



**Parent - Scholar Handbook  
2023-2024**

**Higher Institute of Arts and Technology  
5861 Harrison Street  
Merrillville, Indiana 46410  
(219) 359-1522 office (219) 239-2863 fax  
[WWW.THE-HIAT.ORG](http://WWW.THE-HIAT.ORG)**

## **MISSION STATEMENT**

Our Mission at Higher Institute of Arts and Technology is to ensure each of Scholars meet high academic and social standards by improving competencies in reading, mathematics, science, technology, social studies, and the arts in order to thrive as leaders at home, in their communities, and in the world!

## **VISION STATEMENT**

Our ultimate goal is that our scholars master key academic skills, and demonstrate strong character as exhibited by: honesty, service to others, a superior work ethic, and a strong belief in their future.

## **CORE VALUES**

**Children First:** Work to ensure that all interactions & decisions put scholars first

**Respect:** Treat others as you would like to be treated

**Determination:** With hard work & superior effort, we can achieve all things

**Continuous Improvement:** Try to get better & better every day

**Gratitude:** Demonstrate gratefulness for all that we have done & the opportunity to serve our scholars and communities

## **VIRTUES**

**Truth:** I will always seek to know what is correct; I will not lie or speak falsely of myself, my peers, or my community members.

**Justice:** I will always be fair in what I do, and I will not cheat myself, my peers, or my community members.

**Harmony:** I will always be in rhythm with what is good and I will never be in opposition to what is good for myself, my peers, or my community.

**Order:** I will respect the natural and expected order of things, and I will not separate myself from that which gives order to myself, my peers, and my community.

**Propriety:** I will always seek to be correct and complete in everything I do. I will not allow others to influence me to do wrong to myself, my peers, or my community.

**Balance:** I understand and respect the need to be complimentary, and I will not be in conflict with myself, my peers, or my community.

**Reciprocity:** I will always strive to do the proper thing at the right time, and I will not bring shame to myself, my peers, or my community.

## **SCHOOL MOTTO**

HIAT is where you come to be GREAT!

## **SCHOOL COLORS**

Blue and Yellow

## **NICKNAME/MASCOT**

Hornets

## **BOARD OF DIRECTORS**

Sharla Johnson, President  
Stephanie Davis, Vice President  
Charles Reese, Treasurer  
George Tucker, Secretary

## **PARENT/GUARDIAN INVOLVEMENT**

Scholars whose parents/guardians show an active and supportive interest in their daily school-work are more likely to achieve academic success. Parents/guardians/adult caregivers are needed now more than ever. Scholars whose parents stay involved in school have better attendance and behavior, get better grades, demonstrate better social skills and generally adapt better to school. Parental involvement also more securely set scholars up to develop a lifelong love of learning which is key to long-term success.

### **Specific suggestions to improve scholar success include:**

1. Communicate with teachers regularly via ClassTag or email.
2. Meet with teachers when necessary.
3. Take an active interest in the academic program and the progress of their child.
4. Work with the child to develop a systematic approach to successful completion of homework assignments.
5. Attend parent events.
6. Support school rules and regulations.
7. Monitor their child's leisure time activities which will have an impact on his/her academic success, including limiting the amount of time the child spends isolated in the house, immersed in cyberspace (outside of academic learning activities), and enabling parental controls on internet service.

### **The following are steps for the Parent/Guardian to address concerns:**

1. Talk with your child. Provide tools and strategies for your child to work through the situation by allowing your child to explain in detail what happened in order to get all of the facts.
2. If the problem/concern persists, contact your child's teacher via email or phone call to share the concern, see if the teacher has additional information, and/or find out if the situation has been addressed.
3. If the outcome is not satisfactory, schedule a meeting with your child's teacher or teachers to make sure everyone works together to help your child be successful. Ensure your child is present during the meeting in order for all sides to be heard.
4. If the situation is not resolved, contact the Principal to explain in detail all that has been done or said up to this step, and allow the Principal to handle all necessary actions accordingly.

## **STATEMENT OF NON-DISCRIMINATION**

It is the policy of Higher Institute of Arts and Technology not to discriminate on the basis of age, race, color, religion, sex, sexual orientation, marital status, national origin, limited English proficiency, age, handicap, or disability in its educational programs, activities, or employment policies as required by the Indiana Civil Rights Act of 1964, the Equal Pay of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act and any other applicable Federal or State nondiscrimination law. No person shall be excluded from

participation in, denied the benefits of, or otherwise subjected to unlawful discrimination in any program or activity for which HIAT is responsible or for which it receives financial assistance from the U.S. Department of Education. HIAT values diversity and the benefits of different perspectives and backgrounds.

## **UNIFORM POLICY**

The following uniform requirements will be firmly enforced **for ALL SCHOLARS, NO EXCEPTIONS:**

### Bottoms: Navy Blue, Black or Khaki Uniform Bottoms ONLY

- Walking shorts, khakis/slacks/pants, joggers, skirts, and skorts are permitted
- **No jeans, low-rise, skinny, or athletic pants permitted**
- Skirts, shorts, and skorts must be at knee-length and not form-fitted
- Bottoms must be sized appropriately and worn at the waist with buttons fastened and zippers closed
- Jeans or other bottoms listed above as impermissible are not to be worn under skirts, shorts, or skorts
- White, navy, yellow, or black tights only may be worn under skirts, shorts, and skorts
- No large, embellished belt buckles

### Tops: Grade-Level Polo

- Black (Kdg – 2); Blue (3 – 5); Gold (6 – 8)
- Must be an unaltered long or short sleeve polo shirt
- No fitted shirts are permitted
- Only solid navy, white, or black long sleeve shirts may be worn underneath polo shirt
- Only black, navy, or white cardigan sweaters, and/or blazers are permitted to be worn over polo shirt
- Hoodies are not permitted at any time. Sweatshirts or jackets (without a hood) that are a solid uniform color may be worn
- Coats should not be worn during the school day. In the event that there is an issue with the building temperature, an announcement will be made to allow scholars to wear a coat in the building
- The school emblem is not required on clothing or coats

### Shoes

- **NO house-shoes, slippers, shower shoes, slides, crocs or flip-flops are permitted**

### Dress Down Days

Scholars are permitted to participate in all dress-down days and spirit days. Every first and third Friday of the month, scholars may dress down in school appropriate attire. No damaged or revealing attire may be worn and all other uniform policies must be followed. The cost to participate is \$2.00 per scholar. Funds collected from these events help to provide supplies for our PBIS store.

**Compliance with the uniform policy is enforced by school administration who determines whether articles of clothing meet the guidelines described in the school's uniform policy.**

Scholars who arrive to school out of uniform will be required to call home to have the proper uniform delivered to school or contingent upon the number of uniform policy infractions, may be redirected home.

## **EMERGENCY DRILLS**

Higher Institute of Arts and Technology complies with all safety and state laws. Drills are a part of the HIAT's safety routine and are very serious exercises designed to prepare scholars and staff for an emergency. The following instructions detail how to proceed in order to ensure safe, prompt, and orderly responses in each situation:

### Fire Drills

When the fire alarm sounds, scholars will immediately stand and form lines as they leave the room. Running is not permitted. The first scholars to reach the outside doors are to hold them open until all have left the building. Scholars are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal to return is given by the principal or his/her authorized representative.

### Tornado Drills

All persons in the room will proceed to the nearest solid wall in the hall when the signal is given over the public address system. Scholars will get down on their knees and cover their heads with their hands to protect themselves from flying debris until they receive further instructions or the 'All Clear' signal is given. Everyone is to remain quiet to hear all instructions and to establish calmness. All instructions are to be obeyed promptly. Areas where there are any objects that could do personal damage such as glass will be avoided. Scholars will avoid window areas with their backs facing such areas.

### Safety Drills

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where scholars must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **MEDICAL INFORMATION**

### Immunization Requirements

All scholars are required to have the statutorily mandated immunizations or to have an authorized waiver. If a scholar does not have the necessary shots or waivers, the Principal may remove the scholar or require compliance by a set deadline. Any questions about immunizations or waivers should be directed to the school's main office. Each scholar shall provide proof of their immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

### Injury and Illness

All injuries must be reported to a teacher or the Principal. In the case of a minor injury, the scholar will be treated and returned to class. If additional medical attention is required, school personnel will follow the school's emergency procedures, and contact

the scholar's parents. An accident report will be completed for significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school. These incidents must be reported immediately to the person in charge followed by communication to the principal's office. Parents will be notified of these injuries. A copy of the report will be kept in the school clinic file. Any scholar returning to school with crutches must obtain written permission from a physician stating that the scholar is allowed to use crutches in school. The note should indicate how long the scholar will need the crutches.

### Prescription Medication Policy

If a scholar needs prescribed medication during the school hours, a medical document that specifies the medicine to be taken and the dosage must be completed by a medical professional and submitted to the main office before any medication can be administered. Medication can be administered by trained school personnel. In order for school personnel to administer medication, parents must complete the *Administration of Medication by School Personnel Form*. A parent may come to school and give the medicine. Scholars are not allowed to leave the building to go home to take medication and then return to school. Only trained school personnel may give medication of any kind to scholars. All medicine must be in its original container. There will be no exceptions to this policy. Scholars may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned in to the main office. This policy includes all field trips and extracurricular activities. Scholars may not possess or use prescription medications at school independently from the school trained personnel. Noncompliance may result in disciplinary action and possible expulsion from school. Scholars with an acute or chronic disease or medical condition are exempt from this prohibition. These scholars are allowed to possess and self-administer medication on an emergency basis. Parents of children, who self-administer medication, must submit their written authorization, on an annual basis. The authorization statement must include a statement from the scholar's physician indicating his or her approval for the scholar to self-administer the medication.

## **SCHOOL SAFETY**

### Building Access/Visitors

Parents will ONLY be permitted to enter at the office door located at Door C on Van Buren. Parents must have an appointment to see staff members. Please note, a picture ID is needed during the check-in process for all visitors.

### Office Hours

Monday- Friday Office Hours are 8:00 am - 4:00 pm. In the event you cannot contact the office within business hours, please leave a message at (219) 359-1522. Your call will be returned within 24 hours. You can email the Main Office at [info@the-hiat.org](mailto:info@the-hiat.org). Your email will be returned within 24 hours.

### School Property

As a community, we share the responsibility of keeping our school in good working condition. In the event that a scholar's action results in the damage to school property, his/her parent will be responsible for replacing or repairing the damaged goods.

### Scholar Search and Seizure

A scholar and/or the scholar's belongings may be searched by a HIAT staff member if the staff member has a reasonable suspicion that a search of that scholar will result in evidence that the scholar violated the law or the scholar code of conduct. Items that are prohibited on school property, or those which may be used to disrupt or interfere with the educational process, may be removed from the scholar by school authorities. Legal items will be returned to parents at the school but will not be retained beyond the end of the school year. Illegal items will not be returned and may be turned over to the police. The following rules will apply to the search of School property assigned to a specific scholar and the seizure of illegal items found therein:

- Searches shall be conducted under the authorization of the Principal or his/her designee when there is reasonable suspicion that a scholar is in possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process may be removed by school authorities.

### **PARENT VOLUNTEERS**

Parent Volunteers are Welcome at HIAT! In order to be allowed into a classroom, the follow requirements must be met:

- All Parent guests and Volunteers **MUST** have a completed Background check form on file.
- Parent guests and Volunteers **MUST contact the classroom teacher** to set up the time and date to volunteer before arriving at the building.
- All Parent guests and Volunteers **MUST contact the front office at least 48 before** they are scheduled to be in a classroom.
- Parent guests and volunteers are not permitted to discipline other scholars in the classroom while volunteering. Please report all behaviors to the classroom teacher.
- Parent guests and Volunteers are not permitted to physically touch any scholars for any reason.

### **BEHAVIOR MANAGEMENT SYSTEM**

Higher Institute of Arts and Technology upholds school-wide strategies for creating and sustaining a positive, nurturing school climate, based on respectful relationships between teachers and scholars, teachers and teachers, and scholars and scholars by acknowledging that conflicts of all kinds occur in schools and should be based on a thoughtful set of approaches to resolving conflict and solving problems. HIAT makes a strong effort to reward scholars who meet behavioral and academic expectations while ensuring that those who fall short of these expectations are provided with the proper time for reflection and correction.

### LiveSchool

Using our school wide positive behavior incentive program, scholars may earn Scholar Dollars based on exhibiting positive behavior or lose money for demonstrating inappropriate behavior. Each scholar begins the week with \$50. Scholars who maintain a monthly balance of \$180 and have no missing assignments will participate in the

school- wide incentive each month. Scholars who consistently earn incentives will be invited to attend field trips every quarter. Positive behavior includes, but is not limited to, the following:

- exhibiting HIAT's Core Values and Virtues (Page 4)
- going above and beyond expectations
- apologizing when wrong
- asking before taking something
- attendance
- completed homework
- completing tasks with urgency
- consistently following directions, the first time they are given
- being diligent
- not retaliating
- giving compliments
- having fun while learning
- keeping workspace neat and organized
- notifying teachers and/or administrators to keep everyone safe
- resisting peer pressure
- being respectful
- being honest
- sharing freely
- remaining calm
- staying on task
- taking responsibility for his/her actions
- participating in teamwork
- willing to accept correction

#### Corrective Action Matrix (Appendix A)

HIAT balances reward with accountability in order for our scholars to develop positive behaviors for success. Corrective actions for scholars who fail to meet behavioral and/or academic expectations includes, but is not limited to, the following:

- loss of LiveSchool dollars
- notice to parents in the form of a letter or a phone call
- redirection to scholar support personnel
- redirection to Behavior Intervention Zone (BIZ), Calming Corner, or other restrictive class settings.
- loss of privileges, including, but not limited to trips, dances, other extracurricular activities such as club or non-instructional programs, or graduation ceremonies.
- detention - a teacher or administrator may detain a scholar during lunch.
- teacher(s)/scholar conference to discuss the scholar's behavior and expectations for improving his/her behavior.
- mediation between the scholars involved.
- confiscation of materials.
- removal of a scholar from school sponsored transportation.
- requirement to replace, fix or pay for damaged property.
- community service in which the Principal creates a plan for the service that the scholar is expected to perform within the school building.
- removal from class or school setting for an extended period of time.
- Corrective Action Plan



- Parent/Guardian Class Supervision

### Scope of System

These rules shall apply to any behavior:

- on school property during, before or after school hours.
- on school property at any other time when the school is being used by a school group.
- off school property at any school activity function or event.
- off school property when the conduct may reasonably be expected to undermine the proper discipline authority of the school, the safety of scholars or staff, or encourage a disruption within the school.
- traveling to and from school, including actions taken on a bus, van or public conveyance.
- walking to or from school or a school-sponsored event.
- walking to or from, waiting for, or riding on school-provided transportation.
- walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity off school grounds.
- behaviors outside of the school with reasonable affects in the school.

School administrators will use their professional judgment in determining which corrective action will be most effective in dealing with the scholar's behavior by taking the following into account:

- the nature and seriousness of the behavior and the circumstances which led to the failure to meet expectations;
- the scholar's previous disciplinary record;
- the effectiveness of other forms of discipline;
- information from parents, teachers and/or others, as appropriate;
- the scholar's attitude; and other relevant factors.

### Code of Conduct

The faculty and staff at Higher Institute of Arts and Technology are dedicated to the academic and social growth of all scholars and place a strong emphasis on establishing a safe and orderly learning environment. Through the collective work of teachers, parents and administrators, scholars learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. Each scholar agrees to live and work by the school's Code of Conduct, Core Values, and Virtues. The Core Values and Virtues are expected to be modeled in all interactions among members of the school community and taught directly to scholars. Building strong character is fundamental to creating a positive learning environment.

HIAT'S Code of Conduct includes:

- all scholars know and demonstrate expected scholar behavior and respect for persons in authority.
- direct teaching of the code.
- consistent use of positive incentives to reinforce expected scholar behaviors.
- a school-wide effort on identifying, resolving and preventing scholar behavior issues.

- scholars acquire skills in conflict-resolution and problem-solving.
- scholars develop and demonstrate a positive attitude, self-discipline and socially acceptable behaviors.
- teachers, staff, scholars, and parents, model behaviors that show respect for each other and persons in authority.

*Scholar Responsibilities:*

*Scholars are expected to:*

- act in a responsible manner.
- exhibit respect towards others.
- accept responsibility for their behavior.
- cooperate with the school staff in maintaining a safe, orderly, and disciplined environment.
- follow established school and classroom codes of conduct and rules, including school bus rules.
- attend all classes regularly and on time.
- maintain appropriate dress code.
- respect the rights and property of others.

*Parent/Guardian Responsibilities:*

*Parents/guardians are expected to participate in their scholar's education in the following ways:*

- communicate routinely and as necessarily with their scholar's teachers
- stay informed about school policies and their scholar's academic expectations, including homework and progress
- ensure that your scholar attends regularly, arrives on time (logs in on time), and is prepared for school
- alert the school to specific problems or difficulties that may impede the scholar's learning or well-being
- check grades regularly on PowerSchool
- provide the school with current information (address, phone numbers, medical information, etc.)

*Teacher and Staff Responsibilities:*

*Teachers and staff are expected to model behaviors consistent with HIAT Core Values and Virtues, policies, and school performance standards. All staff is expected to support a successful learning environment by modeling the following behaviors:*

- promote mutual respect between adults and scholars.
- meet professional responsibilities associated with their respective positions.
- develop and use cooperative discipline strategies and positive incentives for reinforcing the expected behaviors.
- promote a sense of pride and community by contributing to an open and friendly environment, by supporting celebratory clubs and activities, by maintaining spirit building routines and traditions, and by promoting service in the school community.

- establish and maintain strong school to home communication, including but not limited to prompt communication of any serious infraction of the code of conduct.

## Bullying

HIAT believes that all scholars have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance and will not tolerate behavior that infringes on the safety of any scholar. A scholar shall not intimidate, harass, or bully another scholar through words or actions. HIAT expects scholars and/or staff to immediately report incidents of bullying to the principal or behavioral specialist. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to scholars on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. To ensure bullying does not occur on school campuses, HIAT will provide staff development training in bullying prevention and cultivate acceptance and understanding in all scholars and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers will discuss this policy with their scholars in age-appropriate ways and assure them that they need not endure any form of bullying. Scholars who bully are in violation of this policy and are subject to corrective action up to and including expulsion.

Bullying **is** unwanted attention in which the targeted scholar has asked the scholar(s) exhibiting bullying behavior to stop. The targeted scholar does not participate in continuing the conflict with the other scholar(s). The targeted scholar is emotionally affected, and the bullying is negatively impacting one of more areas of the scholar's functioning. The targeted scholar is displaying behavior that does not meet expectations due to emotional distress caused by the scholar exhibiting bullying behavior. The pattern of bullying behavior continues more than once over a period of time, and there is a perceived power imbalance between the targeted scholar and the other scholar(s). Types of bullying are physical (pushing, shoving, pinching, hitting, knocking books, pulling backpack and all other physical touches), verbal (name calling, teasing, threats, intimidation), social/relational (social isolation, intentionally trying to humiliate), and electronic or written (cyber bullying through texts and social media).

Bullying **is not** a mutual conflict, a one-time incident of classroom meanness, or a situation where there is no power difference.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, scholars and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the scholar handbook and/or information packet, as part of new scholar orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or

witnesses in any way.

### Cyberbullying

Cyberbullying is described as *the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.*

Refer to the above bullying policy for protocol and consequences.

### Suspension

Scholars may receive in-school suspensions of 1-4 days for Tier 2 behavior infractions. In-person suspensions will be assigned by the Behavior Specialist. Communication of the suspension will be made to the parent/guardian by the Behavior Specialist. If in-school suspensions are not served, disciplinary actions will be taken up to out-of-school suspension.

Scholars may receive suspensions of 5-10 days out of school for Tier 3 behaviors infractions. Communication for Out-of-School suspension will be communicated by the Behavior Specialist or Principal.

### Expulsion

Per the Corrective Action Matrix (*Appendix A*), scholars may be separated from school attendance for a period exceeding 10 school days; separated from school attendance for the balance of the current semester or current year unless a scholar is permitted to complete required examinations in the current semester or current year; or is separated from school attendance for one calendar year. It will be recommended that a scholar be expelled when he/she has been assigned an excess of 10 days of out-of-school suspension. A scholar expelled from HIAT may not return at any time in the future.

### Procedural Guidelines for Scholars with Disabilities

Administrators may suspend scholars with disabilities and cease educational services for a total of up to 10 consecutive days in one school year without providing special education procedural safeguards. In order for a scholar with a disability to be suspended in excess of 10 school days and/or be expelled, a Manifestation Meeting to review the scholar's behavior and determine whether the behavior is caused by or related to the scholar's disability must take place.

## **ATTENDANCE**

Breakfast is served daily from 8:00 a.m. to 8:20 a.m.

Monday-Friday classes will begin promptly at 8:30 a.m. and end at 3:30 p.m.

Scholar attendance throughout the year is extremely important to academic achievement. Missed classroom instruction can never totally be recaptured. Research shows that scholars who attend school consistently are more likely to master the necessary academic skills for success. The Indiana Compulsory Attendance Law requires every child who turns seven during the school year to attend public or non-public school up to the age of sixteen. Parents are asked to call the office to report their

child's absence prior to the start of the school day. Without a parent phone call your child will be considered to have an unexcused absence.

### Excused Absences

Excused absences are defined as absences that the school regards as legitimate reasons for being out of school as included in the school policy. The school principal ultimately determines whether an absence is “excused” or “unexcused”. Some reasons for an excused absence are as follows:

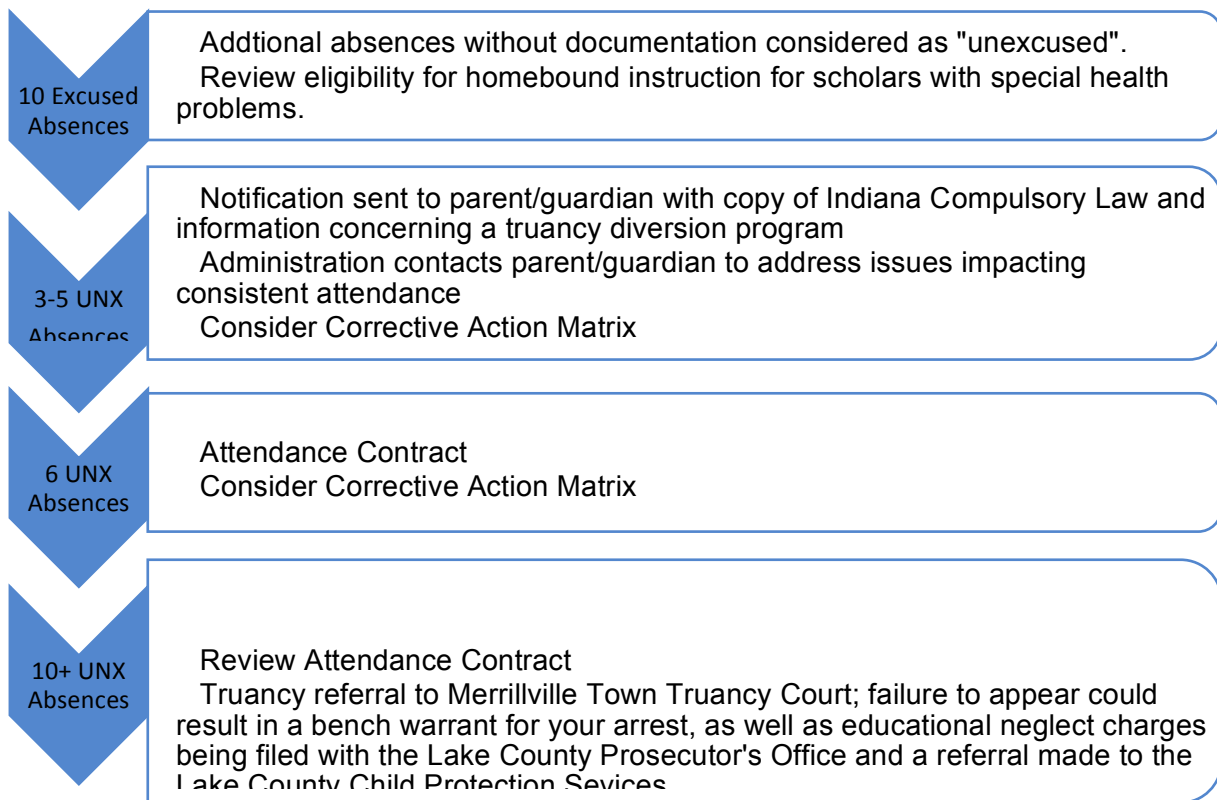
- Illness verified by note or phone call from parent/guardian
- Illness verified by note from Physician
- Medical, dental, or other clinic appointments
  - Scholars visiting a medical or dental professional during part of the day must bring an official form from the professional upon returning to school. This form must show the time and day of the visit to be considered excused. If not, it may be considered unexcused.
- Prearranged family travel vacation
  - Parents are encouraged to vacation during scheduled school breaks. Parents who wish to apply for prearranged absences will need to have the vacation approved by a school administrator prior to the vacation. Administrative discretion will be used to determine if the application is approved. Applications from scholars with poor attendance records will be denied.
    - The parent must personally file a request with the school prior to the vacation.
    - The scholar must travel with a parent or guardian.
    - The scholar must notify each of his/her teachers of the request.
    - Class work must be made up promptly on return or in advance (teacher option).
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

### Excessive Excused Absences

When a scholar has more than ten (10) excused absences, additional absences may be considered unexcused unless documented by medical professional, legal professional, school nurse and/or school administrator. School administrators shall consider circumstances of prior absences when determining categorization of future absences. Scholars who have excessive excused absences for health reasons may be eligible to receive homebound instruction.

### Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt. Unexcused absences will warrant action steps of the principal. Scholars can make up work when they have an unexcused absence but may not receive credit for work.



### Lateness

A scholar who arrives after 8:30 am will be considered late unexcused unless a note or phone call from a medical professional and/or parent is presented on the day of the tardy.

### Tardy Policy

Scholars who are tardy to school/class will incur the following consequences:

- 1st tardy - Verbal meeting with Behavior Specialist and Loss of LiveSchool dollars
- 2nd tardy- Documented verbal warning given to scholar to take home
- 3rd – Parent/Guardian contact by Office Manager (Phone call or email)
- 4<sup>th</sup> tardy – Recorded as 1 day absent and Tardy notice sent home and contact by the Enrollment Specialist
- 5<sup>th</sup> tardy – Parent/Guardian Contact by Principal (Phone Call)
- 6th tardy – a referral will be made to the Merrillville Town Truancy Court

### Early Dismissal

**Parents/Guardians will not be permitted to pick-up scholars for early dismissal after 2:30 p.m. No exceptions!** Scholars who leave school early and miss 2 or more hours will be considered absent and will have an unexcused absence on their attendance record. Parents are encouraged to avoid scheduling appointments during school hours. When an emergency makes it necessary for a scholar to leave before dismissal, the scholar's parent or guardian is **required** to pick up the scholar. Parents will be required to present proper identification. If a parent or guardian cannot pick up the scholar, the adult picking up the scholar must be listed on the emergency card and must provide proper identification. HIAT will not allow any scholar to leave the school

premises without the presence of a parent/guardian or an emergency contact listed in the scholar file.

### Truancy/Habitual Truant

Truancy is defined as being willfully absent from school without parental verification or knowledge, leaving school grounds without consent of parents and administration, or attempting to evade the school's attendance policy. Absences that occur without parental notification must be verified by parents within 48 hours after the scholar returns to school by telephone, email contact, or a note from the parent/guardian. Absences that remain unverified after 48 hours may be deemed truancy and subject to consequences.

A scholar who has been found to be truant for the 9<sup>th</sup> time in a school year is considered a "habitual truant." School administrators may withdraw the designation of "habitual truant" when the scholar has attended school for 180 days without another truancy.

### **LATE PICK-UP POLICY**

Parents/Guardians are required to pick scholars up from school immediately at the conclusion of classes on Monday – Friday at 3:30 p.m. While we understand that emergencies do occur, HIAT does not have an aftercare program, and no supervision is available for late pick-up. There is a 15-minute grace period; after this we will call the phone numbers on hand. The following disciplinary actions will be enforced when scholars are not picked-up by 3:45 p.m. Monday – Friday:

- 1st Offense—Parental Verbal Warning
- 2nd Offense—Parental Written Warning
- 3rd Offense—1 day Out of School Suspension
- 4th Offense- Merrillville Police Department will be contacted for scholar drop off.

### **EMERGENCY CLOSINGS AND DELAYS**

In the event of severe or inclement weather or mechanical breakdown, HIAT may be closed or start at a later time. Information regarding school closing, delayed starting time, or early dismissal will be provided via our School Messenger system (phone and text alerts). Additionally, HIAT will post on all of our social media platforms.

### **BUS POLICY**

Higher Institute of Arts and Technology provides limited bus transportation on a first come, first serve basis for our scholars. Scholars afforded this opportunity must remember riding the bus is a privilege that should not be abused. When the bus arrives at school, scholars are to go directly into the building to the designated area. There is to be no pushing, hitting, kicking, or cutting lines, neither running to the bus stop nor running at the side of a moving bus. Once on the bus, scholars must remain there. Bus drivers are responsible for scholar safety, and scholars should obey their directives. While on the bus, scholars are to remain seated, use an appropriate voice level, and keep hands, feet and other objects inside the bus and to him/herself. All riders must comply with school policies, specifically no food and/or beverages, and procedures for riding the school bus. Failure to adhere to the bus rules may result in corrective action.

Any violation of transportation policies or misconduct that jeopardizes the safe operation of the school bus or the safety of the scholars riding the bus may result in the scholar being denied the privilege of riding the school bus. When this happens, school attendance is still required, and parents must make other arrangements for their children to get to school.

## **TOY/PERSONAL PROPERTY POLICY**

Scholars are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. This includes trading cards, marbles, fidget spinners, Tazos/Pogs, stuffed animals, and dolls. Apple watches, Ipods, Nintendo Switch, or any other type of electronic entertainment devices are not permitted on school grounds. Damaged, theft or loss of such items will not be investigated by school personnel. Neither the school nor the district will be held liable for any damage or loss incurred.

## **BIRTHDAY POLICY**

In order to provide optimum learning time, classroom birthday snacks/parties are not permitted in the classroom. Celebrations can be held during the scholar's lunch only with the permission of the teacher. Parents are not allowed to attend these activities. Additionally, in order to protect the feelings of all classmates, scholars are not permitted to pass out any invitations at school even if inviting the entire class. Additionally, HIAT is not permitted to release scholar addresses or phone numbers.

## **ACADEMICS**

### Promotion Policy

HIAT makes every effort to maintain high standards and expectations of achievement, and at the same time, remain sensitive to the individual needs, abilities and interests of scholars. Decisions to promote scholars shall be determined by the scholar's successful completion of the curriculum objectives and performance on the ILEARN assessment. Scholars with disabilities are expected to meet the Indiana State promotion criteria or another criteria, which shall be properly documented in the scholar's Individualized Education Program (IEP). The school shall review, annually, the achievement scores of all scholars. HIAT will provide intervention (alternative instructional strategies and techniques) and/or remediation when any scholar fails to achieve at a level that is commensurate with the school's standards of 80% skill mastery in the content areas: reading comprehension and mathematics. Based on the availability of funds, the principal may offer summer school instruction in the content areas (reading and mathematics). The principal shall regularly assess the achievement levels of all scholars in reading, mathematics, science and social studies. The results of these assessments shall be reported by quartile rankings and distributions and be tied to the objectives assessed. Scholars entering HIAT from schools outside of Indiana shall be evaluated appropriately for grade placement. The school shall maintain open and regular contact with parents and/or guardians to advise them of the achievement status of their child(ren). Telephone calls, notes, weekly test reports, bi-weekly progress reports and Parent Scholar Teacher conferences shall constitute "open and regular contact." Scholars who do not meet the school system's promotion criteria in June may participate in summer academic coursework in reading and math. In September, they are re-tested and, if they meet the criterion for their grade level, conditionally promoted.



In cases in which scholars do not meet the criterion, HIAT will use grades, attendance and other factors to determine whether the scholar(s) in question will be promoted or retained.

### Retention/Assignment

Scholars' grades, test scores, and performance will be the determining factors for retention. Failure of Math and English/Language Arts for three quarters will be grounds for retention for the next school year. Parents/Guardians are responsible for monitoring scholar progress on mid-term reports and report cards. Teachers will notify parents at the beginning of the fourth quarter to discuss possible summer school options or recommendations for retention.

## **GRADING POLICY**

Teachers will update the previous week's grades in PowerSchool weekly by Sunday.

### **Weekly Grades Guidelines:**

- **K-3:** A minimum of 4 grades in Reading & Math and 1 grade for Science and/or Social Studies.
  
- **Allied Arts/Electives:** A minimum of 2 grades per scholar weekly. 1 Overall Project Grade will be given at the end of the Mid-Quarter for Progress reports and at the end of the Quarter for Report cards.
  
- **4-8:** A minimum of 5 grades per subject taught weekly (Reading, Math, Science & Social Studies).

### **Assignment Turn-In Deadline**

- 1-day late submission of assignments (without a doctor note for excused absences), The scholar will not receive higher than a B on the assignment.
- 2-days late submission of assignments (without a doctor note for excused absences), The scholar will not receive higher than a C on the assignment.
- 3 or more days late, the assignment will not be accepted. The scholar will receive a zero for the assignment.

## **MAKE-UP WORK GUIDELINES**

Scholars who have excused absences will be permitted to make up and turn in late classroom assignments or homework and receive the actual grade earned. Scholars are given the number of days absent to make up all work assigned in their absence. (For example, if a scholar has an excused absence for 3 days, that scholar has 3 days to complete work). Scholars will be responsible for obtaining, completing, and turning in the make-up work within the time frame. Scholars who are out of school due to suspension will be provided with assignments for make-up work within one day of suspension. Weekends and holidays shall be counted as make-up days.

**An excused absence is considered excused when this absence has been reported to the office by email or phone call by the scholar's guardian.**

After 3 consecutive days of absence, Medical documentation must be given to the office for assignments to be made-up after 3 days.

### Honor Roll

An Honor Roll is published for K-8th grade scholars at the end of every grading period. Scholars at HIAT may qualify for 1 of 2 honor roll categories providing they have no grade lower than “B” and they meet one of the following criteria:

- “A” Honor Roll – scholar must earn all A’s
- “A-B” Honor Roll – scholar must earn all A’s and B’s

#### Progress Reports/Report Cards

In an effort to keep parents/guardians and scholars abreast of a scholar’s performance, academic and behavioral progress reports are sent home in the middle of each quarter. Report cards are distributed at the end of each quarter. During the 1st and 3rd grading periods Parent/Teacher Conferences will be host at the school. Report Cards for the 2nd and 4th quarter will be sent home by the scholar.

Throughout grading periods, parents/guardians should communicate with their children about grades and review homework, class work, and test papers. These three indicators are good measures of how your child is doing. If you feel that a conference to discuss your child’s progress is needed, please call your child’s teacher. If your child’s grade performance becomes a concern after receiving a progress report or receiving a report card, it would be an excellent time to call your child’s teacher to request a conference to discuss the problem.

### **INTERNET SAFETY POLICY**

The Higher Institute of Arts and Technology believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing scholars for life. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that do not align with community, school, or family standards. HIAT believes that the internet’s advantages far outweigh its disadvantages and will provide Internet filtering that blocks access to a large percentage of inappropriate sites. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Additionally, HIAT considers access to the internet and computer resources a privilege, not a right. Therefore, users violating the HIAT’s Acceptable Use Policy (AUP) may be subject to revocation of these privileges and corrective action.

#### Inappropriate Network Usage

Practical steps shall be taken to promote the safety and security of users of the HIAT’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act prevention of inappropriate network usage includes:

- unauthorized access, including “hacking,” and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **ACCEPTABLE USE POLICY (Parent Copy)**

#### **Technology Information Resources in the Schools**

The school’s information technology resources, including email and Internet access, are provided for educational purposes. Access to the Internet and computer resources is a

privilege, not a right. Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

**1. I will respect and protect the privacy of others.**

- I will only use accounts that have been assigned to me.
- I will not view, use, or copy passwords and data.
- I will not access networks to which I am not authorized.
- I will not distribute private information about others or myself.

**2. I will respect and protect the integrity, availability, and security of all electronic resources.**

- I will follow all network security rules and regulations.
- I will report security risks or violations to a teacher or network administrator.
- I will not destroy or damage data, networks, or other resources that do not belong to me.
- I will conserve, protect, and share these resources with other scholars and Internet users.

**3. I will respect and protect the intellectual property of others.**

- I will not infringe copyrights and I will not make illegal copies of music, games, or movies.
- I will not plagiarize.
- I will follow the US Copyright Fair Use understanding.
- I will respect Creative Commons licensing.

**4. I will respect and practice the principles of community.**

- I will communicate only in ways that are kind and respectful.
- I will report threatening or discomfoting materials to a teacher.
- I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
- I will not send spam, chain letters, or other mass unsolicited mailings.
- I will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**If I follow all the rules above, I may:**

1. Create content that is posted to websites, wikis, blogs or other web-based tools.
2. Use direct communications such as Internet Relay Chat (IRC), online chat, or instant messaging with a teacher's permission.
3. Use the resources for any educational purpose.

**Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a

scholar's privileges to use the school's information technology resources.

### **Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to protect school property or further the health, safety, discipline, or security of any scholar or other person. They may also use this information in disciplinary action and will furnish evidence of crime to law enforcement.

### **PARENT/GUARDIAN COMMITMENT (Parent copy)**

Parents/guardians, you are your child's most important teacher and role model, and we are pleased to have the opportunity to share in the education of your child. Parents, teachers and scholars must combine efforts for your child to reach his/her potential.

As a parent/guardian, I fully agree with all policies outlined in this handbook and commit to the following:

- **I will make sure my child arrives at school ON TIME for the start of each school day and remains in school until the conclusion of the school day.**
- I will require my child to complete all assignments. I will try to read with my primary grade child every night, if applicable.
- I will communicate respectfully with faculty and staff.
- I will read all papers the school sends home (and emails), sign if necessary and return the next day or scan and email.
- **I will participate in all meetings and conferences concerning my child.**
- I will support the academic expectations and curricular programs of the school.
- I will be a role model for my child as I follow the rules, codes, policies and procedures established by the school.
- **I will pick my child up from school on time or accept the consequences or penalties.**
- I will notify the school if my child is unable to attend school. I understand daily attendance is essential to scholar success and school funding.
- **I will adhere to the HIAT attendance policies ensuring the academic success of my child.**
- I will ensure my child follows the school rules, codes, policies and procedures to protect the safety, interests and rights of all individuals in the classroom.
- **I will ensure that my scholar is dressed appropriately, neat and clean in their uniform daily! (unless dress down is communicated and allowed)**
- I have read, understood, and committed support for all policies outlined in the HIAT Scholar Handbook.

Failure to adhere to these commitments may cause my child to lose privileges and may lead to my child's removal from HIAT school.

## **Phalen Leadership Academy Network Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 Years of age (“eligible scholars”) certain rights with respect to the scholar’s education records. They are:

The right to inspect and review the scholar’s education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible scholars should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

The right to request the amendment of the scholar’s education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholars may ask the School Corporation to amend a record that is believed to be inaccurate or misleading. Parents should write to the school principal, clearly identify the part of the record for which an amendment is requested, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible scholar, the School Corporation will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing,

The right to consent to disclosures of personally identifiable information contained in the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a scholar seeks or intends to

enroll. [NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the scholar of the records request unless it states in its annual notification that it intends to forward records on request.]

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the scholar whose records are being released

and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the scholar's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

## **[SCHOOL COPY-Must be signed & returned]**

### **Technology Information Resources in the Schools**

The school's information technology resources, including email and Internet access, are provided for educational purposes. Access to the Internet and computer resources is a privilege, not a right. Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **1. I will respect and protect the privacy of others.**

- I will only use accounts that have been assigned to me.
- I will not view, use, or copy passwords and data.
- I will not access networks to which I am not authorized.
- I will not distribute private information about others or myself.

#### **2. I will respect and protect the integrity, availability, and security of all electronic resources.**

- I will follow all network security rules and regulations.
- I will report security risks or violations to a teacher or network administrator.
- I will not destroy or damage data, networks, or other resources that do not belong to me.
- I will conserve, protect, and share these resources with other scholars and Internet users.

#### **3. I will respect and protect the intellectual property of others.**

- I will not infringe copyrights and I will not make illegal copies of music, games, or movies.
- I will not plagiarize.
- I will follow the US Copyright Fair Use understanding.
- I will respect Creative Commons licensing.

#### **4. I will respect and practice the principles of community.**

- I will communicate only in ways that are kind and respectful.
- I will report threatening or discomfoting materials to a teacher.
- I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
- I will not send spam, chain letters, or other mass unsolicited mailings.
- I will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**If I follow all the rules above, I may:**

4. Create content that is posted to websites, wikis, blogs or other web-based tools.
5. Use direct communications such as Internet Relay Chat (IRC), online chat, or instant messaging with a teacher's permission.
6. Use the resources for any educational purpose.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a scholar's privileges to use the school's information technology resources.

### **Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to protect school property or further the health, safety, discipline, or security of any scholar or other person. They may also use this information in disciplinary action and will furnish evidence of crime to law enforcement.

### **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

X

---

(Scholar Signature)

(Date)

As the parent of \_\_\_\_\_ I understand the school policy regarding computer usage and will do the best I can to model these guidelines to my child(ren).

X

---

(Parent Signature)

(Date)

- *Parents, please discuss these rules with your child(ren) to ensure he or she understands them.*
- *These rules also provide a good framework for your child(ren)'s use of computers at home, at libraries, or anywhere.*
- *For more information, see [www.cybercrime.gov](http://www.cybercrime.gov).*



## **HIAT PARENT/GUARDIAN COMMITMENT (Must be signed & returned)**

Parents/guardians, you are your child's most important teacher and role model, and we are pleased to have the opportunity to share in the education of your child. Parents, teachers and scholars must combine efforts for your child to reach his/her potential.

As a parent/guardian, I fully agree with all policies outlined in this handbook and commit to the following:

- **I will make sure my child arrives at school ON TIME for the start of each school day and remains in school until the conclusion of the school day.**
- I will require my child to complete all assignments. I will try to read with my primary grade child every night, if applicable.
- I will communicate respectfully with faculty and staff.
- I will read all papers the school sends home (and emails), sign if necessary and return the next day or scan and email.
- **I will participate in all meetings and conferences concerning my child.**
- I will support the academic expectations and curricular programs of the school.
- I will be a role model for my child as I follow the rules, codes, policies and procedures established by the school.
- **I will pick my child up from school on time or accept the consequences or penalties.**
- I will notify the school if my child is unable to attend school. I understand daily attendance is essential to scholar success and school funding.
- **I will adhere to the HIAT attendance policies ensuring the academic success of my child.**
- I will ensure my child follows the school rules, codes, policies and procedures to protect the safety, interests and rights of all individuals in the classroom.
- **I will ensure that my scholar is dressed appropriately, neat and clean in their uniform daily! (unless dress down is communicated and allowed)**
- I have read, understood, and committed support for all policies outlined in the HIAT Scholar Handbook.

Failure to adhere to these commitments may cause my child to lose privileges and may lead to my child's removal from HIAT school.

Scholar Name: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_