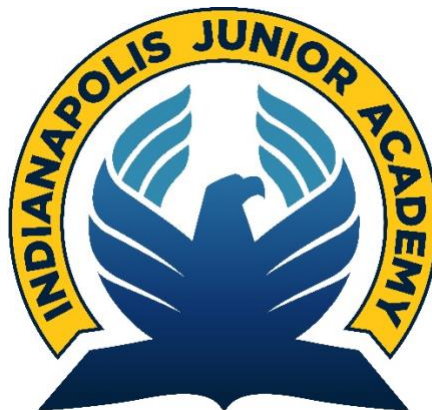


Indianapolis Junior Academy

Handbook

2019-2020



Christ-centered Education

2910 E. 62nd Street

Indianapolis, IN 46220

(317) 251-0560 – Office

(317) 251-6486 – Fax

www.ijacademy.org

Our Mission

The mission of Indianapolis Junior Academy is to provide our students a nurturing, Christ-centered academic program of excellence that will empower them to impact the world for the glory of God.

Teachers & Staff 2019-2020

Elkyn Beltre - 8th/Principal
Email: beltreschool@gmail.com

Eunice Barney – 2nd and 3rd /Vice Principal
Email: trubless29@yahoo.com

Kimberly Kornegay – PreK
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Samantha Gusky – K and 1st
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Emily Garrett – 4th and 5th
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Michael Gusky – 6th and 7th
Email: guskym@gmail.com

Yurico Perez - Administrative Asst.
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Paola Pizarro – Business Manager
paola1506@yahoo.com

Héctor Velázquez- Transportation Director
Email: hectorvelasquez126@yahoo.com

Heidy Valencia- Lunch Director

2019 – 2020 School Calendar

JULY

ICE CREAM SOCIAL _____ July 29

AUGUST

WORK BEE _____ Aug. 18

FIRST DAY OF SCHOOL _____ Aug. 21

GARAGE SALE _____ Aug. 25

SEPTEMBER

LABOR DAY (NO SCHOOL) _____ Sept. 3

BACK-TO-SCHOOL NIGHT _____ Sept. 5

WEEK OF PRAYER _____ Sept. 9-13

PICTURE DAY _____ Sept. 20

HOME AND SCHOOL CAR WASH _____ Sept. 22

IOWA ASSESSMENT TESTING (GRADES 3-8) _____ Sept. 16-27

IA EDUCATION FAIR (SCHOOL DAY FOR GRADES K-8) _____ Sept. 29

OCTOBER

NO SCHOOL _____ Oct. 14

CLASSES RESUME _____ Oct. 15

1ST QUARTER ENDS _____ Oct. 18

SCIENCE FAIR _____ Oct. 17

FALL FESTIVAL _____ Oct. 19

TEACHER IN-SERVICE (E-LEARNING DAY) _____ Oct. 28

PARENT-TEACHER CONFERENCES _____ Oct. 30-31

2019 – 2020 School Calendar

NOVEMBER

DAYLIGHT SAVING TIME ENDS _____ Nov. 3
 PARENT APPRECIATION DINNER _____ Nov. 21
 THANKSGIVING BREAK (NO SCHOOL) _____ Nov. 25-29

DECEMBER

CLASSES RESUME _____ Dec. 2
 SPIRIT WEEK _____ Dec. 16-20
 CHRISTMAS PROGRAM _____ Dec. 19
 2ND QUARTER ENDS _____ Dec. 20
 WINTER BREAK (NO SCHOOL) _____ Dec. 23- Jan. 3

JANAURY

CLASSES RESUME _____ Jan. 6
 WIDA TESTING _____ Jan. 14-Feb. 28
 SPELLING BEE PRELIMINARIES _____ Jan. 13
 SPELLING BEE FINAL _____ Jan. 17
 MARTIN LUTHER KING DAY (NO SCHOOL) _____ Jan. 20

FEBRUARY

TEACHER IN-SERVICE (E-LEARNING DAY) _____ Feb. 3
 PRESIDENT'S DAY (NO SCHOOL) _____ Feb. 17
 SPEECH CONTEST PRELIMINARIES _____ Feb. 24-28

2019-2020 School Calendar

MARCH

SPEECH CONTEST FINAL	Mar. 7
DAYLIGHT SAVINGS BEGINS	Mar. 8
PARENT-TEACHER CONFERENCES	Mar. 11-12
3 RD QUARTER ENDS	Mar. 13
SPRING BREAK (NO SCHOOL)	Mar. 16-20
CLASSES RESUME	Mar. 23
IREAD-3 [3 RD GRADE]	Mar. 16-April 3

APRIL

IA MUSIC FESTIVAL [GRADES 6 TH -8 TH]	April 2-4
SPIRIT WEEK	April 6-10
STUDENT WEEK OF PRAYER	April 13-17
APRIL BREAK	April 24-27
CLASSES RESUME	April 8
ILEARN TESTING	April 20-May 15

MAY

MEMORIAL DAY (NO SCHOOL)	May 25
MOVE-A-THON	May 27
KINDERGARTEN GRADUATION	May 28
8 TH GRADE GRADUATION	June 2
LAST DAY OF SCHOOL	June 3

About the School

School Accreditation

We are accredited by both the National Council for Private Schools and the North American Division of Seventh-day Adventists.

Philosophy of Education

The education program of Indianapolis Junior Academy includes preparation for life on this earth, as well as life in heaven. It is also in harmony with the educational standards of the Seventh-day Adventist church and the State of Indiana.

Our educational philosophy is based on beliefs that include the following:

- The world was created by a loving and powerful God, in six literal days.
- God rested on the seventh day, blessed it and made the day holy as a reminder that He is our Creator.
- As the head of the human race, Adam chose to disobey God and learn about evil.
- As a result of Adam's choice, every person is born with a sinful human nature and in need of a Savior from sin.
- Jesus chose to redeem the whole world, giving every person the freedom to choose everlasting life with God or to perish in the end.
- The Holy Spirit is God's representative on earth today. He will lead all who are willing into a loving and joyful relationship with Jesus and with others.
- The Bible is inspired by God, revealing the truth we are to believe, the commandments we are to obey, and the Savior who transforms and empowers us.
- Satan is the enemy who comes to steal, kill, and destroy. Jesus came that we might have abundant life.
- The preparation for life and eternity includes education and role modeling to help families understand and experience health.
- Because God is worthy of our love and worship, in all that we do we are to bring honor and glory to Him.

Objectives

- A quality curriculum
- A loving and safe atmosphere
- Open communication with students and parents
- A knowledge of Bible truth
- An opportunity for students to choose to follow Jesus
- Grow in their relationship with God
- Serve others

School Motto

- Reaching the next level.

School Pledge

- To trust God with all my heart.
- To be honest in all I do.
- To serve unselfishly.

Asbestos

We are pleased to inform our patrons that our school follows Federal legislation regarding Asbestos. It is our purpose to provide a safe environment for our students.

Home and School Association

The Home and School Association is a school auxiliary group that supports school programs and facilities. It encourages all families to actively participate in school functions and fundraising.

Admissions Policy

Indianapolis Junior Academy is operated especially for the youth of the Seventh-day Adventist faith. However, any child who desires a character-building education, and who will uphold the standards and comply with the regulations of the school may apply regardless of religious affiliation.

Pupils will be admitted by approval of the school board. When classroom capacity limits the number of students to be accepted, priority will be given to constituent church member children and those currently attending IJA. When reviewing applications, class make-up and size are among factors taken into consideration.

In order for each child to be considered for admission, his/her parents or guardians, must submit to the school board the following:

1. Completed application and payment of \$300 application fee.
2. A physical exam is required for all students entering Kindergarten, and for all new students. New students entering from an Indiana school will be exempt upon furnishing a copy of this record at the time of registration.
3. Current immunization records.
4. Copy of previous year's report card and request for records sent to the previous school.
5. Copy of birth certificate.
6. Three references from former school (teachers and/or principal)

It is required that a child be five years old by September 1 to enter Kindergarten. Parents of a child whose birthday is close to the cutoff date of September 1 should take a close look at their child's readiness to begin school. Our Kindergarten program is designed to meet every child's needs, but each family should look at their own child's maturity level. We will be happy to set up a conference with any family who is unsure about whether their child is ready to begin Kindergarten.

Preschool Admissions Policy

It is required that a child is three years old before August 10 or four years old before August 10 in order to enter preschool. **The child must be potty-trained.** Students who qualify for On My Way Pre-K, may be admitted to IJA throughout the school year. Children who qualify for CCDF must have turned three or four years old before August 1 in order to be admitted into the Pre-K program.

Non-Discriminatory Admissions Policy

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Application Procedure

All students are required to submit an application. Upon enrolling a student at Indianapolis Junior Academy, the parents or guardian becomes responsible for all terms of the financial policy of Indianapolis Junior Academy. THE REGISTRATION DEPOSIT AND CURRICULUM/MATERIAL FEES PAID AT THE TIME OF ENROLLMENT ARE NONREFUNDABLE.

Tuition Policy

2019-2020

PreK: \$4,900/year

Grades K-8th: \$5,200.00/year

\$300 Application Fee

Indianapolis Junior Academy does not offer multiple student discounts. Every student is expected to pay the stipulated amount for registration and tuition. Financial aid, if available, are given on a "needs basis" and the following documentation will be required to verify the need for the family:

1. Parents' most recent IRS 1040 tax return.
2. A copy of parents' most recent paycheck.
3. The application form to be completed by the parent.
4. An interview with the Principal and school treasurer upon submittal of items above.

Failure to make payments or communicate with the school within 30 days of statement date will result in the student being suspended from school unless otherwise discussed with office for a payment plan. If there is no payment or communication within 60 days, the account may be sent to a collection agency.

Application fee is due at time of registration.

The application will not be processed or accepted until application fee is paid in full.

Application Fee Discounts:

-Until June 30: \$250

-After June 30: \$300

If your child is entering Kindergarten or 8th grade please read the following:

Kindergarten: \$35.00 graduation fee is to be paid during the school year.

Eighth grade graduation: \$35.00 graduation fee to be paid during the school year.

Students in grades Kindergarten through 8th whose parents are regular members of the Glendale Seventh-day Adventist Church will have their full application covered by Glendale Church. This is dependent on the decision made by Glendale Church finance committee and church board.

Physical Examinations

A current physical examination by a physician is required of all students entering school for the first time and at grade 5. The physical exam form must be turned in to the school within 30 days of enrollment.

Immunizations

The Indiana State Department of Health's policy states, "No child will be permitted to attend school for more than thirty (30) days beyond the date of his enrollment unless he is either a) fully immunized, or b) has begun his immunization and can produce a schedule for the completion of them or c) that a current religious or medical objection is on file."

Medications

The teacher should be notified by a written note from the parent/guardian or physician in advance of any non-prescription medication brought to school, giving permission for the teacher to administer such medication as well as a written explanation of dosage. The teacher/office staff keeps all medication. Prescription medication will only be given to the student if a Medication Release Form is completed by the physician and sent with the medication to the school.

Students with Disabilities

Students are accepted if the school board believes the child will progress academically and socially.

Parents of students with special needs need to recognize that Indianapolis Junior Academy does not have the resources (i.e. personnel, facilities, equipment) to offer special education services.

Indianapolis Junior Academy does work with the local (public) educational agency (LEA). Parents should keep in mind that the regulations at 34 CFR 300.137 (a) explicitly provide that children with disabilities enrolled in private schools by their parents do not have an individual right to receive some or all of the special education and related services they would receive if enrolled in the public schools. Under the

Act, LEAs only have an obligation to provide parentally-placed private school children with disabilities an opportunity for equitable participation in the services funded with the federal Part B dollars that the LEA had determined, after consultation, to make available to its population of parentally-placed private school children with disabilities.

Within Indianapolis Junior Academy's ability to serve, the school will cooperate with parents and other agencies in seeking to provide solution for the specific needs of students.

Currently, IJA is able to provide help to students with an ISP, which is similar to an IEP. The school also has a speech-language pathologist that provides speech therapy at the school.

Dress Standards

We encourage grooming habits that will present a modest, wholesome, and healthy Christian appearance. All students should observe habits of cleanliness and wear clothing that is neither tight nor body revealing. Every Friday students are allowed to wear dress down attire for \$2. Students have until 9:00 AM to pay their dress down fees. If they do not have the money by 9:00 AM, they will have to pay a \$5 fine for not having uniform.

We believe the way a student presents himself/herself in cleanliness and outer attire has an influence on their scholastic achievement, their self-esteem, and acceptance by their peers. Therefore, the accepted dress code has been selected with many choices, styles, and colors. The dress selection for both boys and girls are as follows:

Shirts and Blouses:

IJA shirts and blouses with the school logo are to be purchased from:

School Zone – (317) 253-7889

5425 N. Keystone Avenue, Indianapolis, IN 46220

Pants, Shorts, Skorts, Skirts, and Jumpers:

- Black, Navy, Khaki, and Gray
- Pants must be standard fit or relaxed fit, flat-fronted or pleated with standard waists.
- No slits, cuts, tears, frays, brand names, or slogans. They must be worn at the waist level. Size and length must be reasonably appropriate for the student's weight and height. NO form fitting pants: e.g. skinny jeans, leggings, spandex.
- Shorts, skorts, skirts, and Jumpers must be knee length or longer.

Sweaters, Vests, Cardigan:

- Solid colors (navy, gray, or black).
- They must be worn over an approved IJA logo shirt.
- Sweaters must be of a reasonable fit.

Nonfunctional jewelry, such as earrings, rings, neck chains, identification bracelets, leather bands, crosses, and other conspicuous ornaments are not to be worn. The use of cosmetics in a manner that detracts from a natural appearance is prohibited. Hair should be well-groomed. Unnatural-appearing

patterns, colors/bleaching, designs and hairstyles are unacceptable. Students are not allowed to wear sandals or “slides” to school. This is due to safety concerns.

Religious Activities

The school day begins with Bible reading and prayer. Spiritual emphasis is given to every aspect of classroom instruction. Each room has a prayer of thanksgiving before the noon meal and at the close of the day. Throughout the year, students are involved in preparing choral arrangements, and performing religious programs for church services and other religious church related activities. These are required performances and are part of the music grade.

Graduation

All graduation plans, including the date, will be reviewed by the school board. The kindergarten teacher is responsible for organizing and seeking parent cooperation.

All graduation plans, including the date, will be reviewed by the school board. The graduates’ parents will be responsible for the reception following graduation. The responsibilities of the principal or designated teacher include:

- o Organizing the graduating class at the beginning of the school year.
- o Overseeing the raising of funds and class trip.
- o Planning the graduation program with class cooperation at the beginning of the last quarter, including motto, colors, speaker, special music, and flowers.

Lunch

Since healthy nutrition aids in a student’s ability to learn and relate to others in a healthy way, we have provided the following guidelines for student’s lunches.

- Vegetarian lunches are encouraged. If meat is included, please do not bring pork products, shrimp or any type of shellfish.
- No caffeinated drinks.
- We recommend that fruit, vegetables, whole grain bread and healthy snacks are included. If a dessert (high sugar item or drink) is included, limit it to only one. (Lots of sugar makes it harder for students to concentrate.)
- We encourage high fiber foods to be in the lunches.
- Please limit the amount of processed food in the lunch.

Also, in light of the strong recommendations from the Surgeon General and the American Academy of Pediatrics, we strongly encourage the students to drink water and to limit high-sugar drinks. It is recognized that once in a while there may some celebrations of birthdays, holidays, and achievements that may include some extra treats. The school is seeking to move in a direction of helping students and families understand and experience more of a healthy lifestyle for their long-term success. If you would like a complete copy of IJA’s Wellness Policy on Physical Activity and Nutrition please contact the school office.

Parents who come to each lunch with child will be required to pay \$4.50.

Indianapolis Junior Academy participates in the National Lunch Program. When parents enroll their child, they may apply and check if they qualify for free/reduced lunch. If a child qualifies for free/reduced lunch and brings a lunch to school, they are not allowed to get a school lunch that day. Students may be individual items, such as milk, for \$.75.

Preschool Lunch Policy

Students who bring a lunch from home must have their lunch by 10:45 each day. Lunch for students in preschool begins at 10:50 and we want to ensure that each child has the opportunity to eat. If the child does not have a lunch by 10:45, a school lunch will be provided.

Grievance Policy

Matthew 18 Principle

A workable and successful process for handling problems between people — in any community — has been given by the Lord in Matthew 18:15-17. Thus, it is known as the “Matthew 18 Principle”:

“Moreover, if thy brother shall trespass against thee, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican.”-Matthew 18:15-18

This policy and procedure is intended to help resolve conflict between Christians. It does not exist to necessarily overturn actions or reverse any decision.

Although we strive to maintain an open-door policy and never hesitate to respond to phone calls and emails from those with concerns, we do request that the following procedure be used in all situations where there is a grievance.

When a serious problem arises between people in the school (i.e. parent-teacher, parent-parent, parent-administrator, teacher-administrator, student-teacher, School Board member-administrator, etc.), the parties involved are to meet to seek the Lord’s solution in the matter. Take the matter only to the person(s) who can resolve it, rather than bystanders who are not responsible for taking action to solve it.

Guidelines for a “Matthew 18” Meeting:

- Keep the matter confidential
- Be humble and submissive
- Keep the circle small
- Be quick to forgive
- Be sure you know all the facts
- Pray and work for a solution
- Be straightforward in love

Issues which are not resolved at this level are taken to another person, usually the administrator. It is God's will that we live and work together in harmony. Jesus said, "A new command I give unto you; Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." (John 13:34-35)

Accident Insurance

The school provides to all students a group accident policy. It provides medical coverage for accidents occurring at school or any school function and while traveling to and from school. The premium is included in the tuition.

Parent & Student Responsibilities

Indianapolis Junior Academy has set a standard for academic performance for their students. We recognize that each student must be on time every day to be successful in all classes. In order for each student to perform to his/her best ability, he/she needs to have a good breakfast and a proper night's rest.

Parents are expected to take an active role in their child's daily-required class work. The student and parent are to ensure that the work is turned in on time and that preparation is made for the next school day.

All students are expected to maintain a passing grade (D or above) in all subjects, or they may be placed on Academic Probation.

Textbooks

Textbooks constitute an important resource of the curriculum in all schools, including Seventh-day Adventist Schools. However, a good class is not based solely on the textbook. The teacher uses the textbook as a major resource for student assignments in addition to other carefully selected materials.

In some subject areas, the Seventh-day Adventist Church spends large sums of money to produce their own textbooks. But in other subjects, the church has felt they could utilize some of the excellent textbooks already available in the general market. Before allowing a church school to purchase such books, the North American Division of Seventh-day Adventist Church Office of Education has a very careful process of evaluation and recommending approved textbooks. However, even the best-approved textbooks sometimes contain inaccuracies. Some of these are factual errors while others represent differences of opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out errors or differences, taking the opportunity to discuss with your children important ideas that they will be confronting at the presents times or in the future as they further their education. Since the Adventist teacher will be emphasizing that the textbook is not the sole authority of the classroom, students will be taught to read critically and thoughtfully every textbook. As students then enter the broader world, they will be better prepared to deal with the many challenges their belief system will face.

Visitors

Visitors are welcome to our school at any time to observe the program in action. It is suggested to make prior arrangements with the principal and/or teacher. Small children may visit if attended by parents. Students should obtain permission before bringing visitors to school. All visitors will be required to abide by school rules and check with the teachers before attending any classes. Board members and parents are urged to visit the school on a regular basis. **School visitors must sign in by speaking to the secretary. They must also have a visitor's badge.**

Attendance

PreK to 8th grade school begins at 8:00 a.m. and ends at 3:00 p.m. Monday - Thursday. On Fridays, school begins at 8:00 a.m. and ends at 2:30 p.m. Punctuality is essential in the proper development of character. Habitual tardiness is counterproductive, for it encourages irresponsibility in the student. Devotional periods and classes are disturbed, time is wasted, and unnecessary repetition of instruction results when a tardy student enters the classroom.

Preschool Attendance

Preschool students are encouraged to come before 8:15 to their class. Arriving after 8:15 is a disruption to the classroom and other students.

Students should be signed in when they arrive at class. Parents are required to put the exact time in which they are received into the classroom. Parents must also put the exact time in which they pick their children up at the end of the day.

On My Way Pre-K students are required to attend a minimum of at least 85% of the days Pre-K is offered. Students who are not a part of On My Way Pre-K will also be required to attend a minimum of at least 85% of school days. IJA will inform parents of the attendance policy and assist with helping parents meet these requirements.

Absences and Tardiness

- All pupils enrolled in the school are expected to be punctual and regular in attendance.
- Extreme emergencies, sickness and/or death in the family are considered the only legitimate excuses for absences.
- Written excuses are required for all absences and should be given to the teacher the day the student returns to school following the absence.
- A student who has unexcused absences/tardies, will receive demerits as outlined in the School's Demerit Policy.

Discipline Policy

Indianapolis Junior Academy believes that each student has the responsibility to act in accordance with the policies and rules that we have established. We expect each student to put into practice those things that have been taught in the classroom about Christian character and behavior.

Discipline at IJA will be fair and not excessive. It will be firm and consistent, but tempered with love and will always be administered with a positive attitude toward the student and with their best interests at heart. While the school affirms the right of parents to discipline their children, which may include parent administered spankings at home, no employee of the school will, at any time, administer "spankings" or corporal punishment in any form.

Preschool Discipline Policy

Preschool students do not fall under the demerits policy. Parents must read and agree to the Student Behavioral Agreement. Parents are to ensure that they understand the rules laid out in the agreement. If students are unable to follow the guidelines of the agreement and are also a safety risk to others; parents will be asked to meet with the teacher. If issues remain and persist, parents will then have to speak with an administrator. If the issues remain unresolved, parents will be asked to reconsider if IJA is the appropriate place for their child.

Acceptable Use Policy (Internet and Computer Usage)

The aim of this AUP is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. **Students must adhere to the AUP even when not at school. Students can face discipline for their online behavior, even when they're not at school.** Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

School's strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will always supervise Internet sessions.
- Websites will be evaluated.
- Access will be allowed only to approved sites.
- A firewall is being used to minimize the risk of exposure to inappropriate material and to block unsuitable sites. This will be regularly updated.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and will be updated regularly.

World Wide Web

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

Email

- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy, intimidate, or bully another person
- Students will refrain from sending on chain letters or forward messages without the permission of the sender.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school or on school grounds via email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised.
- Anonymous user will be used to avoid disclosure of identity.
- Face to face meetings with someone organized via Internet chat will be forbidden.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Bullying Policy

Indianapolis Junior Academy is committed to providing all students with a safe educational environment in which all members of the school community are treated with dignity and respect and free from harassment, intimidation or bullying. Bullying and harassment of students by students, school employees, volunteers, parents and visitors will not be tolerated at Indianapolis Junior Academy. The school will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the school's jurisdiction whether directed at an individual or group. The school prohibits harassment, bully, and hazing.

This policy is in effect during the school day, while students are on property within the jurisdiction of the school; going to or coming from school, on school-owned or school-operated vehicles, attending or engaged in school sponsored activities; and/or away from school grounds if the misconduct directly

affects the good order, efficient management and welfare of the school. **It should also be noted that this apply to student interaction through social media.**

The Indianapolis Junior Academy School Board affirms the right of every student to attend a school that is safe and secure. Therefore, the school, students, parent/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality.

Indianapolis Junior Academy recognizes that some acts of bullying, harassment, or intimidation may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that requires a response either at the classroom, school site, or conference levels or by law officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, and including, one or more acts committed by a pupil or group of pupils, that has the effect of placing a pupil in fear of harm to his or her person or property, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

Responding to Bullying Complaints:

The school administration is responsible for investigating all reports of bullying. Consequences for a student who commits an act of bullying shall be appropriate according to:

- The nature of the behavior
- The developmental age of the student
- The student's history of problem behaviors and performance
- Inform the parent/guardians of both the victim and the child who committed the bullying
- The nature of the incident
- The results of the investigation
- The type of action(s), consequences, and follow-up that will be taken to resolve the situation (as appropriate to ensure confidentiality)

Staff Responsibilities:

Indianapolis Junior Academy Staff will create an environment where students understand that bullying is unacceptable and will not be tolerated by:

- Discussing with all students all aspects of the bullying/harassment policy and strategies to prevent bullying.
- Learning to recognize the indicators of bullying behavior.
- Intervening immediately and take corrective action when bullying is observed.

- Encourage students to report bullying incidents.

Student Expectations:

Students are expected to take responsibility for helping create a safe school environment by:

- Not engaging in or contributing to bullying behaviors, actions, or words.
- Reporting all incidents of teasing, bullying, harassment, intimidation, or other physical or verbal abuse.
- Never engage in retaliatory behavioral, ask of, encourage, or consent to anyone's taking retaliatory actions on one's behalf.
- Treating everyone with respect and being sensitive to how others might perceive their actions or words.

There will be serious consequences for students who commit acts of bullying, including but not limited to suspension and expulsion.

Academic Probation

The goal of Indianapolis Junior Academy is that all students succeed. A student who is not displaying the necessary effort to be successful may be placed on academic probation after the teacher and principal agree that this is best for the student. The parent/guardian will be notified in writing of the academic probation, how the student can be removed from academic probation, the length of time of the probation, and the consequences if the student fails to get removed from academic probation.

All students receiving below a 2.0 GPA or below 65% in three or more subjects are placed on Academic Probation. Students may also be placed on probation by the principal at the recommendation of teachers for missing work or for performance significantly below ability. A student probation contract is made with the student, parent, and principal or teacher in order to set goals and deadlines for improvement. Students who make insufficient effort to improve are not compatible with Indianapolis Junior Academy and will be dismissed. All students remaining on academic probation for three or more quarters will be “wait listed” for the upcoming school year, or asked to enroll in a different school for the next year.

Academic probation may be assigned for any of the following:

- Missing homework or class work assignments
- Late homework assignments
- Failing grades

It is expected that students will use their extra time to complete assignments and/or prepare better for their classes. Once the students' academic standing improves and the probation is lifted, extracurricular activities will be reinstated.

Dismissal of Students

Indianapolis Junior Academy desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitations on the time, energy, and attention any one child requires when this attention hinders the progress of the other students in the classroom or school. Therefore, to preserve the quality of education and the environment desired by all the families in the school, probation, suspension, or expulsion may be used. IJA also reserves the right to deny re-enrollment.

Probation: a period of time given to a disruptive student for change to occur.

Suspension: varies in length from one to three days and may be served either at home or in school, at the discretion of the administration.

Expulsion: dismissal for the balance of the school year without opportunity to re-enroll until completion of one full semester at another school setting. Parents will be notified by the administration whenever probation, suspension or expulsion are deemed necessary, and are immediately effective.

Parents are responsible for the balance of the annual tuition in the event of expulsion. Parents may ask the School Board to modify or reduce probation, suspension or expulsion.

Students may be expelled for continued disobedience to school rules. Usually, this will follow other disciplinary actions listed previously, but this is not mandatory. Expulsion will most likely be the result of one of the following:

- Lack of respect for school rules or employees.
- Continued use of vulgar language or profanity.
- Violation of the terms of probation.
- Destruction of school property.
- Parents' lack of support of teachers or the administration.

Detention Policy

When a student is given a detention, a notice will be sent home with the student. It is the responsibility of the parent to sign it and send it back to school the next day. If the slip is not returned and signed, the amount of time to be served will increase. Detention time to be served begins with 30 minutes. Detention will be served before or after school at the discretion of the principal.

Parents with multiple children enrolled in the school may pick up the sibling who is not in detention and return at the detention pick up time, or have the option to pay for aftercare for sibling not serving detention. **PARENTS AND STUDENTS NOT IN DETENTION MAY NOT WAIT IN THE LOBBY WHILE DETENTION IS BEING SERVED.**

Demerit System

The IJA Demerit System will be used to help alleviate discipline issues in the classroom and general school setting. The system allows faculty and staff members to issue demerits for minor discipline infractions such as tardy for class, dress code violations, profanity/implied profanity, excessive talking in class, disrespect for authority, cafeteria decorum, and hallway decorum (i.e. running and horseplay). The consequences for the number of demerits are as follows: 40 demerits constitute Sunday detention, 60 demerits a one-day school suspension and 80 demerits constitute a 3 day out of school suspension; before being allowed back into class the student and parent must meet with the IJA Discipline Committee. **Students who receive an out-of-school suspension will not be allowed to make up the work and will receive a 0 on all assignments for the day.**

The demerit system will start over at the beginning of each 9-week grading period. This means that your child's slate is wiped clean after each 9-week report card that he or she receives. If a child receives an out of school suspension before the 9-week period is over, then his or her demerits will start over after serving the suspension.

Students who receive 50 demerits due to unexcused tardies or absences will receive either Sunday detention or a one-day in-school suspension. Failure to comply will result in out-of-school suspension.

At the bottom of this page you will find the number of demerits your child will receive for each infraction. If you have any questions or concerns feel free to call the school. In addition to this list, each classroom teacher has their own list of classroom rules and demerits.

Number of Demerits Issued for Infractions:

Tardy to Class = 5	Excessive Talking (in class) = 5	Name Calling = 5
Dress Code Violation = 5	Cafeteria Decorum = 5	
Hallway Decorum = 5	Chapel/Assembly Decorum= 10	
Disrespect for Authority = 10	Profanity/Implied profanity = 10	
Unexcused Absence= 15	Unexcused Tardy = 10	

Conduct Standards

All disrespect, disobedience, and insubordination shall be cause for discipline by the teachers or school board. Swearing or other inappropriate language is an indication of disrespect and will not be tolerated.

- Discussions of questionable television programs, movies, or worldly places of amusement are discouraged.
- Only teacher-approved books and reading materials are permitted at school.
- Misbehavior during school time in any way suggesting familiarity or special friendships between the sexes will not be allowed.
- Respect for fellow classmate is expected.
- Students shall not use, possess, transfer, or sell tobacco, liquor, narcotics, prescription, or nonprescription drugs.
- Knives, toy guns, toy knives, cap guns, fireworks, matches and the like are never permitted at school or school activities.
- Inappropriate Public Display of Affection (PDA) is not allowed. Students must not violate another student's right or privacy by touching or discussing private areas. Sexual connotations of any kind are not permitted.
- If students damage school or church property through negligence or violation of school rules, their parents will be responsible for the cost of repairs or replacement.
- Students shall comply with all classroom guidelines for internet usage. Internet shall only be accessed when permitted by the teacher or designated computer or tablet within the classroom setting.

Weather Closings and Delays

Indianapolis Jr. Academy will determine its own schedule of school closures and other emergencies due to the wide distribution of our IJA families. School closures or delays will be announced using all of the following avenues of communication:

- **IJA Website:** www.ijacademy.org
- **Television station – WRTV6, FOX59, and WISHTV8**
- **IJA Facebook:** <https://www.facebook.com/IndianapolisJuniorAcademy>

The decision about opening, delaying or closing will be made as timely as possible. Our goal is to make a decision no later than 6 a.m. on the day of bad weather. Please understand that this may not be possible with rapidly developing or approaching weather systems.

No school closing decision will be universally accepted. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the parent's decision making. A parent always reserves the right to keep their child home and this would be treated as an excused absence. Excessive absences will be handled with the school attendance policy.

Field Trips

All field trips must be approved by the school board with signed permission from the parents to ensure insurance coverage.

Safety and Dismissal Regulations

Parents are requested to make arrangements for their children to be picked up as soon as school is dismissed each day to avoid After School Care charges.

Parents must ensure that only approved individuals pick up their child. Individuals who are not on the parents' approved list must ensure that the parents have given the school written permission for them to transport their child. When the individual not on the approved list comes to pick up the child, they must provide proof of identification.

Car Line Procedure

For the safety of our students we ask that you please follow the following car line procedure for picking up your student:

- Stay in your vehicle.
- Form ONLY a single line.

The pick-up will go much faster if you follow these procedures.

Perfect Attendance

The school will recognize and reward all students as having perfect attendance if they attend school an entire semester without any excused or unexcused absences or tardiness.

Electronic Devices

Indianapolis Junior Academy prohibits any student from carrying, possessing or using a paging device of any kind on school property (This includes, but is not limited to, cell phones, MP3 Players, portable instant messaging devices, tablets, etc.), except with the written consent of the principal of the school in which the student is enrolled. The penalty for violation of this policy, shall be the confiscation of said device until the parents pick it up. The use of electronic devices such as laser pointers, radios, iPods, electronic games, et cetera is not permitted during the school day. Use or possession of said devices will result in confiscation by school administration.

Student Illness Policy

When children become sick at school the parents are expected to collect them immediately (within 45 minutes) or the emergency contact person will be called.

Head Lice

There is a “no head lice” policy here at IJA. Students found to have live head lice will be excluded from school and not allowed to return until they are lice-free. Students will be reexamined in 14 days to confirm that they have remained lice-free. Students with nits will also be excluded from school. “No head lice” policies are endorsed by the American Academy of Pediatrics, American Public Health Association, and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

Other Illness

For the safety, health, and well-being of all of our students, parents must keep a child home until they have been:

- Fever-free for 24 hours
- Vomiting/diarrhea - free for 24 hours
- Examined, treated and cleared by a physician for all skin rashes and head lice

Please help us minimize the spread of illness.

Finances

Expenses and Income

The basic expenses of our school include:

- Salaries & Benefits
- Textbooks, workbooks and library books
- Supplies
- Furnishings and equipment
- Operation and maintenance of the school building

The main sources of our income for operating our school are:

- Glendale Seventh-day Adventist Church (Constituent Church)
- Tuition payments
- Indiana Conference of Seventh-day Adventist appropriation
- Home and School Fund Raising Programs
- Registration fee includes textbook rental/purchases.

Without these resources, tuition rates would be much higher.

Volunteer Program

One of the distinguishing marks of a private school is the amount of involvement by persons other than the paid staff. Many persons have helped the school in the past by their willingness to assist the teachers at various times during the school year. This may be as helpers in the following areas:

- Library
- Landscaping
- Translating
- Maintenance
- Fundraising
- Yearbook
- Before/Aftercare
- Recruiting
- Substitute Teaching
- Fruit Sale
- Helping with After-School Activities
- Field Trips
- Video Taping Programs
- Photography
- Helping with Christmas Programs/School Plays
- Read to Children
- Monitor the Lunchroom and Recess
- Any Activities Approved by the Principal

Delinquent Accounts

Failure to make payments or communicate within 60 days of statement date will result in dismissal from school.

Quarterly and final report cards, graduation diplomas, and transcripts will not be issued to parents or released to another school until accounts are paid in full. Report cards will be mailed following the close of school after all financial accounts have been settled. No student will be allowed to re-enter school or return the next school year until the balance due on all of his or her past accounts is paid or a payment planned has been agreed to.

Unprinted Regulations

Regulations not in print, which are adopted by the school board during the school year and are announced to the students, have the same validity as those published in the handbook.

Handbook Agreement

When students are enrolled to and attend Indianapolis Junior Academy, they along with their parents are obliged to follow all rules and procedures found in the handbook.