



ISLAMIC ACADEMY OF INDIANAPOLIS  
ELEMENTARY & MIDDLE SCHOOL  
PARENT-STUDENT HANDBOOK

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711 S High School Rd, Indianapolis, IN 46241  
[www.tawheedschool.com](http://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, implementing advanced teaching methods and technology, and establishing 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 bring:

- REGISTRATION FORM

Registration forms given to parents must be filled out and submitted to our office. Parents may also submit an online application. The administration team will review the forms. Parents must indicate any allergies the student may have.

- 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 1<sup>st</sup> 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.

## INDIANA CHOICE SCHOLARSHIPS

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. Please refer to the Registration Requirements document to see tuition fees and payment plan options.

**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. They must 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

The Tawheed Islamic School curriculum consists of the following subjects:

- Mathematics
- English/Language Arts
- Social Studies
- Science
- Arabic
- Quran
- Islamic Studies
- Computer Science
- Physical Education

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. Results will be sent to parents once received. Parents are encouraged to contact their child's teacher or the school principal with any questions or concerns.

## 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 A-B honor roll if he/she attains no less than a B- in all of the subjects. A student qualifies for A honor roll if he/she attains no less than an A- in all of the subjects.

## END OF YEAR AWARDS & PROGRAMS

At the closing of the school year, students are recognized for any special awards and achievements for outstanding work throughout the year. Awards are given for academic and best Islamic character.

## ATTENDANCE

The process of education requires continuity of instruction, classroom

participation, learning experiences, and study for a student to attain his/her maximum educational potential.

It is the policy of Tawheed Islamic School that all students enrolled shall be in attendance every day that the school is 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. An absence will be excused if a Doctor's note is sent to the school. It still will be counted as an absence. A student who accumulates 10 unexcused and excused absences may be required to repeat a course as mandated by the IDOE.

### TARDIES

It is the parent's responsibility to ensure their students arrive on time at 8:15 AM. If a doctor appointment must be made during school hours, a doctor's note is required for the tardiness to be counted as excused. Excused tardies include and are limited to the following: illness, death in the family, participation in a school planned activity, Doctor's appointments, family emergency, traffic accident. Laziness, traffic, oversleeping, etc. are not excused reasons for tardiness. 3 unexcused tardies equal 1 absence.

**UNEXCUSED ABSENCES & MAKE UP WORK:** In case of unexcused absences or short term suspensions, the students will be permitted to make up tests, quizzes and homework but will not receive full credit. Make-up exams due to suspension or unexcused absences will automatically reduce the grade by one letter grade. Any homework turned in late due to unexcused absence or suspension will be reduced by 15 percentage points. Students who are suspended will not receive a grade for missed classwork. Students who have an unexcused absence will receive a zero for missed classwork.

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 considering 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.

### PROMOTION & RETENTION POLICY FOR ELEMENTARY STUDENTS:

To earn promotion, students are required to achieve grade-level proficiency. Decisions will be made based on the following:

- A. The judgment of the teacher.
- B. Social and behavioral progress has been made during the current school year that would predict success in the following grade.
- C. Satisfactory academic results including IREAD, ILEARN, & NWEA. A decision to retain a student is made by consultation between the teacher, administration, and parents. A letter stating student retention will be sent along with the final school report card at the end of the school year. In borderline cases, promotion may be granted upon satisfactory NWEA testing results at the beginning of the following school year.

## SAFETY

The safety of our students is our top priority. Our dedicated staff continually reviews and updates our safety protocols. This includes regular safety drills, secure access to the school and emergency response plans.

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 8:00 A.M. and doors open at that time. If your child is not having breakfast, we ask you to drop him/her off at 8:15 A.M. Please do not drop off students earlier than 8:15 A.M., as there may be no supervision before getting breakfast in the lunchroom. Students are tardy after 8:15 A.M.

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 before 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.

### 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.

## ILLNESS

Parents are requested to keep their sick kids at home. Please keep your student at home if he/she has the following:

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period). Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of pink eye. If pink eye is diagnosed, antibiotic eye drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class.

## PRAYER ARRANGEMENTS

- Prayer Times: differ depending on the grade level (1<sup>st</sup>&2<sup>nd</sup>/ 3<sup>rd</sup>& 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.

## ADMINISTERING 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 navy, blue or black leggings under skirts or jumpers at all times.

Shirts – Light blue, navy, red, or white. 6th grade and up must wear long sleeves.

Jumpers/Skirts – Navy blue or khaki.

Pants – Navy blue, khaki or black pants.

Sweaters – Navy blue, black, gray, white or red sweaters.

Hijab – Required for Salat for 1st grade and up. 6th grade and up are required to wear a hijab.

Abayas - Must be navy blue, black or khaki and must not be opened from the front or other sides.

No nail polish, make-up, or jewelry is permitted. 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.



### 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 disrupt the instructional process as determined by the teacher and/or principal will be asked to change or conceal the item in question.

### WELLNESS POLICY

TIS is committed to our students' health and well-being and to ensuring our students have access to healthy food, attend school in an environment free of "junk food" and are allowed ample time to exercise during the day. Therefore, no junk food is allowed from 8:00 AM-3:30 PM. Any junk food that is found needs to be taken and thrown away as it is detrimental to the health of our students. The following are examples of junk food that are not permissible: chips, energy drinks, sodas, gum, cakes, cookies and or candy.

### 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 that 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

Prophet Mohammed (SAS) said: “Do not be people without minds of your own, saying that if others treat you well you will treat them well, and if they do wrong, you will do wrong. Instead, accustom yourself to do good if people do good and not to do wrong if they do evil.” Al Tirmidhi, Hadith 1325

Students are expected to:

1. Act responsibly in and out of the school and always consider themselves as representatives of Islam and TIS.
2. Protect & respect school properties.
3. Conduct themselves with noble manners with peers, all staff members, and visitors to the school.
4. Be punctual in all of their classes.
5. complete all schoolwork assigned. This means being organized, using class time effectively, and completing all assigned homework on time.
6. Be clean. Cleanliness should be manifested in the student’s workplaces, classroom, and personal hygiene.
7. Adhere to the school uniform which 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. 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.
- Smart watches, Air pods, Electronics
- 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

This is conduct that hinders orderly operations of the classroom and school.

For elementary teachers, Level 1 behavior should be handled within the classroom whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administration unless the student has received detention and parents have been contacted.

For Middle School students, a Level 1 behavior will result in a teacher intervention to solve the issue. Detentions will be issued to students who demonstrate behavior that is repeated and was not corrected by the students. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. The list of violations below is not all-inclusive, but is only representative and illustrative.

Offense	Explanation
<b>Disruptive Behavior</b>	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.
<b>Tardiness and Preparedness (To Class, Salat, Assembly And/or Lunch)</b>	Not being seated in the appropriate classroom space when class is scheduled to begin as defined by school policy, not bringing class materials, not reporting to prayer, lunch or assembly punctually. 3 tardies = 1 unexcused absence per class 10 unexcused absences = loss of credit for that class
<b>Verbal Altercation</b>	Engaging in minor verbal confrontation including insulting, taunting or challenging another student under

	circumstances in which such conduct could provoke a non-violent response.
<b>Violating Classroom And/or Area Rules</b>	Not following the classroom and/or area rules.
<b>Lying/Concealing the Truth Without Causing Harm to Others</b>	Failure to cooperate with teacher in an honest manner to resolve an issue.
<b>Use of Language Other Than English Within the Classroom</b>	Unless directed by a teacher, for educational reasons, no language other than English is acceptable within school environment.
<b>Chewing Gum / Eating / Drinking While in School</b>	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas with the exception of water (In student provided water bottle; no printed label containers).
<b>Using Other Students' Belongings Without Permission</b>	Using student or staff belongings without permission. Taking, borrowing books, pencils, pens, notebooks, etc. without permission. This will include using a computer that has not been logged off.
<b>Littering</b>	Throwing or dropping paper, trash, or other material on the floor or ground.
<b>Using Offensive Language</b>	Using offensive language directed at a student, in any language including physical body/sign language.
<b>Refusal to Do Classroom Work</b>	Refusing to complete work, labs, projects, or other assignments given by the teacher.
<b>Taunting</b>	Engaging in verbal acts undesirable to other students and staff that do not occur on a consistent basis.

### LEVEL 2 OFFENSES: ONE 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

Detentions are to be served with an understanding that a student will not question the infraction but may discuss with those listed above to help determine what the underlying issue was and to help in not repeating said action. Detention will be issued to students based on the infractions noted below:

Offense	Explanation
<b>Offensive Language</b>	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes directed toward students or staff.
<b>Possession of A Cell Phone or Other Electronic Device</b>	No student shall use, display, or possess any electronic device, including cell phones, unless specific approval from TIS Administration is given. These devices must remain put away for the duration of time that student is on school premises.

<b>Skipping Assembly, Class, Lunch, Salat Or Any Other Required Activity</b>	Intentionally missing class, lunch, Salat, or other required activities without excuse or permission.
<b>Insubordination</b>	Not following the classroom and/or area rules.
<b>Lying/Concealing the Truth Without Causing Harm to Others</b>	Failure to cooperate with teacher in an honest manner to resolve an issue.
<b>Horseplay with No Malice</b>	Engaging in unintentional hitting or any other kind of physical altercation, whether initiating or retaliating that did not involve a punch and without malice.
<b>Electronic Access</b>	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services
<b>Outside of Class Without A Pass</b>	Being out of class without proper written authorization.
<b>Being Out of Uniform</b>	Not wearing the required school uniforms. Not being hygienic or clean. Being sloppy in appearance (loose hijab, torn clothing, etc.). Wearing unapproved jewelry and/or accessories such as makeup. Not having short, clean fingernails.
<b>Minor Pushing/Shoving</b>	Pushing and shoving does not result in any harm to individual physically or emotionally and does not cause property damage.
<b>Taunting</b>	Engaging in verbal acts undesirable to other students and staff that do not occur on a consistent basis.

### 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. Any student whose conduct may warrant Level 3 consequences will be provided due process.

A student charged with a Level 3 violation will be subject to serving 2-10 days of detention based on the discretion of behavior intervention. Three violations of the same rule will result in behavior contract.

Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the student's past record seem to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented. In any case, parent/ guardian contact will be made either through a personal conference, phone conference or through written communication as well as email correspondence. All such contact will be documented.

Teachers making an office referral must do so in writing either at the time of the violation or as soon as possible thereafter within the day of incident.

Offense

Explanation



<b>Academic Misconduct</b>	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher
<b>Defiance</b>	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher.
<b>Vandalism</b>	Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in minor damage.
<b>Misuse of Property r Equipment</b>	Using Staff Belongings w/out Permission Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off. Students using school online services for illegal, inappropriate, or obscene purposes
<b>Lying/Concealing the Truth Without Causing Harm to Others</b>	Failure to cooperate with teacher in an honest manner to resolve an issue.
<b>Leaving School Grounds</b>	Leaving School Premises without administration approval during in-school hours is prohibited. Students must be signed out in office even if over the age of 18 by a legal guardian.
<b>Loitering/Trespassing/Unauthorized Access</b>	Being present in or about school under one or more of the following circumstances: 1. After a reasonable request to leave 2. Without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify one's self.
<b>Bullying (Minor + No Physical Contact)</b>	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs on a consistent basis and does not include physical altercations. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
<b>Theft/Minor Break-In</b>	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property. Breaking into school closets or other internal rooms not intended for students that does not result in theft.
<b>Extreme Disrespect to A Teacher or Staff Member</b>	Using vulgar language, remarks, or threats to any member of faculty or to individuals that may be volunteering as staff for school related activities
<b>Fighting (No Punch)</b>	Intentionally and maliciously, hitting, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm.
<b>Vandalism</b>	Defacing, damaging, or destroying school or personal property in a willful manner without malicious intent that results in minor damage.

<b>Breaking and Entering</b>	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval without malicious intent.
<b>Weapons (Not Fire Arm)</b>	Unknowingly bringing a weapon to school and showing to other students without the intent to cause harm.

Any student whose conduct may warrant Level 3 consequences will be provided due process:

**A. Students:**

A notification of the violation.

- i. An opportunity to present his/her side of the story to the principal & or administrator.
- ii. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.

**B. Parents:**

- iii. A verbal or written notification of the violation and number of days the student will serve detention will be issued.
- iv. If necessary, twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that he/she cannot complete the school day.

The list of violations below is not all- inclusive but is only representative and illustrative.

**LEVEL 4 OFFENSES: 1-3 DAY SUSPENSION**

Any student whose conduct may warrant a suspension is entitled to due process.

**A. Students:**

- i. A notification of the violation.
- ii. An opportunity to present his/her side of the story to the Administration.
- iii. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
- iv. Students will be asked to write an account of what happened.

**B. Parents:**

- i. Parent(s) or guardian(s) will be required to meet with school personnel.
- ii. A written notification of the violation and the consequence decided by the school will be issued.

The list of violations below is not all-inclusive, but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

Offense	Explanation
<b>Vandalism</b>	Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in minor damage
<b>Extortion, Intimidation, Menacing Incitement</b>	Threatening another person verbally or non-verbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct
<b>Bullying (Minor + Physical Contact)</b>	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs consistently and may include minor physical altercations without the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written, or gestured against another person's ethnic or social background or another person's abilities.

<b>Robbery or Theft Resulting in Significant Loss</b>	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property that results in significant loss. This includes but is not limited to electronic mediums as well.
<b>Fighting (Punch)</b>	Fighting results in a brawl or punch being thrown in which minor injuries may occur.
<b>Weapons (Not Firearm)</b>	Knowingly bringing a weapon to school and showing it to other students without the intent to cause harm.
<b>False Alarm</b>	Intentionally or unintentionally pulling the fire alarm.
<b>Breaking and Entering</b>	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authorization or approval with malicious intent.

#### LEVEL 5 OFFENSES: OPEN SUSPENSION PENDING EXPULSION

Conduct in this category is serious or illegal and is potentially threatening to life, health or morality. TIS has a zero-tolerance policy for all Level 5 misconduct. A student charged with a Level 5 violation will result in an open suspension pending an expulsion.

Any student whose conduct may warrant a suspension is entitled to due process.

##### A. Students:

- i. A notification of the violation.
- ii. An opportunity to present his/her side of the story to the Administration.
- iii. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.

- iv. Students will be asked to write an account of what happened.
- B. **Parents:**
  - i. Parent(s) or guardian(s) will be required to meet with school personnel.
  - ii. A written notification of the violation and the consequences decided by the school will be issued.

The list of violations below is not all-inclusive but is only representative and illustrative. Suspensions will be issued to students based on the infractions noted below:

Offense	Explanation
<b>Vandalism</b>	Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in major damage.
<b>Compromising Safety of Students, Teachers, And Anything Encompassed in School Environment</b>	An issue that presents itself to be harmful to anyone on school property and deemed unsafe by Administration.
<b>Bullying (Major)</b>	Engaging in extreme verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct provokes a violent or disruptive response. Occurs on consistent basis and includes minor physical altercation with the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
<b>Any Words or Actions That Promote Extreme Hatred or Violence Against A Person / Group of People</b>	Mention or participation in groups or affiliations that potentially inflict harm on other individuals.
<b>Fighting That Results in Serious Injury</b>	Fighting that results in serious bodily injury.
<b>Bring Gun or Weapon with Threat</b>	Bring a fire-arm to school or any other weapon to school with threat or intent to harm students.
<b>Sales, Use, or Distribution of A Harmful Substance on or Off School Grounds</b>	Using, selling, purchasing, distributing, attempting to possess substances, distributing any harmful substances on school property or at school functions or events
<b>Breaking and Entering</b>	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval with malicious intent and causing serious damage or theft.

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 Levels 3-5 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.

## PARENT COMMUNICATION INFORMATION

### 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 week. 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 online 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

1. If a student is to be withdrawn from school, a parent and/or guardian must make an official request in writing to administration in a timely manner (10 working days).
2. The appropriate form must be completed and signed by parent(s) and/or guardian(s), as well as the principal.
3. No school records will be released until delinquent accounts are paid in full.
4. Parent(s) and/or guardian(s) who wish to re-enroll students after having withdrawn them may be subject to a waiting list if their child's space has been taken already.