



Looking to Shine in this Life and the Hereafter

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This Handbook explains the policies and procedures of Dayton Islamic School. Please take the time to read through it thoroughly so you know the important requirements.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
100. Philosophy Statement	1
110. Mission Statement	1
120. EHR Welcome Statement.....	2
130. Statement of Purpose	2
200. Structure of DIS	4
201. DIS Committee (Education and Human Resources - EHR)	4
202. Role of the Principal	5
202a. Role of the Office Manager	5
300. Admission and Fees.....	5
305. Admission Policy.....	5
305a. Admission Requirements	5
305b. Financial Aid.....	5
400. Instructional Program	6
425. School Clubs & Extra-Curricular Activities.....	6
427. Guidelines for Extra-Curricular Activities Participation	6
500. Grade Reporting	7
505. Report Cards	7
510. Character and work/study habit grades	7
515. Academic Standards at DIS	7
515A. Testing Procedures	7
515B. Promotion and Retention Policy.....	7
600. SCHOOL ↔ HOME COMMUNICATION	8
605. Access to Student Files	9
610. Change of Address or Telephone Number.....	9
700. Daily Operations.....	9
705. Transportation	9
715. Absences.....	9
720. Excused Absence	10
725. Early Release	10
730. After School Dismissal	11
735. IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN	11
800. FACILITIES.....	11
805. Snack and Lunch Information	11
810. Fasting at DIS.....	12
815. Prayer Time	12
820. Internet Use	12
825. Playground and Gymnasium.....	13

830. Field Trips (when safe)	13
835. IMPORTANT NOTICE REGARDING RIGHT TO SEARCH	13
900. MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES	14
901. Health Problems / Medications	14
905 Fever	14
906. Rashes, Pink Eye	14
907. Allergies.....	14
910. "STAYING HOME WHEN SICK"	14
911. Lice Policy	15
915. School Personnel to Report Child Abuse.....	16
Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. A report will be made immediately to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The principal shall be made aware of suspected abuse or neglect.....	16
920. Student Emergencies	17
930. Inclement Weather Conditions.....	17
935. Fire, Tornado, and Lockdown Drills	17
1000. STUDENT BEHAVIOR Management.....	17
1005. Parent Conduct:	17
1100. Islamic Character Education.....	18
1150. Uniform Specifications	18
Uniform Examples	20
1200.....	21
Behavior Expectations	21
Controversial Issues.....	21
FUNDRAISING	23
1250. DISCIPLINE POLICY	24
1350. DISCIPLINE POLICY	24
1399. PRINCIPAL'S DISCRETION	32
RECESS Policy	33
Indoor Recess:	33
Exceptions:	33
Proper Attire:	33
Smoke-Free Environment	33
Tuition Refund Policy	33

INTRODUCTION AND BASIC POLICY OVERVIEW

This handbook provides information regarding the instructional program and operating procedures for DIS. Everyone is encouraged to share this information. Community support is essential for the development of an effective educational program. We are working to ensure that every child will have positive and enriching experiences at DIS. Your active participation is requested. Please take time to become familiar with the contents of this handbook.

DIS, while maintaining an Islamic perspective, exceeds the requirements of the General Statutes of the State of Ohio, which relate to private elementary and middle schools.

- Parents and students shall become familiar with the handbook. Our staff will enforce these rules to ensure student achievement as well as student and staff safety.
- School hours are from 8:00 AM to 3:00 PM
 - Drop off time is from 7:45 AM to 8:00 AM
 - Dismissal is from 3:00 PM – 3:15 PM
 - There will be a \$1 late fee for every minute late starting at 3:15 PM up to 3:25 PM. After 3:25 PM the late fee will go up to \$5 per minute.
- Parents shall understand that tuition and fees shall be paid within the time period outlined in this handbook. Failure to do so will result in immediate parent notification and possible student suspension until tuition is paid. Records will not be released until all money owed is paid.
- Students must wear the school uniform during the school day and at other designated school sponsored activities.
- All staff members will enforce safety and discipline policies.
- Parents will be kept abreast of student performance. Please contact us at any time if you would like to discuss matters concerning your child. We are here for the purpose of educating our Muslim students and producing future leaders.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled exams. When a student is absent, it becomes necessary for the student, teacher and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.
- DIS needs cooperation and support from both parents as well as the community. When we work together as a unit, the children are the beneficiaries. Help us to make DIS an excellent place for our children to learn and grow.

Jazakum Allah Khair
The Faculty and Staff at DIS

100. Philosophy Statement

DIS shall be guided by the Qur'an and the Sunnah (traditions of the Prophet Muhammad according to the methodology of the People of Sunnah and Jama'ah- the Rightly Guided Predecessors).

The philosophy of the Dayton Islamic School is based on the belief that the child – if he or she is to mature into a spiritual, well-rounded, socially successful, human being – should be inspired to freely explore the harmony between creation and the Creator with the guidance of dedicated teachers and administrators. It is this balance of spirit and intellect that the school curriculum seeks to achieve, to educate our pupils in both the religious and natural science and arts.

The following are school-wide objectives that we continuously strive to achieve with our students:

- To teach our students to strive for excellence in all they do
- To teach a love for Islam by example and through Islamic and Quranic studies
- To teach the practice of Islam by demonstration
- To teach the concept of faith with action through the example of our staff and administration
- To teach the love of the Qur 'an and the Arabic language through classroom instruction and school competitions
- To teach our students social awareness and responsibility through involvement in community causes
- To teach our students at the level for worldly success
- To educate the whole child, physically, spiritually, intellectually, and emotionally
- To achieve academic excellence in all subjects

110. Mission Statement

Dayton Islamic School is committed to provide a modern education in a nourishing Islamic and caring learning environment that draws from the rich religion of Islam and prepares its students to be responsible and respectable citizens of the community, the nation, and the world at large.

120. EHR Welcome Statement

Assalamu Alaikum,

We are so blessed to have a full time Islamic school in our community. The Dayton Islamic School strives to provide our children with a quality education in an Islamic environment. With the inclusion of Islamic Studies, Arabic and Qur'anic Studies in our curriculum, we can offer Muslim children a well-rounded education that goes beyond what a public-school setting can offer. Our students need a supportive Islamic environment in their homes as well.

Being a chartered non-public school, we rely heavily on our parents and Parent Teacher Organization to support the school.

We encourage parent involvement within the classrooms and expect parents to participate by taking part and supporting various school activities.

Inshallah, we will continue to grow and develop our school. May Allah guide us and keep us on the straight path.

Education and Human Resources Committee (EHR)

130. Statement of Purpose

Within the scope and meaning of the Qur'an and Sunnah (*traditions of Prophet Muhammad*), the purpose of DIS is:

1. To provide students with learning opportunities which will help them to direct their thinking and adjust their conduct toward their faith in Allah, in Prophet Muhammad (peace be upon Him) as His Messenger and in Islam as the complete way of life.
2. To set the foundation for the building of an Islamic personality.
3. To train students in communication skills in both Arabic and English.
4. To provide students with the highest standard of education, which will enable them to be responsible and productive individuals who will confidently meet the challenges of the future.

DIS offers the Following Commitments

- ❖ To provide a safe, orderly environment conducive to learning.
- ❖ To maintain high expectations for staff and students.
- ❖ To use time-on-task and active-student participation approaches.
- ❖ To involve parents and the community in the school.
- ❖ To use measures of pupil achievement as a basis for program evaluation.

135. DIS Student Portrait

Students at DIS shall:

- Understand the proper Islamic creed ('aqeedah) and put Islam first in all aspects of their lives which includes but is not limited to having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a lifelong pursuit of increasing their knowledge of the Qur'an and Sunnah.
- Demonstrate to others through speech and action that they are Muslims.
- Provide a positive example of Islam through their behavior and character.
- Be active in their communities through their time, money, and service.
- Excel in their academic work and behavior beyond DIS.
- Excel in various professions in the workplace.
- Be leaders in various capacities.

140. DIS Parent Portrait

Parent of DIS students shall:

- Instill the proper love for Allah, His Messenger, and the righteous predecessors through an Islamic upbringing (tarbiyah).
- Offer an Islamic atmosphere for their children outside of school.
- Serve as an example for proper Islamic practice and behavior.
- Monitor their children's activity on the internet and television to ensure it is appropriate.
- Work with their children at home to enhance their learning in all subject matters.
- Communicate with their children's teachers when needed to improve their performance.
- Offer their service at DIS.

145. DIS Professional Excellence Portrait

The faculty and staff at DIS shall:

- Emphasize having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a strong understanding of the Islamic creed ('aqeedah).
- Be knowledgeable concerning worship ('ibaadah) issues in Islam.
- Provide a good Islamic example for the DIS students.
- Incorporate Islamic teachings across all subject matters.
- Allow the students to do inquiry-based activities to learn their subject matters.
- Know how to deal with all kinds of learners.
- Offer continuous reinforcement and feedback that maximizes the performance of their students.
- Offer authentic assessment that is a true measure of their students' capability.
- Work well with other faculty and staff to foster the learning environment.
- Constantly work on enhancing their educational background by continuing education and the attending of workshops.
- Be proactive in communication with the students' parents and all other related stakeholders.

200. STRUCTURE OF DIS

201. DIS Committee (Education and Human Resources - EHR)

The DIS Committee (EHR) is appointed by the Greater Dayton Islamic Foundation (GDIF) to oversee the school and function as the board of education for the school. ASC members are all volunteers and in most cases parents of DIS students. The following are the EHR members:

- (1) Dr. Sayyah Ajlouni
- (2) Dr. Shamsuddin Pracha
- (3) Dr. S. Fareed Hasan
- (4) Sr. Razia Abdallah
- (5) Br. Shaad Ahmed

202. Role of the Principal

The principal serves as the chief administrator of the school ensuring that the focus, purpose and commitment of DIS are implemented through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the school. The job responsibilities of the principal are Administrative, Academic and Educational. The principal reports directly to the EHR. Teachers and staff report directly to the principal. The principal works closely with the administrative staff under the guidance of the EHR to ensure excellence in managing the organization

202a. Role of the Office Manager

The Office Manager serves as an administrative arm of the principal. This person is involved mainly with the day-to-day operation of the Front Office, such as maintaining school and student records, and facilitating the work of the staff. The Office Manager communicates to the parents as needed, through personal contact, telephone and mail. The Office Manager reports directly to the School Principal.

300. ADMISSION AND FEES

305. Admission Policy

DIS is operated on a non-discriminatory basis, equal treatment and access to services without any regard to race, color, national origin or ancestry. While education is provided from an Islamic perspective, children of any religion may be admitted. Parents of Non-Islamic faith should bear in mind that Islamic education is part of all curricula and the essence of the school's being.

305a. Admission Requirements

- 1. Kindergarten:** Students should have turned 5 years old before August 1st. If parents feel their child is capable despite being slightly younger than the age requirement then they can request a diagnostic test and have an interview with the principal before a final decision is made about enrollment.
- 2. 1st Grade and Above:** Applicants to DIS for 1st grade and above must be able to demonstrate both academic success and behavioral compliance in their previous educational environment. Some students may require additional assessment data to be obtained at the parent's expense.
- 3. Application Fees:** All applications fees are Non-Refundable.

305b. Financial Aid

DIS recognizes that Islamic education is essential for all Muslim children regardless of their financial status. Efforts will be made to subsidize tuition for families who qualify to receive financial aid through the EHR. Families must first apply for the Ohio EdChoice program.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the Front Office) and submit it with all supporting documents to DIS. The EHR will review financial aid applications confidentially. Families who qualify for financial aid may be required to pay a portion of the full tuition for each child. The financial status of families receiving financial aid will be reviewed every **year** and the amount of aid may be adjusted based on the recommendations of the reviewing team.

400. INSTRUCTIONAL PROGRAM

The following grading scale has been established:

Grades 1-8

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
F	0-59						
INC	Incomplete						

Each student is responsible for his or her own books. In case of loss or damage, the student will pay for replacing the item. If a student misplaces a classroom copy of a textbook, he/she is responsible for replacing it immediately. All textbooks must be covered if required by teacher.

425. School Clubs & Extra-Curricular Activities

Purpose: Clubs and extra-curricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramural, class activities and other special events sponsored and approved by DIS. The list of activities will be announced upon availability and subject to change due to interest, funds and availability of sponsors.

427. Guidelines for Extra-Curricular Activities Participation

DIS rules and policies will remain in effect for all school-sponsored clubs, activities or events.

Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely. Class work and homework must be completed **on time** in order to participate in any extra-curricular activities, since that is one of the primary purposes for attending DIS.

Students **must** maintain a minimum overall "C+" average in **all** their classes quarterly in order to participate in extra-curricular activities. If a child does not maintain a "**C+**" or better and "**Average or Above Average**" conduct, he/she will be placed on "**Probation Status**" until the next quarter.

E. Students who have **C+'s or better** and "**Average or Above Average**" conduct in their classes will be able to participate in extra-curricular activities.

F. Extra-Curricular activities are intended for DIS students though other students of similar age may be admitted with the approval of the advisor as long as that student has not been suspended or expelled.

G. Students may not attend extra-curricular activities on days that they have been absent from school.

H. Students who have been suspended more than once will not be eligible to participate in any extra-curricular activities for the remainder of the school year.

I. Participation in extra-curricular activities is a privilege and as such may be denied at the principal's discretion to any other student who fails to meet academic and/or behavior standards at DIS.

500. GRADE REPORTING

Academic and behavior progress is reported at DIS through report cards, diagnostic and standardized tests.

505. Report Cards

Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, grades can be checked online anytime during the grading period.

510. Character and work/study habit grades

Conduct: DIS Students are expected to excel both academically and in developing good character and successful habits. The teachers of the students report such behavior, conduct is either **Above Average, Average or Below Average.**

515. Academic Standards at DIS

515A. Testing Procedures

At least once in each school year, in compliance with Ohio State Law, DIS shall administer a statewide or nationally standardized test/measurement to students in their required grade levels. This procedure will measure achievement in the areas of Language Arts, Mathematics, and Science. The school is required to prepare and maintain records of the results achieved by its students for one year after the testing. Also, the school administration may decide to administer a nationally standardized test to any student to monitor the student's progress in comparison to a national norm and for curriculum evaluation or for grade placement.

DIS uses both the criterion referenced **Ohio (End of Grade)** and the nationally normed **STAR tests** to make comparisons between DIS and other public and private schools throughout the nation. Parents are notified of standardized test scores when they become available to the school.

515B. Promotion and Retention Policy

Promotion standards are based on the belief in the need to provide early and ongoing assistance to students who need it. The aim must be that all students have the basic skills critical for participating in and benefiting from high school curriculum in core academic and vocation areas.

In grades K-8, each student shall be placed at a grade level by the principal. Placement shall be based upon the mastery of critical knowledge and skill including reading, writing, mathematics, and science and in consideration of social, emotional, and physical needs. The educational program shall provide for the continuous progress of student.

600. SCHOOL ↔ HOME COMMUNICATION

In order to provide an effective educational program, it is the policy of DIS to maintain close communication between the home and the school through the following:

1. **Principal Communication:** This is an ongoing communication from the principal containing announcements, important information and upcoming school events. This will be e-mailed. **It is very important that e-mail is checked to monitor information coming from the school.**
2. **New and Returning Student Orientation/Open House:** New as well as returning students and their families are encouraged to attend orientation sessions planned for the Friday before school starts full-day sessions. These sessions aim at familiarizing the students with the school and its daily procedures. During these sessions, information is also provided on new &/or changes in school policies.

The open house is a time to get acquainted with staff members and our educational programs. At this event, teachers introduce themselves and give a general overview of course content and classroom rules. This is not a time to have conferences with teachers, though a separate conference may be scheduled.

3. **Teacher Newsletters:** Homeroom teachers and Subject teachers will send newsletters home in the weekly folders on to keep parents abreast of class news. The newsletter will also contain the homework and assignments for the upcoming week.
4. **Report Cards:** Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. Report card envelopes must be signed and returned the day following receipt. Signing indicates that the parent has seen the report. Parents will have on-line access to view the grades.
5. **Parent/Teacher Conferences:** Conferences will be scheduled to discuss individual student progress during the school year. This is so the parents and teachers may work together to target identified needs. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice.
6. **Parent Teacher Organization:** Specifically, this organization:
 - A. Coordinates opportunities for parents to participate in the total education of their child, such as volunteering for field trips and the lunch program.
 - B. Provides a forum for constructive communication between parents, teachers, administrators, and community members for meeting challenges posed by the school.
 - C. Sponsors fund-raising activities to promote the development of the school's resources and thus enhance its educational program. Membership is highly recommended to any parent or concerned individual who has a committed involvement with the purpose and basic policies of **PTO**. **PTO** holds meetings on a regular basis.

605. Access to Student Files

School office files (cumulative records) are maintained for each student. The files may include such pertinent information as: attendance records, academic records, quarterly tests, disciplinary referrals and actions taken as well as medical and health records. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Standardized test scores are subject to inspection by a duly authorized representative of the State of Ohio. Otherwise, access to records by persons other than the parents, the student, and members of the school staff, is limited and requires prior written consent by the parents.

610. Change of Address or Telephone Number

It is very important for the school to be able to contact parents by **e-mail**, mail and telephone at all times. Please notify the Front Office of any change of address or business or home telephone numbers as soon as possible.

700. DAILY OPERATIONS

Hours of operation are Monday – Friday from 8:00 AM to 3:00 PM. Dismissal will start at 3:00 PM until 3:15 PM. Late fees will start at 3:15 PM. Extra-Curricular Activities will begin at 3:30 PM and will continue until no later than 4:30 PM. Prayers must be a part of the program if they fall within the program time. **Applicable program fees will apply.**

705. Transportation

Transportation is the responsibility of each family. Car-pooling, arranged among families is one way to meet this need. The school to this date does not provide bus service.

Students must report to classes **by 8:00 AM**. Students are **not allowed** in the classroom **until** 7:45 AM. Homeroom activities will begin at 8:00 AM. Parents are to understand that arriving to school late means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork. **Five tardies are equivalent to one absence**. Parents are not to have unscheduled conferences in the time before school starts.

DIS does not provide an early arrival program for students who arrive before 7:45 AM unless arrangements have been made with the principal. It is the responsibility of the parent to find accommodations for their child(ren) before 7:30 AM (if registered). No child should be left unsupervised on school property prior to this time. No child will be allowed into the school building until 7:30 AM (if registered). If parents did not notify the office about coming at a different time, DIS has no responsibility for their supervision.

715. Absences

If at any time a child is to be absent from class due to illness **parents must call in** to report the absence of a child each day before 8:00 AM. Unconfirmed absences will require the school to call the home to check on the absence of a child. Upon returning to school, students must bring a note from the parent,

guardian or doctor stating the reason for the absence. **Students absent due to contagious illness (measles, etc.) must bring a doctor's note stating that the student's return to school does not jeopardize others.**

Please inform the school at least 24 hours before scheduled appointments that will require the student to miss class time. We understand that sometimes appointments have to be scheduled during school time but please do your best to schedule the appointments during non-school days (vacations, etc.).

Twenty absences **excused or unexcused** from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year.

To be counted present for that school day a student must be in attendance at least one-half of the student school day (arriving to school no later than 11:20 AM or leaving the school no earlier than 12:05 PM). A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

720. Excused Absence

An absence is excused if the following conditions exist:

1. Illness or injury which makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health or other governing body.
3. Death in family.
4. Medical, dental, or other appointment with a health care provider approved in advance. (Must bring in a Doctor's note).
5. Court when a student is under subpoena.

Absences not classified as excused are unexcused. The student is responsible for submitting a note upon their return, signed by the parent citing the reason for an absence to the Front Office. Failure to comply with the above will result in the absence being unexcused. Missing school due to a family vacation is considered unexcused and the school and teachers should be notified in advance so the student can make up the work beforehand.

For each excused absent day the student will have two days to make up any homework and/or class work missed. After the allotted time the teacher will average a zero for any incomplete assignments.

725. Early Release

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the Front Office. If the student is brought back within the same school day, the parent should check the student back in at the Front Office as well.

- **Each time a child misses school due to a doctor / dentist appointment, etc. the parent MUST bring an excuse slip to the Front Office.**

- **No parent is allowed to pick up their child early after Friday Prayers unless for a valid reason (see excused absence above).**
- **If the parent receives a call from the school that their child is sick but they have more than one child attending DIS, the parent has the option to pick up their other children.**
- **Personal Leave is unexcused.**

730. After School Dismissal

Students are dismissed at 3:00 PM to 3:15 PM each day. Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. However, students must be picked up immediately after school during the dismissal time.

To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up line and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave their vehicles unattended in the pick-up line or the front of the school. Parents must not park in the carpool line. Please remain in your car. **After 3:00 PM students who are not picked up will be sent to the lobby. After 3:15 a \$1 late pick up fee will be assessed for every minute late. After 3:25 PM the fee will increase to \$5 per minute.**

If the parent would like to designate a relative or family friend to pick-up their children, the school must receive official notice from the parent. Students will only be released to the people who are listed on his/her **Personal Reference Sheet**.

735. IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN

It is against the policy of DIS to leave children unattended on its premises. It is also considered by the State of Ohio to be child neglect.

800. FACILITIES

805. Snack and Lunch Information

Parents have to provide a sufficient breakfast for their children in the morning. Snack time should consist of food that is meant to be eaten as a snack and lunch should consist of enough food to be a meal.

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide an ample, nutritious snack (for the mid-morning break), lunch, and beverage(s) for the child. The school cannot provide refrigeration, heating or cooking facilities. A plastic thermos may be helpful. For the safety of the students, please do not use glass containers.

Lunchtime is the time where students can visit their friends and socialize. We will maintain a warm, friendly atmosphere in all dining areas. As with all other areas of DIS, proper student behavior will be expected and maintained.

All students are responsible for cleaning up after themselves by throwing away trash and garbage in the designated area. All students are required to sit in the assigned areas only.

No food from outside restaurants are to be brought to school.

810. Fasting at DIS

When Ramadan occurs during school time, it will be assumed that middle school students are fasting. Fasting is made easier in that lunch is not consumed in-group settings during Ramadan for middle school. However, students who are unable to fast due to medical and personal reasons are provided with an area in which to eat.

815. Prayer Time

Parents are invited to join us for the Jumu'ah salat as it makes a positive impression on the child. This starts at 1:50 PM and ends at 2:15 PM.

820. Internet Use

The Internet may be used only under Teacher supervision.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically not permitted:

- A. **Accessing, producing, posting, sending, or displaying material that is offensive in nature.**
- B. **Harassing, insulting or attacking others.**
- C. **Attempting to damage computers, computer systems, software, or computer networks.**
- D. **Plagiarizing or infringing copyrights of works you find on the Internet.**
- E. Using another's id or password.
- F. Illegal use of data in folders or work files.
- G. Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization.
- H. Employing the network for commercial purposes.
- I. Using the system for political lobbying.
- J. Posting personal or private information about you or other people on the Internet.
- K. Arranging or agreeing to meet with someone you have met on-line.
- L. Attempting to gain unauthorized access to the any network.
- M. Engaging in any illegal or immoral activities or accessing material advocating illegal or immoral acts of violence.
- N. Posting information that could be disruptive, cause damage, or endanger students or staff.
- O. Posting false or defamatory information about a person or organization.

P. Downloading files without prior approval from supervising staff.

825. Playground and Gymnasium

Students at DIS take physical education courses for electives when it is safe to do so and also have access to the playground and gymnasium for recreational purposes when supervision is available. Such activities must be safe and should be free of gender mixing for middle school.

830. Field Trips (when safe)

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned throughout the year. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, students **must** bring to their homeroom teacher a **Field Trip Authorization Form signed by the parent or guardian**. These forms will be given to each student whenever such trips are scheduled. Any student who does not bring a signed authorization will not be permitted to accompany his/her class on the trip and will remain at school during the field trip.

- It will be at the discretion of the teacher to allow a parent for field trip assistance with under school age children.
- Chaperones will not be allowed to pull-out siblings from other classes/grades to go to a field trip. **(i.e. if your 3rd grader is going on a field trip and you want your 5th grader to go as well, you cannot take the 5th grader out of class)**

835. IMPORTANT NOTICE REGARDING RIGHT TO SEARCH

DIS acknowledges the need for the in-school storage of student's possessions. However, students shall not have an expectation of privacy as to prevent examination of the storage area and any other in-school storage space by a school official. (i.e. lockers, desks, etc.)

School authorities are charged with the responsibility of maintaining the safety and well-being of the students at DIS in their care. In the discharge of that responsibility, they shall investigate the presence of an object the possession of which is illegal, in violation of the policies of DIS, or pose a hazard or threat to the safety, well-being and good order of the DIS.

Whenever there is cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property.

A request for search of a student or a student's possessions will be directed to the Principal or designee. Wherever possible, a search will be conducted in the presence of the student and a teaching staff member.

900. MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES

901. Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. ***A request to Administer Medication Form*** (available from Front Office) must be completed and filed in the school. **No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.**

903 Vomiting.

The student's parents will be notified by a teacher or staff member to make arrangements for the child to be picked up if they have vomited. Students may return to school the next day if they do not have a fever, and any other symptoms.

905 Fever

Students with fever will be sent home immediately. A teacher or staff member will contact the student's parents to make arrangements to pick up their child. Students **MUST** be fever-free for 24 hours (without medication) and have no other symptoms before being able to return to school.

906. Rashes, Pink Eye

Rashes and Pink Eye can be contagious. Any student with a suspicious rash or red/pink eye will be sent home immediately. If your child has allergies that result in red eyes, please notify your child's teacher. Please remember that DIS cannot administer any medication (including eye drops) without a completed Request to Administer Medication Form on file.

907. Allergies

Parents **MUST** notify the school of all allergies (medicine, food, or any other substances). Parents of a student with a life-threatening allergy must provide the school with the appropriate documentation from a licensed health-care provider. The DIS staff will work with the parents to develop an emergency medical plan. The school takes seriously its responsibility to take reasonable steps to protect the safety of its students. Our goal is to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions."

910. "STAYING HOME WHEN SICK"

We advise parents to keep their children at home if they display any of the following symptoms:

- fever
- vomiting and/or diarrhea
- headache and chills

- pain in muscles and joints
- sore throat
- coughing
- lack of appetite
- fatigue

Remember that the school policy regarding fevers is this: Your child must be fever-free (and not because of medicine) for 24-hours before returning to school. “

911. Lice Policy

A. Screening Procedures

1. Have the classroom Teacher and/or designee monitor all elementary school children for head lice through observation of excessive scratching of the scalp.
2. If head lice is suspected, directly inspect the hair and scalp using the student’s own pencil or tongue depressor to detect the presence of crawling lice or nits. Observe for movement on or near the scalp especially at the nape of the neck and behind the ear and the crown.
3. When an individual case is found, inspect all students and close associates (best friends, classmates, playmates, siblings, bus or car transportation contacts, etc.).
3. If several students in a classroom are infested, all children in addition to their close associates should be inspected.
4. The principal or their designee will determine the need for in-service education for the teachers, teacher assistants, secretaries, assistant principals or others on staff. In-service will be provided as needed for the prevention, identification and control of head lice.

B. Case Finding

The Teacher will bring the student with suspected head lice to the principal or designee. Once the case is verified, control measures should begin promptly to prevent unnecessary spread of the disease.

1. The Teachers through classroom hair and scalp screening and observations will report suspected cases of infestations to the principal.
2. The principal or his/her designee will examine the child’s head to verify the report. In cases of doubt, the child will be referred to see his/her Physician for an accurate diagnosis.
3. When a case is found, all the children in the classroom will be checked for head lice by the school personnel. Any other school-aged child in the family should also be checked. All students screened and identified to have head lice will be sent home with a letter to the parents explaining the treatment and when to return to the school.

C. Prevention of Spread

1. As long as one or more students in the class have head lice, all hats and coats should be

stored separately. This may be accomplished in any of several ways:

- (a) Assign individual lockers to student;
 - (b) Let caps and scarves be kept in the student's desk and hang coats on the back of seats. The seats should be at least two feet apart if possible; and
 - (c) Secure the cooperation of students by educating them to Pediculosis, its mode of transmission, and the importance of not sharing clothing items or combs, etc.
2. When active cases of head lice are identified at school and a student is sent home, classmates will be issued a letter by the principal, to the parents, informing them of the existence of head lice in the classroom. The letter will explain precautions and screening procedures to be taken. If there are siblings attending other schools, principal or designee will contact the other school immediately to advise them of findings.
 3. The classroom should be vacuumed thoroughly.

D. Administrative Handling

1. Students identified to have lice will be sent home. The principal will contact the responsible parent/guardian and instruct him/her to pick the child up from the school as soon as possible. The parent will be informed of the school policy and recommended treatment as well as procedures to follow to prevent the spread or re-infestation. A letter with this information will be given to the parent. The student should not ride home with other students unless the admin is notified of other transportation arrangements by the parents.
2. After complete treatment is rendered and all nits and lice removed, the child will be returned to school by the parent/guardian.
3. Parent/Guardian and student must report to the Principal's Office. Upon a thorough inspection by the school personnel, if the hair is lice free and all eggs removed, the child will be readmitted to school.
4. When the above measures have failed to accomplish compliance with readmission guidelines, principal should contact the Department of Social Services for assistance.

E. Treatment – Refer to letter for instruction

913. Medicines Kept At School.

All parents are required to pick up all of their child(ren)'s medication kept at school on or before the last day of school for students. All medication not picked up one week after the last day of school for students will be disposed of appropriately. All expired medication will be disposed of appropriately.

915. School Personnel to Report Child Abuse

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. A report will be made immediately

to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The principal shall be made aware of suspected abuse or neglect.

920. Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspensions, or expulsion, the child's parents will be contacted. Then a parent or a responsible adult designated by the parent must come to the school to get the child. For their protection, children are not permitted to go home by themselves while school is in session. Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her **Personal Reference Sheet**.

930. Inclement Weather Conditions

DIS will inform families via e-mail and phone if there is a school closing or delay. We also contact all the local TV stations and update our webpage, Facebook and Twitter pages. We do not always follow the Beavercreek schools.

935. Fire, Tornado, and Lockdown Drills

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection for the children as possible. Faculty/Staff orientation includes training for such situations.

1000. STUDENT BEHAVIOR MANAGEMENT

It is the responsibility of every student and parent to read and be aware of DIS's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

1005. Parent Conduct:

DIS believes in working together with parents in a cordial environment. The school will take all measures to strengthen this partnership and build effective communication with students and parents.

Parents are expected to adhere to the Islamic code of conduct, and; therefore, respect for the authority of staff and faculty at all times is expected. This includes during indoor and outdoor school activities. We request parents to **refrain from the use of obscene, abusive, vulgar, profane harassing, insulting, racial, gender, religious or ethnic slurs, written or verbal** toward any member of the school community, to work together as partners in a conducive environment.

Violation of the above-mentioned policy may result in "immediate expulsion" of the involved parent's child/ren, additionally; the school will take all precautionary measures, including issuing restraining orders to safeguard the safety and security of school personnel."

1100. ISLAMIC CHARACTER EDUCATION

- 1. Empower students and hold them accountable:** The student is encouraged through positive reinforcement to develop him/herself as a Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and developing a sense of self-accountability by learning from one's own mistakes. The principal conducts weekly morning assemblies to reinforce this.
- 2. Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic worldview of the child.
- 3. Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which, all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to always please Him.
- 4. Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah (traditions) of the Prophet (SAW). For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.
- 5. Dress code:** Staff and students are expected to model proper examples of Islamic dress. In order to eliminate vanity, competition on the basis of financial status, and promote group spirit, **STUDENTS ARE REQUIRED TO WEAR THE SCHOOL UNIFORM.**

1150. Uniform Specifications

Uniforms MUST DIS compliant. No other uniform will be accepted. No words or images are permitted on gym pants, and they can have stripes only. Friday is formal attire only. A description of the uniform is as follows:

Males: Grade K through 8

- ◆ Loose fitting, navy-blue, black, gray, uniform pants.
- ◆ Long sleeve or short sleeve, white, blue, yellow, green or gray uniform shirt with school emblem.
- ◆ For winter (indoors), plain, solid sweater/fleece with school colors (without hood) (logo optional);
- ◆ *Variation:* Loose fitting white or navy thobe; Islamic headwear such as kufis may also be worn.
- ◆ For winter (outdoors), any jacket/ sweater.

Uniform *Don'ts* for all Male students:

- ◆ No jewelry (i.e. bracelets, earrings, necklaces, etc.)
- ◆ No sandals or open shoes;
- ◆ No nail polish (clear or otherwise);
- ◆ No trendy hairstyles (i.e. spikes, hair dyes, different hair lengths, shaven patterns, etc.)
- ◆ No baseball and other sports caps and fashion hats
- ◆ No apparel/accessories which has any national symbolization (except when authorized by a staff/faculty member for a specific school activity.).
- ◆ Nothing against the rules of Islam.

Females: Kindergarten through 3rd

- ◆ Either long or short sleeve school shirt
- ◆ **Long, loose** fitting, Jumper with navy blue, black, gray pants
- ◆ **Solid** white, navy, or black scarf (optional for KG-2nd, required for 4th);
- ◆ For winter (indoors), plain, solid navy blue sweater/fleece (without hood) (school emblem optional);
- ◆ *Variation:* Loose fitting white, black or navy blue abayas.
- ◆ For winter (outdoors), any jacket/ sweater.
- ◆ Students in 1st – 3rd grades must have proper clothing for prayer.

Females: Grades 4th through 8th

- ◆ Long sleeve school shirt
- ◆ **Long, loose** fitting, Jumper with loose fitting navy blue, gray, black pants
- ◆ **Solid** white, navy, or black scarf (optional for KG-2nd, required for 4th);
- ◆ For winter (indoors), plain, solid navy blue sweater/fleece (without hood) (school emblem optional);
- ◆ *Variation:* Loose fitting white, black or navy blue abayas.
- ◆ For winter (outdoors), any jacket/ sweater.

Uniform Don'ts for all Students (including preschool):

- ◆ No sandals
- ◆ No shorts
- ◆ No shoes with wheels
- ◆ No tall boots (boots are only to be worn due to weather conditions)
- ◆ No nail polish (clear or otherwise);
- ◆ No cologne or perfume;
- ◆ No jewelry (i.e. bracelets, earrings, necklaces, etc.)
- ◆ No tights
- ◆ No leggings
- ◆ No pictures of humans and/or animals

- ◆ No open-toe shoes
- ◆ No open-heels shoes
- ◆ No slides/mules
- ◆ No high-heeled shoes
- ◆ No high-heeled sneakers
- ◆ No make-up
- ◆ No tattoos (henna on the body is only for females and on the inside of the palm)

- ◆ No apparel/accessories which has any national symbolization (except when authorized by a staff/faculty member for a specific school activity.).

Each part of the uniform must be solid in color except where specified. Clothing with multi-colored decorations such as ribbons, patterns, and designs are not permissible. There will be a uniform check during homeroom, upon arrival, and periodically to maintain consistency.

Uniform Examples



Girls Uniform 4th – 8th Grade (Friday)

Jumper Dress (White, Yellow, Black, Blue, Gray Shirt Underneath), White/Navy Blue Scarf, Navy Blue Pants, Solid Socks, Covered Shoes

No tights

Girls KG-3rd still need to wear uniform shirts, have no tights and have socks and shoes



Boys Uniform KG – 8th Grade (Friday)

White, Yellow, Green, Black, Gray, or Blue Polo Shirts, Navy Blue Pants, Solid Socks, Covered Shoes



Other Uniform

Monday – Thursday (not Friday)

DIS T-Shirt (Long Sleeved for Girls 4th – 8th Grade)

No shorts

Navy Blue or Black Jogger Pants/Sweat Pants with Gray, Black, Yellow, Green, Blue or White Stripes

Solid Socks, Covered Shoes

1200.

BEHAVIOR EXPECTATIONS

Controversial Issues

Controversial issues, which cannot be resolved through regularly constituted administrative channels, shall be brought to the attention of the School Education and Human Resources Committee (EHR) by way of the principal. The EHR Committee shall be the final authority in resolving the controversy.

It is the policy of the EHR Committee that there shall be no curtailment of the presentation of facts pertaining to or giving rise to controversial issues of local, state, national or international importance unless such presentation is otherwise curtailed by law provided always, however, that the Principal and all other personnel shall exert their best and sincerest efforts to present such facts objectively and impartially.

Whenever possible the school goes with the Islamic opinion that is the safest. The school only celebrates the 'Eid holidays, offers only dhabiha food and has entertainment that is free from music. Only food from home should be provided to the students (no food from outside restaurants). Non-school related invitations are not to be handed out at school.

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of the educational process.

- A. Islamic manners:** Students and teachers should behave in an Islamic and responsible manner, both in class and outdoors.
- B. Respect:** Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially younger students. Distracting the class, belittling others, vandalism, fighting, stealing, other disrespectful behaviors are not permitted.
- C. Compliance:** Students should be obedient, diligent in their studies, and respect the rights of others. They should comply with all school rules and instructions given by the school personnel. The Teacher has the responsibility and authority to discipline students except in a case requiring the attention of the principal. If students have any concerns, these should be discussed with the teachers or Principal in a private setting.
- D. NO Solicitation:** Students should not bring trading cards, collectibles, games, food and the like for show, sale or trade to the school. If the student brings these items to the school, they will be subject to confiscation and can be given to the parent through the DIS Office.
- E. NO Personal Items:** Students should not bring any electronics, collectible, toys, games, trading cards, etc. to the school unless requested by teacher. These items will be subject to confiscation and will be given to the parents through the DIS Office at the end of the school year.
- F. NO Electronic and other Communication Devices:** Students should not bring to school any electronic or communication devices without the permission of the DIS Administration. These items will be subject to confiscation and will be given to the parents through the DIS Office at the end of the school year.
- G. Attendance:** Students are expected to be present in every class, everyday, and to be on time. DIS requires attendance for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the homeroom teacher to monitor lateness to school. Unexcused absences from morning classes due to lateness may result in failure of the course as per the attendance policy.

Lateness to school is defined as not being in the classroom by **8:00 AM**. Any student not in the classroom by **8:00 AM** or arrives after that time is late to school.

Arrangements must be made 24 hours in advance through the Front Office for appointments (ex. medical, dental, court appearance, etc.).

Students are expected to be in the classroom at the beginning of each class. Disciplinary action will be taken on students who are in the hallways after class begins or habitually tardy to their classes. Any student legitimately detained because of school business should have a late pass to class from the staff member responsible for detaining the student. Please note that **five (5) incidents of being late is equal to (1) absence**. Twenty absences from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year. A student who comes to class so late that he/she misses an entire period is to be marked absent unless the lateness is excused.

- H. Preparedness:** Students are expected to come to class prepared and equipped with all supplies, materials, and completed assignments. Toys, games, and other distracting objects that are not appropriate for the classroom should not be brought to school. Such items will be confiscated and returned only to the parent. Students should also be prepared physically by being well rested and fulfilling other needs such as drinks and restroom visits before class time begins. School restrooms may be used before school, during breaks, and at lunchtime. Loitering in restroom areas is not allowed. If a student has a special medical problem requiring more frequent trips to the restroom, parents/guardians should inform the teacher.
- I. Cleanliness:** *Purity is half of the faith.* Students are expected to help maintain the overall beauty of the school by disposing of all trash and other refuse in the appropriate containers. Desks, lockers, and other storage areas should always remain organized and clean and may be inspected at any time for this purpose. If a student notices trash anywhere at the school, it is the student's duty to put the trash in the appropriate container. Restrooms must also be kept clean through appropriate use in accordance with the Sunnah (traditions) of the Prophet (SAW).
- J. Bathroom Etiquette:** Students should go to the bathroom sitting down and should properly clean themselves after using the toilet (istinja). Students should not waste water, soap and/or paper towels.
- K. Safety:** Students must always be mindful of safety for themselves and others following all rules and regulations that lend to a clean, safe, environment. Students must walk and not run in the school or Masjid. This includes ALL transition times. Students are expected to remain on the school premises in their assigned areas at all times until they leave for home. The Front Office should be advised when it is necessary for a student to leave the school at other times. Harmful objects and weapons are not permitted.
- L. Appropriate Speech:** Students are expected to beautify their speech with the remembrance of Allah and to refrain from all foul language. Foul language may include anything from profanity to gossip and backbiting to outright lying. Such speech is not permitted at DIS. Students must also speak at the appropriate times by participating in classes while refraining from talking when asked to do so. Students are expected respect the etiquette of the prayer area. If talking becomes necessary there, the students or adults shall conduct the conversation outside of the prayer area.

FUNDRAISING

As a private, not-for-profit institution, the Dayton Islamic School relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are encouraged to help with the school's fundraising efforts. There are numerous ways in which parents can help:

1. Making donations during the fundraising dinner.
2. Helping the school to find sponsors for projects, services, and monthly expenses.
3. Providing educational needs of a classroom or of the school in general.

1250. DISCIPLINE POLICY

It is the responsibility of every student and parent to have read and be aware of DIS's discipline policy. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior

Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations. It is the responsibility of all students and parents to familiarize themselves with the school's policies and procedures.

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the school while taking into consideration the behavioral development of the students, as guided by the school handbook. (Please refer to specific Elementary and Middle School Discipline Guidelines.) For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes except in cases where the behavior is so severe that it puts the safety or integrity of the school in jeopardy.

Consequences for Inappropriate and Unacceptable Behavior

DIS staff will notify parents promptly when their child engages in Islamically inappropriate and /or unacceptable behavior. This will be done via telephone calls, Minor and Major Offense reports, and other means, which will ensure prompt communication. A verbal or written response will sometimes be required as outlined below in the major and minor offense form descriptions. Disciplinary actions may include loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the Teacher and the student(s). Flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

NOTE: DIS prohibits the use of corporal punishment. No school personnel, substitute teacher, or volunteer may use corporal punishment to discipline any student. Corporal punishment is all forms of physical punishment including, but not limited to, spanking, paddling, shoving, pulling hair, pinching or slapping. DIS personnel may use reasonable force to control behavior or to remove a person from the scene in situations where necessary.

1350. DISCIPLINE POLICY

LEVEL 1 MAKE BETTER CHOICE.

Level 1 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 administrator until the classroom teacher has implemented the Make Better Choice Plan. Thereafter the classroom teacher may refer the student to the administration through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. **This will be communicated through ClassDojo.**

LEVEL 2: ETHICAL/MORAL INFRACTIONS:

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 in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3 RD Offense
2.1. 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, by deceit, or by means other than those authorized by the teacher	Warning/Behavior contract, Zero/no re-test, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
2.2. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures, including implied inappropriate language.	detention, or 1 day suspension, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
2.3. Lying	Giving or providing intentionally untrue or misleading information or communication	detention, or 1 day suspension, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
2.4. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Under \$50 Restitution, 2 days in school suspension,	Restitution, 2-3 days out of school suspension, recommended for expulsion	Restitution 3-5 days expulsion.
2.5. Misuse of equipment/ (Zero tolerance)	students using school online services for illegal, inappropriate, or obscene purposes	Losing computer privilege depending on severity of infraction and parent meeting	1 week of out of school suspension	Expulsion.

2.6. Misuse of cell phones : (permission slip policy) Must be turned into the front office before going to class.	Students may not use cell phones in the school building at any time.	Warning/confiscation Make Better Choice, contract for additional infraction	Device will be confiscated to the end of the year.	1-3 day out of school suspension. Device will be confiscated til the end of the year.
2.7. Insubordinations	Refusing to comply, either verbally or nonverbally with a reasonable request or directive	1 Day in School Suspension or Out of School Suspension	2 days in-school suspension or out of school suspension and behavior contract	3 days out of school suspension, possible expulsion
2.8. Loitering & Trespassing	Being present in or about a school or under one or more of the following circumstances: 1. After a reasonable request to leave. 2. Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	2 Days Lunch Detention	1-2 days in-school suspension and behavior contract	1-2 days in school suspension /out of school Suspension if infraction is excessive
2.9. Skipping Classes & Truancy	Being out of area without permission Being absent from school without authorization, failure to follow proper attendance check-in, check - out and absence procedures	Week lunch detention/ Behavior contract	1-2 days in school suspension	2-3 out of school suspension
2.10. Trespassing (Combined with 2.8)				1-10 days out of school suspension and police notified
2.11. Truancy (Combined with 2.9)			.	Expulsion

2.12. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1-2 days in school suspension.	3-5 days out of school suspension	expulsion
2.13. Bullying	Engaging in verbal, written, physical, emotional and/or threatening acts of bullying	1-2 days in school suspension, written warning, parent meeting and action plan	3-5 days out of school suspension	Expulsion
2.14. Electronic access (Social Contract needs to be signed by parent and student)	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day in school suspension, conference with Administration and parent will be asked to pickup device.	1-2 days out of school suspension, device will be confiscated until the end of the school year.	2-3 days out of school suspension, device will be confiscated until the end of the school year, possible expulsion depending on severity of infraction.

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

LEVEL 3 INFRACTIONS=CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

DIS 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 board and/or legal action. Students expelled from DIS due to level three infraction may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD SUSPENSION
3.17. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	2-3 days out of school suspension	3-5 days out of school suspension, recommended for expulsion.	Expulsion
3.18. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.19. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	3- 14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
3.20. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
3.21. 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.	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
3.22. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A

	enclosure without authority to do so			
3.23. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
3.24. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days out of school suspension, recommended for expulsion.	N/A	N/A
3.25. Offensive Material Student lockers are school property, inspection of student lockers is possible at any time.	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.26. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.27. Extortion by threat, intimidation, or coercion	Obtaining money, information, or	3-14 days out of school suspension,	N/A	N/A

	property from another student	recommended for expulsion		
3.28. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.29. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.30. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.31. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or	1-14 days out of school suspension , will be subject to severity recommended for expulsion	N/A	N/A

	private property. Restitution requirements, severity of infraction will be taken into consideration.	Behavior contract and documentation of counseling required.		
3.32. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.33. Obscenities, Verbal abuse, vulgarity towards school, school personnel or in general	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.34. Gender fraternization Promiscuous behavior	Committing acts that are indecent in nature and fall outside the Islamic teaching on this matter, relations both inside the	3-14 days out of school suspension, recommended for expulsion	N/A	N/A

	school and outside. Relations between the sexes-dating, meeting in private, during school hours/school sponsored activities.			
3.35. Abusive Use of Electronic AND MEDIA/Cyber bullying Student and parents will sign a social media contract	Use of a cell phone in an inappropriate manner. Cheating through instant photography, instant messaging or other means. Recording an individual without consent or use of device in any other deviant manner	3-14 days out of school suspension, recommended for expulsion	N/A	N/A

IN-SCHOOL SUSPENSION

In-School suspensions (ISS) are held during the school day from 8:00 AM to 3:00 PM.

OUT-OF-SCHOOL SUSPENSION

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed. During the first suspension students will be allowed to make arrangements with the teacher to make up test/quizzes. If a student is suspended for 6 or more days in a school year, parents will be notified to meet with the Principal, Teachers, and the student present. "Discipline Plan" will be implemented at that point for the remainder of the school year. If the "Discipline Plan" is not followed through, this will be grounds for long-term suspension and/or expulsion.

1399. PRINCIPAL'S DISCRETION

No code may be expected to list each and every offense, which may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

RECESS POLICY

Recess

Recess is a relevant part of our school day. Students need to breathe fresh air, to stretch and exercise their large muscles and to socialize with other children after extended periods of study and confinement.

All children are to play outside when the weather permits unless they have a written excuse from home. We do not play outside when the outside temperature is below 32 degrees factoring in wind chill. If a child has been sick or if he/she has a bad cough, etc., it is all right for the parent to send a note to the teacher requesting that he or she be allowed to stay in at recess for one or two days. Excuses for a longer period of time will be given only with a doctor's request. Normally, if the child is well enough to come to school, he/she is well enough to play outside for a short time. Children remaining inside are to bring a book or quiet activity to an assigned area.

It is the parent's responsibility to ensure that the child is adequately dressed to play outside.

Indoor Recess:

Recess will be held indoors when the temperature and wind chill factor register **32 degrees or below**, or when very wet weather conditions prevail. Students will also be inside if the outside temperature including the heat index is above **85 degrees**.

Exceptions:

- When recess is outdoors, requests to keep a student inside cannot be honored. In special circumstances, (i.e. extended recuperation from surgery or serious illness) a student may be permitted to remain indoors when conditions otherwise permit outdoor play. Eligibility for this exception will be determined on an individual basis, and a written recommendation is required.

Proper Attire:

Since students and parents are aware of when students will be going outside, it is the student's responsibility to dress appropriately. When weather conditions are cold, a jacket, hat, and gloves will be needed. Please do not send your child to school without the appropriate clothing.

SMOKE-FREE ENVIRONMENT

The following statements apply to all staff, pupils and visitors to the school e.g. parents, visiting suppliers, temporary staff, and contractors:

- Smoking is **not permitted** in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sport's field or car parks.
- Smoking by anyone on a school visit or trip is not permitted.
- Smoking at the entrances and exits to the school site will not be tolerated.
- The relevant signage is displayed around school.

TUITION REFUND POLICY

No refunds or adjustments are made for any reasons. In order to reserve your child's seat for the upcoming school year, the first tuition payment must be made prior to the school year. This payment is not refundable should your child withdraw from DIS.