



OFFICIAL PUBLICATION

Taybah Tahfeedh Academy

Student & Parent Handbook

P Positive	P Prompt	R Respectful	R Responsible
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OUR GOALS

Five Aims That Guide Every Student's Journey

01

Quran Memorization & Mastery

Commit the Book of Allah to heart with correct Tajweed, consistent review, and a lifelong love for recitation.

02

Academic Excellence

Build strong literacy, numeracy, and reasoning skills that prepare students for success in this life and the next.

03

Islamic Character & Adab

Practice honesty, kindness, respect, and self-discipline in every interaction, following the example of the Prophet ﷺ.

04

Faith in Action

Live by the Quran and Sunnah through daily prayer, good deeds, and choices that please Allah.

05

Community Contribution

Grow into responsible citizens who serve their families, neighbors, and society with compassion and integrity.

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SECTION 01

Religious and Character Education Philosophy

Taybah Tahfeedh Academy's goals in regards to religious and character education are to teach students to:

- Love Allah ■ and the Prophet Mohammed ■.
- Adhere to the Sunnah of our Prophet ■.
- Love and revere the Quran and Arabic language.
- Be socially aware and responsible citizens.
- Couple faith with action.

SECTION 02

Admissions Policy

Students seeking admissions must:

- Complete an enrollment packet
- Pay all applicable fees
- Provide the previous report card for students entering advanced levels.
- Successfully complete entrance examinations (applies to all levels).
- Testing dates will be set by Taybah Tahfeedh Academy.
- Taybah Tahfeedh Academy reserves the right to decline admission to students who do not show for or are late for testing.

Taybah Tahfeedh Academy's admissions team will also request academic records and the behavioral chart from the student's previous school. The admissions team will review these records as a prerequisite to admissions into the highest levels.

Students will be notified in writing of admission status by dates set by Taybah Tahfeedh Academy.

Re-enrollment

Students wishing to re-enroll at Taybah Tahfeedh Academy must do so during the designated re-enrollment period. Students missing that deadline must re-enroll during open enrollment.

SECTION 03

Equal Opportunity Policy Statement

No administrative officer or employee of Taybah Tahfeeth Academy, acting in his/her official capacity, can discriminate based on a person's gender, race, color, or national origin regarding personnel practices, including assigning, hiring, promoting, compensating, and discharging employees: use of facilities, awarding contracts, and participation in programs.

No student shall, based on gender, race, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school district except as specifically provided in the Title IX Implementing Regulations.

No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school except as specifically provided in Section 504 Implementing Regulations.

SECTION 04

Important School Information

Administration and Office Staff

Principal - MCECC Director

Assistant Principal

Administrative Staff

School Hours

Monday – Thursday: 8:00 am – 3:30 pm

Friday: 8:00 am – 11:30 am

Prayer Times

Each day all students will pray Salat-Dhuhr in congregation.

Ramadan Schedule

During the month of Ramadan, students will be dismissed one hour and a half before the Iftar if it happens that Ramadan comes within the school year calendar. Students must be picked up by the time set by Taybah Tahfeeth Academy. Parents will be charged a fee of \$5.00 per 15 minutes starting 5 minutes after dismissal time. Please be prompt in picking up your child; students will not be allowed to walk home without an adult. The adults walking them home must be listed on their School Registration Form. Please consult the school calendar for the beginning of Ramadan schedule.

Traffic and Safety

- Taybah Tahfeeth Academy does not provide bus service; therefore, we have heavy traffic flow during arrival and dismissal times. For the safety of all children, please allow yourself ample time for dropping off and picking up. Please be aware of students walking across the parking lot.
- Never leave your car unattended in the fire lane.
- Children should use the sidewalk and cross at the crosswalks.

Arrival

- Students should not be dropped off before 7:45 am. There is no supervision for students who arrive early.
- Students will be dismissed to the assembly area at 3:30 pm.
- Students will not be permitted to stay outside even on good weather days.
- Students arriving after 8:00 am should report directly to the assembly area.

Dismissal

- All students will be dismissed with designated teachers in front of the school's entrance.
- Parents with children at multiple levels are requested to pick up younger children first.
- Staff will supervise dismissals.
- Students must be picked up by 3:30 pm.
- Students who are not picked up by 3:45 pm will be sent to the school cafeteria.
- Parents will be charged a fee of \$10.00 per 30 minutes starting at 3:45 pm.
- Please be prompt in picking up your child.
- Students will not be allowed to walk home without an adult. The adults walking them home must be listed on their School Registration Form.

Note: Taybah Tahfeeth Academy cannot supervise children after 3:45 pm. If a student remains at school after this hour and is not in a supervised activity, his/her parents will receive the first warning (3 warnings — student will be removed from the program).

Designation of Parent or Guardian

The school will recognize parent(s)/guardian(s) listed on the student registration form as the only person(s) having rights and responsibilities to that student and that student's presence in school.

If a parent, other than the one(s) listed on the form, claims to have rights to the student, that person must present:

- A valid court order showing change of custody rights and proper identification
- Proof including, but not limited to, statements from credible individuals in a position to verify this fact, including family members, clerks of the court, judges, attorneys, or other trustworthy persons
- Other proof satisfactory in the sole discretion of the school administration.

Students shall be released from school only to the parent(s)/guardian(s) or individuals listed on the Student Registration Form or to another person designated in writing by the parent(s)/guardian(s).

Changes in Transportation

A note must be sent to the office if there is a change in the person allowed to pick up your child. This applies to students who are driven home and those who walk.

SECTION 05

Attendance

Regular daily student attendance is an important part of creating a successful and positive school experience for children. Arriving on time and staying until the end of the day are equally important.

Attendance is taken promptly at 8:10 am each day. If the student arrives after 8:10 am, he/she is counted absent for the day. Absences more than three times in a row require a doctor's note. Absences not accompanying a note from the parent and/or doctor will be unexcused. Students will not be allowed to do make-up work for unexcused absences. Students with an unexcused absence may be subject to disciplinary action.

Students are responsible for obtaining any make-up assignments for excused absences.

All students must be present 95% of the academic year with no more than five (5) days per level. If a student does not meet the 95% attendance requirement, he/she will not be promoted to the next level. In cases of absence of 5% or more, students need to show proof of schooling elsewhere to be considered for promotion to the next level.

Tardies

- Students must be in line at the assembly at 8:00 am.
- Students arriving after 8:10 am must check-in at the tardy desk located near the assembly area.
- Students arriving after 8:10 am must check-in at the office.
- Excessive tardies will be dealt with by the following:
- Five (5) tardies — the school sends a letter home; four tardies are counted as one unexcused absence.
- Seven (7) tardies — the school sends a second letter home.
- Ten (10) tardies — the school sends a third letter home; eight tardies are counted as two unexcused absences.
- For all tardies beyond ten (10), parents are subject to fines.
- For every four additional tardies, an additional unexcused absence is recorded.
- Unexcused absences resulting from tardies will be recorded in a student's overall attendance, which could affect promotion.

Medication

- Only medication that cannot be scheduled for non-school hours may be given at school.
- All prescription medications must be in an original container with that student's name on the container (we cannot accept medicine in baggies, envelopes, etc.).
- Prescription medication instructions cannot be altered from what is listed on the container.

- All medications must be accompanied by a written request from the doctor or parent/guardian with explicit instructions to administer the medication.
- All medicine must be brought to the office.

Withdrawal Procedure

Parents of students withdrawing from Taybah Tahfeeth Academy may be requested to meet with the principal before beginning the withdrawal process. A withdrawal form may be obtained from the office. Taybah Tahfeeth Academy will not release student records until:

- A records request form has been received
- Any outstanding fees or tuition are paid
- All school property is returned

Note that a transcript may be held until payment of past due fees and the return of school property.

SECTION 06

General Policies

Volunteer Policy

- If you would like to volunteer, give your name and phone number to the administrative assistant so s/he can list you as a volunteer.
- Sign in at the office when volunteering.
- Wear the volunteer badge whenever you are volunteering.

Lost and Found

Taybah Tahfeedh Academy will maintain a lost and found. Items not claimed will be donated at the end of the school year.

Forgotten Items

If you need to deliver an item to your child, label the item with the child's name, level, and homeroom teacher and bring it to the office.

Contacting Teachers

If you wish to contact a teacher, please leave a message with the office.

Electronic Devices

Students are not allowed to have any electronic device in school. Electronic devices include but are not limited to: cellular phones, PlayStations, video games, etc. If any electronic device is found on a student, it will be confiscated. The parents will be notified to come to school to pick it up. A second offense may result in the item being confiscated for a one-week period. A third offense may result in the item being confiscated for an indefinite period.

Birthdays

Taybah Tahfeedh Academy does not allow birthday parties in school. This includes bringing treats and gifts to school on birthdays.

School Cancellation or Delay

The following media outlets will be used to announce closings or delays:

Email: to be announced

Special Notes: sent home

SECTION 07

Communication

Weekly Reminders

The office sends home a weekly reminder each Thursday. Families with more than one Taybah Tahfeedh Academy student will receive this reminder from the youngest student. This paper has important announcements regarding the school.

School Board Meetings

The Taybah Tahfeedh Academy school board will hold periodic parent meetings. Parents wishing to address concerns with the board should schedule an appointment.

School Facility Improvement Committee

The School Improvement Committee oversees the school facility improvement plan and the subcommittees responsible for the plan. Parents and community members are encouraged to join.

PTO

The Parent-Teacher Organization holds regular meetings for parents and teachers:

- To come together to promote dialogue between parents and the school.
- To provide a forum for parents to improve their knowledge about the school.
- To allow an exchange of parents' and teachers' reactions, feelings, and suggestions.
- To provide parents and teachers with information to aid in support of the spiritual, emotional, and educational growth of the child.

Taybah Tahfeedh Academy PTO's website: To be announced by Taybah Tahfeedh Academy.

Grievance Procedure

All grievances must be in writing. Parents who have a grievance to file with the school should first address it with the appropriate teacher through the school's office. If the parent is not satisfied, he/she may take their grievance to the school counselor. If the school counselor is unable to resolve the issue, then the matter will be reported to the principal.

SECTION 08

Uniform Policy

Overview

Taybah Tahfeedh Academy believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students. All Taybah Tahfeedh Academy students are required to wear uniforms to school and Taybah Tahfeedh Academy events. Parents are responsible for ensuring that their children wear the designated school uniform as outlined below.

Appearance

Students shall be expected to maintain a neat, clean, and well-groomed appearance at school. Shirts must be tucked in. Undergarments must not be visible. No article of clothing shall be bizarre in style, unsuitable for school activities, or of a nature to call undue attention to the wearer.

Since school life prepares students to take their place in adult life, these primary requirements are expected for all students. The first responsibility for maintaining proper standards belongs to the students and parents or guardian. The school will deal with this responsibility when the students or parents fail to recognize its importance and neglect to abide by the rule.

Boys' Uniform

To be announced by Taybah Tahfeedh Academy.

Girls' Uniform

To be announced by Taybah Tahfeedh Academy.

Cold Weather Apparel

- Outerwear may be of any color but must be removed in the building.
- Navy blue or black cardigans and sweater vests may be worn inside.
- Extreme size, style, or fit is not appropriate and will not be permitted.

Not Allowed

The following are not appropriate attire for school and will not be permitted inside school:

- Extreme hairstyles — no shaved, half-shaven designs or layered haircuts for boys. No Mohawk style, for example. Hair should not extend below the eyebrows or ears.
- Extreme in style or fit of clothing
- Polo shirts
- Cargo pants (pants with pockets)

- Nylon pants
- Flared pants
- No tank tops
- Sagging, extremely oversized, or extremely tight-fitting clothing
- Visible name brand labels, emblems, images, or logos except the school logo
- Caps, hats, or hoods from sweater sets
- Socks or stockings with design
- No jewelry of any type or during any school activities except for stud earrings for girls.
- Girls may not wear makeup, artificial nails, or nail polish.
- No open-toe shoes (flip-flops, sandals, beach or house shoes).
- No high-heel or colorful fashion shoes.
- No non-prescription sunglasses.

Violations

Any prohibited items of clothing will be taken by the school officials and returned to the parents or guardian only. On special school days the principal may not require the students to wear uniform. During these times, students must wear attire that is in accordance with school policy and the Islamic dress code.

Consequence of Violations

First Offense: Students will receive a pink slip regarding the dress code violation for the parents to sign and return to the office.

Second Offense: The school will contact the parent(s) or guardian(s) and allow them the opportunity to bring the missing item(s) to the school or allow them to take the child home to dress them in the proper uniform. The student will be assigned one day after school detention.

Third Offense: The school will contact the parent(s) or guardian(s) to pick up the student. The student will be suspended from school until corrective action is taken, and the student arrives in proper uniform.

SECTION 09

Curriculum and Instructional Philosophy

All Levels

Taybah Tahfeedh Academy offers full time Tahfeedh & homeschooling programs. Parents interested should consult the office for more details.

Grouping

Our classes are grouped (age wise) according to mixed ability per level. Inside the classrooms, students are flexibly grouped so that needs of all students are met.

Differentiated Teaching Practices

These kinds of practices consider students' varied learning styles. They employ the teachers to use multiple methods in teaching.

Assessments and Grading

Pre-tests: These are teacher-designed tests given at the beginning of the year. These tests show the teacher what students already know.

Benchmarks: These are given periodically to assess which level objectives have been mastered by a student and a class.

Informal Reading Inventory: All Taybah Tahfeedh Academy students are assessed on all components of reading. This is done two or three times per year depending on the level.

Classroom tests: Taybah Tahfeedh Academy teachers assess students over topics and units throughout each nine weeks.

Observational assessments: These are useful to assess abilities and skills that the above methods could not.

Homework

Our homework policy is research based. Homework will be meaningful and will satisfy one of the following purposes:

- Practice of skills and processes to increase accuracy and fluency
- Preparation for new learning of information and ideas.

Grade Reporting

Progress reports are sent home every four and a half (4½) weeks and report cards are sent home every nine (9) weeks. Refer to the school calendar for dates.

Make-up Work Policy

It is the student's and parent's responsibility to ask teachers what assignments are missed.

Make-up work will not be given before students are absent. Parents may pick up work on the third day of the absence. Students will not be allowed to make-up work from unexcused absences, and they will receive a zero for all work assigned during this absence.

Promotion and Retention

Students who do not meet attendance and Taybah Tahfeeth Academy requirements will be retained.

Graduation Requirements

Finish all required subject matters as planned in the curriculum.

Pass the passing test before the panel (panel consists of three teachers and the principal).

Passing score 95% in all subject matters.

Distinguished Achievement Program

Students graduating with the DAP seal on their diploma must complete the following criteria:

- Score a minimum combined (critical reading, writing, and memorizing) total of 1500 on the SAT
- Maintain superior attendance records (95%)
- Have successfully completed six dual-credit courses with a 3.0 or better in each course

SECTION 10

Discipline Policy

Each student shall uphold Taybah Tahfeeth Academy's Honor Code: Positive, Prompt, Respectful, Responsible.

It is the responsibility of every student and parent to have read and be aware of Taybah Tahfeeth Academy's behavior expectations. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

Taybah Tahfeeth Academy (Level 2 and Higher)

Note: Note: Levels 2 and 3 follow higher level School Policy.

To secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Inshallah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

The system to be used is as follows:

1. A three-color traffic system will be used for monitoring behavior in and out of the classroom: green, yellow, and red. All students start the day on green. If students do their homework, follow rules, stay on task in class, etc., then they will remain on green. However, with each infraction, students will move their pins to yellow, and then to red. Consequences, such as warnings, time out, missing half or an entire recess, or serving a lunch detention, will be utilized for every color change and may vary from grade to grade.
2. Teachers will keep track of the number of times students are placed on red and further consequences will be given once the student receives a certain number of reds.
3. In special cases in which Taybah Tahfeeth Academy students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, they will be referred to the principal for immediate suspension and placed on Disciplinary Probation.

Each student will always begin each day with a 'fresh slate'. Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. Inshallah, these disciplinary procedures will help your child assume responsibility for his/her own conduct.

Code of Conduct

"Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about." — Narrated by Muslim. The Prophet ﷺ said.

Rationale: The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school's expectations for student behavior.

Application of Policy: The Discipline Policy applies under the following conditions:

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet ﷺ at any time while student is registered at Taybah Tahfeedh Academy.
2. During regular school hours.
3. After school hours if the infraction happens to cause damage to school property.
4. On the school bus or other transportation sanctioned by the school.
5. During school sponsored events.
6. When going to and from school.
7. During events and activities associated with the school.
8. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process. It applies also if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical or emotional health or welfare of students or school personnel, and/or whose continued practice by a student at the school is disruptive to the school mission or educational process.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

Students:

1. Two warnings before an action is taken to correct the misbehavior
2. An explanation of how to correct the misbehavior
3. A lighter penalty before a heavier one is applied
4. A notification of the violation
5. An opportunity to present his/her side of the story to the appropriate school personnel.

Parents:

1. A written notification of the violation and the consequences decided by the school.
2. A request to meet with the principal to discuss the discipline problem.

The Rights & Responsibilities of Students

Students have the right to:

1. A quality education
2. Education without undue interruption, disruption, fear, or inhibition.
3. Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and/or concealed by the student.
4. A copy of the discipline policy.
5. Receive respect from school personnel and other students.
6. Due process procedures according to school policies.
7. Participate in school functions and extracurricular activities.
8. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct.

Students have the responsibility to:

1. Put forth their best effort to meet classroom expectations.
2. Conduct themselves in such a manner as to promote a positive educational environment.
3. Not interfere with the orderly conduct of classes and activities; not force others to participate and violate the rights of people who may disagree.
4. Not carry, conceal, or bring onto school property materials which are inappropriate or may disrupt the educational process.
5. Read and abide by the school rules.
6. Show respect for other students and school personnel.
7. Read and understand their due process rights.

Procedure

The schoolteachers and administrators will use the discipline action form. Teachers will have to go through this form step by step before any action is taken.

1. Write down all the necessary information such as teacher's name, student's name, etc.
2. Write down the misbehavior.
3. Explain to the student the misbehavior and the Islamic way of correcting it.
4. Give the student a warning and let him or her sign that he received his or her first warning.
5. If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign that he or she received the second warning.
6. If the student repeats the misbehavior again, take any of the actions indicated on the form, such as standing the rest of the period, loss of recess time, etc.
7. If the student continues to misbehave, refer him or her to the principal's office.

8. The principal will discuss the problem with the student and decide the necessary action, which may result in suspension depending on the level of the violation made. Tables 1, 2, and 3 explain the violations and the consequences of each one.
9. A copy of the discipline form will be sent to the students' parents and a request to meet with parents if needed.
10. Once the teacher takes an action, a copy of the discipline form will be sent by the school office to the student's parents. A copy will be kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the principal's office. The form that reaches the principal's office will stay in the student's file.

SECTION 11

Level 1 Infractions

Conduct that impedes orderly operations of the classroom or school. Behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive Level 1 disciplinary actions and has held a conference with the students and parents. Thereafter the classroom teacher may refer the student to the principal through a written referral. However, earlier referrals may be made when misbehavior occurs outside the classroom or in exceptional circumstances. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct which does not happen to be specifically listed is still subject to disciplinary action.

Infraction	Definition	Level 1 Disciplinary Action
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.	Examples include verbal reprimand, oral or written notification to parent(s), student mediation contracts, teacher or team conference with student/parent(s), separation from peers, denial of class privileges, counselor referral, administrative referral, or detention.
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground.	Same as in number 1.
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher.	Same as in number 1.
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person when such conduct could provoke a violent or disruptive response.	Same as in number 1.
5. Violating classroom rules	Not following the classroom rules.	Same as in number 1.
6. Electronic and other communication devices	No student shall use, display, or possess any electronic devices without approval on school property.	Detention and conference with principal. Parents will be asked to pick up device. Consecutive offenses: suspension. Device will be confiscated and given to parents.
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardies are recorded in attendance folder, verbal reprimand, detention given every third tardy.

SECTION 12

Level 2 Infractions: Illegal and/or Serious Conduct

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or written communication. This list of violations is not all inclusive, but only representative and illustrative.

Infraction	Definition	1st Offense	2nd Offense	3rd Offense
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using, submitting, or providing data or answers dishonestly.	Detention or 1 day suspension	1–2 days suspension	2–3 days suspension
9. Inappropriate language	Using any form of cursing, no matter what language, including hand or bodily gestures.	Detention or 1 day suspension	1–2 days suspension	2–3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or communication.	Detention or 1 day suspension	1–2 days suspension	2–3 days suspension
11. Altering official documents	Forging, falsifying, or unauthorized alteration of a document.	Detention or 1 day suspension	1–2 days suspension	2–3 days suspension
12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property.	Restitution, detention, or 1 day suspension	Restitution, 1–2 days suspension	Restitution, 2–3 days suspension
13. Misuse of equipment	Students using school online services for illegal, inappropriate, or obscene purposes.	Detention or 1 day suspension	1–2 days suspension	1–10 days suspension
14. Insubordination	Refusing to comply, either verbally or nonverbally, with a reasonable request or directive.	Detention, 1 day suspension	1–2 days suspension	2–3 days suspension
15. Loitering	Being present in or about a school after a reasonable request to leave, without a legitimate reason, without authorization, or after refusing to identify oneself.	Detention, 1 day suspension	1–2 days in-school suspension	2–3 days suspension
16. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.	1 day detention or suspension	1–2 days suspension	2–3 days suspension, police notified

Infraction	Definition	1st Offense	2nd Offense	3rd Offense
17. Truancy	Being absent from school without authorization, failure to follow proper attendance procedures, skipping classes or school.	1 day suspension, parents notified. No make-up work will be accepted for classes missed because of truancy.	1–2 days suspension, parents notified. No make-up work accepted.	2–3 days suspension
18. Fighting	Engaging in verbal or physical altercation, whether initiating or retaliating.	1 day suspension	1–2 days suspension	2–3 days suspension
19. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying.	Detention, conference with the principal, written warning, parents notified	1–2 days suspension	2–3 days suspension
20. Electronic access	Using without authorization electronic passwords or codes, including accessing, controlling, or disabling technological devices or services.	1 day suspension, detention, conference with Dean. Parents will be asked to pick up device.	1–2 days suspension. Device confiscated until end of the school year.	2–3 days suspension. Device confiscated until end of the school year.

Note: Any student charged with a subsequent Level 2 violation can be referred to the principal for expulsion.

SECTION 13

Level 3 Infractions: Serious, Illegal, or Life-Threatening Conduct

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school principal and/or legal action. Students expelled from school due to Level 3 infractions may not be reinstated later. The proper authorities will be notified if a student commits any illegal act.

Infraction	Definition	1st Offense
21. Intimidation or Menacing	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct.	2–3 day suspension, police notified. Repeat: 3–5 days suspension and recommendation for expulsion.
22. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property.	Recommended for expulsion, police notified.
23. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm.	3–14 days suspension, recommended for expulsion, police notified.
24. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false '911' calls.	Expulsion, police notified.
25. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority.	3–14 days suspension, recommended for expulsion, police notified.
26. Explosive Device	Using, possessing, attempting to possess, brandishing, or concealing any destructive device, including any explosive, incendiary, or poisonous gas, bomb, grenade, mine, missile, rocket, or similar device.	Recommended for expulsion, police notified.
27. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner.	3–14 days suspension, recommended for expulsion, police notified.
28. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community.	3–14 days suspension, recommended for expulsion.
29. Reckless Endangerment	Acting in a willful manner that places others in jeopardy of injury or results in damage or destruction of property.	3–14 days suspension, recommended for expulsion.

Infraction	Definition	1st Offense
30. Extortion or Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	3–14 days suspension, recommended for expulsion, police notified.
31. Gambling	Participating in or organizing games of chance to gain money or other items.	3–14 days suspension, recommended for expulsion.
32. Legal but dangerous substances	Using, selling, purchasing, distributing, or possessing substances capable of altering behavior or state of mind, and paraphernalia.	3–14 days suspension, recommended for expulsion, police notified.
33. Sale, use, possession, or distribution of alcohol, drugs, tobacco or other controlled substances	Using, selling, purchasing, distributing, or possessing mood altering chemicals, narcotics, controlled substances, or alcoholic beverages on school property or at school functions.	3–14 days suspension, recommended for expulsion, police notified.
34. Theft	Stealing, attempting to steal, possessing, or transferring school or private property.	3–14 days suspension, recommended for expulsion, police notified.
35. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing, or concealing any weapon, dangerous instrument, or look-alike item.	Recommended for expulsion, police notified.
36. Obscenities or Verbal abuse toward school personnel	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward school personnel or adult members of the school community.	3–14 days suspension, recommended for expulsion.
37. Gender fraternization / Promiscuous behavior	Committing acts of a sexual nature that fall outside Islamic teaching, including relations, dating, or meeting in private both inside and outside of school.	3–14 days suspension, recommended for expulsion.

Note: All suspensions will be recorded on student transcripts.

SECTION 14

Detention, Suspension, and Expulsion

Detention

Detentions are given for Level 1 infractions and some minor Level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to the principal. The principal then makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve an afternoon detention on Tuesdays and Thursdays. A student will be allowed only three detentions. His fourth referral to the principal's office will result in suspension.

Suspension

The principal will make the decision if the suspension will be In-School Suspension (ISS) or Out-of-School Suspension (OSS). For the duration of the OSS, a student is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements.

A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a Level 3 infraction. Students are responsible for securing assignments from their teachers and will receive credit for the work completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation.

Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school next year. If a student is suspended until the end of the year, the principal then makes the final decision to readmit the student or not for the following school year.

Grievance Procedure

Parents may, in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school superintendent. The superintendent will review the grievance and will respond in writing.

Expulsion Procedures

Students may be referred to the principal for expulsion because of receiving a suspension while on disciplinary probation, subsequent committing of a Level 2 infraction, or because of committing a Level 3 infraction.

1. When a student is referred to the principal 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 principal will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the principal or the school board.
4. The principal will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made in light of the grievance procedure described above.
6. The decision of the school is final.

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

SECTION 15

Lockers and Personal Property

Use of Personal Electronic Devices at School

No radio, tape recorder, phone, beeper, games, or other electronic devices are permissible unless used as a part of a class or project and approved by an instructor. A student with such a device will be given a suspension on the first occurrence. The device will be confiscated and given to the parent or guardian at the end of the school year. School personnel will confiscate any electronic device that they see or is brought to their attention regardless of parent's authorization. If a parent wishes to contact his/her child during school hours, it must be done through the office.

Student Lockers Policy

All levels students will be issued a locker to use during the school year. Students are required to keep their lockers in clean and tidy condition. The lockers are the property of the school. Damage to lockers will be charged to the student.

Right to Search

Students do not have an expectation of privacy regarding in-school storage areas. Whenever there is a cause to suspect the presence of a hazardous or illegal object, a search may be conducted. If possible, the search will be conducted in the presence of the students and two staff members. Students who refuse to cooperate will be subject to disciplinary action.

Locker Rules

Students must bring their own locks. All lockers are subject to the following:

1. Store only school items.
2. All decorations must be on the inside, removable, and comply with Islamic guidelines.
3. No pictures of actors or actresses, singers, or sports stars.
4. Store only your things: jacket, backpack, lunch bag, PE outfit, etc.
5. Keep your lock combination secret.
6. Go to lockers only at designated times.

SECTION 16

Behavior Probation

(Not already on probation)

1. Teachers may recommend students for review at any time. The SST will review the case within a reasonable amount of time.
2. The Discipline Team will report students with three minor referrals and/or one major offense referral to the SST for review.
3. The SST will decide on an action plan and meet with parents to discuss: expulsion, probation, mentoring, student contract, additional conferencing with parents, or anything else deemed appropriate.

Exiting from Behavior Probation

1. The SST will meet annually to discuss students who no longer need to serve the probation period.
2. The SST will collect data from the Discipline Team and teachers regarding students on probation.
3. Any student who has shown sufficient improvement will be exited from probation for the following school year.
4. The parent or guardian of any student whose progress has not been sufficient must meet to discuss: expulsion, probation, mentoring, student contract, additional conferencing with parents, or anything else deemed appropriate.

SECTION 17

Tuition

As per school policy outlined in the admission packet.

SECTION 18

Acceptance of Terms

I have read and understood the policies and procedures that have been outlined in the Taybah Tahfeeth Academy Parent/Student Handbook. I agree to adhere to all policies in this Handbook to the best of my abilities.

- Rights and Responsibilities
- Student Expectations
- Student Dress Code
- Operating Policies and Procedures
- Admissions and Registration
- Attendance Policy
- Tuition Policy
- Grading and Honor Roll
- Promotion Policy
- Homework Policy
- Confidentiality
- Sexual Harassment
- Mandatory Reporting of Child Abuse
- Safety and Health Policies/Procedures
- Discipline Policy

SIGN AND RETURN

Acknowledgement of Receipt

I have read and understood the policies and procedures outlined in the Taybah Tahfeedh Academy Parent/Student Handbook. I agree to adhere to all policies in this Handbook to the best of my abilities.

- | | |
|--------------------------------------|---|
| ■ Rights and Responsibilities | ■ Student Expectations |
| ■ Student Dress Code | ■ Operating Policies and Procedures |
| ■ Admissions and Registration | ■ Attendance Policy |
| ■ Tuition Policy | ■ Grading and Honor Roll |
| ■ Promotion Policy | ■ Homework Policy |
| ■ Confidentiality | ■ Sexual Harassment |
| ■ Mandatory Reporting of Child Abuse | ■ Safety and Health Policies/Procedures |
| ■ Discipline Policy | |

Parent's Name

Student's Name

Parent's Signature

Date

Student's Signature

Date
