



ISLAMIC ACADEMY OF INDIANAPOLIS
ELEMENTARY & MIDDLE SCHOOL
STUDENT HANDBOOK

711 S High School Rd, Indianapolis, IN 46241
www.tawheedschool.com



Assalam Alaykum,

We want to take this opportunity to welcome you to Islamic Academy of Indianapolis aka Tawheed Islamic School (TIS). We are blessed to have a community supporting Islamic Education for our children. We will work together throughout the school year to help all students achieve their academic, behavioral, and social goals. This handbook will guide you through TIS's policies, procedures, and instructional goals. Parents and students are required to follow and adhere to these policies and procedures to help the school function smoothly and effectively.

Please read it carefully with your child/children. At TIS we believe that parents' full commitment and participation are vital to our success. Our doors are always open to your comments, suggestions, and concerns. TIS views the educational imperatives to be jointly implemented by the parents, the school and the community.

May Allah guide us in this noble endeavor.

Sincerely,

Mrs. Emaa Mahariq
Principal

Mrs. Stacie Eljirby
Administrator

School Address and Contact Details

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School Office Hours: 8:00 AM – 3:15 PM Monday – Thursday
8:00 AM– 1:30 PM Friday

Note: Appointments with Administration are required. Drop-ins are not permissible.

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Introduction

Our Vision

To provide our students with academic excellence and high Islamic morals and ethics. To cultivate tomorrow's leaders; proud, and practicing Muslims who will positively shape our communities, nation, and the world Insha'Allah.

Our Mission

We aim to provide our students with strong academics through a partnership with school staff, families, and our community, accompanied by Islamic teachings according to the Sunnah of our Prophet Muhammad (PBUH), to enable them to grow socially, academically, and professionally.

We are committed to improving the educational environment through understanding and acting on the needs and expectations of our school community and to implementing advanced teaching methods and technology as well as established good practices, all of which are essential tools that enhance students' performance. TIS is not only dedicated to developing academic achievement but also to nurturing physical development, social skills, and Islamic values.

Suspected Child-Abuse

TIS follows Indiana policies and reporting procedures. It is recommended that parents familiarize themselves with Indiana Child Abuse and Neglect laws. All TIS staff are mandated by law to report all instances where children have/may have been abused.

GENERAL ADMISSION POLICY

We believe in providing a fair and equal chance to all applicants who fulfill the admission requirements depending on space availability. In order to determine admission eligibility for students transferring from another school, official report cards (showing final grades) must be submitted to show that students have successfully completed their last grade. TIS has the right to decline any candidate's admission if the student has a history of unacceptable behavior.

REGISTRATION CONDITIONS

For an applicant to be fully admitted and register in TIS, he/she must meet the following requirements:

REGISTRATION FORM

Registration forms given to parents must be filled out and submitted to our office. The administration team will review the forms.

PROOF OF AGE

The parents of all children entering KG are requested to provide a birth certificate. Students must be 5 years or older on or before October 1st of the enrollment year.

IMMUNIZATION RECORDS:

To ensure all students are safe, it is required that all students be immunized against certain contagious diseases. Prior to registration, all parents are requested to submit up-to-date immunization records for their children.

Any child with a medical/religious reason for not taking shots must get a medical exemption form from the office and have their doctor fill out and sign the statement.

BIRTH CERTIFICATES

Students must bring a copy of their birth certificate or any other official document showing their dates of birth.

RETURNING STUDENTS:

Students currently enrolled in the school, who wish to renew their enrollment for the upcoming school year, must notify the school of their intention to renew. A date is

usually set by the school administration and communicated to parents before the end of the calendar year. All returning students must report back to the school by the declared date otherwise their admission will be revoked. Students who leave the school and wish to return in subsequent years will have no priority over the public and their applications will be viewed as new students.

NONDISCRIMINATION POLICY

It is the policy of the Islamic Academy of Indianapolis to not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

HEALTH SCREENINGS

Hearing Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annual hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing loss and/or with a history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/or school staff, will be tested. Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person hears various sounds, and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

Vision Screening: Indiana Code 20-34-3-14 states that all school corporations shall conduct annual screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

TUITION POLICY

The TIS fee structure is competitive compared to similar private schools locally. The tuition fees are explained and often justified to parents and during parent meetings. Students qualifying for the IDOE Choice Scholarship voucher will receive a scholarship amount based on income guidelines, household size, and township of residence. The remaining balance of tuition is the responsibility of the parents. Parents are expected to pay the remaining balance.

TEXTBOOK FEES: are due at the beginning of the school year if the student is not eligible for reduced/free lunch.

CHROMEBOOK FEES: these are due at the beginning of the school year.

SCHOOL SUPPLY LIST

Students will be required to obtain all the items listed on the school supply list for their given grade. The supply lists will be directly sent out to the parents. It is imperative that they have all their materials for school so they can come prepared and help the classroom with any extra materials given on the list.

ACADEMIC POLICIES

SCHOOL CURRICULUM FRAMEWORK

Tawheed Islamic School offers students a wide foundation in General Education in addition to our Islamic Studies and are taught:

- Mathematics
- English/Language Arts
- Social Studies
- Science

TIS has been distinguished by not only educating students in various academic subjects but also enriching their knowledge with our Islam and ethics. At TIS students have **Qur'an, Islamic Studies, and Arabic twice a week for each subject**. We should always remember what our prophet (PBUH) said: "The Qur'an is a wealth with which there is no poverty, and without which there is no wealth." Not caring to read and study the Qur'an is a great loss. Prophet Muhammad (s) said: "Surely the person in

whose heart lacks the trace of the Qur'an is like a ruined house.”

HOMEWORK POLICY

Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, the teacher, and the family. Reasons for assigning homework include practicing new skills, applying previously learned skills in new contexts, and/or fostering productive study habits and independence. Homework has the additional potential benefit of helping young children understand that learning happens everywhere, while also providing parents with information about our curriculum and opportunities to support their student's learning.

The staff at TIS understands and promotes the importance of unstructured play as essential to fostering the cognitive, social, physical, and emotional well-being of children. Therefore, time spent on homework should be in addition to, and never a replacement for, free play.

STUDENT RESPONSIBILITIES

- To assume responsibility for completing homework independently and to the best of the student's ability.
- To make sure to understand homework assignments by listening to directions, asking questions when something is unclear, and carefully reading instructions.
- To gather all necessary materials to complete assignments before leaving the classroom and return homework assignments to school on time.

FAMILY RESPONSIBILITIES

- To provide a consistent routine and environment that is conducive to completing homework.
- Provide limits/guidelines on “screen time.”
- To ensure that the student receives the educational benefit from the assignment by encouraging independence, helping, and answering questions as needed without influencing the result.
- To notify the teacher if the homework is creating a problem at home.

TEACHER RESPONSIBILITIES

- To provide meaningful homework assignments that students can complete independently.
- To clearly communicate homework directions and expectations.

- To monitor the amount of homework assigned so that it corresponds to school guidelines.

STANDARDIZED TESTS

The school prepares the students for the standardized tests for grades 3 (IREAD/ILEARN) & 4-8 (ILEARN) to measure their achievement and growth according to Indiana Academic Standards in ELA, Math, Science and Social Studies. All information about the sessions (date, time,...etc.) will be discussed prior to testing time.

REPORTING

Quarterly Report Cards are issued four times a year to inform parents and keep them up to date on students' academic performance, progress, and achievement throughout the year. The final report card will be sent home with the students on the last day of school.

INCOMPLETE GRADES

A student will be given an "I" for Incomplete if extended illness or some other reason beyond the student's control prevents him/her from completing work on time. Teachers and administration will decide on the number of days students will be given to make up work. If students do not meet that deadline, he/she will receive an F. A student may not be eligible for Honor Roll if he/she received an "I".

HONOR ROLL

A student qualifies for honor roll if he/she attains no less than a B- in all of the following subjects: Reading, English, Social Studies, Mathematics and Science.

END OF YEAR AWARDS & PROGRAMS

At the closing of the school year, students are recognized in assembly for any special awards and achievements for outstanding work throughout the year. Awards are given for academic and behavioral Achievement.

ATTENDANCE

It is the policy of Tawheed Islamic School that all students enrolled shall be in attendance every day that the schools are open for student attendance during each regular school term. A call or email to the school office is expected on the day an absence occurs.

The process of education requires continuity of instruction, classroom participation, learning experiences, and study for a student to attain his/her maximum educational potential. The interactions of students under the instruction of a competent teacher are vital to this purpose.

SAFETY

It is for the safety of all students and staff to follow these procedures and policies for pick-up and drop-off.

PICK-UP AND DROP-OFF INSTRUCTIONS

Breakfast starts at 8:05 A.M. and doors open at that time. If your child is not having breakfast, we ask you to drop him/her off between 8:15 & 8:25 A.M. Please do not drop off students earlier than 8:15 A.M., as there may be no supervision prior to getting breakfast in the lunchroom.

At the end of the day, pick-up will begin at 3:15 and go until 3:25 PM. If you arrive after that time a late fee of \$1/minute will be applied.

POLICY FOR VISITS

The School Board welcomes and encourages visits to the school by parents, other community members, and interested educators. It is necessary to invoke visitor controls for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools. The Superintendent or principal has the authority to prohibit the entry of any person to the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visiting for Lunch: Please call the office in the morning if you would like to have lunch with your child. Upon arrival, please sign in at the administration office and obtain a visitor's badge. You may join your child as his/her classroom is entering the cafeteria for lunch. Sign out in the main office upon leaving the building.

Visiting the classroom: Parents must notify the administration prior to the visit for permission. You must sign in and obtain a visitor's badge from the office if the visit is granted.

Meeting with the Principal: Please call or email to schedule an appointment if you need to meet with the principal. If you are more than 15 minutes late, your appointment will be canceled.

Classroom Deliveries: When your child forgets an item or an item needs to be dropped off from home during the day, the item should be brought to the office. Your child will be called to the office to pick up the item.

Dropping Off and Picking up Students: Parents are not permitted to enter the classrooms in the morning to speak to teachers or students and will be asked to leave. Any questions or concerns should be communicated to the teacher via email and a conference will be scheduled if needed.

When picking up a child for an early dismissal or at the end of the day, please call ahead of time. Pick-up is at the school's double white doors. We ask that you do not go directly to the classrooms.

ABSENCES

It is the responsibility of the student, not the teacher, to find out what work was missed during the absence and make up any assignments or tests, if possible and at the sole discretion of the teacher. Students who fail to make up missed assignments or tests may receive a mark of zero.

LONG TERM ABSENCES

Parents must submit a long-term absence (five or more consecutive school days) request form to the Principal for approval. Please contact the main office for the form. A meeting with a member of the administration will also be required to discuss academic obligations in light of the long-term absence.

MISSED ASSIGNMENTS AND EXAMS DUE TO ABSENCES

As mentioned above, it is the responsibility of the absent student to make up all the missed work. Students who fail to make up missed assignments or tests will receive a mark of Incomplete.

PARENT PICKUP

After arriving at the school, students are not permitted to leave the school premises. Parents who need to pick up their children before the end of the school day need to inform the office.

NON-PARENT PICKUP

Parents are the only people authorized to pick up their children from the school. Friends and relatives will require permission from the parents/legal guardians if they are to pick up someone else's children.

EMERGENCY LEAVE AND DOCTOR APPOINTMENTS

Doctor's appointments should always be scheduled after hours or over the weekend. If it is unavoidable, parents are to sign students out at the school office.

ILLNESS

Parents are requested to keep their sick kids at home. A child with a fever of 100°F or above must not attend school. A returning child from a sickness must be "fever-free" for 24 hours before coming back to school. Please send a doctor's note if your son or daughter has been away for more than three consecutive days.

PRAYER ARRANGEMENTS

- Prayer Times: differ depending on the grade level(1st&2nd/ 3rd& up).
- Gather in a designated prayer area (Musalla)
- An assigned student leads the prayer when necessary.
- Students perform the congregational prayer together, with the teacher's supervision.

It's important to ensure that the prayer arrangements align with the school's daily schedule and allow sufficient time for students to perform their prayers with focus

and concentration. Additionally, teachers and staff should provide proper guidance and supervision to ensure a respectful and organized prayer environment for the students.

ADMINISTRATING MEDICATION

The school is not permitted to provide any kind of medication to students unless it is permitted in writing by parents. Tylenol and Motrin will not be given until the parent gives permission.

EMERGENCIES

In the event of an illness or an injury, parents will be contacted immediately. If a child needs immediate attention, the school will act to protect the health and well-being of the student while the parents are being contacted. The person designated as your child's emergency contact should be someone who can reach the school in a reasonable amount of time. If you, or the designated emergency contact cannot be reached, the school will call 911. In extreme situations, the school may take children to a proper medical center before contacting the parents. For this reason, it is essential that parents immediately notify the school whenever there is a change in their contact information.

DRESS CODE

All students must dress modestly according to Islamic standards. Uniforms are required for students in grades kindergarten and up. All students are expected to be neat and clean. We ask parents and students to kindly respect the uniform policy. No uniform is required on Friday; students may dress up on that day. Skirts must be knee-length. Clothing must be loose fitting. No clothing with profane or obscene images will be permitted. Closed shoes must be worn at all times for safety purposes. No open-toed sandals or flip-flops will be allowed.

Parents will be emailed the first two times a student does not abide by the dress code. After that the parent will be called to bring in a uniform or take the student home.

Uniform Colors:

Girls: Must wear leggings under skirts or jumpers at all times.

- Shirts – Light blue, navy, red, or white. 6th grade and up must wear long sleeves.
- Dresses: Navy blue or red
- Jumpers – Navy blue
- Pants – Navy blue or black pant
- Sweaters – Navy blue, black, gray, white, or red sweaters.

- Scarves – Required for Salat for 1st grade and up.

Abayas - Must be Navy blue and must not be open from the front or other sides.

Boys:

- Tops - Any shade of blue, red, or white. Must be a solid color with no patterns or logos. Must be loose and at hip length or tucked in. Short or long sleeves are both permitted.
- Pants - Solid navy blue, tan, or black dress pants or khakis. **No jeans.** Pants must be worn at waist level. Pants must be loose.
- Sweaters - Navy blue, black, gray, or white sweater.

Sunglasses, hats, hoodies, jackets, and gloves are to be worn outdoors only and not inside the school building or the classrooms. Shoes with socks should be worn at all times.

Students should use good judgment in attire and grooming – simplicity, safety, neatness, and appropriateness. Students wearing clothing, a hairstyle or accessories that cause a disruption to the instructional process as determined by the teacher and/or principal will be asked to change or conceal the item in question.

RECESS AND PHYSICAL EDUCATION

All students are expected to participate in recess and physical education. The students will go outside, except during inclement weather, and should dress appropriately (coat, hat, gloves, etc.). The schools will use the following guidelines: If the temperature with wind chill is at or above 20 degrees, students will have outdoor recess. If the temperature or heat index rises to 100 degrees or above, there will be no outdoor recess. On days when your child has PE, he/she must wear regular athletic-style shoes which tie or fasten with Velcro. Those students not in athletic shoes will not participate in physical education. If, due to injury or illness, a student cannot participate, parents must send a note. If the student's participation is restricted for more than five (5) school days, a note from a doctor must be sent to school.

STUDENT CODE OF CONDUCT

1. Students are expected to act responsibly in and out of the school and to always consider themselves as representatives of Islam and TIS.
2. School properties are to be protected and always respected.
3. Students will always conduct themselves with noble manners with peers, all staff members, and visitors to the school.
4. Students are expected to be punctual in all of their classes.
5. The completion of all schoolwork assigned is the responsibility of the student. This means being organized, using class time effectively, and completing all assigned homework in a timely manner.
6. Cleanliness should be manifested in the student's work places, classroom, and personal hygiene.
7. Adherence to the school uniform is mandatory during the school day and when representing the school. Students are expected to wear the school uniform properly at all times, except for Fridays.
8. It is expected that each student will act in a safe and helpful manner towards oneself and others. Students are expected to move safely within the building by walking and not running.

OBJECTS **NOT** ALLOWED IN THE SCHOOL PREMISES

- Water guns and fireworks of any kind
- Printed material containing indecent language or pictures.
- Smartphones: Phone calls to and from the parents should be made at the school office.
- Weapons and/or dangerous objects of any kind.

Any student found carrying any of the above-mentioned items will face severe consequences, and the possessed item may be confiscated and returned to parents only.

CHROMEBOOKS / INTERNET USAGE

Chromebooks and Internet access through TIS has been established solely for educational purposes. The term *“educational purposes”* includes classroom

activities, development, and research. Students may have access to Internet resources through the library, computer lab, or on school Chromebooks.

We trust that our students will use the Internet ethically and responsibly, which includes the following:

- Respect the rights of others.
- Respect the right of privacy in the use of e-mail accounts.
- Adhere to rules governing the use of computers, e-mail accounts, networks, and other computer facilities in the school.
- Adhere to the codes of conduct, such as the school code of Behavior and other related laws.

We believe that our students will use the internet safely and under no circumstances reveal any personal information about themselves or others without first checking with the teacher. Personal information includes your full name, home address, telephone number, e-mail address, etc. Students should never agree to phone or meet with someone they have met online and should rather, promptly report to the teacher any messages received that are inappropriate or concerning. We encourage and teach our students to refrain from using wicked, obscene, threatening, or disrespectful language over the Internet. Students are not to post information that may cause damage or endanger persons or properties. Students are expected to only access appropriate material and will not use Internet privileges to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.

CYBER BULLYING

Parents should note that there is a high risk of cyberbullying on the Internet. Cyberbullying is on the rise and can be more serious and harmful than bullying that occurs in school. As such, we strongly recommend the following:

- Parents must be aware of what their children do online, in chat rooms, and with Instant Messaging.
- Parents should gain the trust of their children so that they feel comfortable letting them know if something bad happens online. While children enjoy the benefits of the Internet, they must be protected from its dangers.

- Always remember that what is not good offline is not good online either.

Violations of the above Chromebook/Internet usage policy guidelines will result in serious consequences that could involve expulsion from school.

BULLYING

Indiana state law defines bullying as “overt, repeated acts or gestures (verbal or physical) committed by a student or group against another student with the intent to harass or harm the student.” In simpler terms, it is an ongoing pattern of behavior meant to negatively impact a specific child's self-esteem. The law mandates that our school must respond to instances of bullying and cultivate a secure atmosphere for students. TIS employs a comprehensive approach to address all forms of bullying. Initially, we foster an environment of respect and compassion across the student body through positive behavior strategies, class discussions, guidance sessions, and exemplification by our faculty and staff. Research indicates that bystanders (students observing bullying) wield significant influence in diminishing such behavior. Additionally, we conscientiously collaborate with students who face consequences for bullying. Our aim is to convey that this behavior is not a conscious choice and to provide children with alternatives to establish positive friendships without causing harm. Lastly, we provide personalized safety plans for students who have been targeted by bullying. These plans enable coordination among educators, administrators, and parents to proactively prevent future harassment incidents. Our belief is that by nurturing a culture of respect, equipping potential bullies with positive social skills, and empowering victims to assert themselves, we can create a secure and harmonious environment for every student.

SEXUAL HARASSMENT POLICY

TIS does not condone or tolerate any form of sexual harassment involving employees, students, or other persons at school or at school-sponsored events. TIS will take appropriate action to prevent and correct any behavior that violates this policy. If necessary, the school will also take disciplinary action against employees and students. The policy applies to all sexual harassment incidents involving TIS employees and addresses acts committed by a person of either sex against a person

of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature such as:

- a. Grabbing, touching, or patting.
- b. Sexual propositions.
- c. Unsolicited sexually offensive, pictures, magazines, notes, calendars, cartoons, jokes, or comments.
- d. Unwanted flirtations or advances.
- e. Verbal abuse.
- f. Repeated pressure or requests for sexual activities.
- g. Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors.
- h. Unwanted reference to one's physical appearance or sexuality.
- i. Graphic comments about an individual's body or dress any comments or actions which denigrate a person based upon gender.
- j. Sexually degrading names.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

TIS is dedicated to being a place of mutual respect and cooperation. It is expected that every teacher, student, staff member, and administrator will conduct themselves in such a fashion that everyone will be safe, respectful, and responsible. TIS has implemented the Positive Behavior Intervention and Support (PBIS) Program in our school. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors, keep students in class, and increase instructional time. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

We are also committed to the development and maintenance of a learning environment that is safe, secure, and conducive to effective learning.

When a student does misbehave, the teacher should take appropriate actions,

actions such as:

- **Redirection:** If a child is engaged in unacceptable behavior, we will present the child with an alternative and/or acceptable behavior or activity.
- **Verbal intervention:** The teacher will first discuss why the behavior is inappropriate and what is acceptable and expected of him/her.
- **Lunch detention** and parent contact from the teacher: The consequences of continued misbehavior will also be explained.
- **Conference:** A teacher conference will be called with parents when a child's behavior is constantly disruptive.
- **Office Referral:** If disruptive and unruly behavior continues, the child will be sent to the office, and a "Student Referral Form" should be completed. Students will be asked to complete the "Student Incident Form" as well.

Our school has multiple school-wide incentive programs to recognize students who make excellent academic and behavioral choices.

STUDENT DISCIPLINARY POLICY

Level 1 Offenses: In Classroom These are behaviors that disrupt the classroom environment. Elementary teachers handle these within the classroom, resorting to school administration only if necessary. Middle school students face interventions and detentions for repeated offenses.

Level 2 Offenses: 1 Day Detention: Detentions are assigned to reinforce positive behavior. These offenses include offensive language, possession of electronic devices without permission, skipping required activities, insubordination, etc. Three detentions for the same offense may lead to a behavior contract.

Level 3 Offenses: 2 to 10 Days of Detention These offenses result in 2-10 days of detention. The severity and duration depend on behavior intervention. Examples include academic misconduct, vandalism, bullying, theft, and more. Repeated violations of the same rule will lead to behavioral contracts.

Level 4 Offenses: 1-3 Day Suspension More serious offenses lead to a suspension of 1-3 days. These include vandalism, bullying, robbery/theft, fighting with minor injuries, weapons possession without intent to harm, etc. Suspension is accompanied by due process.

Level 5 Offenses: Open Suspension Pending Expulsion These are grave offenses threatening safety. Students face open suspension pending expulsion hearings. Offenses include severe vandalism, bullying, bringing weapons with threats, promoting hatred or violence, etc. Expulsion procedures are defined, including appeal rights.

A detailed list of Level 1-5 violations can be found in the Student Disciplinary Violations and Explanations Policy Document.

Disciplinary records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the administration, and the Board of TIS. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records. A student committing an act of misconduct, that does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 5 may be placed on students' permanent records.

EXPULSION PROCEDURE

- A. Once the Principal has recommended an expulsion, the School Board must meet for an expulsion hearing within (10) calendar days. The family will be informed in writing that the student is placed on an open suspension pending expulsion and will describe the reason for the school's action.
- B. The student's parent or guardian has the right to appeal an expulsion decision. The appeal must be in writing within 2 calendar days, upon written notification of the expulsion.
- C. The Board will schedule an expulsion appeal hearing within one week.
- D. At the expulsion hearing, the Principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- E. The Board will make a decision that will be conveyed to the parents in writing within 48 hours.

Students on open suspensions pending expulsion may not return to school without a decision from the Board. They may not be on school premises or participate in any school activity or function including field trips or after school.

HOME & SCHOOL COMMUNICATIONS, PTO, TEACHERS APPOINTMENTS

HOME & SCHOOL COMMUNICATIONS

To keep you informed of the many activities provided for TIS students and families, we provide a weekly newsletter, "TIS Weekly" that is sent electronically each Sunday. Teachers also provide weekly updates via emails to their parents. Please visit the teachers' Grade link page and our school website to view information about

the school and the on-line calendar.

PARENT VOLUNTEERS & PTO

- A. Parents and community volunteers are crucial to our school's success. The time they dedicate to our classrooms' projects and activities, lunch, and wudu time is invaluable. TIS welcomes all parent volunteers.
- B. As a precaution all volunteers must have a criminal history background check done **prior** to volunteering at school.
- C. TIS encourages the participation of parents in the continuous development and growth of the school. TIS PTO, Inc. is organized for the purpose of supporting the education of children at TIS by fostering relationships among the school, parents, and teachers.

PARENTS FEEDBACK

To give parents the opportunity to provide input into administration, teachers, and staff performance assessment, we encourage parent participation in TIS. "Parent Input Forms" are available in the main office.

ADMINISTRATION & TEACHER APPOINTMENTS

If at any time a parent or guardian feels the need to speak with a teacher or staff member, please call the school office to schedule an appointment.

WITHDRAWAL FROM SCHOOL

If you will be withdrawing your child(ren) from school, please report this to the office at least one full day before you intend to leave.