

# Toledo Islamic Academy

Accredited by the

Ohio State Board of Education and the National Commission on Accreditation and School Improvement  
NCA-AdvancEd



OH MY LORD: ADVANCE ME IN KNOWLEDGE!



TOLEDO ISLAMIC  
ACADEMY



**Parent & Student Handbook**

**2016- 2017**

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## **THE PRINCIPAL'S MESSAGE**

Dear Students and Respected Parents,

Assalamu Alaikum (Peace be upon you)! Welcome to Toledo Islamic Academy (TIA), where we strive to develop lifelong learners who are responsible and moral citizens in the global community. At TIA, we aspire to provide students with individual attention to help them reach their utmost potential. Working together, parents, students, and staff can accomplish wonders. Having parents' support, TIA will continue flourishing and help students reach their goals.

This handbook is intended to provide you with essential information that will help you understand how TIA conducts its academic affairs as well as its day-to-day operations. Please take the time to read and familiarize yourself with all of its contents.

I look forward to working hand in hand with you to have a prosperous and successful school year. May Allah (God) (SWT) continuously shower His blessings on our students, parents, staff, and families.

Your Sister in Islam,

Dr. Nabila Gomaa  
Principal

## **VISION STATEMENT**

Empowering students within a healthy Islamic environment through academic excellence

## **MISSION STATEMENT**

To develop lifelong learners who are responsible and moral citizens in the global community.

## **PHILOSOPHY OF TIA**

TIA believes that children will mature into well-rounded, socially and spiritually developed human beings if they are provided with quality education within a safe and secure Islamic environment. It is these high standards as well as the balance of intellect and spirit that the TIA curriculum seeks to achieve, to educate our students in both the academic and religious learning.

The following are the core values derived from TIA's educational philosophy:

- 1) To seek and hire role models, dedicated and highly qualified educators, who demonstrate a commitment to the values and practices of Islam
- 2) Life-long academic and Islamic learning
- 3) To achieve academic excellence by educating the whole child: physically, socially, spiritually, intellectually and emotionally
- 4) Through our Islamic environment, we celebrate diversity and strive for excellence, meeting the needs of all our students
- 5) To emulate the prophet's teachings, our practices are based on teamwork and collaboration
- 6) To provide visionary leadership through data driven decision making
- 7) To promote and welcome stakeholders' involvement

## **HISTORY OF TIA**

Toledo Islamic Academy is a dream come true, brought about by the grace of Allah and by much hard work. In September of 1995, Toledo Islamic Academy opened its doors to the Muslim youth of Toledo and surrounding counties. Year one began with a program from K-1 to fourth grade, and a student population totaling about 50 students. We have grown steadily since then, and now we have an enrollment of nearly two hundred students in grades Preschool through the twelfth grade. Alhamdulillah, Praise to God, a handful of dedicated individuals with a vision were spending long hours carefully planning for the establishment of the first Islamic school in the city of Toledo. This accomplishment followed years of investigation and planning by Masjid Saad Foundation in the city of Toledo, which sought to establish a high quality college preparatory curriculum for Muslim children in Toledo and its surrounding communities. In response to the educational needs of our community, the Toledo Islamic Academy has expanded and added new educational facilities to provide a higher quality of education.

The Toledo Islamic Academy is fully accredited by the Ohio Board of Education. On May 27, 1999, the Ohio State Board of Education approved our school to operate as a non-public charter school. In October of 2009, the school was awarded the AdvancEd accreditation with the highest rate of approval for 5 years, and in 2015 was re-accredited. It is also a member of the Council of Islamic Schools.

Toledo Islamic Academy is a subsidiary of Masjid Saad Foundation.

## **ADMISSION POLICIES**

Admission to TIA is open to all students in the Preschool through 12<sup>th</sup> grade. The school does not discriminate in enrollment on the basis of race, color, gender, religion or national origin. TIA reserves the right to decline admission to students for any of the following reasons, which include but are not limited to: need for special education services or English as a Second Language beyond the school's capacity, poor academic performance, and disciplinary issues.

Enrollment opens during the month of April, and continues until all available spots are filled in a given grade.

### **ENROLLMENT PRIORITY**

1. Students already enrolled at TIA
2. Staff children
3. Siblings of students already enrolled at TIA
4. All others

### **ADMISSION REQUIREMENTS**

#### *NEW STUDENT*

In order for a new student to be considered for admission to TIA, the following must be on file at the school:

1. Completed admission package, including:
  - a. Submit an admission form to the office.
  - b. Fill out and sign all the required registration forms. This includes an acknowledgement that the parents have read and will abide by the policies included in the parent-student handbook.
  - c. Pay the registration and material fees as well as the first tuition installment.
  - d. Sign a release letter for the student's record.
  - e. Provide updated health records, including physical examination and immunizations.
  - f. Sign all promissory forms for tuition and assessment
2. The results of TIA entrance exam for students in Kindergarten and up. The entrance exam includes reading comprehension, writing, and math.
3. Copies of student's academic and disciplinary records for the past two years. The student has to be in good academic standing with minimum GPA of 3.0 when applicable. A student may be admitted on a probationary basis if he / she does not meet these standards.
4. Copies of standardized test results for the past two years, if applicable.



The admission committee will not start reviewing a file until all of the above items are completed. All admission decisions are communicated in writing. A student will be allowed to attend classes only after they are fully registered in the school. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms.

### *RETURNING STUDENTS*

Due to the limited number of seats available and the desire of many families to join TIA, parents of returning students must fill out and sign intent of enrollment form by mid-May. The signing of the intent of enrollment does not constitute full registration. Parents must fully register a returning student by the deadline set by the school.

In order for a returning student to be fully registered, the following must be completed:

1. Complete, sign and return registration form.
2. Pay registration and material fees to the office.
3. Update health record.
4. Sign all promissory forms for tuition and assessment.

### **PROOF OF DATE OF BIRTH**

#### *PRESCHOOL*

In order to enroll in the Preschool program at the Toledo Islamic Academy, a child must be three years old at the time of enrollment and toilet trained. Students in training pants are not considered toilet trained, and cannot be admitted to the program. Enrollment for Preschool will be taken throughout the school year as long as there are seats available in the class.

#### *PRE-KINDERGARTEN*

A child who is 4 years old by September 30<sup>th</sup> may register for the Pre-Kindergarten program at Toledo Islamic Academy, provided he/she is toilet-trained, and ready to attend a full time academic day.

#### *KINDERGARTEN*

No child should be admitted to Kindergarten unless the child is 5 years old by September 30<sup>th</sup> of the year of admittance. (Ohio Revised Code 3321.01 Compulsory School Age for Kindergarten)

### **Conditional Early Entrance to Kindergarten**

This is for children not yet 5 years old by September 30<sup>th</sup> of the admittance year, but are not ready for early entrance to Kindergarten. The following criteria need to be followed for these children:

- Assessment of social and mental development from the public school of residence
- Kindergarten Readiness Test (academic skills, social skills, motor skills, attention span) conducted and submitted by a professional, independent tester
- Recommendation from the previous year's teacher.

All children who are admitted conditionally for the early entrance to Kindergarten are on probation for one quarter. Based on the teacher's recommendation at the end of the quarter, the school reserves the right to change the academic grade level to Pre-Kindergarten.

### **RE-ENROLLMENT**

Students who are currently enrolled at TIA and want to continue enrollment for the following year must notify the school during the period of re-enrollment in order to reserve a space. Paying the re-enrollment and material fee and filling out the registration forms completes registration.

Students who decide to leave the school after one quarter of attendance, and then they re-enroll, their admission will be subject to the approval of the TIA Board of Education. In this case the board members will take into consideration various factors before they grant their final approval. The Board approval is also required for students who request to return to school during the current academic school year.

### **TUITION AND FEES**

TIA depends financially on tuition, fees and charitable donations from community members to carry out its mission. Through the help of Allah first, then through fundraising efforts, we endeavor to keep our fees as moderate as possible. We encourage parents to join our school in fund-raising efforts.

### **PAYMENT OPTIONS**

In order to facilitate payment, TIA has two payment options:

1. Full tuition payment made before the start of the academic year at the school office
2. All other payments must be paid through the *Tuition Management Systems, Inc.* This company offers various payment programs including monthly and quarterly payments.

### **SCHOLARSHIP OPTIONS**

Toledo Islamic Academy continuously strives to assist families in finding scholarships for students at all levels. We actively pursue any financial opportunities for our families. Currently, the following programs are in place:

### ***NORTHWEST OHIO SCHOLARSHIP FUND***

The Northwest Ohio Scholarship Fund was established in 1999 to create a permanent source of tuition assistance for area families seeking a choice in education for their children. Students from low-income families who reside in Lucas, Wood, or Fulton County have an opportunity to be awarded need-based scholarships up to \$1,250 per child so that they can attend private schools for kindergarten through eighth grade. The guidelines for eligibility generally follow the federal free or reduced school lunch program. For more information about scholarship opportunities, please contact the school office.

### ***EDCHOICE SCHOLARSHIPS***

The Ohio EdChoice Program provides a limited number of state-funded scholarships to students who attend low-performing public schools. The scholarships may be used to attend participating private schools, and is available to students in grades K – 12<sup>th</sup> grade. The applications will come out in the middle of March.

### **JON PETERSON SCHOLARSHIP – Special Needs**

TIA is a provider for the Jon Peterson scholarship. As a school, under the direction of our licensed Intervention Specialist and in partnership with a child's district of residence and the Sylvania School district, a child on an IEP who is in the mild to moderate range will be able to attend TIA on a scholarship and receive special education services. However, this scholarship is evaluated on a case by case basis and services are rendered at the capability of the school. Applications should be completed in mid-April and again in mid-November.

### ***WITHDRAWAL***

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees, and will also be responsible for tuition until the end of the month of withdrawal.

### ***CLEARANCE OF TUITION AND FEES OWED***

The school policy states that parents/guardians must sign the tuition payment contract before their child(ren)'s admission process is completed. Accounts held in delinquency will result in temporary suspension of your child from school. If any tuition or fees remain outstanding by the end of the school year, it will result in your child not being admitted the following year, and all school records (report card, transcripts, student file etc.) will be withheld. Students may be excluded from school for non-payment of tuition and fees at any time during the school year.

### **ORIENTATION**

- All new students and their parents are required to attend an orientation session prior to the start of the school year.

- All middle and high school students must attend an orientation prior to the start of school.

### **CHANGE OF INFORMATION**

It is the parent's responsibility to inform the school office of any changes in contact information.

### **SCHOOL HOURS**

Pre-K to 12<sup>th</sup> grade                      Arrival 8:10 a.m.                      Dismissal 3:10 p.m.

If a parent is delayed, a phone call must be made to the office. Students must be picked up by 3:30 p.m. daily.

Parents who are consistently late picking up children will be allowed a no-fee period of 15 minutes after which they must pay a late pick-up fee of \$1 dollar for every 5 minutes.

## **ACADEMIC POLICIES**

### **A. HOMEWORK POLICY**

TIA has adopted a NO HOMEWORK policy for the Elementary and Middle School classes.

High School students will not be given more than 2 hours of homework nightly. Teachers in the High School may give up to 20 minutes of homework per evening.\*\* This does not apply to AP classes.

### **B. GRADUATION REQUIREMENTS**

There are testing requirements and curriculum requirements connected with the Ohio diploma; students must meet **BOTH** requirements in order to earn an Ohio diploma. Ohio State Tests are given in Reading/Writing, Mathematics, Science and Social Studies.

**Credit Requirements**

<b>Ohio requires students to take and complete a minimum of 20 required credits</b>	<b>State Minimum</b>
English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social studies	3 units
Electives	5 units
Additional credits, if any, in district requirements	
<b>Other Requirements</b>	
Economics and financial literacy	
Fine arts	

**AND**

**Pass Ohio’s State Tests:**

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

In order to graduate from Toledo Islamic Academy (TIA), a student must fulfill the following requirements:

Comparison of General Diplomas and Diplomas with Honors Criteria			
Students need to fulfill all but one criterion for any of the following Diplomas with Honors			
Subject	General Diploma Ohio State Minimum Requirements	General Diploma TIA Requirements	Diploma with Honors
English	4 units	4 units	4 units
Mathematics	4 units	4 units	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	3 units*	3 units*	4 units, including physics and chemistry
Social Studies	3 units**	3 units**	4 units
Health	½ unit	½ unit	½ unit
Physical Education	½ unit	½ unit	½ unit
Foreign Language		2 units	3 units, including at least 2 units in each language studied
Fine Arts		1 unit	1 unit
Electives	5 units***	5 units**** [includes Quran & Islamic Studies, Technology, and Senior Project	Not counted toward requirements
Grade Point Average			3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]			27 ACT / 1210 SAT
Additional Assessment	OST	OST / Senior Project	OST / Senior Project

\* Science units must include 1 unit of biological sciences and 1 unit of physical sciences.

\*\* Social Studies units must include ½ unit of American history and ½ unit of American government.

\*\*\* Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts or Foreign language.

\*\*\*\* TIA Electives units must include religious studies (Quran / Islamic Studies), Technology

\*\*\*\*\*Senior project is mandatory to graduate and is a part of senior English class.

### C. COURSES TAKEN OUTSIDE OF TIA

Students can take courses outside, as long as the course is not offered at TIA. Courses taken outside TIA that are not part of the regular curriculum will appear on the official transcript and are included in the course load and the grade point average calculation. Such courses must receive prior approval by the school administration and guidance counselor. Dual college credit courses/college credit plus, will be weighed at 5.0 GPA and will count as full credit.

#### **D. FAILING A COURSE/REPEATING A FAILED COURSE**

If a student fails a high school course, the grade of F is indicated on the transcript and is figured as zero when calculating the grade point average. No credit is given for a failed course. Sometimes a student may be required to repeat a course. In such case, the earlier course and grade still remains on all school records, and the repeated course and grade are indicated as well. If a repeated course is passed, then the student receives credit for it toward graduation requirements and it is calculated into the GPA. Any student who fails a class taken through the post-secondary program will be required to directly pay the University for the coursework. For lower and middle school students, if failure of a class is a possibility, parents will be notified in writing as soon as possible. The student must pass the class before moving on to the next grade.

#### **E. ADD/DROP POLICY**

In general, the school discourages students from dropping courses or transferring between classes and levels. However, the administration will approve the drop of courses or the transfer to other classes in some circumstances. The add/drop policy is not automatic. A parent, on behalf of the student, will be required to officially make the request in writing. The administration's decision in these matters is final. There is a one week deadline to decide to add or drop a course after the term begins. This also applies to changing levels.

#### **F. PROMOTION AND RETENTION POLICY**

Our school advocates helping all students achieve and avoiding a culture of failure. Kindergarten through 8<sup>th</sup> grade teachers will recommend the promotion of all students with passing grades. Students who fail in two or more compulsory subjects (Quran/Arabic Studies, English, Math, Science, Social Studies, and Islamic Studies) may be retained in their grade or be given the opportunity to take another final exam in the subject. A committee made up of the Principal, the department chair, and the classroom teacher will meet to decide if the student will be retained. The decision of the committee is final.

High school graduates must fulfill all graduation requirements by deadline dates. If a student fails the Senior Project, does not obtain the minimum number of points on Ohio State Tests, or any of the required courses, they will not graduate. Students will be awarded their diplomas as soon as they finish graduation requirements, and will participate in the next available graduation exercises if they elect to do so.

### **G. ACADEMIC ACCELERATION POLICY**

The school administration may accelerate student in a given year based on the request of the parents or the recommendation of the teachers. All of the following conditions will be looked at in making the recommendation:

1. Get straight A's or O's (outstanding) for the entire year
2. Make at least 95% composite score on the Terra Nova (CTBS) of basic skills
3. Get the recommendation of the classroom teacher in the previous year and year in which acceleration desired

Toledo Islamic Academy utilizes the *Iowa Acceleration Scale* with diagnostic measures to determine a child's eligibility. A committee comprised of the administration, school counselor, parents, and the current teacher as well as the teacher for the class in which the child would like to accelerate, will be formed to evaluate and formulate a decision.

### **H. ACADEMIC PROBATION POLICY**

Middle and high school students with a GPA of less than 2.0 will be placed on academic probation. While on probation the students will be required to attend counseling and tutoring. If a student does not raise his/her GPA the following quarter, he/she may be asked to leave the school or not be allowed to re-enroll for the following year.

### **I. REPORT CARD PICK-UP**

The school will operate on a quarterly calendar. Parents will be required to attend a parent-teacher conference twice a year for the first and third report card periods. Students will not be able to pick up their report cards, if the parent fails to attend the conference. The school will mail the report cards home. These dates are listed on the Academic Calendar.



### J. GRADING POLICY

The following grading scale was adopted from the Ohio Department of Education and subsequently enhanced for TIA.

GRADING SCALE					
% GRADE	LETTER GRADE	REGULAR COURSE	HONORS (HR) COURSE	ADVANCED PLACEMENT (AP) COURSE	GRADUATION HONORS / HONOR ROLL
A+, A	A+, A	4.0	4.5	5.0	SUMMA CUM LAUDE 4.00 AND UP
A-	A-	3.7	4.2	4.7	MAGNA CUM LAUDE 3.90 – 3.99
B+	B+	3.3	3.8	4.3	CUM LAUDE 3.70 – 3.89
B	B	3.0	3.5	4.0	
B-	B-	2.7	3.2	3.7	PRINCIPAL’S AWARD 4.00 AND UP
C+	C+	2.3	2.8	3.3	HIGH HONOR ROLL 3.50 AND UP
C	C	2.0	2.5	3.0	HONOR ROLL
C-	C-	1.7	2.2	2.7	3.20 – 3.49
D+	D+	1.3	1.8	2.3	(THERE ARE OTHER REQUIREMENTS NOTED ELSEWHERE IN STUDENT HANDBOOK)
D	D	1.0	1.5	2.0	
D-	D-	0.7	----	----	
F	F	0.0	0.0	0.0	

STUDENTS EARN A **WEIGHTED** CUMULATIVE GRADE POINT AVERAGE (GPA) FOR HIGH SCHOOL COURSEWORK.

Students earn a **weighted** cumulative grade point average (GPA) for high school coursework.

## GRADING FOR PHYSICAL EDUCATION

The students will be graded on the following:

- Participating and attendance
- Dress code
- Attitude
- Sportsmanship
- Conduct
- Practical skill tests and improvement
- Written quizzes and tests

\*Upper elementary does not require GPA.

### *EARLY CHILDHOOD AND ELEMENTARY GRADES*

Students in grades Preschool through fourth will not receive a letter grade. Students in these grades will be evaluated based on their progress in each academic and social discipline.

The following is the traditional system for grading Preschool - 4<sup>th</sup> grade

<b>Preschool - K</b>	*	Very Good
	1	Satisfactory
	2	Improvement Shown
	3	Needs Improvement
	4	Needs more time to Grow & Develop
	5	Not meeting Grade Level Requirement
<b>1<sup>st</sup> - 4<sup>th</sup></b>	O	Outstanding
	V	Very Good
	S	Satisfactory
	U	Unsatisfactory
	I	Improvement Needed

### **K. FINAL EXAMS AT THE END OF EACH QUARTER**

Starting with the 9<sup>th</sup> grade, students in each grade are required to take a comprehensive exam covering all material taught during the quarter. Final exams of each semester make up 20% of the grade. High school students with a cumulative average of 96% in a given course are exempted from taking the final exam.

## **L. COLLEGE CREDIT PLUS (CCP)**

Ohio's College Credit Plus gives students in grades 7-12 the chance to earn high school and college credit simultaneously by taking courses at participating Ohio colleges or universities. Tuition is free if your student takes classes at a public college. There may be modest fees for private college credit. All public colleges and certain private colleges in Ohio are participating.

Ohio has never offered your child a better start on a college education. A College Credit Plus student enjoys the opportunity to pursue more challenging classes and explore college interests sooner. Your child can earn anywhere from a few college credits to more than a year's worth while still in high school. College Credit Plus can reduce your child's time in college and greatly reduce your family's higher education costs.

## **M. HONORS (HR)/ADVANCED PLACEMENT (AP) COURSES**

Honors/AP level course work indicates that students are performing at a higher level than those who are taking general courses. The additional coursework and requirements will increase the depth of study, and place more emphasis on critical thinking skills.

## **N. GRADING SCALE – HONORS/AP COURSES**

Grading for the honors and AP courses is done based on a weighted grade point average. Please visit the School Profile for more information. Honors courses are on a 4.5 scale and AP courses are on a 5.0 scale.

## **O. HONOR ROLL AND TRADITIONS**

### ***1<sup>st</sup> – 5<sup>th</sup> grades***

Students who have all O's/A's and no more than 2 V's/B's will be placed on the High Honor Roll.

Students who have all O's/A's and no more than 4 V's/B's will be placed on the Honor Roll.

### ***7<sup>th</sup> – High school***

At the end of each marking period (Q1, Q2, Q3, Q4), students with grades no lower than B- and between 3.2 –3.49 G.P.A. will be listed on the Honor Roll. Students with grade no lower than B- and have 3.5 GPA or higher will be listed on High Honor Roll. Honor Roll students will have their names displayed on the "Honor Roll" bulletin board located in the hallway inside the school for the entire quarter. High school students must be enrolled in at least four credit hours to be recognized for honor roll. Any student who served two or more detentions in each quarter will be removed from the honor roll list. Likewise, any student who was suspended will not be listed on the honor roll list for the quarter in which the action occurred.

## **P. STANDARDIZED TESTING**

During the last quarter of each school year, all students in grade K through 8 will take the norm-referenced CTBS/Terra Nova. Students at the Toledo Islamic Academy also participate in the criterion-referenced Ohio State Tests for grades 3- 12. All college-bound students should take the ACT test during the latter part of their junior year or during their senior year of high school. We also administer the PSAT anytime between September 25 and December 4 for sophomores and juniors. These are used to assist students in their educational plans. High scoring students may be eligible for the National Merit Scholarship through the qualifying test. Parents will be informed of the results of student performance through a written analysis developed by the testing agencies.

Standardized tests are also used by teachers to target gaps in comprehension or understanding, so they can plan to re-introduce specific instruction in obvious weak areas.

## **Q. TIA INSTRUCTIONAL PROGRAMS AND SERVICES**

TIA provides instruction to students in the Preschool through 12<sup>th</sup> grades. The school keeps its goals and objectives at the heart of its curriculum. To that end, the school developed rigorous academic programs in early childhood, elementary, upper elementary and secondary education. The Arabic and Islamic Studies program is designed to go hand-in-hand with the academic program to produce a student who is rooted in faith, ethical living, social responsibility, and worldly success.

## **TIA' S READING PHILOSOPHY**

The TIA staff views reading as being of vital importance. Deriving meaning from the printed word is an essential component to success in virtually every field of endeavor. TIA strives at the Middle level to inculcate a love of books, and to introduce students to the joy of independent reading. Reading also provides a forum to deepen the scholastic sensibilities of the student. By building on readers' past experiences, reading enhances knowledge of the world around us.

Reading instruction consists of many skills:

- Word attack
- Phonics skills
- Comprehension by using context clues
- Enhancing vocabulary
- A balanced literacy approach as a foundation
- Extending reading activities to the home
- Reading to gain knowledge

### ***1. EARLY CHILDHOOD PROGRAM (PRESCHOOL AND PRE-KINDERGARTEN)***

The Pre-Elementary Program includes Preschool, Pre-Kindergarten and Kindergarten. It uses a theme-based, hands-on-learning approach to prepare children religiously and socially to deal positively with the environment that awaits them beyond our doors. Our program seeks to optimize positive experiences and interaction for every child.

The preschool provides an array of Islamic, cultural, and language development experiences. It gives parents peace of mind regarding the safety of their children, as well as the assurance that the child is being given a head start in his or her Islamic and academic experience. The preschool introduces children to productive group play under the supervision and guidance of teachers and aides.

Our modified Montessori-based program has been designed to facilitate gentle guidance and training that allows young children to mature at their own developmental rate. The program promotes a comprehensive curriculum that meets the student's social, emotional, physical, and intellectual needs.

Through a variety of activities, children build a foundation for cognitive learning. Their self-esteem increases as they develop mastery of motor skills, pre-writing, and pre-reading skills. The daily routine encourages our children's curiosity and excitement for learning. Bearing the importance of rooting faith in our children at such a young age, students also learn Quran along with Arabic and Islamic Studies.

## *2. LOWER ELEMENTARY INSTRUCTIONAL PROGRAM (K – 2<sup>ND</sup> GRADES)*

The elementary program is a vital stage of learning which builds a foundation in language development and mathematical computation as well as critical thinking skills. TIA emphasizes a rigorous core curriculum aligned with the Ohio Department of Education's content standards. We expect our students to work to their maximal potential both at school and at home.

Teachers encourage students to expand their learning horizons through exploration. Teachers incorporate the worldview of Islam into each field, whether through the introduction of the great Muslim figures in the sciences, or through the Quranic perspective on nature and humankind.

One of the primary objectives of the TIA elementary program is the development of life-long independent study habits in our students. This enables children to get the best out of their in-class experience, and to learn independently of their teacher.

Each grade level is designed to build skills sequentially upon the experiences and abilities of the students in each subject. Objectives represent skills related to previous knowledge, demonstrated abilities, and expected performance. Each subject furthers the development of specific skills, which enhances the level of thinking skills and involves the student in the process of his or her own emotional and social development.

Materials, activities, and instructional programs engage students on cognitive and emotional levels to enjoy a varied learning experience, with thinking seasoned by the values and standards inculcated by Islam.

### *3. UPPER ELEMENTARY INSTRUCTIONAL PROGRAM (3<sup>RD</sup> – 5<sup>TH</sup> GRADES)*

The intermediate grades receive instruction where the primary skill-building left off. Each subject evolves from a solid foundation in reading and comprehension, and introduces a variety of media into the student's learning experience.

A balanced literacy approach is an integral part of the reading program, stressing comprehension and vocabulary acquisition. Reading for enjoyment and interest are encouraged in these grades. Progress is evaluated on the basis of daily performance and various assessments. Basic writing skills acquired in language arts are integrated in all areas of the curriculum.

In social studies, as well as in science and math exploration, research, demonstration, and presentation are the basic tools of instruction. Teachers use a wide array of media.

### *4. MIDDLE SCHOOL INSTRUCTIONAL PROGRAM (6<sup>TH</sup> – 8<sup>TH</sup> GRADES)*

The distinguishing feature of middle school is its interdisciplinary approach to teaching and learning. Teachers specialize in various fields of learning, and student's study in-depth the basic fields for which six years of elementary education has prepared them. The curriculum prompts students to focus and mature in their thinking processes and allows them to develop into self-directed learners. Independent study assignments, reports, and activities permit students to utilize the resources available to them in seeking out knowledge. They discover the conventions of independent learning in a variety of fields. Students are further given plenty of opportunities to interact with their environment and to make the transition to individualized work.

Vocabulary, writing, and grammar are stressed at the Middle School level. While teachers continue to review fundamentals taught in elementary school, Middle school affords students the opportunity to open up to the world of literature, to focus on science and math, and to expand their personal vocabularies. Each subject requires mastery. In addition, teachers promote the investigative method of learning, in which the science fair has been an important component. Innovation and discovery remain the underlying stimulation for each project

In physical education, students learn concepts concerning health, exercise, physical skill development, and team-oriented sports. All students are encouraged to participate fully in the course and to maintain a positive attitude toward physical development.

The creative arts unlock other approaches to thinking. Various forms of art are taught as alternative means of self-expression. Quranic calligraphy is introduced as an important element of Islamic culture.

## 5. HIGH SCHOOL INSTRUCTIONAL PROGRAM (9<sup>TH</sup> – 12<sup>TH</sup> GRADES)

At the high school level, the program is based upon the fundamental knowledge acquired during the elementary and middle high-level school years. The skills center on critical thinking, providing a challenge to all students. The program encompasses a spectrum of educational endeavors focused on academic excellence, with the aim of enabling students to enter the premier universities in the country.

In addition to regular and honors level courses, TIA offers Advanced Placement (AP) classes. Arabic is offered as a foreign language, in addition to Islamic Studies and Leadership classes. Oral and written language ability plays an important part in whether a student is accepted into the honors program. The total program stresses individual effort and provides a fair opportunity for individuals to achieve and demonstrate excellence.

At this level, students are encouraged to participate in as many programs for academic excellence as possible. It is with exactly this aim of enabling students to mature into outstanding and academically excellent human beings that TIA was established. The TIA handbook details specific course requirements, the grading policy, and graduation requirements.

### **English and Literature**

Exposure to Great Books opens Minds! In each of the four years of high school, students build upon the foundation of reading and writing skills. The emphasis on writing with vocabulary development and enrichment in the language phase of studies enables students to think clearly, to write terse prose, and to articulate their thoughts in a comprehensible manner and in a style appropriate to the audience and task. The language phase stresses grammar, usage, and various composition styles. As students progress, emphasis shifts from basic composition to specific genres of writing and writing styles, including research writing, comparison and contrast writing, expository writing, descriptive writing, and journalistic writing. Critical-thinking is elicited and expected of students.

The literature phase focuses on the classical literature that forms the bedrock of English letters, and on modern writers addressing issues of modern life. Students will discuss literary concepts and terminology, and will learn the basic skills of critical reading and writing. This exposure is essential for college entrance examination success.

### **Science**

The science department includes a laboratory, and offers basic and advanced courses, which include Physical Science, Biology, Chemistry, and General Physics. The honors and Advanced Placement (AP) courses are taught at the high school levels. The sciences offer a strong laboratory component in order to give students as much hands on experience as possible. Each student is responsible for reading assigned material and for research into special topics. Lectures, laboratory periods, and demonstrations are the primary media use in instruction. Middle science preparation is essential for success in the TIA high school science curriculum. Students are encouraged to take the full high school science curriculum.

### **Mathematics**

Courses offered in the math department include Algebra I and II, Geometry, Precalculus, and Calculus. Each sequential course is challenging, designed to develop the aptitude and background of each student.

### **Computer Science**

TIA provides students with a solid background in state-of –the-art facilities. Students take a variety of courses exposing them to and helping them develop the skills needed to succeed in the rapidly changing world of technology. Courses include Keyboarding, Computer Applications, Multimedia Creations, Web Page development, and Computer Programming. Our school aims to go beyond online research and consuming electronic content, to expansion in order to teach students to become innovative multimedia producers of unique, original content.

### **Social Studies**

Each course covers the events, movements, patterns, scholars in the field, and leaders within the range of the specific topic and time period. Students read, compare, and analyze the flow of history and the writing of history. Each course is a survey of a specific period, with World History, American History, Civics required.

### **Foreign Language**

High School students take a minimum of three years of Arabic. The objective of high school Arabic is to develop conversational Arabic, to build a sufficient vocabulary, and to learn the rudiments of Arabic grammar. These skills promote communicative speaking and can be applied to the reading of the Quran along with the understanding of its content.

### **Islamic / Quranic Studies**

Four years of Islamic studies includes knowledge of Islam’s system of belief, practice, and history. Students are expected to demonstrate the values and etiquette of Islam in their daily interactions. At the high school level, Islamic History, Seerah, and Hadith are all taught within the components of a comprehensive, four-year, Islamic Studies / Leadership class. The daily prayer experience, Friday congregational prayers, and khutbah avail students of an opportunity to draw closer to Allah. The English language is the primary language of instruction and of texts for reading.

Quranic study adds the vital link of Quran to the school’s Islamic curriculum. The course includes memorization, tajweed recitation, basic understanding of the text, and discussion of the particular times related to revelation. Students gain an appreciation for the value of the Quran in their daily lives, for the miracle of the Quran’s revelation, and for the preservation of its original form.

### **Senior Project**

During their junior year or senior year of study, each student selects a topic in a field of particular interest. Students research the topic and develop a position paper on it, with a presentation and a visual display to be given. Each student works closely with a faculty



advisor in developing this independent project. The student is graded based on research effort, written work, overall development, and presentation of the project. A student can substitute a senior project with an approved summer institute or internship.

## **R. STUDY HALL**

A study hall is maintained for students not having classes that period. This is a place for study and, consequently, quiet must be maintained. All students are to be in their seats and in order when the tardy bell begins to ring.

## **S. LEADERSHIP AND SOCIAL PROGRAMS**

### *THE NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY*

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high school and middle level students. More than just an honor roll, NHS and NJHS serve to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character (and Citizenship for NJHS). TIA has established a NHS chapter.

### *STUDENT COUNCIL*

The student council, elected every year, has its constitution, and holds regular meetings. Students are able to plan, organize, and implement events and activities through student council with the help of its faculty advisers.

## **INTERNET USAGE POLICY AND PROCEDURE**

### **Introduction**

Toledo Islamic Academy has established a computer network, and is pleased to offer Internet access for student use. This will allow students to have computer accounts, and will provide them with access to a variety of Internet resources. An Internet "Filter" Program is in place, which requires a password to access websites of questionable content; however, it may not filter all websites with unsuitable information. In order for students to use the Internet, students and their parents or guardians must first read, and understand the following acceptable technology use policies:

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE TOLEDO ISLAMIC ACADEMY**

The Toledo Islamic Academy is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for TIA to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability

of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy for TIA and the Data Acquisition Site that provides Internet access to the TIA. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The TIA cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the TIA before they are given an access account.

#### III. ACCEPTABLE USES

A. Educational Purposes Only. The TIA is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the TIA's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that -taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

-depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

-taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## V. PRIVACY

Network and Internet access is provided as a tool for your education. The TIA reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the TIA and no user shall have any expectation of privacy regarding such materials.

## VI. FAILURE TO FOLLOW POLICY

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the TIA may refuse to reinstate for the remainder of the student’s enrollment in the TIA. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she

permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The TIA may also take other disciplinary action in such circumstances.

## VII. WARRANTIES/INDEMNIFICATION

The TIA makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the TIA, the Data Acquisition Site that provides the computer and Internet access opportunity to the TIA and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the TIA's network.

## VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

# **HEALTH POLICIES**

## **HEALTH RECORDS**

All incoming students are required to have a complete physical and immunization record prior to the opening of school according to the requirements of Ohio Department of Public Health for immunization, which is detailed in the immunization form.

## **OUTBREAKS OF COMMUNICABLE DISEASES**

Policies and guidelines related to outbreaks of communicable illnesses have been developed at Toledo Islamic Academy with the help of the Ohio Department of Health and local pediatricians. In order to protect the entire group of children and staff at TIA, we ask parents to assist us by keeping sick children at home. If your child is experiencing any of the following symptoms within the last 24 hours, the child needs to stay home:

- A fever over 100°F (37.8°C) orally or 99°F (37.2°C) axially (under the arm)
- Signs of a newly developing cold or severe coughing

- Diarrhea, vomiting, or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Children who become ill with any of these symptoms, or come to school with these symptoms, will be sent home.

## **RECESS POLICY**

Our students (Grades Pre-Kindergarten through Five) have a right to have two recess periods per day. This is set by the morning recess and lunch/recess schedule. If the temperature falls below 20 degrees F, or it is raining, students will participate in an indoor recess. There is a thermometer in the office that gives the outside temperature whenever needed. It is the right of the student to have a recess if all conditions are met. Recess is very beneficial to students and teachers. The outside air is fresh and clear. This stimulates thinking and the release of energy.

## **SAFE OUTSIDE PLAY TEMPERATURES**

According to the **Ohio Department of Job and Family Services Rule 5101:2-12-14**, each center shall provide an opportunity for supervised outdoor play each day in suitable weather. The center shall plan a daily outdoor play period for each toddler, preschool, or school age child. Outdoor play shall be shown as part of the center program schedule.

Children can play outdoors in most types of weather. Outdoor play opportunities must be provided for children for most types of weather. Extreme heat, cold, rain, snow, or sleet may prevent outdoor play. Most days, however, despite temperature, children can play outdoors for some length of time. Weather should only be a factor in determining the duration of outdoor play.

Teachers should not forget to take into account the combined effects of wind or humidity and the current temperature. The heat index or wind chill should be the real gauge of the conditions outside. The school office has an outdoor thermometer attached to the window. If you have questions regarding the temperature, please call the office.

When very cold, a 10-15 minute outdoor play period may be enough. Remember extreme heat and prolonged exposure to the sun may cause sunburn or heat exhaustion for some children. Exercise good judgment in all types of weather, and always take appropriate precautions such as dressing in layers with hats and mittens on cold days, or always have a big jug of cold water handy on hot days.

A popular misconception is that cold weather causes children to become ill or catch colds. However, just the opposite is true. Having some time outside, even in colder weather, is good for children because it provides them an opportunity to breathe fresh air, as opposed to warm, recycled air, which is a breeding ground for germs and viruses.

### **Temperature Scale for Safe Outdoors Play**

90 – 100 degrees F      Caution

20 – 90 degrees F      Safe

10 – 20 degrees F      Caution

### **STUDENT MEDICATION PROCEDURES**

The following are our school guidelines for dispensing medications by school personnel:

- Parents will give written permission for the school to give medication to their child. Written permission must be given with each new medication. Times and amounts of medication need to be made clear in the letter.
- The school will keep all medications in a central, locked location.
- Student prescription medication must be in its original container with student's name on it.
- The school will designate one person (staff member) to administer medications.
- No classroom teachers will be allowed to administer medications in the classroom.
- The school will keep a log of all medications given out.

It is essential that parents must strictly follow all guidelines before the school will dispense any medications. The school is not liable if medication is not given due to the parents' failure to follow the guidelines.

No child should be given medication for fever. Any child with a fever needs to stay home. The above policy is for prescription medication only.

## **SAFETY POLICIES**

### **ACCIDENTS**

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it even if they cannot contact the parent.

### **DISASTER DRILLS**

#### *FIRE DRILL*

Each classroom has a planned fire escape route. All students are to listen carefully to the classroom teacher, read the posted signs, and become familiar with the exit expected to be used in case of any emergency or a fire drill. During a fire drill, students are expected to remain calm and exit the building by WALKING as quickly as possible. There should be

**NO TALKING** while exiting the building. Remain in a group outside with your classroom teacher while attendance is taken. Students should wait until the signal to enter the building has been given, and return to the room with the teacher in an orderly fashion.

### *TORNADO DRILL*

A tornado drill has a certain procedure to be followed. Your classroom teacher will explain this procedure. Things to remember during a tornado drill:

1. Know the designated area for each classroom (proceed to the nearest hallway).
2. Move to that area quickly and efficiently.
3. **No talking** at any time during the drill.
4. Assume the position until the all-clear signal is given.

### **PERSONAL SAFETY**

All visitors to the school enter through the main entrance and report to the main office to sign in and receive a visitor pass. All students should be picked up by 3:15 p.m. unless they are with a faculty person for school activity. **The school is not responsible for any student unsupervised in the building after 3:30 p.m. on regular days or after 1:30 p.m. on early dismissal days.** Students who arrive before 8:15 a.m. should go immediately to the Elementary cafeteria or MS/HS cafeteria. Students who arrive after school commences must obtain a tardy pass and proceed directly to the class. All lower grade students (K – 5<sup>th</sup> grade) will be picked up from the cafeteria. Upper Elementary, middle and high school students may pick up their siblings in the lower elementary with a *parent's written permission*. Students who walk home must have a letter on file giving them permission to do so, and must complete the Walking Permission slip. Please drive safely (5 miles/hour), and refrain from talking to teachers or parents in the pick-up area. If you choose to pick-up your child personally, *please park your car only in the school parking lot.* It is the responsibility of the parent to hold the hands of their children throughout the parking lot for safety reasons.

### **EMERGENCY SCHOOL CLOSING**

In the event of extreme weather conditions and the need for an emergency school closing, the Toledo Islamic Academy administration makes a decision to close school based on several factors:

- Weather conditions
- Safety for students and staff

***An announcement concerning school delays or closings will be made on Toledo Channel 11 (CBS), Channel 13 (ABC), and Channel 24 (NBC), and the school website.***

Teachers and parents are responsible for checking these sources for any school delays or closings. For an insight in whether Toledo Islamic Academy delays or closes, watch what the Sylvania school district is doing.



When inclement weather occurs while students are in school, the school will announce early dismissal or class cancellation on Channel 11 (CBS) and the school website. If the school needs to close because of an emergency at the school, the school office will notify parents to pick up their children.

### **Information about Alert Levels (Homeland Security)**

Should a *Threat Level Red* be announced?

- **Before school hours:** Schools will be CLOSED. All activities and events scheduled for any district facility will be cancelled until further notice. Normal school operations will remain closed until advised by the Northwest Ohio Regional Terrorism Task Force to re-open.
- **During school hours:** School buildings will be secured and remain open until regular dismissal time unless otherwise advised by the Regional Terrorism Task Force. All after school activities and events will be cancelled.

## **DISCIPLINE POLICY**

### **ELEMENTARY/MIDDLE/HIGH SCHOOL DISCIPLINE POLICY**

#### *DISCIPLINE PROCEDURES*

Ideally, as our students mature, they will begin to regulate their own actions and behaviour, rather than requiring constant external reminder of rules. In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed will be consistent. These disciplinary procedures and consequences will help the students realize their responsibility to self-regulate and behave appropriately. Insha-Allah, this system will allow your child to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or given logical consequences for their behavior.

Each teacher will develop a classroom management plan based on the individualized needs of the students within his / her class. This plan will be in accordance to the established school-wide rules as well as the age and developmental level of the students.

In order to ensure a wholesome Islamic atmosphere and an environment conducive to learning, the following discipline procedures will be implemented by all teachers of the school.

These policies and procedures shall be interpreted by the principal and his/her designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

### **Minor Offenses/Tardiness/Uniform Violations**

- Verbal warning
  - given on first occurrence
  - Student conference if issue is persistent to try to resolve the issue- must be documented
  
- Demerit
  - Given after persistent occurrences only if the teacher met with the student about the same issue-must be documented
  - 2<sup>nd</sup> demerit requires a phone call to a parent/guardian to make them aware of the issue-requires documentation
  - 3<sup>rd</sup> demerit will result in a detention
  
- Detention
  - 1<sup>st</sup> occurrence will be a constructive lunch detention with the teacher issuing the detention
  - 2<sup>nd</sup> occurrence will be an after school detention and a phone call to parents
  - 3<sup>rd</sup> occurrence will require a meeting with the student, parent/guardian, and teacher
    - Teacher may request a member of administration to join the meeting
    - Replaces an actual detention
  
- Referral
  - Given after the student served two detentions and commits the same offense
  - 2<sup>nd</sup> referral will require a meeting with the student, parent/guardian, and a member of administration warning of a suspension
  - 3<sup>rd</sup> referral will be an in-school suspension in the North Building
  
- Suspensions
  - Will be held in-school
  - 2<sup>nd</sup> suspension will require a meeting among the parent/guardian, a member of administration, and a board member to discuss disciplinary probation and warning of termination from TIA
  - 3<sup>rd</sup> suspension is equivalent to expulsion

### **I. The following infractions will result in a detention on the 3<sup>rd</sup> occurrence:**

1. Chewing gum
2. Wearing make-up, including “Kohl”

**II. The following infractions will result in a detention on the 1<sup>st</sup> occurrence:**

1. Minor altercations, verbal or physical with other students.
2. Showing disrespect, verbally or with gesture, to teachers.
3. Disorderliness and rudeness during daily and Jumah prayers, as well as during school dismissal.
4. Use of profanity.
5. Writing on furniture.
6. Skipping a class
7. Use of flame-producing devices such as matches, lighters, and fireworks

The school administrator/teachers will assign detention. The student will be verbally informed about the detention. The next day, the student will receive a detention slip from the school administrator/homeroom teacher, and detention will be served after it is given to the student. Students serving detention may be asked to do something related to the infraction they committed.

**III. The following infractions will result in one or more days of suspension:**

1. Severe disrespect of an adult on school ground
2. Defacing or damaging property
3. Fighting with other students
4. Repeated use of profanity
5. Continuous disruption of the educational process in class
6. Lying
7. Cheating (also student will receive F on the test or assignment)
8. Plagiarism (also student will receive F on the assignment)
9. Vandalism
10. Slander/gossip
11. Smoking
12. Threatening language
13. Leaving the school without following proper procedures
14. Giving false testimony
15. Public display of affection
16. Recurring use of flame-producing devices

Suspension will be assigned by the Principal, or his/her designee.

**IV. The following are considered zero-tolerance infractions and may result in disciplinary probation or may be ground for immediate expulsion. Such cases will be reported to the Board of Education for final decision and/or action:**

1. Theft
2. Immoral acts, such as sexual promiscuity, distribution or use of pornography, profane literature, or promotion or engagement in premarital relationships
3. Gang affiliation or signs of gang activities

4. Possession and/or use of weapons, including any sharp objects
5. Use or promotion of drugs or alcohol, including cigarettes.
6. Violation of a behavioral contract for students on probation.
7. Recurring public displays of affection

### *EMPOWERING THE STUDENT*

**“Righteousness is good morality, and wrongdoing is that which wavers in your soul and which you dislike people finding out about.” –narrated by Muslim**

It is expected that all TIA students, faculty and staff members contribute to the community healthy learning environment. Students should demonstrate pride in their school and should assist in ensuring that the TIA campus is clean, organized, welcoming, friendly, and safe. The student body holds a specific responsibility for maintaining TIA’s community standards that focus on proper Islamic conduct and honorable behavior based on *politeness, punctuality, productivity, and positive contribution.*

#### **A. Politeness – *Students are expected to:***

- Students are expected to speak and act in a positive, respectful, polite manner
- Honor the personal space of others
- Use assigned exits at all times.
- Drive safely and refrain from loitering in or around the parking lot.
- Refrain from entering any unauthorized areas, i.e., teachers’ lounge, unassigned classrooms, etc.

#### **B. Punctuality- *Students are expected to:***

- Arrive at the school before 8:15 a.m.
- Be seated before class begins.
- Arrive promptly to any extracurricular function.
- Quickly and quietly arrive for Salah.

#### **C. Productivity- *Students are expected to:***

- Respect and honor the classroom rules
- Be in complete uniform (see specific section)
- Use school phone only with permission
- Not wear make-up, including kohl and colored nail polish
- Leave jackets in lockers
- Refrain from wearing jewelry (only one finger ring is allowed)
- Not use cell phones, pagers, headphones/iPods, or any other electrical devices during school hours. Any used during school hours will be confiscated and returned to the parent a month after the infraction.

#### **D. Positive Contribution- *Students are expected to:***

- Conduct themselves with discretion and modesty with each other and the other gender according to the Quran and Sunnah
- Treat all school property appropriately

- Use school furniture or equipment in the way for which it was built
- Use equipment or supplies with permission only

### *HONOR SYSTEM*

TIA takes upon itself the responsibility of not only teaching students in the classroom, but outside the classroom as well. Every aspect of our Islamic being revolves around the basic concepts of honor, righteousness, and trust. Every student at TIA is held to the high standard that Islam asks of every Muslim. Nurturing and upholding this spirit of honesty and trust is the responsibility of members of the TIA community - students, faculty, and staff. Honorable and righteous actions must overcome desires of selfishness and unethical conduct.

As a young adult, each student is expected to conduct himself/herself in a mature and responsible manner. The ultimate purpose of the administration is not to punish, but rather to uphold the integrity of the student and the school. Should a student uphold the morals taught to us by Prophet Muhammad (PBUH), the reward is two-fold: helping a fellow Muslim from straying any farther and great *hassanat* (hereafter rewards) on the Day of Judgment.

### *DETERMINATION OF PENALTIES*

In deciding on the appropriate penalty to be imposed for a student found violating the school rule or honor code, the following factors shall be considered:

1. The extent of the misconduct
2. The inadvertent or the deliberate nature of the misconduct
3. Whether the act in question is an isolated incident or part of repeated acts of misconduct, and
4. Any other mitigating or aggravating circumstances.
  - a. Assignment to detention
  - b. Assignment to school service
  - c. Disciplinary probation
  - d. Suspension
  - e. Alternative consequences deemed advisable, such as: educational tasks, restitution, counseling, removal from team, club, honor society, removing privilege, etc.
  - f. Recommendation for expulsion.

### *FURTHER EXPLANATION*

#### **DETENTION**

The student and parents will have a 24-hour notification period to arrange their schedules. The detention will be served the first detention day after the infraction. If the detention is missed, then the student will receive yet an additional detention. Detention supersedes any extracurricular responsibilities. Parents will be notified by phone and/or letter of the detention.

## **SUSPENSION**

A student may be suspended for violating school rules or committing infractions as mentioned above. In-school and out-of-school suspensions will be assigned depending on the severity of the offense. Students on out-of-school suspension may not come to school or participate in school activities while on suspension. They also may not make up any work missed during suspension.

- On the 2nd suspension, the student will be informed that the next infraction will result in disciplinary probation.
- On the 3rd suspension, the student is officially placed on disciplinary probation.
- While on probation, any infraction that results under normal circumstances in suspension will be grounds for expulsion from the school.

## **DISCIPLINARY PROBATION**

If a student receives three suspensions, he/she will be placed on disciplinary probation/behavior contract. He/she also may be placed on probation by the Principal for committing a zero-tolerance offense. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the Board of Education for possible expulsion.

## **EXPULSION**

A student may be referred to the Board of Education as a result of committing:

1. A zero-tolerance offence
2. An offense, which is normally disciplined by suspension, during disciplinary probation period
3. Violation of a behavior contract

### *Procedure:*

1. When a student is referred to the Board of Education for expulsion, the family will be informed in writing that the student is placed on open suspension, and will describe the reason for the school's action.
2. The Board of Education will hold a meeting to review the case within 10 school days from the day of suspension.
3. The student and his/her guardian will be invited to appear before the Board of Education to present their case during that meeting.
4. The Board of Education will make a decision that will be conveyed to the parents in writing as soon as possible.

Students on open suspensions may not return to school without a decision from the Board of Education. They also may not participate in any school activity or function including field trips or after-school events.

***DUE PROCESS***

In case of alleged infractions of the rules and regulations, the alleged student may be suspended or expelled from attending regular class and co-curricular activities in the school. In any case, the due process procedures adopted by the Toledo Islamic Academy will be followed:

1. If an alleged infraction occurs, the administration shall make an investigation of the alleged conduct or violation, and determine if a suspension or expulsion is necessary to resolve the problem.
2. Before the suspension or expulsion shall take effect, the student shall be given a written notice of the alleged infractions against him/her and an explanation of the evidence the administration has, and an opportunity to present the student's version.
3. If, after the above, a determination is made to suspend or expel the student, the suspension/expulsion shall take immediate effect, and the administration shall send a written notice to the student or the student's parents or guardian of the action taken.
4. If a student's parents or guardian are not satisfied with the determination by the school administration, a hearing may be requested in writing, to be delivered to the Board of Education within three days of receiving the notice of suspension or expulsion.
5. If a hearing is requested, it shall be held within ten days of the request and a notice of the time and place of the hearing will be given to the student/parents or guardian within five days of receiving the request. The notice shall contain an outline of the alleged infraction.
6. At the hearing, the student/student's parent will be given the opportunity to confront and cross-examine any witnesses. The student/student's parents will have the right to have a decision based solely on the evidence presented at the hearing.
7. Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and decision rendered. The statement of findings of fact and the decision will be mailed to the participant, parents or guardian. A record of the hearing shall be kept by the school.

## *ANTI BULLYING POLICY*

### **STUDENTS**

#### **Prohibition of Harassment, Intimidation, and Bullying**

Toledo Islamic Academy is committed to a safe and civil educational environment for all students, employees, volunteer and patrons. This environment should be free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Principal is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of the procedure.

#### **Prohibition of Harassment, Intimidation, and Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct



potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the school harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the school believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities.

The procedure for handling the situation will be conducted by the Principal and / or his / her designee. The following process shall be followed:

A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The principal and his/her designee may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant's interest in filing a formal complaint, the principal and/or his/her designee may conclude that the school needs to draft a formal complaint based on the information in the officer's possession.

C. The principal and/or his / her designee shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.

D. When the investigation is completed, a full written report will be compiled of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the principal shall take further action on the report.

E. The principal and / or his/her designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the school intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or

3. That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event for more than thirty days after the principal's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations for a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

#### *CELL PHONES AND ELECTRONIC DEVICES AT SCHOOL*

No cellular phones, iPods, MP3 players, games or other electronic devices are permissible unless a teacher has requested that it be used as a part of a class or project, or the student has permission to use as an organizer/planner, after which it must be put away (or it will be confiscated).

Cellular phones are not to be used by students before, during, or after school, including the afterschool program. If a student must call home, office phones are readily available for use.

Any cell phones or electronic devices used, seen, or heard during school hours will be confiscated and the following disciplinary actions will be taken:

-*First offense*: The student will be given a warning and a parent or guardian must pick up the phone or device.

-*Second offense*: The phone or device will be kept for a month, after which it will be returned to the parent or guardian.

-*Third offense*: The phone or device will be taken away for the **entire** year, after which the parent or guardian may pick it up.

#### *CLASSROOM RULES / PROCEDURES*

All teachers must post classroom rules, rewards and consequences in the classroom before school begins. All must be put in a prominent area where the students can clearly see them. They should be in large print. Teachers must hold a discussion session on the rules and explain any procedures, giving examples of, what each point means.

#### *RECESS / PLAYGROUND RULES*

The following is a list of recess/playground rules that all students are expected to follow, and that all staff members are to enforce.

1. Students are not to play in the area where cars are parked.
2. The following are not permitted:
  - a. Roller skates or skateboards
  - b. Food outdoors during recess or lunch period
  - c. Jumping out of swings
  - d. Climbing on top of monkey bars
  - e. Hanging upside down from bars
3. Swings:
  - a. Seated only
  - b. One person per swing
  - c. Do not stand, walk or run in the swing area
  - d. Swing only forward and back - no circles

### ***BUILDING RULES***

- a. No running in halls.
- b. Do not kick or slam locker doors.
- c. No loud talking in halls.
- d. No bouncing balls in the halls.
- e. Do not return to lockers during lunch hour.
- f. No playing, loud talking or loitering in restrooms.
- g. Keep classrooms, restrooms and halls free of waste paper.
- h. No gum chewing

### ***LUNCH HOUR RULES***

1. Students will be expected to report to lunch on time. Unnecessary tardiness will be unexcused. Also, tardiness to class from the cafeteria will be unexcused.
2. Students are to clean up their tables, and place trash in the wastebaskets before leaving the cafeteria.
3. Students are expected to be orderly in lines and at tables. Avoid disruptive loud talking and laughing in the cafeteria. Students are expected to conduct themselves in the same manner as they would in their homes.
4. Running in the halls to the cafeteria is not permitted.
5. During the lunch period, students are not permitted outside the Cafeteria without a hall pass and permission from the lunchroom monitor

### **Consequences for Violation of the Lunch Rules:**

1. First offense- Student will be warned and/or assigned detentions
2. Second offense- Student will be assigned a permanent seat in the cafeteria
3. Third offense- prolonged detention or suspension

### ***BIRTHDAY PARTIES***

TIA does not allow birthday parties in the school. We appreciate your cooperation in this matter.

### ***TELEPHONES***

School phones are to be used for school business. Students should only use the phones in the office if an emergency exists.

### ***STUDENTS IN THE BUILDING BEFORE AND AFTER SCHOOL HOURS***

All students that arrive before 8:00 a.m. should report to the designated areas. Students are to leave the building by 3:20 PM unless under the direct supervision of a teacher or another responsible adult. Students are not permitted to engage in any school-sponsored activity after school hours without the activity sponsor or delegated individual being present.

### ***SCHOOL WIDE PROCEDURES***

In addition, students will observe the following procedures that are designed to help them comply with above rules.

#### ***Kindergarten – Fifth Grade***

##### **Morning Arrival**

1. Preschool / Pre-Kindergarten: Proceed to the classroom after 8:05 a.m.
2. K - 6: Due to teachers utilizing this time to prepare or have meetings with other staff members and parents. All students should assemble in cafeteria and sit in assigned area by grade level: K, 1, 2, 3, 4, 5, 6 – younger students separate from older students. Eat breakfast when ordered.
3. Take permission of teacher to leave.
4. ALL teachers collect students by 8:15 am
5. Building open for student drop off at 8:05 on regular schooldays; 10:05 for late starts

##### **Dismissal**

1. Students are to remain in their classroom until called - bus riders get dismissed from last class by 3:05 to go to homeroom - Bus list should be posted in classroom
2. Students are to stay with their parents during dismissal - no roaming through school
3. All students will be sent to lobby at 3:35
4. After-school clubs - all students will remain in their classes until 3:45

### Recess/Playground

1. Enter/leave with teacher - go inside for bathroom/water with permission and return in a timely fashion
2. Safety rules according to department
3. Sign out / return all borrowed equipment

### Transitions

1. Homeroom teachers accompany students to specials classes and pick them up
2. Meeting place for PE - cafeteria / Art - art room / Computer class - computer lab / Library
3. Quran/Arabic/Islamic Studies teachers will pick up/drop off students
4. Library – Homeroom teachers will remain with students the entire time

### Hallway

1. Students are to be silent in hallways to respect other classrooms in sessions
2. No running
3. Students are to walk on the right side with hands to self
4. Teachers will remain with their classes at all times
5. Students traveling individually need a hall pass at all times

### Bathroom Procedures

1. No more than 3 students in bathroom at a time
2. Clean up any water spills before you leave

### Assemblies/Ceremonies

1. Every teacher will be responsible for bringing students to the assigned area
2. Teachers will sit with their classes
3. At the end of the ceremony, teachers will ask students to line up so as to leave quietly

### Cafeteria

1. Students will be assigned tables per grade. Seats may be assigned if necessary
2. Departments arrange for rotation of teacher supervision
3. Students are to clean up / throw away any packaged items and to assure the cleanliness of their tables

### Homework Help/Tutoring/Extra-Curricular Activities

1. Parent/teacher recommends students for tutoring
2. After-school program occurs daily from 3:30 – 6:00
3. Other siblings not in the after school program need to be picked up on time

### Salah

1. Upper elementary teachers supervising class send one girl and one boy at a time 10 minutes prior to salah to do wudu
2. Teachers with the 1st - 3rd grade students brings class as a whole and supervises during wudu
4. Teachers take students to prayer area to pray sunnah and wait quietly
5. Next class' teacher picks students up to take back to classroom
6. Religious teachers practice prayer etiquette

### Jummah

1. Students in the third grade and up attend Jummah
2. Boys sit in designated area downstairs - have "Jumah Dad" to help in supervision of boys
3. Boys have 5 minutes after Jumah to be back to their classrooms

### Middle School/High School

#### Drop off & Morning Assembly

1. No students should be left unattended in the parking lot before school begins.
2. Students are to go directly to the lecture hall after they arrive.
2. Students will participate in a daily morning assembly, which includes a morning duaa
3. Locker time: 8:15 - 8:19 / First period starts @ 8:20 daily.

#### Dismissal & Pick Up

1. No students in gym, lockers, classrooms
2. All students should gather in foyer area by 3:15
3. Parents who are consistently late picking up children will be allowed a no-fee period of 15 minutes after which they must pay a late pick-up fee of \$1 dollar for every 5 minutes.

#### Transitions

1. Three minutes for bathroom/lockers
2. Students who are tardy must obtain a tardy pass from the office in order to be allowed to class

#### Lockers

1. All lockers will be assigned by gender and grade
2. First period teachers will give out locker numbers/locks
3. Timing: Use only before first period, during transition times, and at dismissal
4. No access during lunch or class time

### Lunch

1. The PTO of TIA will be offering a prepaid lunch program with the opportunity to purchase lunch daily for all TIA students - ordering out will not be allowed
2. All food should be eaten in the upstairs loft / Student Dining area
3. Students are to remain in the cafeteria/gym / assigned outdoor areas- gym bathrooms may only be used at this time
4. Due to the emphasis on healthy eating and living - vending machine usage will not be allowed. Students are also not to pack soda for lunch as well.

### Gym

1. Off limits except during lunch/recess
2. No food/drink in gym area
3. No gym equipment usage except during gym class

### Salah/Wudu

1. 9th/10th Grade students will make wudu in hall bathrooms
2. 7th/8th students will make wudu in gym bathrooms
3. Students will be assigned for Adhan/Iqama, possibly Imam/khatera. Athan will be given over the intercom

### Discipline

1. All teachers will have a written policy for steps to discipline before a referral is assigned
2. Student and parent should be contacted before a referral is given

### Jummah

1. Students are to walk as a group – performing wudu in the MS/HS building prior to coming to the khutbah
2. After salah, all students will have 5 minutes to be outside to walk back as a group

### Computer Lab

In addition to Internet use rules, the computer teacher may have other procedures that students will observe as required. Headphones, speakers and peripherals must remain in the lab.

### *SAFE SCHOOL ORDINANCE*

The state of Ohio enacted a Safe School Ordinance that provides:

1. No person shall knowingly cause or attempt to cause physical harm to a school administrator, school teacher, student, person in charge of a class of students, volunteer or any employee of a school while in performance of their duties.
2. No person shall knowingly disrupt or interfere with teaching of any class of students in a school.
3. No person shall knowingly disrupt, disturb, or interfere with any activity conducted in a school building or upon the grounds of such school.
4. No person shall knowingly cause a school administrator, school teacher, student, person in charge of class of students, volunteer or any employee at the school to believe that the offender will cause physical harm to the person or property.
5. Whoever violates any of the provisions of this section is guilty of assault in the schools, a misdemeanor of the first degree. Punishment shall be provided in accordance to the state law.

### *LOCKERS*

All lockers are the property of the Toledo Islamic Academy. Lockers are provided to the student for storage of school supplies and coats. The following rules apply to search of the lockers and school property:

1. General search of school property may be conducted at any time by members of the school staff.
2. Items, which can be used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession.
3. Illegal Items (firearms, weapons, fireworks, magazines, inappropriate pictures etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school administration. Further actions may be warranted.

Students are requested not to divulge their locker combinations. All school lockers must have school locks and must be locked at all times. Students are not to share lockers with other students.

### *WEAPONS*

A weapon includes, but is not limited to, convention objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. These include, but are not limited to, padlocks, pens, pencils, chairs, jewelry and so on. Criminal charges may be filed for this violation.

Possession of a weapon will subject a student to removal from classes or school for the remainder of the school day, contacting the civil authorities, legal guardian, at least one additional day of suspension, which could be a maximum of a 10-day suspension with recommendation for expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on school property by a student other than the one



who possessed the weapon, that student shall also be subject to the same disciplinary action.

### *VANDALISM*

A student (or any other person) shall not intentionally cause or attempt to cause damage to private property, or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Acts of minor vandalism will be penalized by notification of parents and suspension. This process may include a police report being filed. Repeated acts of vandalism will result in a ten 10-day suspension and/or recommendation for expulsion. Students and their parents or guardians will be held responsible for any vandalism that any student commits on school property. Remuneration for the complete restoration of the property damaged will be required. Court referrals will be made in cases where parent cooperation is not forthcoming.

### *RULES OF CONDUCT FOR ALL BUS PASSENGERS*

1. No one shall smoke or produce a flame of any kind while students are on the bus.
2. No one shall throw any object in or out of the bus.
3. No one, except the bus driver, shall sit in the driver's seat, or operate any of the controls.
4. No one shall cause any part of his/her body to project from a bus window.
5. No pushing, shoving, or fighting is allowed.
6. No one shall eat or drink on the bus.
7. No one shall interfere with the driver's operation of the bus in any way.
8. No one shall damage any part of the bus.
9. No one shall bring cap guns, squirt guns, or any other object that might serve as a weapon or anything of a detrimental nature aboard the bus.
10. All students shall obey the orders of the driver and conduct themselves in a manner to reflect credit on their homes and school.
11. Students shall ride only their assigned bus unless granted written permission.
12. Students shall maintain silence when the driver flashes dome lights.
13. Students shall board the bus and leave the bus in an orderly manner.
14. Students shall remain seated at all times throughout the ride. The students shall abide by the bus driver's instructions.

### *SEARCH AND SEIZURE*

The TIA school administration maintains the right to request a search of students or of students' lockers and to seize items that can be used to disrupt or endanger the health and welfare of other students within the school. Parents will be contacted in these situations.

## **STUDENT WELFARE-CHILD ABUSE POLICY**

According to Ohio law, a staff member who has reasonable reason to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the school

administration that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Ohio law, and may generally be understood as follows:

- I. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

## UNIFORM POLICY FOR TIA STUDENTS

TIA has an established uniform that meets Islamic dress code requirements. Information about the uniform is given to the parents at the time of registration. The school policy states that *all* students must comply and adhere to the school uniform. Full compliance is required of all students and full cooperation is required of all parents.

### ORDERING ABAYAS

Abayas should be ordered through East Essence online at [www.eastessence.com](http://www.eastessence.com). Orders take 3-4 weeks to process so please order early. The main office can assist you with the school logo. If you prefer, you can also order through Schoolbelles online at [www.schoolbelles.com](http://www.schoolbelles.com) or visit their store at

Schoolbelles of Toledo  
3323-2 Secor Road  
Westgate Towne Center  
Toledo, OH 43606

Phone: 419-824-0400  
Fax: 419-824-0440

### UNIFORM GUIDELINES

The following pages contain specific information regarding uniform guidelines for elementary, middle, and high school students.

**BOYS' UNIFORM: GRADES PRESCHOOL-5**

- Shirts: Elementary: Navy blue polo shirt (short or long-sleeved)  
**\*TIA logo shirt MUST be worn on Fridays**
- Pants: Khaki dress pants. If the pants have belt loops, a belt must be worn.  
**NO carpenter pants, cargo pants or shorts**
- Sweaters: Navy, gray or black sweater/vest may be worn over collared uniform shirt.  
**NO designs, stripes, or sweatshirts with hoods**
- Shoes: **SOLID** black gym shoes (white soles allowed, but not preferred)  
Footwear must be in good condition.  
For safety, **NO** sandals or open toed shoes
- Socks: **SOLID** white, black or any dark color
- Hair: Must be kept **SHORT** and **NEAT** with no shaved designs.  
**NO** highlighted or dyed hair

**BOYS' UNIFORM: GRADES 6-12**

- Shirts: MS (6<sup>th</sup>-8<sup>th</sup>): Light blue polo shirt (short or long-sleeved)  
HS (9<sup>th</sup>-12<sup>th</sup>): White polo shirt (short or long-sleeved)
- Pants: **LOOSE** Khaki dress pants. **NO carpenter, cargo pants or shorts**
- Sweaters: Navy, black or grey sweater or vest may be worn over collared uniform shirt.  
**NO designs, stripes, or sweat shirts with hoods**
- Blazer: Navy blazer with TIA emblem over collared shirt in the same color as grade designation is required for Fridays.
- Tie: A navy/gold tie is to be worn with the blazer
- Shoes: **SOLID** black loafers or solid black gym shoes (white soles allowed, but not preferred)  
Footwear must be in good condition.  
For safety, no sandals or open toed shoes
- Socks: **SOLID** white, black or any dark color
- Hair: Must be **SHORT** and **NEAT**. **NO** shaved designs. **NO** highlighted/dyed hair

**GIRLS' UNIFORM: GRADES PRESCHOOL-5**

- Jumper: Plain, sleeveless, navy blue.  
**Jumper with TIA logo MUST be worn on Fridays.**
- Leggings: PS-4th grade: White or navy blue- no designs. **NO TIGHTS**
- Pants: 5th grade: Loose-fitting navy blue or black dress pants.  
Must be worn under jumper. **NO LEGGINGS**
- Blouse: PS-4th grade: White, plain, short or long-sleeved  
5th grade: White, long-sleeve, plain
- Sweaters: Plain navy blue, grey, or black sweaters, vests, or suit jackets  
**NO** designs, stripes, hoodies or sweatshirts.
- Shoes: **SOLID** black loafers or solid black gym shoes (white soles allowed, but not preferred)  
Footwear must be in good condition  
For safety, **NO** sandals or open toed shoes
- Socks: **SOLID** white, black or any dark color
- Hijab: **PS-4th: WHITE**, long hijab for salah (**MUST** cover arms and hair)  
**5th grade: 2-piece**, white hijab must be worn at **ALL** times

**GIRLS' UNIFORM: GRADES 6-12**

- Abaya: Plain, navy blue with TIA logo (At least 2)  
Must be loose and non-form-fitting.  
Must be in good condition
- Slacks: Loose-fitting navy blue or black dress slacks under the abaya.
- Hijab: ANY SOLID color **WITH UNDERPIECE** worn Monday-Thursday  
White hijab **WITH WHITE UNDERPIECE** required on Fridays
- Sweaters: Plain navy blue or black or grey sweaters, vests, or suit jackets may be worn over the abaya.
- Shoes: **SOLID** black loafers or solid black gym shoes (white soles allowed, but not preferred)  
Footwear must be in good condition.  
For safety, **NO** sandals or open toed shoes
- Socks: **SOLID** white, black or any dark color

## **NON-UNIFORM DAYS**

Toledo Islamic Academy has established a dress code for dress up or dress down days, field trips, school events, and extracurricular activities

### **GIRLS GRADES 5-12:**

Must wear a hijab. Absolutely **NO** leggings or skinny jeans/pants. Blouses must be loose-fitting and at least fingertip length when arms are extended to sides. Pants/jeans must be loose-fitting with a 2-inch pull off body.

### **ALL BOYS:**

No shorts. T-shirts may not have any hidden messages, offensive language or pictures.

## **UNACCEPTABLE ATTIRE AND ITEMS FOR ALL STUDENTS**

No jeans, shorts, sweat pants, athletic jerseys, t-shirts, hats, tank tops, sunglasses (unless prescribed by a doctor), dangly earrings or sandals. No make-up, perfume, fake nails, or nail polish for all girls. No writing or images of any kind on the uniform. Uniforms may not be oversized.

Parents of any student not conforming to the dress code will be called, and asked to bring suitable clothing to the school. Failure to observe the school dress code may result in rejecting the student from attending classes. It is the responsibility of the teachers and other staff members to enforce the dress code.

If a uniform is not required for a field trip, Islamic dress code should be followed. All students should dress in clean and neatly cared for clothing. Extreme attention-getting styles are not allowed.

Moreover, parents should ensure at all times that children come to school equipped to deal with the weather: sweaters, winter hats, boots, and mittens for wintry days; boots and raincoats for rainy days; jackets and sweaters in Spring and Fall.

## **PHYSICAL EDUCATION UNIFORM & POLICIES**

### **BOYS:**

All students are allowed to wear the P.E. shirt with sweat or athletic pants (depending on weather), non-marking shoes or athletic shoes during P.E. No ball hats are permitted in Physical Education classes.

**GIRLS:**

Loose fitting slacks or sweat pants may be worn with the P.E. shirt. Tennis shoes and socks are required for P.E class.

Students may wear jackets, gloves, earmuffs, etc. in cold weather. Classes may be going outside when the temperature is over 35 degrees. Students must remove all jewelry when participating in P.E class. No earrings, necklaces, bracelets, rings, watches, etc., are permitted. This is a safety rule to prevent injury.

Physical Education class is graded heavily on participation. Therefore, a student's grade will reflect his / her attendance. Multiple absences in physical education class will result in a failing grade. A parents note is required if a student cannot participate in P.E for the day. Include on the note, the reason for not participating in P.E class. Students are required to bring in a doctor's note if they cannot participate in P.E for two or more days because of illness or injury. The student will be placed in study hall and will be required to do a written report for those days that they cannot participate.

High school students must pass two semesters (four quarters) of Physical Education to graduate from high school.

**GRADING FOR PHYSICAL EDUCATION**

The students will be graded on the following:

- Participating and attendance
- Dress code
- Attitude
- Sportsmanship
- Conduct
- Practical skill tests and improvement
- Written quizzes and tests

**STUDENT DRIVING POLICY**

High school students wishing to drive to school will need to fill out the following registration form and return it at the office. This form is valid only with the signature of a parent or guardian. Permission will be granted after a review of the application by the department head. The following guidelines need to be followed by student drivers:

1. Student drivers must be registered with the school office.
2. At all times students must obey the speed limits around the school and Masjid parking lot area.
3. No unauthorized riders will be allowed to ride in a student's car. Any student riding with a student driver will need written permission from a parent or guardian.
4. Students drivers are not allowed to leave the school premises during school hours, 8:15 a.m.-3:05 p.m., unless permission is granted from the parent for emergencies, or for

- students who need to go to a Post-Secondary class.
5. Students must drive safely, keeping an eye out for pedestrians, parked or moving cars, and students playing or walking across the parking lot.
  6. Only students with a valid state driver's license will be granted permission to drive to school.
  7. Student parking is in the south building parking lot along the fence.
  8. Any changes in driving status must be reported to the office.

If any of the above conditions are not met, the administration has the right to revoke driving privileges. Any student, who fails to follow the above condition, will meet with the administration for review. Parents will be notified of any driving violations.

## COMMUNICATION

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress, and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications, especially the regular emails sent, website postings, and newsletter.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. **Teachers are not able to confer with parents during class time or during drop-off and pick-up periods under any circumstances.** Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child as soon as possible without disrupting the educational process.

Parents may request a meeting with the principal or the department head regarding any matter. The office secretary will schedule the meeting as soon as possible. Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first. If the matter is not addressed to your satisfaction you may request to meet the department head. The department head will address your concerns and may refer the matter to the principal. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. If you believe that the staff and administration did not address your concern, you may submit your concern to the TIA Education Committee in writing. The Education Committee may request further information, in writing or face-to-face, before addressing your concerns.

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding his/her children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing, and a copy of the court order must be provided to the school.

## **EXTRACURRICULAR ACTIVITIES**

In addition to a quality educational program, TIA promotes the emotional, physical, and social well-being of its students by offering a host of extracurricular activities at all levels.

Students participating in extracurricular activities must have a grade point average of 3.0/4.0. Students may have to miss school to participate in an extracurricular activity. Any absence due to an extracurricular activity is considered an excused absence. The written consent of classroom teachers and parents must be secured in order for a student to miss school for extracurricular work.

The administration reserves the right to deny a student the privilege of participating in an extracurricular activity if they have discipline violations resulting in detention or suspension during the school year.

## **FIELD TRIPS**

In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. The school will try to arrange for educational field trips that will allow the children to enjoy and learn at the same time. Students must complete and return the permission slip to the teacher responsible for the field trip by the deadline date. The school also may request the presence of the parent on the field trip in order for his/her child to be allowed to participate in the trip. Students must pay all required fees by the deadline date. The school may deny a student the privilege of a field trip due to discipline concerns. School personnel will provide the best possible supervision of your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip. Occasionally, students may do fundraising such as bake sales or car washes to help pay for field trip costs.

## **FUNDRAISING**

As a private, not-for-profit institution, TIA relies on annual fundraising events to bridge the gap between the tuition the school collects and the actual cost of educating its students in a high-quality environment. Parents are expected to help with the fundraising efforts.

There are numerous ways in which parents can help:

1. Become a PTO member!
2. Selling tickets for the fundraising dinner
3. Making donations during the fundraising dinner
4. Helping the school to find sponsors for projects, services, and monthly expenses
5. Contributing to the school's scholarship fund
6. Providing educational needs of a classroom or of the school in general.
7. Volunteering time to help with certain school activities or renovations.



## **PARENTAL INVOLVEMENT**

The success of Toledo Islamic Academy depends greatly on the concern and cooperation of students, parents and teachers. For children to be Islamically-educated, the school experience must be an extension of the home and vice versa. The school stresses the need for unity of purpose and perspective between the staff and parents of children attending the school. Regular communication and participation between students, staff and parents are therefore essential part of this school's view of education. Throughout the school year, parents and staff are expected to maintain close contact to ensure the best possible development of the child both at school and at home.

## **VOLUNTEER PROGRAM**

The primary role of the TIA volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening, or helping in the office.

Community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at TIA is to learn about the environment and education being offered, and to contribute to the making of a stronger Muslim community. Guidelines for volunteer work are available from the office. A good volunteer-teacher relationship depends on ongoing communication.

Volunteers may be help in the following ways, like:

1. Tell stories to students
2. Listen to students read
3. Assist in learning centers
4. Set up learning centers
5. Practice vocabulary with non-English speaking students
6. Make instructional games
7. Grade papers
8. Prepare bulletin boards
9. Assist with field trips
10. Help with gardening & landscaping beautification
11. Share items and artefacts of your culture or world travels with students

## STUDENT RECORDS

Student records are **confidential**, and may only be viewed by school-authorized personnel. Records will not be provided to non-school personnel except with written request from the parents/guardian of the student to the Principal or Board. This request must be delivered to the school by mail or in person to the office. Parents may request a copy of all or some parts of their child's record. The school requires a notice of 48 hours to process requests. The school will share non-academic records only with custodial parents. Non-custodial parents have the right to a copy of academic records such as report cards, standardized tests scores, etc. Any other part of the student record will not be released to a non-custodial parent except by a court order or the written consent of the custodial parent.

Records of financial arrangements or tuition payments are not considered part of a student's records, and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

***No part of the student's confidential record is to be taken out of the school building.*** Teachers have the right to check student records in the office. Records must be returned back to the appropriate drawer within one class period's time.

## TEACHER-PARENT CONFLICT RESOLUTION

Questions and complaints arise inevitably. It is important that these be handled courteously, politely, and promptly. The following steps should be followed:

1. The teacher should meet privately with the parent to seek resolution in a spirit of reconciliation. Remember that both want the good of the child, and are not in an adversary position.
2. If unresolved, the teacher then meets with the parent and the principal.
3. If still unresolved, the problem is brought before the TIA Education Committee. The Committee calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment, and takes appropriate action.

## TIA EDUCATION COMMITTEE ROLE

The TIA Education Committee is the governing body of the school. It is responsible for setting policy, hiring, renewal of contracts of all staff members, and evaluating the principal. Parents may contact the TIA Education Committee in writing, through the school's office or by mail, at:

TIA Education Committee  
5225 W. Alexis Road  
Sylvania, OH 43560

Or, by email at:

[ed.committee@tiaus.net](mailto:ed.committee@tiaus.net)

## **STAFF PERSONNEL LISTING**

All school staff can be reached at the school's office or by email. Parents may leave a message for any staff member and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school office staff will not interrupt a class to deliver any messages, except in severe emergencies.

## **HANDBOOK REVISIONS**

TIA retains the right to amend this handbook as the need and unanticipated situations arise. Parents will be informed of amendments through the school newsletter and website or in mass emails addressed to all families. A revised handbook or an insert to the handbook will be provided as needed, whenever changes are approved.

## PARENTS SIGN AND RETURN

I have read the TIA handbook and agree to adhere to the policies therein.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This page must be returned to the school by ***Friday, August 19***, or ***within five days of enrollment*** at the school:

Failure to return this page, signed by the time indicated, will require a conference with the Principal before the student can return to school. For 6<sup>th</sup> grade or younger students, only the parent's signature is required.

