fruits and/or vegetables, water, healthy juices, or milk for lunch/snack. No sugary snacks or candy are allowed. Students will be prohibited from opening any foods deemed unhealthy and asked to take them back home.

Field Trips

Field trips are arranged twice a year for the students. Parents may have the opportunity to participate in such trips if there is a need for parent chaperones. Field trips last for half to all of the day. You will be notified ahead of time and will be required to pay field trip costs in order for your child to attend. Please note that your child cannot go without a signed permission slip on file. We welcome and encourage parents to chaperone field trips. However, in order to ensure the safety of all of our children, chaperones may not bring other children along. If you wish to join the class only as a parent (i.e. not as a chaperone) you must provide your own transportation and pay regular admission fees. If you choose not to allow your child to attend a field trip, he/she is required to stay home for the duration of the field trip.

Telephone Use

Personal messages or telephone calls cannot be accepted for students. Messages will not be given to any student during school hours, except in an emergency. Students may use the telephone in the main office for emergencies only. Please make transportation arrangements in advance; the office staff cannot leave the office to notify staff/students about last minute transportation arrangements. Messages for teachers will be noted and placed in a designated message center. All teachers have voicemail extensions. It is the teachers' responsibility to check his/her messages. Office staff cannot leave the office during office hours to deliver messages to students and/or staff.

IHA Parent-Teacher Organization (PTO)

We believe parents are our partners in education. They play an integral part in the success of our mission. Parents are encouraged to join the parent-teacher organization to support their child's learning and help the school with various functions and activities. The duties of PTO will be to coordinate with teachers to help ensure they have what they need to be successful in the classroom, coordinate parent volunteers, fundraising events and programs and special projects as they are able. Any parent who wishes to volunteer at school or chaperone during school field trips should have a local criminal background check on file before he/she is allowed to do so. The background check can be done through the school.

Policy Extension/Detailed Explanation

Racism Policy

Definition

Racism is the belief that certain races or ethnic groups are inherently superior or inferior to others, leading to discrimination, prejudice, and unfair treatment based on race or ethnicity. It includes actions, words, or attitudes that demean, marginalize, or disadvantage individuals or groups because of their race or ethnicity.

Policy Statement

Our school is committed to fostering a safe, inclusive, and respectful environment for all students and staff, regardless of race, ethnicity, or cultural background. Racism in any form is unacceptable and will not be tolerated within our school community. We recognize the harmful impact of racism on individuals and on our school's climate, and we are dedicated to preventing and addressing incidents of racism promptly and effectively.

Our school aims to create a nurturing environment where all students can thrive academically, socially, and emotionally. Together, we strive to build a school community that values diversity, equity, and mutual respect among all members.

Guiding Principles

1. **Respect and Inclusivity:** We promote respect for diversity and encourage inclusivity where every student feels valued and respected for who they are.
2. **Education and Awareness:** We are committed to educating students, staff, and families about racism, its consequences, and the importance of cultural sensitivity.

3. Zero Tolerance: Any form of racist behavior, including harassment, bullying, discrimination, or hate speech, whether verbal, written, or online, is strictly prohibited.

Implementation

1. Education and Training: Regular training sessions will be provided for staff and students on recognizing and addressing racism, promoting empathy, and celebrating diversity.

2. Reporting and Response: Students and staff are encouraged to report any incidents of racism to school administrators or designated personnel. Reports will be taken seriously and investigated promptly and impartially.

3. Support and Resources: Support will be offered to students who have experienced racism, including counseling services and resources to address their emotional and psychological well-being.

4. Disciplinary Action: Individuals found to have engaged in racist behavior will face appropriate disciplinary action, which may include counseling, detention, suspension, or other measures to include expulsion as determined by school policies and guidelines.

5. Community Engagement: We will work closely with parents/guardians and the broader community to promote understanding, cooperation, and a shared commitment to combating racism.

Bullying Policy

Indiana Horizon Academy's mission is to provide a nurturing Islamic environment where students aspire for excellence in education, integrity, and leadership skills to better serve humanity. A safe and civil school environment is necessary for students to learn and achieve. Bullying and bias-based behaviors are directly contrary to the school mission and can cause physical, psychological, and emotional harm to students and interfere with their ability to learn and participate in school activities.

It may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Knowingly making false accusations of bullying will be investigated and will be treated as bullying behavior that is subject to discipline.

“Cyberbullying”

means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This Policy does not require school or staff to monitor any non-school-related activity, function, or program.

“Discrimination”

is treating an individual less favorably because of their actual or perceived membership in one or more of the Protected Categories.

“Microaggressions”

are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their actual or perceived Protected Category.

“Peer Conflict”

means disagreements and oppositional interactions that are situational, immediate, and developmentally appropriate. Conflicts arise when two or more students with relatively similar observed or perceived power have differences in opinion or perspectives. When school employees are

aware of peer conflict, they are expected to guide students in developing new skills in respectful communication, personal boundaries, and peaceful conflict resolution.

“Harassment”

is any unwelcome verbal, nonverbal, visual, or physical conduct that is based on an individual’s actual or perceived membership in one or more of the Protected Categories. Unwelcome conduct may include, but is not limited to, bullying, intimidation, offensive jokes, slurs, epithets or name calling, assaults or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media.

Harassment Policy

Everyone at Indiana Horizon Academics has a right to feel respected and safe. The acknowledgement of harm and trauma caused by harassment, racism and or bullying is essential for the individual and the community to heal from an incident of discrimination or harassment. Consequently, we have a policy to prevent such harassment and a procedure to address reports of this behavior. Such acts could be but aren’t limited to: any harassment based on ethnic or national origin, graffiti containing racially offensive language, name calling or rumors, physical act of aggression related to race or color, harassment because of a disability, threatening or intimidating conduct related to an individual’s physical or mental disability, unwanted sexual advances, sexual or dirty jokes.

Any student that believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel is encouraged to immediately report the alleged acts to an appropriate school administrator. An investigation will be completed with parties involved and the school will take appropriate action based

on the complaint and investigation. If the level of the offense and the resulting investigation yields the necessity, the offense will be treated as a hate crime and the appropriate authorities will be notified.

Sexual Harassment

IHA is committed to maintaining a safe school environment that is free from harassment. The board prohibits sexual harassment of students at school or at school sponsored or related events. The board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the complaint process. Any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. All complaint and allegations of sexual harassment shall be kept confidential except as necessary to carry out investigation.

Discipline Probation Policy

If a student earns three suspensions at level 2 or 3, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration for committing a level 4 infraction. If a student commits a serious offense while on probation, he/she will be placed on an indefinite suspension and their discipline history will be reviewed for possible expulsion to include a decision to readmit the students or not for the following school year. Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of each quarter; Students with poor discipline records for that school year will have to be invited to return the next school year by the administration even if they have not been placed on probation. Indiana Horizon Academy reserves the right to refuse readmission for the next year to students with poor discipline records.

Students, who have accumulated any one of the following consequences during the course of a school year, will be placed on probation for the following year:

- Two or more days of suspension.
- Ten detentions per semester, for any given semester.
- Gross disrespect to the teacher.

Disciplinary Probation entails the following:

- Students on disciplinary probation will not be permitted to participate in extracurricular activities.
- They will not be allowed to register for school the following year without the approval of administration.
- The school reserves the right to restrict certain privileges, such as field trips, school events/parties, etc.

Their status will be reviewed on a quarterly basis and a recommendation for expulsion or non-renewal of admission for the following year will be made if the following occurs:

- No demonstrated improvement of behavior.
- Displaying similar behavioral concerns as cited in the probation letter.
- Violation of a level 2 or 3 infraction.

Detention and Suspension Policy

Detention

Detentions are given for various infractions depending on the particulars of the incident. A referral for a detention is written by the teacher who then passes the written referral to the Administration.

The Administration then makes the final decision to implement the detention, depending on the circumstances and infraction. Students who receive 3 detentions in one quarter will have a 1 day in school Suspension on the next detention occurrence.

Suspension

A first-time suspension may be served In-school, if the administration deems it to be beneficial for the student involved, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. In-School suspensions (ISS) are held during the school day from 8:15 a.m. to 3:30 p.m. ISS days do not count as student absences.

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. During the suspension the student is still responsible for the coursework assigned and it is due on its due date even if that day is a day of suspension. After the suspension the student has 3 days to make up any missed tests and/or quizzes.

Restorative justice policy

Restorative Justice is a form of consequence focused on education, rehabilitation, and behavioral shaping of a student to embrace empathy, and understanding of the effects of the perpetrated actions in relation to themselves, family, the community, and the victim. Both perpetrator and victim must consent to the intervention. All parties involved, an Administrative representative, and those who have information or influence directly related to the offense may be present during the hearing. Both sides of the offense present their description of the events, those with pertinent information present their input, and both sides must come to an understanding and acceptance of the factors that contributed to the incident. The victim and offender, with the guidance of the Administrative representative, will agree on consequences. The terms of the agreement will appear in a contract and both parties will sign, in

addition to the consequences if there is a breach in contract by either side. If any aspect of the restorative justice meeting is brought up outside the meeting space, and confidentiality is broken, the student that broke confidentiality will immediately, and minimally, be served with a suspension.

Grievance Policy

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the executive committee of the school board. The committee will review the grievance and will respond in writing. Parents may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.

Expulsion Policy

A student may be referred to the administration for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the administration for expulsion, the family will be informed in writing that the student is placed on indefinite suspension and will describe the reason for the school's action.
2. The Administration will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the administration.
4. The administration will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the administration may be appealed to the Board. Students on open suspensions may not return to school without a decision from the Board of directors. They may not be on school premises or participate in any school activity or function including field trips or after school events.

1st -3rd Grade IHA Device Agreement

One of Indiana Horizon Academy goals is to Advance students' learning through the use of technology as a resource for research, communication, and extension of learning beyond the classroom to increase creativity and productivity. The Chromebooks are the properties of the school and must be used in accordance with the policies and procedures listed below to access the network, the Internet, and e-mail which are privileges, not rights.

Computer Use at School

- Students are responsible for bringing their laptops, fully charged, to school each day when they take it home.
- Students must never share their passwords with other students. Passwords must always be kept confidential.
- Chromebooks should always be stored securely in the designated space in each classroom.
- Technology fee includes rental of the device, one set of headphones and educational program subscriptions. It doesn't cover any damage or repair beyond normal usage.

Computer Use at Home.

- Students are not allowed to change the school assigned password.
- If the computer is damaged or not working properly, students should report to the main office.
- If the computer is lost or stolen, parents/guardians should immediately report to the office.

Computer Use on the Internet, E-mail and Network

- Computer usage is monitored by Indiana Horizon Academy at school and at home.

- The sole purpose of email is for educationally related activities and not social networking.
- Students and parents/guardians should understand that the school does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material while the student is at school, the school is not able to monitor completely student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students are responsible for their behavior and communication on the Internet.
- Students must never use the computer to harass an individual or any particular group. Cyber Bullying is a serious offense and will be treated as such through disciplinary and or legal actions.
- Students must never "hack" into any computer system, access proxy servers, bypass filters, elevate privileges or engage in unauthorized use of the network.
- Students should not use chat rooms, instant messaging or social networking sites unapproved by the school.
- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name as well as photos.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the Indiana Horizon Academy.

General Use and Care of the Computer

- Students are expected to treat their chrome books with care and respect. The computer is the property of the school and should be kept clean and free

of marks always. Placing stickers, writing or drawing on, engraving or otherwise defacing the device are not allowed and will result in loss of privileges.

- Students should not use their chrome books while walking on the van, or otherwise being transported. Chrome books should only be used while they are on a flat, stable surface such as a table. Devices can be easily damaged when mishandled.
- Students should chrome books from extreme heat or cold. They should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their chrome books, or use their devices near others who are eating and drinking.
- When transporting their devices to and from school, students should always be sure they are placed in an approved backpack, fully closed without the power cord or other peripherals attached.
- Devices should be placed inside approved backpacks in the provided sleeves. It should be separated from books or heavy objects. No heavy objects should be placed or stacked on top of the device.
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided with voices and not hands. Students should operate their own device at all times.
- Students should use care when plugging in or disconnecting their power cords. Always remember to pull on the plug itself, not the cord.
- Students must use only the provided power cords. Others may damage the device.
- Devices must be shut down before being placed in the cases or school bags.
- Devices should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.
- Cleaning of screens and keyboards must be done with approved cleaners

only or by the Help Desk staff.

- Malicious, negligent or repetitive damages to the device is prohibited.
- Anyone observing inappropriate or careless use of a device should report to a teacher or other staff member immediately.

Consequences of Inappropriate Use

The school administration has the right to check and search students' Chromebook any time and if any violation is found, has the right to take disciplinary action.

The use of any IHA technology is a privilege and not a right.

Students are expected to use their Chrome books in accordance with these 1:1 Student Guidelines, the school Acceptable Use Policy, and any applicable laws. Failure to use these devices appropriately will result in the following consequences, as determined by the staff and administration of the School:

1. Limit student use or access privileges.
2. Loss of the privilege of using the device at home.
3. Financial restitution.
4. Suspension from school.
5. Expulsion from school.
6. Civil or criminal liability under applicable laws.

4th -8th grade IHA Device Agreement

One of Indiana Horizon Academy goals is to Advance students' learning through the use of technology as a resource for research, communication, and extension of the classroom to increase creativity and productivity. For this purpose each child will be assigned a Chromebook. The Chromebooks are the properties of the school and must be used in accordance with the policies and procedures listed below to access the network, the Internet, and e-mail which are privileges, not rights.

Computer Use at School

- Students are responsible for bringing their laptops, fully charged, to school each day.
- Students must never share their passwords with other students. Passwords must always be kept confidential.
- Chromebooks should always be stored securely in the designated space in each classroom.
- Technology fee includes rental of the device, maintenance of the device and educational program subscriptions. It doesn't cover any damage or repair beyond normal usage.

Computer Use at Home.

- Students are not allowed to change the school assigned password.
- Students are responsible for recharging the chromebook at home on a daily basis to be prepared for school.
- If the computer is damaged or not working properly, students should report it to the Main office immediately.

- If the computer is lost or stolen, parents/guardians should immediately report to the administration.

Computer Use on the Internet, E-mail and Network

- Computer usage is monitored by Indiana Horizon Academy at school and at home.
- Email is to be used for Education related activities ONLY not for social or personal use.
- Students and parents/guardians should understand that the School does not have control over information found on the Internet. While every attempt is made to block access to inappropriate material while the student is at school, the school is not able to monitor completely student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students are responsible for their behavior and communication on the Internet.
- Students must always be respectful to others and never use obscene, profane, vulgar, sexually explicit, defamatory or abusive language in their messages. Students must understand that distribution of sexually explicit photos to minors from minors is a serious offense punishable by state and federal laws and school discipline. All such incidents will be reported to the Police Department.
- Students must never intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent themselves or other users on the network or the internet.
- Students must never use the computer to harass an individual or any particular group. Cyber Bullying is a serious offense and will be treated as such through disciplinary and or legal actions.
- Students must never "hack" into any computer system, access proxy servers, bypass filters, elevate privileges or engage in unauthorized use of the network.
- Students should not use chat rooms, instant messaging or social networking sites unapproved by the school.

- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name as well as photos.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the Indiana Horizon Academy.
- All communications and information accessed via the network is public property. The school has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Computer

- Students are expected to treat their chrome books with care and respect. The computer is the property of the school and should be kept clean and free of marks always. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed and will result in loss of privileges and possible fines for restoration.
- Students should not use their chrome books while walking, on the van, or otherwise being transported. Chrome books should only be used while they are on a flat, stable surface such as a table. Devices can be easily damaged when mishandled.
- Students should keep chrome books from extreme heat or cold. They should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their chrome books, or use their devices near others who are eating and drinking.
- When transporting their devices to and from school, students should always be

sure they are placed in an approved backpack, in the sleeve provided with the chrome book fully closed without the power cord or other peripherals attached.

- Devices should be placed inside approved backpacks in the provided sleeves. It should be separated from books or heavy objects. No heavy objects should be placed or stacked on top of the device.
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided with voices and not hands. Students should operate their own device at all times.
- Students should use care when plugging in or disconnecting their power cords. Always remember to pull on the plug itself, not the cord.
- Students must use only the provided power cords. Others may damage the device.
- Devices must be shut down before being placed in the cases or school bags.
- Devices should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.
- Cleaning of screens and keyboards must be done with approved cleaners only or by the Help Desk staff.
- Malicious, negligent or repetitive damages to the device is prohibited.
- Anyone observing inappropriate or careless use of a device should report to a teacher or other staff member immediately.

Consequences of Inappropriate Use

The use of any IHA technology is a privilege and not a right.

Students are expected to use their Chrome books in accordance with these 1:1 Student Guidelines, the school Acceptable Use Policy, and any applicable laws. Failure to use these devices appropriately, depending on the severity, is a level 2 or level 3 offense,

and will result in the following consequences, as determined by the staff and administration of the School:

1. Limit student use or access privileges.
2. Loss of the privilege of using the device at home.
3. Financial restitution.
4. Suspension from school.
5. Expulsion from school.
6. Civil or criminal liability under applicable laws.

please see student policy for detailed consequences.

IHA Van Agreement

The van conduct and safety rules are designed to promote safety on the school van at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by obeying the rules. The authority of the van driver, who is in charge of the van, will be recognized and supported by all.

School van transportation is provided for a fee, however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

The following rules must be followed:

At the van stop in Highland center

- Be on time. Board and leave the van only at your regularly assigned stop in the center, please don't stop the driver of the van after it moves.
- Do not push when entering or leaving the bus.

On the Van

- Always obey the driver promptly and respectfully.
- Be seated promptly and stay in the assigned seat.
- Put your seat belt and help others with their seatbelt and do not unfasten until the van has stopped at school.
- Keep all books and materials contained in a bag or backpack.
- Be courteous and refrain from using profanity.
- Speak in low tones.
- Be respectful and do not push, shove, scuffle or engage in horseplay; that is always unacceptable and a serious safety hazard.
- Keep yourself and all belongings inside the bus and to yourself.
- Never throw objects inside or outside the bus.
- Do not eat or drink on the bus.
- Treat bus seats and equipment with care and respect.

- Keep the bus clean and orderly. Deposit trash in the containers at the front of the bus upon leaving.

Leaving the Van

- Take your turn and do not push when leaving the van.
- Stay in the van until parents arrive and child(ren) are instructed to leave.

Consequence Options for van Referrals (in addition to possible disciplinary consequences such as after school detention, in school suspension or out of school suspension):

1st Occurrence	Denial of van use privilege for 1-3 days and conference with student and parent
2nd Occurance	Denial of van use privilege for 3-5 days and conference with student and parent and possible after school detention or in school suspension
3rd Occurance	Denial of van use privilege for 5 -10 days and conference with student and parent and van use probation and possible 1-2 day suspension from school
4th Occurrence	Denial of van use privilege for the remainder of the semester, if the offense occurs 2 weeks or less prior to the end of the semester the penalty will carry over into the next semester and 1-5 day suspension from school

Late pick up fee: \$1 per minute. Parents can assign another parent to pick their child by filling a carpool form. No child will be left unattended. Please be advised that your child’s safety is our priority.

Students Locker/Cubbies Policy

All Indiana HorizonAcademy school students will be issued a locker/Cubbies to use during the school year. Students are required to keep their lockers/cubbies in clean and organized condition. They are the ¹property of the school. The school reserves the right to inspect the lockers/cubbies at any time. Damage to lockers will be charged to the student. Lockers are loaned to students and remain the property of the school. Students' personal effects (bookbag, jacket) and lockers may be searched by designated school personnel at any time, if there is a need. Students who refuse to cooperate will be subject to disciplinary action.

¹ Revised July 2024

Acknowledgment Statement

I have read the IHA Parent & Student handbook and I am committed to uphold and comply with all policies and procedures.

Student's Name(s): _____, _____

Parent/Guardian Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____