



ISRAEL SCHOOL OF EXCELLENCE

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www.israelschoolofexcellence.org/#

K - 8

Student/Parent

HANDBOOK

2018-2019

Staff will need to read and be familiar with the Student Handbook

ISOE Faculty

Board of Education

Mr. Elijah Israel, President
Mr. Jagade Hurst, Director
Mr. Oscar Rogers, Secretary

School Leadership Personnel

Mrs. La Wanda Hurst
Principal

Mrs. Micahl Holloway
Administrative Assistant

Teaching Staff

Mrs. La Wanda Hurst: Grades K - 2
lhurst@isoe7.org
Mrs. Loretta Israel: Grades 3 - 5
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Mr. Nathaniel Holloway: Grades 6 - 8
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Support Staff

Essence Malone: Grades K-2
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Introduction and Greeting

Congratulations and welcome to a school dedicated to promoting high-quality education to our scholars every single day, every moment that they are entrusted to our care.

Israel School of Excellence, a youth outreach program of the Israel, The Church of Jesus, is a unique educational program which provides Christian instruction to children in grades K through 8. Our guiding value is excellence in education within a context of Christian beliefs, compassion and lifestyle. Israel, The Church of Jesus recognizes the value and the need for a church-based daycare, preschool and school system to serve our communities.

We recognize the important responsibility we have assumed, in partnership with families, to provide the physical care, educational instruction, and spiritual development that are vital in the lives of children. We also realize we can fulfill this responsibility only through the support of parents, the expertise and dedication of our staff, and the guidance of the Lord, Jesus Christ.

This handbook is designed as a means to share important information and policies of the Israel School of Excellence (ISOE). Please read it and keep it available for future reference. We appreciate your trust in us and please remember us in your prayers for the love, patience, and wisdom needed for this awesome task.

Principal

Israel School of Excellence is ultimately accountable to board members of Israel, The Church of Jesus (ICOJ). The school also has a Board which meets monthly with the School Principal. The ICOJ Board serves as the primary policy making, advisory and development group for the school. The School Principal reports to the ICOJ Board as it relates to policy, staff and development issues. The board shall also be a recommending group on behalf of the school to the Israel, The Church of Jesus when appropriate.

Daily operations are addressed by Israel School of Excellence to provide students with the tools to one day become righteous men and virtuous women of God who can succeed and make a positive impact on society through standard education as well as biblical teachings. The Principal is accessible to student families regarding school related concerns. There is a head teacher for the elementary division and a head teacher for the middle school students.

Mission Statement

Israel School of Excellence is to provide students with the tools to one day become righteous men and virtuous women of God; who can succeed and make a positive impact on society through exemplary education and biblical teachings.

Admissions Policy

Israel School of Excellence admits students of any race, gender, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

Israel School of Excellence was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and educators to teach academics in the context of a Biblical Christian worldview. Israel School of Excellence policy is to offer enrollment to students of parents who desire a Bible-based education with academic excellence for their children. The Israel School of Excellence staff partners with families who also teach their children what it means to have a Christian lifestyle regarding personal and family relationships, such as demonstrating love for others, exhibiting a teachable character and sharing the belief that a biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4).

Israel School of Excellence admits students whose parents are like-minded spiritually, who are supportive of our philosophy, objectives and standards of education, and who meet our admissions standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for your children.

The Parent Student Handbook you will receive each year contains an expression of our religious purpose, mission and beliefs as well as many of the school's policies, procedures and expectations that will govern the parent-student-school relationship at Israel School of Excellence. As a prospective parent, we recommend that you review the current Parent Student Handbook prior to your application and enrollment.

Israel School of Excellence unashamedly believes, teaches and practices the uncut Word of God. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

If you are in agreement with the teachings of God's Word, Israel School of Excellence, will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

If you do not agree with our religious mission and beliefs, enrolling your child will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in bible class or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create a conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning

environment, but if you are not in full agreement with our doctrinal positions or your lifestyle is in conflict with them, your family will not be admitted for enrollment at Israel School of Excellence.

All parents must review the full statement of Israel School of Excellences' vision, mission, religious purpose and philosophy of education, and enrollment policy.

APPLICATION REQUIREMENTS

1. Shared Beliefs

We believe that shared beliefs, values and practices are essential to our Christian school community. For this reason, we require that each of our staff – whether they be teachers, bus drivers, janitors, administrators, or substitutes- and the parents of our students declare:

- to believe in Jesus Christ
- that they are seeking to live under the authority of Scripture
- that they agree with the basis of instruction at Israel School of Excellence

2. Church Attendance

Christian education starts with you. That is why church attendance is so important to us here at Israel School of Excellence (ISOE). Church membership is not about checking a box or going through religious motions. It is about individual growth through biblical instruction and the resulting fellowship we enjoy as children of the Living God!

Families who are seeking enrollment at ISOE must commit to be actively engaged with the Church. We require that:

- At least one (1) parent must attend at least (1) Sabbath lesson every month for any family that does NOT currently attend Israel Church of Jesus for the specified months during the school year (Sept - May). The parent must be signed in and out by authorized members. A \$100 penalty fee will be charged to the students account for each month missed.
- The family must be engaged in at least 1 monthly bible service and provide evidence of their involvement in the church's activities such as youth day, clothing giveaways, and/or other events.

ISOE Parent Expectations

- ❖ ISOE expects for all parents to read the information included in the Parent Student Handbook.
- ❖ We expect for parents to follow the rules and policies established in our Parent Student Handbook.
- ❖ We expect for all students and parents to display Christlike behavior while on school grounds but preferably, at all times.
- ❖ We expect for parents to be an active participant in their child's education.

ISOE Admissions Checklist

Application Process

Each of the following must be completed before a Principal Interview is scheduled:

- Read *ADMISSIONS: Philosophy, Expectations, Policies*
- Read and sign *Parent Policies and Expectations/Student Policies and Expectations* (prepare to discuss at Principal Interview)
- Application for Admission
- Non-refundable Registration Fee of \$50/student for all cash paying families (checks payable to Israel School of Excellence). Fee waived for all Choice Voucher recipients.
- A current report card
- All standardized test scores: ISTEP, NWEA, or any nationally normed standardized results
- If applicable: IEP, 504, custody documentation, etc.
- Homeschool Applicants: Contact the Admissions Department for instructions on reporting academics

Interview and Assessment

- An Interview with the Elementary Principal, including Academic Evaluation, will be scheduled by the appropriate school office. (If a waiting list exists, you will be contacted by phone.)
- Following the Principal Interview, you will be contacted with a decision regarding your student's admission.

Enrollment

- If your student(s) is accepted, you will receive an Enrollment packet following the Principal Interview.
- Each of the following must be completed and returned to the school office within 10 business days to officially enroll your child(ren), guaranteeing classroom placement at Israel School of Excellence:
 - Enrollment documents (enrollment packet given upon acceptance)
 - Enrollment Fee of \$50 (non-refundable) per student submitted to the school office.
- Additional enrollment documents to be submitted:
 1. Tuition Payment Preference Form
 2. Health Information Forms

***Note:** ISOE will request academic records from the previously attended school.

Academic Objectives

- At the Israel School of Excellence, we believe that all children can and will learn. To ensure that all children will reach their potential....
- We will maintain high expectations and promote academic excellence for all students.
- We will create and support a school environment in which all children and adults feel welcomed, respected, trusted, and an important part of the school.
- We will create an environment where we can learn together and support each other.
- We will foster a positive school climate of a caring community which respects and values the teaching of the Bible.
- In order to attain these goals, we will provide a balanced curriculum while continuing our focus on technology and the visual and performing arts as the center of our core curricular and instructional programs.

Vision Statement

ISOE: Innovators and thinkers that are successful in life and enrich the lives of others.

We are, creative problem solvers, driven to take initiative and ready to roll up our sleeves and get the job done, resilient and unafraid to fail. We Try – Fail – Learn – Try again! We are self-reliant, ethical, honest, and trustworthy.

Core Values

The core values of Israel School of Excellence are to provide:

- A solid spiritual, Biblical foundation (Psalm 102:25-27)
- Academic excellence (Matthew 22:37)
- Extra-curricular excellence (1 Corinthians 10:31)
- A low student-to-teacher ratio (Mark 4:34; Mark 9:35)
- Moral instruction (Philippians 4:8)
- An optimal learning environment (Isaiah 11:9)

Goals

The chief goal of Israel School of Excellence is to encourage character development within each student which will evidence itself in Spirit-led, self-disciplined, behavior in all areas of his or her life. The school endeavors to provide an atmosphere conducive to the student's spiritual, academic, physical, emotional, and relational development.

Because the Bible teaches that the fear of Lord is the beginning of wisdom as well as keeping the commandments (Psalm 111:10), this is the initial step in a child's spiritual development. In conjunction with providing opportunities for students to make this decision, steps are taken to assist them in becoming submissive to the Word and will of God for their lives.

Academic Policies

Achievement Testing

Our students are administered the ISTEP each spring. Results of individual test scores are given following these tests. Such tests serve two basic purposes:

1. We are able to monitor the progress of each student.
2. We are able to evaluate our classroom instruction and determine areas which need additional concentration, thus strengthening our overall program.

Benchmark Assessment Testing

Fountas and Pinnell Benchmark Assessment provides teachers with precise tools and text to observe and quantify to then interpret and use the data to plan meaningful instruction.

Curriculum

Israel School of Excellence Elementary adheres to the adopted curriculum of EngageNY with adaptations to meet Indiana Academic Standards. The curriculum is formally reviewed and modified on a subject-by subject basis as we move towards a digital curriculum. The Indiana Academic Standards serve as the framework around which our curriculum is developed.

Standardized Testing Plan

ILEARN and IREAD testing will be administered every spring and/or when the testing window opens. All aspects of the tests will only be administered by a **licensed teacher**. A schedule will be provided to staff members to accommodate any staffing changes or substitutions.

Please keep in mind that any achievement test is merely one indicator of a child's ability and certainly not all conclusive.

Advancing to the Next Grade

A decision regarding promotion to the next grade will be based upon the completion of pupil performance objectives, attendance, standardized tests results and the student's overall ability and age. The decision will be made by the parents in consultation with the teacher and principal. Pupil performance will be monitored closely throughout the year to ensure no unexpected decisions. Promotion and/or retention decisions are generally finalized at the end of the fourth grading period.

Bibles

Every student should have his/her own copy of the Bible. The translation that is desired for all school memory work and study is the King James Version (KJV).

Cheating

Cheating, whether on assignments or during exams, is stealing and is therefore a very serious offence (See Disciplinary Procedures). Plagiarism is considered a form of cheating.

Confidentiality of Records

Children's records are open only to the child's teacher, the Principal, an authorized agent of the Ohio Department of Education or the child's parent or legal guardian. All records are kept secure in the School Office.

Grading System

A system of performance marks is used to indicate student progress in Kindergarten and Grade 1, and selected subjects in Grades 2-8. The performance marks are as follows:

- E - exceptional work above grade level
- S - satisfactory development with skills at grade level
- U - unsatisfactory
- I - needs more time to accomplish skills but is working and improving
- N - needs intense attention because skill presented is appropriate for the age and has not yet developed

As students progress through the elementary school (Grades 2-8), a system of letter grades corresponding to numerical averages is gradually introduced for selected subjects. The grading scale is:

- A Superior 90-100
- B Good 80-89
- C Average 70-79
- D Below Average 60-69
- F Failure 0-59

Report Cards

Report cards are issued quarterly for all students in grades K-8. The report card contains an evaluation of the student's citizenship as well as defining his/her academic progress. Report cards are to be signed and returned within one week of receiving them.

Special Subjects

Swimming – Every class will have a swimming period twice each week, beginning in September. The physical education teacher will communicate what is suitable attire for each activity.

Textbooks (covering school owned books)

Many of the textbooks used at ISOE are owned by the school. They may be covered at the request of the teacher and must be used with great care. The school has put a large investment in reading materials. Writing in any school owned book is to be done only at the discretion of the teacher. Workbooks are usually owned by the student, are consumable, and need to be covered only at the discretion of the parent.

Your Bible should be the main textbook in every subject. As you grow in your understanding of Christian education, you will understand what that statement means. In a Christian school, all texts are understood and studied in the light of Biblical principles.

ATTENDANCE POLICY

The responsibility for a student being present at school rests upon the student and his/her parent(s) or guardian(s). All students are expected to attend school and to be on time. The Board at Israel School of Excellence believes that students miss important experiences when they are not in school. While it is true that the students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained by being in attendance. The Board also recognizes that legitimate reasons for absences do occur. ***We have a goal for all students to be present for at least 90% of the school days.***

Parents must call in to report an absence by 9am. Students should not attend school when they are ill. Students should follow proper procedures when returning from an absence.

1. **Compulsory Attendance:** All students who are enrolled at Israel School of Excellence are to be in their assigned classes at the required times.

2. **Attendance Exception:** Indiana law outlines a limited number of reasons a student may be absent from school in which the absence is not recorded on the student's records. A student participating in these events is counted as present at school provided the appropriate documentation is received from the proper official.

These absences include:

- Service as a Page to the Indiana general assembly
- Service on a precinct election board.
- Service as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election
- Subpoena to appear in court as a witness
- Active duty in the Indiana National Guard
- Situations as determined by the principal or designee

3. **Documented Absences:** A parent must supply the school notification of the student's absence. A student may make up missed work for credit. A student is limited to ten (10) days of absences per school year with the exception of the following documented reasons:

- Medical and Dental Appointments
- Death and Funeral of Family Member(s)
- Court appearances or appointments
- Religious observances
- Situations as determined by the principal or designee

Any student exceeding the ten (10) days, will be subject to Administrative intervention. Any student missing fifteen (15) days, may have his/her schedule altered in order to meet academic requirements.

4. **Undocumented Absences (Truancy):** A student who is absent from school and is not excused by the administration or does not present proper parent notification of the absence to the school is considered truant and will not receive credit for missed class work. Administrative intervention shall be initiated when a student is deemed a chronic absentee.

5. **Chronic Absenteeism:** Chronic absenteeism is defined as a student who has been absent for ten percent (10%) or more of a school year for any reason. Administrative intervention, up to, and including a schedule change for classes, shall be initiated when a student is deemed a chronic absentee.

7. **Dropping a Student from Enrollment:** A student should not be dropped from the enrollment nor should a teacher stop reporting a student as absent until an official notice is received from the office. After a student is dropped from enrollment, it is the teacher's responsibility to complete a withdrawal form and record grades on the student's permanent record folder in the elementary office.

6. **Notification of Student's Absence:**

Israel School of Excellence: The student must submit a note the day following the absence(s) to his/her elementary teacher from his/her parent(s) or guardian(s) stating the reason for the absence or the parent must notify the elementary office the day of the absence with a telephone call. No note will result in the student being counted as truant. This practice is required in all situations including prior discussions with school officials.

7. **Tardies:**

Israel School of Excellence: A tardy to school by definition at ISOE is assigned to a student who is not in his/her classroom at the sound of the tone at 8:30 a.m. A student arriving thirty (30) minutes after the start of the school day will be counted as absent for the morning. Any student exceeding ten (10) tardies per school year will require administrative interventions.

BELL SCHEDULE

8:30 – Bible Class Begins

8:35 – Warning

8:40 - Tardy

3:15- Dismissal

**No early dismissal allowed after 2:30p unless for emergency situations*

8. Student Responsibilities:

Requests to be absent from school shall be made in writing prior to the absence and shall be signed by a parent or legal guardian.

The responsibility for a student being present at school and in class rests upon the student and his/her parent(s) or guardian(s). The school will make a reasonable effort to notify the student and parent(s) or guardian(s) as the student approaches the maximum allowable limit of absences for school or class.

Students are responsible for making up all work missed for absences. Students will receive one day to make up the work for each day absent.

Visitation Guidelines

We have an open door policy at Israel School of Excellence. Parents may observe and/or visit their child's class at any time during the day. ***However, we ask that you call the School Office to schedule a time for your visit.*** Please give consideration to the class schedule when planning a visit. Former students may visit during designated lunch periods only. Please call the School Office for correct times. For security reasons, **ALL PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE UPON ARRIVAL.**

SPECIAL NOTE TO PARENTS: 8:30 – 9:00 a.m. is an important time for your child's spiritual development. It is important for your scholar to be on time. Also, please be respectful that this time period is utilized by teachers for additional preparation. So, please refrain from engaging the teacher in conversation or lingering in the classroom.

Israel School of Excellence Discipline Policy

The primary focus at Israel School of Excellence (ISOE) is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others.

Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Israel School of Excellence (ISOE) Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior.

However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

STUDENT EXPECTATIONS

Students are taught and expected to possess Christ-like characteristics. Character education is an important aspect of young, developing individuals. Students are expected to behave in a Godly manner which means to be honest and respectful to themselves both physically and spiritually.. Students are encouraged to maintain appropriate hygiene, refrain from extramarital relations and abstain from the usage of drugs and/or alcohol. To address character education, hygiene, alcohol, drugs, sexually transmitted diseases, honesty, respect and restraint, we will utilize the curriculum **Overcoming Obstacles** which was design to be flexible enough to fit into the core content of classes providing students with life skills that they need.

Students are expected to abide by the following principles:

1. Respectful – Students should respond positively to any instruction given by those in authority. (Ephesians 6:5-7)
2. Honor – Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
3. Honesty – Students should never lie, deceive, mislead, or fail to tell the truth. (Romans 13:13)
4. Christ-like Behavior – In all attitudes and actions, students should live according to biblical principles and values. (Ephesians 2:10, 5:1)
5. Responsible – Students should keep their word and accept their necessary responsibilities. (Matthew 5:34-37)

STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions. Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Description of Expectations:

Classroom Behavior

Students are expected to listen and follow all teacher directions.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Halls

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

Possible consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior in Restrooms Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Possible consequences: Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension

Behavior in Lunchroom The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Possible Consequences: Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension

Behavior on Playgrounds/Recess The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the

equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Possible Consequences: Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Behavior on Bus The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Possible Consequences: Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension

Behavior During School Sponsored Activities/Field Trips Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension

Excessive Tardiness, Truancy, Leaving School Without Permission Students must be on time for school and in their classrooms by 8:50 a.m.; missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

Possible Consequences: Parent/guardian notification, referral to the administration after three unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement

Dress Code School personnel may advise students about appropriate dress, footwear, and grooming for school, but they may not discipline students for their style of dress or grooming unless it:

- is likely to cause or causes a disruption to school activities or the educational environment; -endangers health and safety; -fails to meet a reasonable requirement of a course or activity, e.g., physical education class, specific field trips or day trips.
- is associated with gangs;
- is lewd, vulgar, obscene, or revealing; (lacks modesty)
- promotes the use of drugs, tobacco, intoxicants or inhalants.

Possible Consequences: Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, in-school suspension, suspension

Fighting/Physical Aggression This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Possible Consequences: Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Cheating or Plagiarism This is defined as using the work of others as your own.

Possible Consequence: *Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

Inappropriate Use of the Computer Systems This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member

Possible Consequences: *Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement*

Incendiary Devices This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

Possible Consequences: *Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion*

Physical Attack on Staff or Fellow Student This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Possible Consequences: *Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

Threats and/or Verbal Abuse This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible Consequences: *Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion*

Teasing, Verbal or Non-Verbal This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Possible Consequences: *Staff/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension*

Malicious Pranks and Pseudo Threats This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

Inappropriate Language/Gestures This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, or obscene language and gestures.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

Sexual Harassment Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct. (Refer to MCPS Policy ACF "Sexual Harassment" and MCPS Administrative Regulation ACF-RA "Sexual Harassment".)

Possible Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion

Theft/Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

Theft/Burglary This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

Insubordination/Disrespect This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

Possible Consequences: Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

Destruction of Property/Vandalism This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

False Fire Alarm False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible Consequences: Administration/student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion

Weapons This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible Consequences: *Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion*

Possession and/or Trading/Selling of Non- School Related Items This includes students having personal toys, trading cards, dolls, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Possible Consequences: *Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension*

Possession or Use of Destructive or Harmful Substances This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Possible Consequences: *Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion*

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Possible Consequences: *Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion*

DRESS REGULATIONS 2018-2019

Because we want our students to conform to the Christian principles of moderation and appropriateness in dress, as well as in all areas of life, we ask that parents see to it that students come to school properly dressed. BE AWARE OF WHAT YOUR CHILD WEARS! The type of clothing a person wears has a definite effect upon attitude, conduct, and work habits. In school, dress should reflect the fact that the student is working on the job of being educated. Dress should be appropriate for the activity involved and in good taste. If in doubt, do not wear the article of clothing and ask a teacher or administration for clarification. Some specific regulations are as follow:

1. Shorts are permitted for all students but must be as long as the outstretched fingertips at the side of the legs of the wearer. Students in 6th-8th grade students may only wear athletic shorts for gym class. During class time, they should wear walking style shorts (i.e. kahki or denim)
2. Students may not wear biking shorts or other clothing that is excessively tight or overly large. Clothing should be modest and loose fitting, not showing any undergarments.
3. Dresses, at a minimum, must fit the rule for length of shorts. This also applies to any dress that is worn with leggings underneath.

4. Shoes (must have backs on them) are to be worn at all times for students in grades PK-5.
5. Sandals may be worn during warmer months(April 1 - October 31). Flip-flops or beachwear are not allowed.
6. No clothing that is deliberately torn or shabby. All clothing must be hemmed or have finished ends (not frayed, ripped, torn, or cut).
7. Sleeveless tops may be worn by students in grades Pre-K through 4th, but are not allowed for students in grades 5-8. No shirts or any type of top that does not come to the waist or exposes bare midriff during normal school activities is allowed. See-through clothing does not meet dress code.
8. Sweat suit or warm-up outfits may be worn in the grades Pre-K through 8th grade. Flannel or pajama pants are not allowed for anyone.
9. Any clothing that advertises alcohol, tobacco, drugs, rock music groups, movies, has occult symbolism (no skeletons, skulls, crosses), has sexual connotations, is disrespectful to authority, Christianity, education, etc., wording that is contrary to our school's goals and beliefs, or other wording that is deemed to be offensive may not be worn.
10. Face painting or bizarre hair styles/colors are not appropriate and the student will be asked to wash out or remove such things.
11. Students in grades Pre K through 5th grade must wear boots when there is snow on the playground. Boots should be clearly marked with the student's name or initials and must be worn when conditions warrant.
12. Hats may not be worn in the school building at any time.

As new styles of clothing or patterns develop the school may make adjustments, within our guidelines of modesty and propriety and in keeping with our school's mission, in the dress code. If a student's dress is inappropriate, the parents will be called and asked to bring a change of clothing to school.

If there is ever any doubt concerning the apparel of a student, the administrator will make the final decision. Parents and students have an obligation to the school and the community to consider proper dress for the school environment. Remember that we bear God's image and we are a constant witness to the entire community by our dress and actions.

The school assumes no responsibility for items lost or not claimed within a reasonable amount of time.

Lockdown, Fire and Tornado Drills

Monthly fire drills and scheduled tornado drills are handled and carried out in complete compliance with all local codes and guidelines.

Lunch

Children in school all day should bring a packed lunch. Not enough refrigeration is available to hold all student lunches, so please plan lunches that will hold for several hours and/or use hot or cold packs for temperature control. Due to codes and liability, the heating of lunches will not be allowed.

LunchRoom Rules

- No excess noise or loud talking
- No leaving your seat without permission
- Students must be seated properly at all times
- Absolutely no throwing of food
- Pick up all papers and garbage around the eating area and dispose of it properly as the teacher or lunch room monitor instructs.

Medications

The school is not authorized to dispense medication to a student unless the following requirements are met:

1. The school receives a completed medication authorization form. This form can be obtained from the School Office. The form must be completed by both the physician and parent before being returned to school.
2. Medications are not routinely given at school unless the student's physician indicates a need for the medication to be given during school hours.
3. The medication must be in the original container and labeled with the student's name.
4. No student should carry or administer his/her own medication. Exceptions apply to asthma inhalers and Epipens when the proper form is on file in the School Office.
5. Over the counter drugs such as Tylenol, Advil, Motrin, etc. are considered medication and cannot be dispensed without the proper form being on file in the School Office.

Medical Emergency Plan

Health assistance is available during the entire school day. The School Office is equipped to care for minor wounds and illnesses. When a student comes into the School Office for care, a staff member will determine whether or not the student should remain at school or go home. If the student should need to go home, the appropriate person will be called and the student will remain in the School Office until being picked up. No student is to leave school premises for illness without first reporting to the School Office. Precautions are taken to prevent accidents and to insure the safety of all children and adults. However, should an accident occur, if deemed necessary, the child will be taken by emergency squad to the hospital emergency room listed on the Emergency Contact Information form. Parents, or persons responsible for the child involved, will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent or guardian. A report of any accident or illness will be completed and signed by the staff member(s) supervising at the time of the incident. It will then be placed in the child's file.

AIDS Policy

Each case of infection with the AIDS virus shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological

development, and the physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered. A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed of at least the student's physician, a public health Principal, and the School Principal. If no agreement is reached by the screening committee, the matter will be referred to the School Board for further consideration. The School Board will then come to a decision after further consultation with the appropriate medical experts and the child's parents.

The parents of guardians of an infected student who has been admitted to attend school are responsible for securing such regular medical evaluations and biblical counseling as determined by the School Principal, as to permit a reliable assessment of any change in their child's condition which might affect attendance. Parents or guardians must authorize the release of the results of these evaluations to the School Principal. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment. *A student previously excluded from school may be admitted or re-admitted, pursuant to re-evaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.*

Morning and After School Routine

Students should not enter the main school building before 8:25 a.m. Students are dismissed to their classrooms at 9:00 a.m. Parents are asked to comply with the published Traffic Arrival/Dismissal Procedure. Please drive carefully and **slowly** through the parking lot at all times. **Please do not park directly in front of the school building at any time.**

Playground Rules

- All students are under the authority of the teachers/aides on duty
- No hitting or fighting
- No throwing stones or other objects
- No playing on the blacktop area without permission
- No pushing or shoving on the playground equipment
- No "ninja" kicking for real or play
- Permission to leave the area must be granted by the teacher/aide on duty

Recess (temperature guidelines)

Recess will be outside unless the temperature is 32 degrees or below factoring in the wind chill. **Please dress your student appropriately for outside winter activities.**

School Calendar

The ISOE calendar is created and published every year. It highlights all major academic deadlines and key social events.

School Closing for Inclement Weather

School closings and delays will be reported to the local television stations and on the school's Facebook page.

Soliciting and Selling

Soliciting and selling are not permitted on the premises of Israel School of Excellence for any purpose by staff, parents, students, or outsiders. Solicitation for charitable drives will be permitted only with prior permission of the Principal.

Student Release Policy

Parents must supply the school with a list of people who are authorized to pick up their child after school. A written note should be sent with the child on any day that another person will be picking him/her up. The School Office and the teacher will need to be aware of the change. Unfamiliar persons will be asked who they are and may be asked to provide photo identification. If the school is unable to verify the identity of this person, the child will not be released until parents have been contacted. Please ask any new person picking up your child to come into the school and identify him/herself to the teacher and/or School Office personnel before leaving with the child.

Student Transfer or Withdrawal from School

If it becomes necessary for the student to transfer to another school, such intention shall be reported to the Principal by means of a statement signed by the parents, or the parents shall contact the school personally. Approval for withdrawal will be granted after all school books or other school property has been turned in. Upon request of the school to which the student is transferring, an official report of performance marks and grades, together with other pupil records, will be forwarded after all financial obligations have been met.

The following criteria are used in determining financial obligation:

1. Families withdrawing from school because of being transferred or moving from the area are responsible for paying the tuition for the entire month of withdrawal.
2. A family leaving at the request of the School Board or Principal, for either disciplinary or academic reasons, is required to pay the tuition up through the day of withdrawal.
3. A family leaving to enroll in another area school must pay for the entire semester in which they leave.

****Student records may not be released until all financial obligations have been met.***

Summer Day Camp

A summer care/day camp is available for students entering grades K through 8. Registration takes place in early spring.

Telephone Use

The use of the school telephone by students is permitted at the discretion of the School Office staff in cases of extreme urgency. ***Please note*** that forgotten homework or other items, after-school social arrangements and the like are not considered to be extremely urgent. **NO CELL PHONE USE WITHOUT PERMISSION OF THE TEACHER.**

Israel School of Excellence Tuition & Book fees 2018-2019

K-8 tuition rates (payable over 10 months, Aug-May)

Grades K-8th tuition expenses \$7,985

***Tuition rates are divided into monthly payments. For those enrolling late or withdrawing early, a daily rate will be calculated.

Other Charges: Book Rental Fee (per student) \$200 which is included within the tuition.

Extended Care Hourly Rates

SEE CHILDREN OF ISRAEL DAYCARE FOR RATES	
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Israel School of Excellence (ISOE)

Financial Aid Types

Need-based financial aid

This is the classic form of need-based financial aid. For families demonstrating need, need-based grants comprise the primary form of financial aid. Grants are made on an annual basis and could cover any, or all, of a school's tuition as well as other school expenses.

- Scholarships through Scholarship Granting Organizations (SGO)
- School Choice Vouchers
- General Financial Aid Fund

Employee discounts

ISOE provides a 25% tuition discount, also called tuition remission, to all employees at the school. If you are employed at (or considering employment at) ISOE be sure to understand your eligibility for tuition remission.

Payment plans

An installment plan that can be broken into several monthly payments that may make tuition easier to manage.

School Choice (Voucher)

Israel School of Excellence participates in the School Choice program for the State of Indiana that is commonly known as the voucher program for grades K-12. This program provides scholarships (vouchers) to eligible K-12 students by utilizing a portion of the state funds allocated for that child to follow them to the non-public school of their choice.

To be eligible, a student must satisfy these initial requirements:

- Be a resident of the State of Indiana
- Be accepted for enrollment into an eligible school (ISOE is an eligible school)
- Be between the ages of 5 and 22 no later than August 1 of the school year.
- Live in a household that meets the income requirements.

After satisfying the initial requirements above, following are the seven different pathways that a student can satisfy to become eligible to participate in the Choice Scholarship Program:

1. Continuing Choice Scholarship Student Pathway
2. Previous Choice Scholarship Student Pathway
3. Previous Scholarship Granting Organization (SGO) Award Pathway
4. Special Education Pathway
5. “F” Public School Pathway
6. Two-Semesters in Public School Pathway
7. Sibling Pathway

The value of the Choice Scholarship is the lesser of the two amounts:

1. Tuition and fees at the eligible school;
2. The amount listed below by school district where you live, as determined by the income limits by household size listed above.

Financial Aid Policies and Procedures

Israel School of Excellence (ISOE) recognizes that financing an independent school education is a major commitment for families. Therefore, ISOE allocates institutional funds a designated fund to offer financial aid assistance for students in need. In addition to the School Choice vouchers, ISOE also works with the Scholarship Granting Organizations (SGO) to provide an opportunity for students who are in need of financial assistance.

Policies for financial assistance:

- ❖ Financial Assistance from the Scholarship Granting Organization Program (State Tax Credit Scholarship Program) is solely based on need.
- ❖ Scholarships from general financial aid funds can be based on either need or academic performance. The general financial aid funds are donations given to ISOE from donors other than the SGO program.
- ❖ The Financial Assistance Committee will determine the amount of the award based on the amount of available funds, the number of applicants requesting assistance, and the need demonstrated by the applicant’s family. ISOE will determine whether assistance awards will come from general financial aid funds or SGO funds.
- ❖ The Financial Aid Committee convenes as needed until the funds for the upcoming year are allocated to review the requests and determine if a financial assistance award will be granted, and what amount the award may be.
- ❖ Financial obligations to ISOE must be up-to-date for the current academic year for current students and/or registration requirements must be fulfilled for new students prior to consideration of a request for financial assistance.

- ❖ New students must meet all admission criteria and have received an official admission notification of acceptance prior to consideration of a request for financial assistance for the upcoming school year.
- ❖ For families who have an unexpected need arise mid-year, a special request can be made to convene the committee. If all criteria are met, and funds are still available, the request will be considered.
- ❖ Financial assistance recipients must re-apply and meet all assistance eligibility requirements for financial aid each year.
- ❖ The completion of the financial assistance application is not a binding agreement that assistance is available or will be granted.
- ❖ All financial assistance applicants must complete a ISOE Financial Aid Application and provide tax records to verify eligibility.
- ❖ The Admission Committee will distribute, process, and maintain the records for all financial assistance materials. Communication between the applicant's family and other ISOE staff regarding financial assistance awards is prohibited.
- ❖ Letters of notification with financial aid award information will be mailed or emailed to applicant families upon decision of the award.
- ❖ In addition to the ISOE Financial Aid Application, applicants may also provide supplemental documentation to clearly demonstrate the need for assistance.
- ❖ All eligible SGO applicants must provide a current academic year report card to ISOE.
- ❖ SGO financial assistance awards range from \$500 to a maximum award of 85% tuition assistance per year to any one student through the SGO funds. Any award amount will be applied to the tuition for the academic year it is awarded and remaining tuition due will be divided into eight monthly payments.

Students receiving SGO financial assistance awards are eligible to qualify for continued multi-year SGO assistance awards once a student is at ISOE.

- SGO recipients must re-apply each year and prove eligibility to receive financial assistance each year through financial aid application and tax record evaluations.
- If a SGO assistance recipient withdraws, the SGO funds are reallocated to the SGO fund to be distributed at the discretion of the Financial Assistance Committee to another qualified applicant. Funds are not transferable. If a withdrawal is submitted after the school year begins, the funds returned to SGO are prorated and the account balance is based on the prorated SGO award applied to the account balance. Applications for financial assistance must include the following prior to consideration of the request.
 - ISOE Financial Aid Application must be completed and returned to the admission office.
 - All necessary supplemental documentation indicated in ISOE Financial Aid Application must be provided.

Israel School of Excellence Lottery Policy

School Choice Application Window and Lottery: January 1, 2018 – March 15, 2018

Lottery (if needed): Sunday, March 31, 2019 – 10:00 AM – Cafeteria.

If ISOE were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that ISOE can successfully accommodate, then ISOE would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for ISOE at a public meeting. This drawing would be subject to the following priority admission order:

1. Currently enrolled students – during re-enrollment window only
2. New students of ISOE Employees
3. Siblings of currently enrolled “full paying” students
4. Siblings of currently enrolled “tuition assistance” students (including SGO/Voucher)
5. New to ISOE family: “full paying” students with siblings
6. New to ISOE family: “full paying” student
7. New to ISOE family: “tuition assistance” students with siblings (including SGO/Voucher)
8. New to ISOE family: “tuition assistance” student (including SGO/Voucher)

