



Indiana Horizon Academy

Parent handbook
2020-2021

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1. *Mission Statement*

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

2. *About IHA*

Indiana Horizon Academy was established in August 2013 for grades Preschool to 5th grade. IHA is a full time Islamic school that offers a full academic curriculum based on the Indiana state standards. It also offers Quran, Islamic studies, Anoos (Taffakur and aqeeda building) and Arabic as part of the students’ Islamic education.

3. *IHA goals and Philosophy*

1. Teaching the whole child to develop fully his or her academic, spiritual, physical, and social emotional potential to become an independent, passionate lifelong learner;
2. Providing a child-centered, innovative, creative, and challenging core curriculum focused on inquiry, critical thinking, and problem solving skills;
3. Guiding students to understand and follow the teachings of the Quran and the Sunnah of Prophet Muhammad (PBUH) as a role model;
4. Cultivating and incorporating a global perspective throughout the curriculum to develop in students a positive American Muslim identity with respect and appreciation for the diversity of the world cultures and religions;
5. Individualizing instruction to meet the needs of all students;
6. Advancing 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;

7. Developing in students self-confidence, honor, kindness, respect, and selflessness to become role models who desire to make the world a better place;
8. Promoting a cooperative and supportive partnership between school and home;
9. Strengthening relationships between school and the larger community through meaningful service learning opportunities;

4. Quran Blossom

Mission development through knowledge and practice

-Quality teaching begins on the inside...and works its way out

-Believing our blossoms today will bloom out to be our future leaders

Reader of today is the leader and reformer of tomorrow

قارئ اليوم مصلى وقائد الغد

In order to fulfill this mission, the MAS Quran Blossoms Program is led by experienced teachers who utilize a variety of techniques to engage the students, in an effective and friendly manner, bringing them closer to the Quran and helping them to establish a relationship with God.

Objectives the MAS Quran Blossoms Program strives to achieve with its students:

- ❖ To memorize the 30th chapter of the Holy Quran in two years.
- ❖ To recognize and be acquainted with the Arabic alphabets.
- ❖ To memorize selected names of Allah.
- ❖ To become familiar with some of the stories of the Quran from the 30th chapter of the Quran.

- ❖ To become familiar with some parts of the life of the Prophet Muhammad (peace be upon him)
- ❖ To memorize selected Islamic songs.
- ❖ To memorize selected duas and Islamic manners.
- ❖ To develop some of the necessary skills that are appropriate to the child's age level.

5. IHA Organizational Structure

School Board

The current Board consists of nine members: President, Treasurer, Secretary, Vice president and five members. The School Board is responsible for the governance and overseeing the school operations. The Board coordinates through the Administration on budget and finances, facility operation and maintenance, staffing, legal matters, and public outreach that adequately meets the school's needs.

School Administration

The School Administration consists of the Principal and administrative assistant. The Principal is the leader of the school who oversees the school education and operations. The Principal reports to the Board.

School Staff

Teachers: The school has homeroom teachers assigned for the preschool and elementary grade levels. These teachers manage the curriculum, class activities, and attendance. Quran Blossom teachers coordinate the program and also teach Arabic and Islamic Studies at elementary grades.

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 join the PTO (parent teacher organization) and fill out the PTO membership form. All volunteers are required to file a criminal background check done through the school office to be renewed every year.

6. Student General Enrollment information

Registration

Before your child's first day of class, the school must receive all the following:

1. Copy of Birth certificate of the child.
2. Immunization record and a recent physical exam.
3. Previous school records (sent directly from previous school)
4. Application form with non- refundable \$100 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 IHA rules, procedures and tuition payment schedule)
9. Technology policy document.
10. Kindergarten students must have physical and eye exam on file.

Preschool students should be potty/toilet trained before they can attend school. This means that they should be able to use the bathroom independently and by themselves.

IHA follows public school entrance policies in terms of age. Student must be 5 by September 1st. to be accepted in Kindergarten.

Non-Discriminatory Statement

It is the policy of IHA not to discriminate in the admission and enrollment regarding race, age, creed, disability, national origin or ethnicity against any student.

IHA retains the right to determine, in its sole discretion, whether or not to admit or re-enroll a student if that school cannot serve the need of that student. IHA strives to create a community of students and staff that promotes academic excellence in the school.

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 activities. The board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participate in 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.

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 month in which written notification is received by the School office. PLEASE NOTE: all records will be held until

all financial obligations to the school are met. Application and books fees are non-refundable.

7. School Operating Hours Policy

School Hours are from 8:20 a.m. to 3:30 p.m. Monday through Thursday and until 2:00 PM on Fridays.

Drop-Off Policy

Drop-off for all students starts at 8:15 am until 8:30 am. After 8:30 am, main door will be locked. All late arrival students must enter through the Main Entrance and get late a pass from the office. Students will not be allowed in school before 8:15 AM unless requested by parents due to work or urgent matters.

Pick-Up Policy

Students should be picked up at 3:15 PM. A \$10 per child for every 15 minutes or any fraction thereof after 3:30 PM. Once main school door is closed parents must enter the school and sign in and check their child out.

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.

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 school entrance for entrance to the school. Visitors must proceed directly to the office

and register. Visitors, including parents, are NOT authorized to roam or wait in the school buildings.

Arrival and dismissal procedure

Please follow the circular line and drive your vehicle as close as possible to the school pavement in a parallel position. 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 during arrival and dismissal time including the pavement adjacent to the school.

The pavement in-front of the entrance is ONLY for drop off and pick-up.

Park your vehicles 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 two spots.

8. Attendance Policy

Attendance

Please respect the child's learning and growth that goes on each day by scheduling vacations, dental and medical appointments outside of school hours or during school breaks whenever possible. 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 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 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 8:35 am unless parents notify the school that students will be late due to appointment or urgent matter.

Classification of Absences

Each absence is classified as either “excused” or “unexcused.”

EXCUSED ABSENCES: To be considered an excused absence, a written explanation signed by a guardian for the absence must be submitted to and approved by the administration or a phone call verifying the absence. Only absences caused by illness, death in the family, legal or medical matters, or genuine family emergencies are subject to excuse. **NOTE:** You are responsible to pay 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, either by phone call or a note when the child returns, then it is counted as unexcused.

EXTENDED ABSENCES: If you elect to take a vacation during the school year, you are still responsible to pay tuition during that time and all other expenses. Students are required to catch up on missed work when they return. You need to request the work

ahead of time so that the student does not fall behind in their classes. You should discuss this with your child's teacher ahead of time.

Sick Policy

When you know your child is sick, you should call the school as soon as possible, preferably one-half hour before the start of classes. You may leave a message on our voice mail. You should keep your child at home whenever you feel he/she is too sick to come to school. Your child will not be allowed to come to school if he/she has experienced any of the following in the past 24 hours:

- ❖ A fever of 99.9 degrees or more, student should remain at home until he/she is fever free for 24 hours without medication.
- ❖ Vomiting/Diarrhea more than 2 times in 24 hours
- ❖ Any contagious condition, bacterial or viral as determined by the family doctor (including but not limited to a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have not yet scabbed over, lice until 24 hours after treatment, etc.)
- ❖ Pink eye

The administration will consider an exception if the attending physician provides written permission to return to school.

If your child becomes sick at school, you will be notified as soon as possible. You will be required to pick up your child immediately or make arrangements for someone else to do so

Financial and Tuition Payments Process

Tuition Policy

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. Student application Fee: \$100 per applicant non-refundable fee.
2. Books, activities and technology fee of \$325.
3. Advanced Deposit: All returning students must pay both application fee and books fees as an advanced deposit to hold their child spot. All new applicants admitted prior to August 1 are expected to pay the same amount as well to consider their students admitted to the school.
4. Total Tuition Fee: IHA tuition fee schedule is available at the office. Families applying for financial assistantship must submit an application form and most recent tax return and other required documents.
5. Sibling Discount: 10% discount for second sibling and %20 for third sibling enrolled at the school. This discount will be applied towards full tuition payment only.
6. Families eligible to state voucher program are responsible for the reminder of tuition and books fees.
7. Tuition is due on the first business day of the month. And 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 Non-Sufficient Fund will be charged \$35 NSF fee.

Tuition Payment Schedule

IHA offers three payment Options:

- ❖ One Payment (Preferred Option): due with signed contract and will receive 5% discount.
- ❖ Two installment option first one due on September 1st and second on January 5th.
- ❖ Ten installment options 1st payment is due on September 1st and the first day of the following month until June 1st.
- ❖ Payment is considered past due if not received within 5 business days of the due date and the late fee will apply.
- ❖ Tuition payment can be paid by check payable to Indiana Horizon Academy, cash, credit card or through PayPal (parents are responsible for transaction fee).

Failure to pay tuition may also 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 Behavioral Expectation section below. . The tuition discount automatically expires at the end of

the school year. You must reapply each school year following the application for discounted tuition procedures.

9. School discipline code of conduct

Providing a safe, supportive learning environment and promoting positive life skills is IHA staff priority. Positive Behavior School Support System (PBSS) is a school-wide prevention program that uses behavior techniques to enable educators, parents and community members to work together to help all students know expectations and receive the necessary support to develop appropriate behavior 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 make bad choices. Full school behavior matrix will be available to and shared with parents soon.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the administration for immediate suspension and placed on disciplinary probation.

10. Dress Codes

General note for all students, the intention behind our uniform guidelines is to please Allah (SWT) by conforming to His standards in terms of modesty and cleanliness. Other factors, such as safety (i.e. closed toe shoes and sandals) and aesthetics (e.g. color, neatness) are also used to determine the school's uniform. Uniform need to be purchased from www.frenchtoast.com

- ❖ 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, navy blue, or black).
- ❖ Students may have to wait in the office for their parents to bring proper uniform.
- ❖ Open toed shoes, sandals, and flip-flops, crocks are not allowed.
- ❖ Extra clothing must be labeled with student's name.
- ❖ Hair should be neat, clean, and kept out of the face.
- ❖ Hair must be tight in pony-tail or braided for girls.
- ❖ Children should be prepared for outdoor play in cold weather with appropriate outerwear, including snow pants, gloves, and boots.
- ❖ Children from preschool to 1st grade are to bring another set of clothes to be kept in class cubbies for emergency accidents.

Boys: are required to wear navy blue dress pants (no cargo pants or jeans) with light blue collared shirt or polo shirt. Preschool should be wearing pull on pants. Long navy shorts below the knee are accepted.

Girls: are required to wear red and blue navy jumper with yellow or light blue shirt or polo under. They also should be wearing white, yellow or navy tights under the jumper.

Both boys and girls must wear white, navy, or yellow socks. Sweaters, when necessary, must be navy, and non-hooded.

Girls shouldn't wear excessive jewelry.

Elementary girls should wear a hijab for Quran, Islamic studies class and for zuhur prayer.

Indoor shoes

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Both boys and girls should be wearing indoor shoes which can be purchased from school. If you would like to bring a pair of indoor shoes from home, it should be approved by the office first. It better if indoor shoes wear during GYM time.

Teachers will be checking uniform every day and students that are not in compliance will be issued a warning for the first time, and then a written note to the parents and third time students will lose a privilege for one week under the teacher discretion.

11. Food policies

Lunch:

Students should bring healthy and easy to unpack lunch... Students are responsible to unpack or put all left over food back in their lunch bags. Preschool students will be helped by their teachers.

Our school policy indicates not to throw any leftover food away except of liquids and messy opened items like yogurt, apple sauce or pudding. Students should bring only water, healthy juices or milk for lunch.

Snack: Please send in only healthy snacks like pretzels, fruit, vegetables, no sugary snack or candies are allowed.

12. Academic program

IHA offers rigorous and high standard curriculum in all academic subjects Math, language art, science and social studies.

We adopted digital curriculum and print material to integrate technology in elementary classroom.

Our curriculum is based on Indiana state standards for Math and Language art.

Science curriculum is based on next generation science standards which were developed to teach to kids learn, live, explore and investigate the world around them.

Teachers differentiate their instruction to meet every student's needs.

Technology is an important tool in the elementary classroom and curriculum.

Our Islamic studies are centered on building a balanced Islamic character in which students will love Allah SWT and Prophet Muhammad Peace be upon him. They learn to read, understand, and apply Quran in their daily life.

Text Books:

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 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. All books need to be covered by the student.

Report card and parent teacher conference

Progress reports are sent quarterly. Report cards are sent at the end of school year.

Parent teacher conference is scheduled in the middle of school year but parents are always encouraged to communicate with teachers and request meeting with them when they have a question, suggestion or concern.

Communication

Parents are encouraged to talk to their child's teacher directly in regard to any academic issue. Administration will not interfere unless further action is required and requested by either the parent or the teacher.

Assessment:

Students are evaluated each quarter 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 question or concern 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 material and also use the testing material that was supplied with the curriculum. Elementary students will take NWEA (MAP) test three times per year in addition to Terra Nova test at the end of the school year. Results will be sent home once the school receives them. IHA will also administer the following state standardized assessments (IRead, Ilearn and WIDA).

Student Homework

IHA wants every child to succeed and excel. Homework is assigned for the benefit of our students. Parents play a key role, not only in the moral character of their children, but also in their academic success. Student communication folders 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.

Grading and academic advancement

KG-2nd grade grading scale: E 95%-100%, M 81% -94%, P 61%-80%, N not meeting grade level.

Elementary grading system is as follows:

A 90%-100% A B 80%-89% C 70%-79% D 61%-69% F 60% and lower

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 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.

13. Emergency Closings or Delayed School Openings

Due to Weather:

In case of severe weather (i.e. snow/ice storms, extreme cold, etc.), an automated phone messaging service, On Call Now, will alert parents to school closings plus an email message at the same time.

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 messaging service, On Call Now, will alert parents.

Fire and Tornado Drills

Students must be familiar with the fire and tornado drill procedures of the school.

Students are required to walk in a quiet and orderly manner during such drills. Building maps are posted in every classroom for fire evacuation directions. IHA School participates in the annual statewide tornado drill, lock down drill and conducts city-mandated fire drills on a monthly basis.

In case of real life threatening situation, parents will be notified and proper actions will be taken.

14. *Fieldtrips*

Field trips are arranged twice a year for the students. You 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 cost 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 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.

15. School parents' communication

IHA uses different methods to communicate with parents:

- ❖ Automated phone and email messages
- ❖ WhatsApp
- ❖ Google classroom 2nd to 5th grade
- ❖ Seesaw preschool-1st grade
- ❖ Newsletters
- ❖ Facebook school group
- ❖ School website

Parents are always encouraged to visit the school and express any suggestion, questions, concern or issue they need during school hours. We have a suggestion box at the school main entrance and would like to hear your comments or suggestions.

School Property

The school will take actions deemed appropriate in response to any damage caused to its property by the students, parents, their siblings, or their guests. Such actions can include, but are not limited to, charging the parents of the child who caused the damage, suspension, or expulsion.

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 voice mail 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.

16. *IHA parent teacher organization (PTO)*

We believe parents are our partners in education. They play an integral part of the success of our mission. Parents are encouraged to join parent teacher organization, to support their students' learning and help the school with various functions and activities. Examples of PTO duties will be to prepare for parties, after school activities, field trips, community outreach and fundraising events and programs.

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 at the local police department.

Acknowledgment statement

I have read IHA parent's handbook and I am committed to uphold and comply with all policies and procedures.

Student's Name(s): _____,

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____