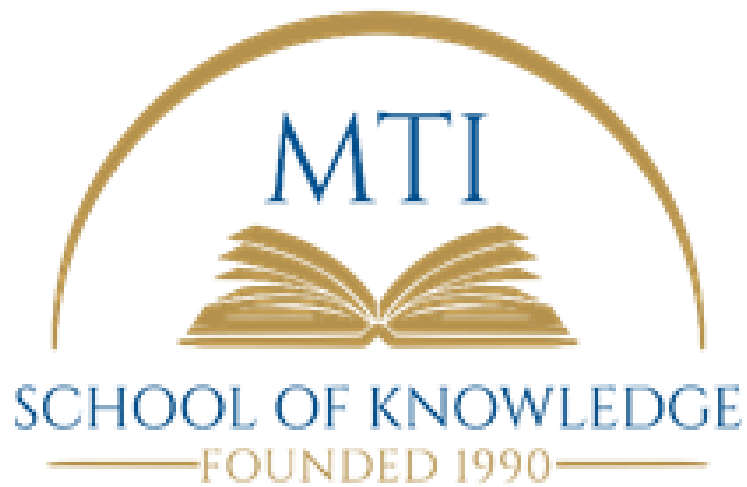


# **ELEMENTARY / MIDDLE / HIGH SCHOOL**



## **STUDENT – PARENT HANDBOOK**

ADMISSION POLICIES  
ACADEMIC POLICES  
DROP-OFF AND PICK-UP PROCEDURES  
STUDENT DRESS POLICY  
STUDENT CODE OF CONDUCT AND RESPONSIBILITIES  
STUDENT DISCIPLINARY POLICIES  
STUDENT POLICIES  
PARENT INVOLVEMENT AND COMMUNICATION

Assalaamu'alaykum wa rahmatullah wa barakatuh

Dear Parents or Guardians,

This handbook has been provided for you as a reference. It contains information on school policies and procedures for the school year. MTI prides itself on providing a holistic approach to learning. We believe that a truly productive school environment relies on students, parents and school staff working together.

It is important that you read and review these rules with your child(ren). We understand that these policies can be overwhelming; if you have any questions related to these policies, please do not hesitate to contact the principal. A meeting can be set to discuss these policies in person if language is an issue.

Without Allah's (SWT) help and mercy, our efforts would all be in vain. We therefore ask you to make du'a regularly that Allah (SWT) bless and guide our efforts, and make MTI a successful benefit to Indiana's Muslim children and parents.

**"O Lord! We believe in what You have revealed, and we follow the Apostle (SAW), then write us down among those who bear witness." Al Quran, Surah Al-Imran (3:53)**

**"O Lord! Pour out constancy on us and make our steps firm; help us against those that reject faith." Al-Quran, Surah Al-Baqarah, (2:250)**

**"O My Lord! Advance me in knowledge." Al-Quran, Surah Ta'Ha (20:114)**

Wasalaamu'alaykum,

Ms. Heba Elshakmak  
Principal

# 2022-2023

# STUDENT – PARENT

# HANDBOOK

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# - SECTION 1 -

## INTRODUCTION



### 1.1 OUR HISTORY

MTI School of Knowledge began as a homeschooling program over 25 years ago by four devoted sisters: Sr. Muslimah Mustafa, Sr. Jamila Al-Khattab, Sr. Mu'mina Blackman, and Sr. Saeeda Amatullah. As momentum gained, the homeschooling transitioned into a 3rd through 7th grade Islamic School in the basement of the old Masjid Al-Fajr building downtown.

In 1993, Masjid Al-Fajr was relocated to its current location with MTI-School of Knowledge housing six classrooms in the Masjid basement. From 1993 to 2001, the school grew rapidly, surpassed the one hundred student mark, and expanded into a fully operational high school. In 2001, the current school building was constructed to allow for further growth and included a computer and science lab as well as six large classrooms. The 2000's saw an improvement in the academic rigor. AP and dual enrolled classes were offered for the first time and students received multiple awards at the National Science Fair, State Math B.O.W.L, and National History Fair. Along with its students' academic success, further expansion projects completed included the school lower level and nine classrooms that currently serve as the middle and high school. In 2016, a new building was added to the campus to expand the classroom size and meet the needs of over 240 students, Alhamdulillah, from Pre – K to grade 12.

MTI School of Knowledge has produced over 14 hafith of Qur'an as well as developed a girls and boys sports program. In addition, the school has partnered with Indiana University Purdue University in Indianapolis (IUPUI) and Ivy Tech to provide a college readiness program.

### 1.2 OUR PHILOSOPHY

The theory of Islamically-based education is centered upon the principle of Tawhid. An Islamic-based education is holistic, integrated, comprehensive and balanced. It strives to activate and nurture all the potentialities of the student: physical, intellectual, emotional and spiritual. The one goal of an Islamically-based education is to draw the Muslim closer to Allah (SWT) by inspiring him/her an awareness of obligations as a servant of Allah (SWT); adhering to, and promoting, righteousness. Islamic-based education encourages students to explore and grow, ask questions, and seek answers both within themselves and within the bounties and creations of Allah (SWT), while at the same time acquiring the necessary skills and knowledge to become productive members of society.

### 1.3 OUR VISION

Our school's vision is to provide our students with academic excellence and high Islamic morals and ethics.

### 1.4 OUR MISSION

In partnership with students, staff, families and our community, we aim to educate, empower, and challenge our students to realize their full potential as individuals and citizens of the world who develop a lifelong thirst for knowledge.

### 1.5 SUSPECTED CHILD ABUSE & NEGLECT

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

## 1.6 PARENTS PLEDGE (SUBMIT COMPLETED FORM)

Help us help your children succeed at MTI School of Knowledge. We are asking parents to please pledge themselves to their child's education by fulfilling the following responsibilities:

- Make regular du'a for your child and for those involved in his/her education.
- Provide an Islamic atmosphere and example in your home. This is the most important thing you can do for your children because children learn by example.
- Take an active role in the school. Attend parent-teacher conferences, meetings, and other school related educational programs.
- Let your child see that you are proud of the school they attend and are concerned about their educational environment.
- Encourage your child to be respectful of administration, teachers and assisting adults. Trust that school administration and teachers have your child's best interest at heart. If a problem arises please discuss it with us so we can help clarify or resolve the issue.
- Always address your concerns directly with the teacher or administration. Children need to see that we are a united force for their benefit.
- Cooperate with your child's teacher in matters related to the classroom. If problems or questions arise related to your child, then schedule an appointment with the teacher and address it in an Islamic manner.
- Fulfill your financial obligations to the school. Your tuition payments are applied towards salaries and our daily operations.
- Support the school throughout the year in its policies, academic and religious programs, fundraising efforts and other school activities. Also try and become a member of the PTO, Parent Teacher Organization.
- Volunteer as much as possible. Your children and MTI need your support. Please contact administration with your available time and talents.

"I, \_\_\_\_\_, parent of \_\_\_\_\_,  
(List all children)

consider it my duty to educate my child in an Islamic environment and therefore I shall endeavor to support and uphold the principles, practices, and policies of MTI School of Knowledge in every way. With Allah's (SWT) help, I pledge to fulfill these responsibilities as a parent of a Muslim child."

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## - SECTION 2 -

# ADMISSION POLICY



### 2.1 INCLUSIVITY STATEMENT

Admission to MTI School of Knowledge is open to all students in Pre-K to 12th grade. The school does not discriminate in enrollment on the basis of race, age, sex, religion, handicap or national origin. MTI School of Knowledge reserves the right to decline admission if a student requires special education instruction beyond the purview of the school's capability or capacity and if a student has had a serious discipline problem at their previous school. These reasons are not all inclusive.

### 2.2 REGISTRATION

Enrollment opens during the month of May and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

- Students already enrolled at MTI School of Knowledge and staff children.
- Siblings of students already enrolled at MTI School of Knowledge.
- Waiting list and all others.

Classrooms are considered full when the following occurs:

- Pre-K & KG: 15 students are registered.
- 1st - 5th Grade: 20 students are registered.
- 6-12th Grade: 25 students are registered.

### 2.3 PROBATIONARY STATUS

- Good Standing: All students are considered in "Good Standing" unless on probation status.
- Probationary Status: All new students will be admitted on a probation period for the first semester, during which time their academic and social progress will be closely

monitored. During this period if the school determines that the student is a hindrance to the learning of other students, the student will be un-enrolled from MTI.

### 2.4 APPLYING FOR REGISTRATION

In order for a new student to be considered for admission to MTI School of Knowledge the following must be on file at the school:

- Completed online enrollment application.
- Copies of student's academic records including standardized exams.

### 2.5 COMPLETION OF REGISTRATION

In order for a new student to be considered fully registered at MTI School of Knowledge the following steps must be completed:

- Complete online enrollment application.
- Pay the registration fee.
- Provide birth certificate, up-dated health and immunization records.
- Submit and sign all voucher documents if applicable.
- Interview for high and middle school applicants.
- Receive letter of admission from Gradelink.

### 2.6 RETURNING STUDENTS

Parents must fully register a returning student by the deadline set by the school. In order for a returning student to be fully registered, the following must be completed:

- Complete online enrollment.
- Parents must have no outstanding balance with the school.
- Pay registration.
- Update health record.
- Submit and sign all voucher documents if applicable.

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

The admission committee will start reviewing a file only when all of the above items are completed. A student will be allowed to attend classes only after they are fully registered in the school. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms or during the interview.

## 2.7 TRANSFER STUDENTS

- A. Transfer students applying for admission will be assessed on a case-by-case basis, depending upon current grades, attendance and standardized testing in their previous academic program, and whether such a program facilitates an easy transition.
- B. Newly enrolling and transfer students must take the Star Test upon arrival which will be used in conjunction with previous grades to determine grade level placement.

## 2.8 HOMESCHOOLING ADMITTANCE

- A. Parent(s) of homeschooled students must submit all transcripts, evaluations and standardized test results.
- B. Homeschooled students must take the Star Test upon arrival which will be used in conjunction with previous grades to determine grade level placement.

## 2.9 NON-MUSLIM STUDENTS ADMISSION

Non-Muslim children and parents must adhere to the same rules and regulations as Muslim parents and students. Non-Muslim parents, guardians and children must attend orientation.

## 2.10 AGE REQUIREMENTS FOR KINDERGARTEN (KG)

All students seeking admittance into our Kindergarten (KG) program must have had their 5th birthday on or before August 1st. Students entering the Pre-K4 program must have had their 4th birthday before August 1st.

## 2.11 STUDENT RECORDS

All student records (including transcripts, evaluations and credentials) from all previously attended schools must be received by MTI School of Knowledge administration prior to deadline for admission. Students will not be considered officially enrolled unless these records have been received; such students will be listed on probation placement status.

## 2.12 STUDENT MEDICAL RECORD

Indiana law requires that current medical records be on file BEFORE a child begins school. Parents and/or guardians must provide the school with a copy of the original medical records and keep the originals at home. If students have incomplete shot records they will be sent home, and not be permitted to attend school until their shot records have been brought up-to-date.

## 2.13 SPECIAL NEEDS STUDENTS

Currently, MTI does not have the capacity to service students with high needs. However, in the future if we are able to accommodate such students, they will be admitted if professional help has occurred prior to admittance and an on-going relationship is established between MTI School of Knowledge and any professional help on behalf of the student.

When we observe a candidate for special needs beyond the purview of the school's capability or capacity, parents are required to get proper help and counseling. If the situation is not handled in a timely manner, or if the case is severe the student may be required to transfer to an equipped school.

## 2.14 IMMUNIZATION REQUIREMENTS

All immunization records must be up-to-date and submitted before ANY student is admitted to school. NO EXCEPTIONS. School immunization requirements are determined by the Indiana State Department of Health.

Grade	Vaccination Type
Pre-K (4 Year Old)	3 Hep B (Hepatitis B)
	4 DTaP (Diphtheria, Tetanus & Pertussis)
	3 Polio (Inactivated Polio)
	1 MMR (Measles, Mumps, Rubella)
	1 Varicella
KG-2nd Grade	3 Hep B
	2 Hep A (Hepatitis A)
	5 DTaP
	4 Polio
	2 MMR
	2 Varicella
Grades 3-5	3 Hep B
	5 DTaP
	4 Polio
	2 MMR
	2 Varicella of Physician documentation of disease including month and year.
Grades 6-11	3 Hep B
	5 DTaP
	4 Polio
	2 MMR
	2 Varicella
	1 Tdap (Tetanus & Pertussis)
Grade 12	1 MCV4(Meningococcal conjugate)
	3 Hep B
	5 DTaP
	4 Polio
	2 MMR
	2 Varicella
	1 Tdap
	2 MCV4

## 2.15 RELIGIOUS EXEMPTION (VACCINATION)

If your child does not receive shots due to religious objection you must bring a letter of explanation to MTI School of Knowledge signed by the IMCA religious affair committee. **Personal preference is not an acceptable objection.**



## 2.16 MEDICAL EXEMPTION (VACCINATION)

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

## 2.17 RE-ADMISSION (UN-ENROLLED UNDER SPECIAL CIRCUMSTANCES)

- A. A student who left MTI School of Knowledge under special circumstances such as but not limited to expulsion, or poor disciplinary record, may not automatically be registered at a later date.
- B. Having first proceeded through the steps necessary for admission (interview, and a review of their previous school record), the student's application will then be reviewed by the administration and then approved or denied by the School Board.
- C. Students who are re-enrolled under this special circumstance will be placed on academic or behavior probation and may be asked to leave any time during the school year in which they were given probation.

## 2.18 DELINQUENT, UNPAID TUITION

Families who do not remit regularly scheduled tuition payments, as determined by their signed Tuition Agreement and Payment Preference Form, will be considered delinquent and are subject to incurring late fees.

Families with delinquent tuition balances may be subject to the following:

- A. Non-admittance of children into school.
- B. Withholding of academic grades.
- C. Securing any transcript, diploma or other academic records until the appropriate payment has been made.

## 2.19 SCHOOL & CLASS SUPPLY LIST

All parents and/or guardians are expected to provide necessary school supplies for their children; remember that some items will need to be replaced more often than others (i.e. pencils, paper, etc.). A supply list will be provided to parents detailing what items each child will need according to grade level and classes.

## 2.20 TUITION & OTHER FEES

- A. Registration fee for new students: \$150, Non- refundable
- B. Registration fee for current students: \$50, Non-refundable

### Tuition Rates:

Grade Level	Tuition	Graduation Fee
PreK	\$8000.00	Pre-K: \$20
KG - 12 Grade:	\$8000.00	KG : \$20, 12th Grade: \$100

### Textbook prices per student:

KG: \$380.00

1st – 4th: \$420.00

5th - 8th: \$420.00

9th -10th: \$420.00

11th – 12th: \$420.00

Technology Fee: \$100.00

## 2.21 PAYMENT PLAN OPTIONS & LATE FEES

All families shall be expected to make tuition payments according to one of four payment plans described below.

- A. Full Payment:  
Under this plan the entire amount of tuition is to be paid on or before August 8<sup>th</sup>.
- B. Two payment :  
Under this plan the entire amount of tuition is to be paid on or before August 8<sup>th</sup> and January 10<sup>th</sup>.
- C. 10-Month payment:  
Under this plan the entire amount of tuition is paid monthly over a 10 month period beginning on August 8<sup>th</sup> and ending on May 8<sup>th</sup>.
- D. 12-Month Payment  
Under this plan the entire amount of tuition is paid monthly over a 12 month period beginning on August 8<sup>th</sup> and ending on July 8<sup>th</sup>.

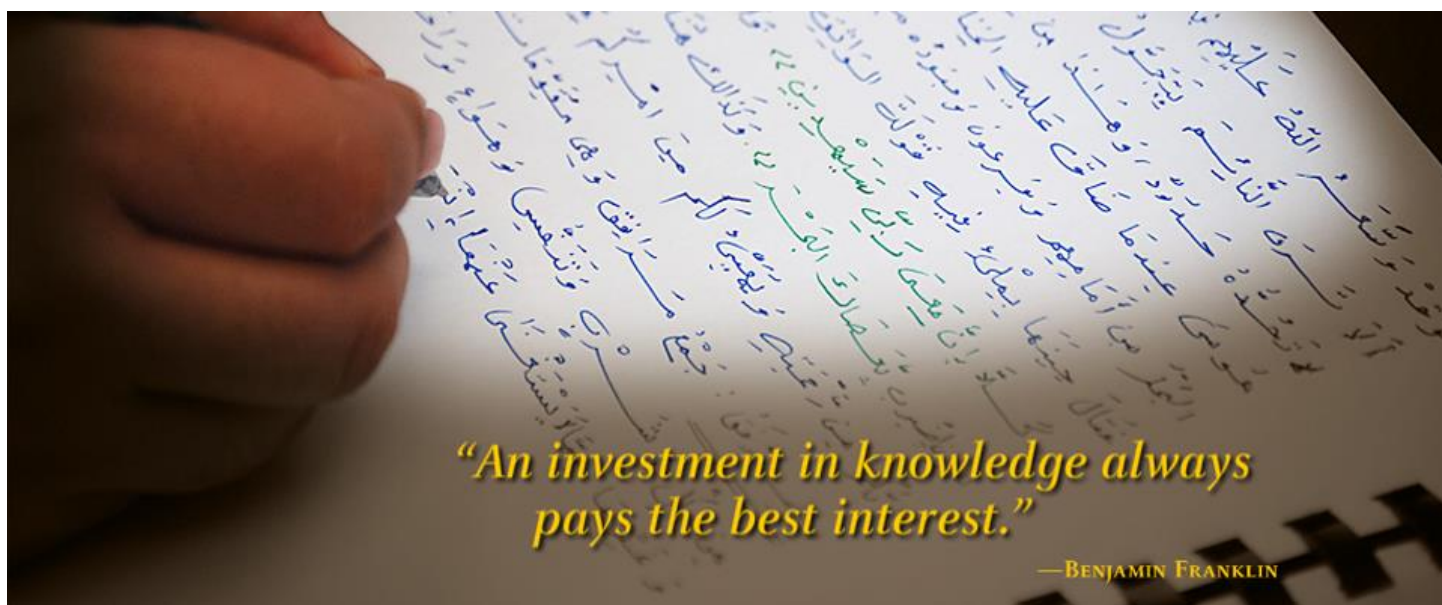
A late fee of \$50 will be applied for any late payments up to two weeks after due date. A late fee of \$100 will be applied for any payments made after two weeks of the due date.

## 2.22 INDIANA CHOICE SCHOLARSHIPS

Students qualifying for the IDOE Choice Scholarship voucher will receive a scholarship amount based on income guidelines, household size and township of residence. The remaining balance of tuition is the responsibility of the parents. Parents are expected to pay the remaining balance using one of the above payment options

## - SECTION 3 -

# ACADEMIC POLICY



A basic principle of our school's philosophy is that every student has the right to learn and is expected to be academically successful by putting forth his/her best effort to achieve this goal. Every student must also respect the rights of his/her fellow students to learn.

### 3.1 CURRICULUM

The curriculum of MTI School of Knowledge consists of the following subjects:

- English/Language Arts
- Mathematics
- Science
- Social Studies
- Computer Science
- Qur'anic Studies
- Arabic Language
- Islamic Studies
- Art
- Physical Education

### 3.2 HOMEWORK POLICY

MTI School of Knowledge believes strongly that successfully completing homework and class work are important components to achieving academic success. Students are expected and required to complete and turn in homework and to make up missed work. Failure to do so may result in appropriate consequences.

Homework should be assigned three to five times a week. Below are the times, on average, that students should spend on homework each night:

- Grades K-1: up to 10 minutes/night + independent reading
- Grades 2-3: up to 20 minutes/night + independent reading
- Grades 3-5: up to 30 minutes/night + independent reading
- Grades 6-8: up to 50 minutes/night + independent reading

- Grades 9 – 12: Less than 80 minutes/night + independent reading

### 3.3 STANDARDIZED TESTS

MTI School of Knowledge administers a variety of State and National Standardized Tests. Below is a list of 1<sup>st</sup> grade to 12<sup>th</sup> grade standardized tests.

Grade	Test
1 <sup>st</sup> - 2 <sup>nd</sup>	AM &AR and Lexia
3 <sup>rd</sup>	ILEARN IREAD3
4 <sup>th</sup> - 8 <sup>th</sup>	ILEARN
9 <sup>th</sup> - 10 <sup>th</sup>	IILEARN ISTEP+ PSAT
11 <sup>th</sup> - 12 <sup>th</sup>	ISTEP+ ECA's Retest PSAT/SAT

### 3.4 AP COURSES & EXAMS

The Advanced Placement (AP) program gives students an opportunity to take college level courses in high school, as well as gain valuable skills and study habits for college. These classes count toward high school graduation requirements and a minimum of 2 courses are needed to obtain the IDOE Core 40 with Academics Honors High School Diploma. Students who receive a qualifying score (3-5) on the AP exam will be able to earn college credit. AP students will be graded out of a 5.0 rather than the 4.0 grading scale. In order to get the AP credit and 5.0 scale, AP students must take the AP exam.

### 3.5 GRADUATION PROCEDURE

It is intended, Insha'Allah, that MTI School of Knowledge will graduate students that are capable of performing in academic settings beyond High School matriculation. This is the process for validating that students have met the school's minimum graduation requirements and assure that the appropriate amount of credits have been obtained.

- A. Beginning with the ninth grade class upon implementation of this policy, each student and parent will meet with the school's Administrative staff to review the student's academic objectives and goals and be advised of the necessary requirements for graduation.
- B. Upon the completion of each academic year thereafter, the student and parent will meet with the necessary administrative staff to ensure the student is on schedule to graduate with Academic Honors.
- C. Beginning at what is expected to be the student's final year of admission, both the student and parents will meet with the school's Administrative staff to review any outstanding requirements to comply with graduation requirements.
- D. Each January, the Principal of the school shall present to the school's Board of Directors a certification of the candidates for graduation. This information shall consist of a written report verifying, by name, the candidates for graduation and the completion of all credits except for those intending to be completed during the spring semester.
- E. At the beginning of the final quarter of the school calendar, the Principal shall again report to the Board the progress of those students intending to graduate. In the event that a student is in jeopardy of not graduating due to lack of attendance, failure to progress academically or any other reason, this shall be made known to the Board and a copy of the stated reasons shall also be provided to the parents.
- F. In the event that a student is in jeopardy of not graduating, the Principal shall provide to the parents options for completion of the outstanding credits after the completion of the semester.
- G. If it is determined that a student does not meet the minimum standards for graduation, the student will be allowed to participate in the graduation ceremony and the diploma will be held until all requirements or deficiencies are cleared by the Administrative office of the school.
- H. If a student transfers to MTI, the Administrative staff shall notify parents and prospective students of the graduation requirements.

### 3.6 GRADUATION REQUIREMENTS

All MTI School of Knowledge high school students must meet the following requirements for graduation:

- A. Complete IDOE Core 40 with Academic Honors Diploma credits.
- B. Must complete two AP courses (minimum) and take their corresponding exams.
- C. Perform 30 hours of community service by April of the senior high school year.
- D. Pass all required end of course exams.
- E. Students must obtain at least C as a semester Grade for all courses.
- F. Obtain a minimum 2.0 "C" cumulative GPA for their school matriculation.
- G. Do 25 Hours of community service.

Transfer students will be assessed based upon their credit evaluation. The following is the breakdown of MTI School of Knowledge required credits for High School Graduation:

#### MTI School of Knowledge Graduation Course and Credit Requirements:

<b>English/ Language Arts</b>	9 credits Including a balance of literature and composition. 1 credits: Speech (Dual Credit)
<b>Mathematics</b>	8 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II 2 credits: Pre-calculus and Trigonometry (dual credits)
<b>Science</b>	8 credits 2 credits: Biology I 2 credits: Chemistry I 2 credits: Physics 2 credit : Environmental Science(AP)
<b>Social Studies</b>	7 credits 2 credits: U.S. History 1 credit: U.S. Government (AP) 1 credit: Economics (AP) 2 credits: World History 1 credit: Psychology (AP)
<b>Religious Studies</b>	14 credits 8 credits: Islamic Studies 6 credits: Quran
<b>Electives</b>	12 credits 6 credits: Arabic Languages 2 credits :Fine Arts 4 credits :Career and Technical Education
<b>Physical Education</b>	2 credits
<b>Health and Wellness</b>	1 credit

#### The following is the IDOE Core 40 with Academic Honors requirements:

<b>English/ Language Arts</b>	8 credits Including a balance of literature, composition and speech.
<b>Mathematics</b>	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school
<b>Science</b>	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	6 credits

2 credits: U.S. History  
 1 credit: U.S. Government  
 1 credit: Economics  
 2 credits: World History/Civilization or  
 Geography/History of the World

<b>Directed Electives</b>	5 credits World Languages Fine Arts Career and Technical Education
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<b>Physical Education</b>	2 credits
<b>Health and Wellness</b>	1 credit

<b>Electives*</b>	6 credits (College and Career Pathway courses recommended)
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**40 Total State Credits Required**

### 3.7 VALEDICTORIAN

To qualify for Valedictorian the student must meet all of the criteria:

- The Valedictorian must have the highest cumulative GPA for 7 semesters. In a case of a tie the SAT score is used.
- The Valedictorian of MTI School of Knowledge cannot have any suspensions for the 10<sup>th</sup> - 12<sup>th</sup> grade school years.
- He/She must be in good standing with the school and has exemplified Islamic character.

### 3.8 SALUTATORIAN

To qualify for Salutatorian the student must meet all of the criteria:

- The salutatorian must have the second highest cumulative GPA for 7 semesters.
- The Salutatorian of MTI School of Knowledge cannot have any suspensions, for the 10<sup>th</sup> - 12<sup>th</sup> grade school years.
- He/She must be in good standing with the school and has exemplified Islamic character.

### 3.9 HONOR ROLL

Honor roll status is determined at the end of each grading period. Student who achieve all A's and B's in all subjects will be on the honor roll. Being named to the honor roll indicates an achievement of high academic standards.

### 3.10 PROGRESS REPORTS, REPORT CARDS & PARENT-TEACHER CONFERENCES

Parents will receive one progress report and one report card every quarter. Parent-Teacher Conference will take place the 6th week of every quarter. Parents and/or guardians are expected to attend these conferences. In addition, individual conferences may be scheduled throughout the school year and are at the discretion of a teacher.

### 3.11 WEIGHTED GRADES

Students who successfully complete either an honors or AP course have quality points added to their grades which results in weighted grades. These quality points are used in computing the grade point average.

### 3.12 GRADING SCALE

The following is a chart listing the weight of grades in each of the course types for high school.

- No quality points are added to grades of D or below.
- AP quality points are added only if students took the corresponding AP exam.

Course	A	B	C	D	F
<b>Regular Courses</b>	4	3	2	1	0
<b>IUPUI</b>					
<b>Ivy Tech Courses</b>	5	4	3	1	0
<b>AP Courses</b>	5	4	3	1	0

### 3.13 ELEMENTARY GRADING POLICY

Subject	Tests	Quizzes	Classwork	Homework	AR
<b>English</b>	20%	35%	20%	20%	5%
<b>All Subjects</b>	20%	35%	25%	20%	

### 3.14 MIDDLE & HIGH SCHOOL GRADING POLICY

Subject	Tests	Quizzes	Classwork	Homework	Participation
<b>All Subjects</b>	20%	35%	25%	15%	5%

### 3.15 LETTER GRADE

%	Letter Grade	Grade Point
<b>100-97</b>	A+	4.0
<b>96-93</b>	A	4.0
<b>92-90</b>	A-	3.7
<b>89-87</b>	B+	3.3
<b>86-83</b>	B	3.0
<b>82-80</b>	B-	2.7
<b>79-77</b>	C+	2.3
<b>77-73</b>	C	2.0
<b>72-70</b>	C-	1.7
<b>69-67</b>	D+	1.3
<b>66-63</b>	D	1.0
<b>62-60</b>	D-	0.7

**F Below 60**

### 3.16 INCOMPLETE GRADES

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

### 3.17 END OF YEAR AWARDS & PROGRAMS

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

### 3.18 ATTENDANCE

- A. All students are to report to school with proper uniform and supplies during these hours: Monday – Friday, 8:00 a.m. -3:45 p.m.
- B. **According to Indiana Compulsory Attendance Statute (I.C. 20-8-1-3), students MUST attend school on a regular basis.**
- C. Class begins promptly at 8:00am and any students not present at this time are marked as late/tardy. 3 tardy = 1 unexcused absence. **A student who accumulates 10 unexcused and excused absences may be required to repeat a course as mandated by the IDOE.**
- D. Parents must inform the school of their child's absence by 9:00 a.m. After this time, the student will be considered truant (unexcused absence).
- E. In the case of excused absences, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### 3.19 UNEXCUSED ABSENCES & MAKE UP WORK

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

### 3.20 PROMOTION & RETENTION POLICY FOR ELEMENTARY STUDENTS

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

- A. The judgment of the teacher.
- B. Social and behavioral progress has been made during the current school year that would predict success in the following grade.
- C. Satisfactory academic results including ILEARN, ISTEP, STAR Reading, STAR Math and Lexia.

A decision to retain a student is made by consultation between teacher, administration and parents. A letter stating student retention will be sent along with the final school report card at the end of the school year. In borderline cases, promotion may be granted upon satisfactory STAR testing results at the beginning of the following school year.

### 3.21 ACADEMIC PROBATION POLICY

High school students with a GPA of less than 2.0/4.0 will be placed on academic probation. If student does not raise his/her GPA the following quarter, he/she may be asked to leave the school.

### 3.22 WITHDRAWAL FROM SCHOOL

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

## - SECTION 4 -

# DROP-OFF AND PICK-UP PROCEDURES



### 4.1 SAFETY

Student safety is our most important concern. Your cooperation will help ensure that all our students arrive and depart safely each day. Parents are expected to drop their children no earlier than 7:50 a.m. and pick them up no later than 3:30 p.m.

### 4.2 SIGNED CONSENT

Every parent must sign a form expressing if their children will be picked up or will walk home. Students who are not picked up by 3:40 p.m. will be sent to the after school care room. Parents will have to sign their child out and will be charged at \$1 per minute, per parent. The charge will be added to your Gradelink financial account.

### 4.3 ARRIVAL PROCEDURE

- A. Parents enter the parking lot and drive around clockwise and loop back to the front of the school to enter the car line. Do not park or leave your car in the entrance drive-up area. If a parent or guardian needs to enter the building, they must park in a designated parking space out of the flow of traffic.
- B. School doors will be opened for students at 7:50 a.m.
- C. 1st period class starts at 8:00 a.m. Students must be in their seats by 8:00 a.m.

### 4.4 LATENESS & TARDINESS

- A. It is the parent's responsibility to ensure that their child (ren) arrive to school on time. School begins promptly at 8:00 a.m. Students are tardy after 8:00 a.m.
- B. When a student is tardy, a parent or guardian must accompany the child to the school office to be checked in. The office staff will provide the student with a tardy slip that

the parent or guardian must sign before the child is admitted to class.

- C. If a doctor appointment must be made during school hours, a doctor's note is required for the tardiness to be counted as excused. Excused tardies include and are limited to the following:
  - a. Illness
  - b. Death in the family
  - c. Participation in a school planned activity
  - d. Doctor's appointments
  - e. Family emergency
  - f. Traffic accident
- D. Laziness, traffic, oversleeping, etc. are not excused reasons for tardiness.

### 4.5 TRUANCY/CUTTING CLASS

If a student is on school premises, but is not in class (without permission), he/she will be counted as truant and subject to disciplinary action. Students are not to leave campus without prior notification/permission by parent.

### 4.6 HALF DAYS & EARLY DISMISSALS

- A. Half Days: Those days indicated as being 'Half Days' as stated on school calendar will end at 1:00 p.m.
- B. Early Dismissal: If a student needs to be dismissed early, parents should inform the office in advance. Students will not be sent to the office to wait for a parent to pick them up. The parent or guardian must come into the office to check the student out.



## 4.7 DISMISSAL PROCEDURE

### Car Riders

1. Parents enter the parking lot and drive around clockwise and loop back to the front of the school to enter the car line.
  2. Students will be dismissed at 3:03 p.m. from the East side door.
  3. Students should be picked up no later than 3:30 p.m.
  4. Parents should have their car rider tag displayed in the front windshield of the driver side of their car.
  5. Cars should form a single lane closest to the sidewalk. There are NO double lanes.
  6. Parents must remain in their vehicles at all times.
  7. Once your child is safely in your vehicle, you may get out of the single lane and proceed.
  8. Speed limit: **5 MPH. This will be strictly enforced.**
  9. Cutting in line or forming double lanes is not permitted.
  10. Please be patient.
- Dismissal usually goes very quickly
  - Staff members will be outside to help facilitate this procedure

### Walkers

Walkers will be dismissed using the west side door at 3:20 p.m.  
Parents are not permitted on campus during dismissal.

## 4.8 WHEN TO KEEP YOUR CHILD HOME

The American Academy of Pediatrics recommends that your child be kept home from child care or school if any of the following conditions exist:

- A. A child with any signs of severe illness, including fever, irritability, difficulty breathing, crying that does not stop with the usual comforting, or extreme sleepiness should not be sent to child care or school.
- B. A child with diarrhea or stools that contain blood or mucus should not attend childcare or school.
- C. A child who vomits two or more times in 24 hours should not attend child care or school, unless a physician feels the cause of the vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- D. A child with mouth sores and drooling should not attend childcare or school, unless a physician or the local health department authority does not feel the condition is infectious.
- E. A child with fever or rash or a change in behavior should not attend school or childcare, unless a physician has determined that it is not caused by an infectious disease.
- F. A child with diarrhea caused by E-coli or shigella that has been diagnosed by a physician should not attend childcare or school. The child may not return to day care or school until two stool cultures (collected 24 hours apart) are negative for the organisms and the child no longer has diarrhea. For shigella, the child may return if treated with

an appropriate anti-biotic for five days and if the child no longer has diarrhea.

- G. A child with conjunctivitis or "pinkeye" may not attend day care or school without being examined, treated, and approved for readmission by a physician.
- H. A child with impetigo may not attend school or day care until 24 hours after beginning antibiotic treatment and until the child no longer has a fever. Be sure to cover any lesions.
- I. A child with strep throat may not attend school or day care until 24 hours after beginning antibiotic treatment.
- J. A child with head lice may not attend day care or school until the first treatment has been given.
- K. A child with scabies may not attend daycare or school until after treatment has been completed.
- L. A child with chickenpox must remain out of daycare or school until all lesions are dried and crusted, which is usually after about six days.
- M. A child with pertussis (whooping cough) must remain out of school or daycare until five days of antibiotic treatment have been completed. (Treatment is to continue for a total of 14 days).
- N. A child with mumps may not return to school or daycare until nine days after the swelling begins.
- O. A child with measles must remain out of school or child care until four days after the rash begins.
- P. A child with hepatitis A must remain out of school or child care until the child's physician or local health department authority feels the child's condition is no longer infectious.
- Q. A child with an illness that prevents the child from feeling well enough to participate in the usual activities and routines should not be sent to school or child care.

## 4.9 STUDENTS WALKING TO & FROM SCHOOL

- A. Parents of students who are able to walk to and from school are still responsible for making sure their child arrives to school on time. Walkers will be dismissed at 3:20 p.m.
- B. Parents must complete the "Student Walking to and from School" form.

## 4.10 ABSENCES

Student should only be absent in case of emergencies such as illness or death in the family. A student who accumulates 10 unexcused/excused absences may be required to repeat a course as mandated by the IDOE. Absence policy applies to both late morning arrival and early dismissals as well.

## 4.11 SCHOOL CLOSING DUE TO WEATHER

Watch local TV Channel 6 for the latest information concerning the closings and delays of school. Parents will receive text message and emails no later than 6:00 a.m.

# - SECTION 5 -

## STUDENT DRESS POLICY

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### 5.1 UNIFORM POLICY

Uniforms are required for those students in 1<sup>st</sup> Grade and up. All students are expected to be neat and clean daily. We ask all parents and student to kindly respect the school uniform policy. Having all students wearing consistent school uniforms creates a better learning environment and limits wasted instruction time. Please inspect your child's uniforms for signs of wear and tear and make any needed repairs. We also encourage you to help your child keep his/her uniform neat and clean.

### 5.2 STUDENT DRESS - BOYS

#### 1<sup>st</sup> Grade – 12<sup>th</sup> Grade

- A. Tops - Any shade of green, blue, red or white. Cannot be neon or other distracting shade. Must be a solid color with no patterns or logos. Must have a collar. Must be loose and at hip-length or tucked in. Short or long sleeves are both permitted.
- B. Pants - Solid navy blue, tan or black dress pants or khakis. No logos or jeans allowed. Pants must be worn at waist level. Pants must be loose.
- C. Sweaters - Navy blue, black, grey or white sweater. They must be plain, solid colors with no stripes, writing, emblems, or pictures. Must be loose.
- D. Hair - Boys hair must not cover earlobe or eyes. If hair is distracting you will be asked to change it.
- E. No loose or excessively loose belts. No wallets with chains.
- F. No chains or necklaces.
- G. No visible tattoos or other such markings.
- H. No colored contact lenses.
- I. No earrings.
- J. No see through or tight clothing of any types is to be worn to or during school programs or activities.
- K. No make-up, heavy perfume, or colored lip-gloss.
- L. Sunglasses, hats, hoodies, jackets and gloves are to be worn outdoors only and not inside the school building or the classrooms.
- M. Shoes with socks shall be worn at all times. No Slippers.

### 5.3 STUDENT DRESS - GIRLS

#### 1<sup>st</sup> Grade – 5<sup>th</sup> Grade

- A. Shirts – Light blue or white, long sleeve.
- B. Jumpers – Navy blue.
- C. Pants – Navy blue or black. NO JEANS.
- D. Sweaters – Navy blue, black, grey, white or red sweaters. They must be plain, solid colors with no stripes, writing, emblems or pictures.
- E. Scarves – One Piece White.
- F. Sunglasses, hats, hoodies, jackets and gloves are to be worn outdoors only and not inside the school building or the classrooms.

#### 6<sup>th</sup> Grade – 12<sup>th</sup> Grade

- A. Sweaters – Navy blue, black, grey or white sweaters. They must be plain, solid colors with no stripes, writing, emblems or pictures.
- B. Pants – Loose navy blue or black pants. NO JEANS.
- C. Middle and High school girls may order school approved Navy Blue uniforms from <https://eastessence.com/collections/mti-school-of-knowledge-indiana>.
- D. Secure hijab with safety pin and hair is not showing. (Must wear under piece if hair is showing)
- E. Abayas -
  - a. Must be Navy blue.
  - b. Must be plain (no glitter, embroidery).
  - c. Must not be opened from the front or other sides.
- F. No glitter or embroidery on uniform.
- G. Nose or tongue rings, ankle bracelets, and flesh tunnels are not allowed at any time.
- H. No chains or necklaces.
- I. No visible tattoos or other such markings.
- J. No colored contact lenses.
- K. No earrings.
- L. No see through or tight clothing of any types is to be worn to or during school programs or activities.
- M. No make-up, heavy perfume, no nail polish or colored lip-gloss.
- N. Sunglasses, hats, hoodies, jackets and gloves are to be worn outdoors only and not inside the school building or the classrooms.
- O. Shoes with socks shall be worn at all times. No Slippers.

### 5.4 NO UNIFORM DAYS

On no uniform days, all students are expected to dress clean, neat and with modesty.

- A. For male students, no tight, ripped clothing or shorts.
- B. For female students, no short skirts/dresses. Tops must comply with Islamic guidelines of dress, meaning long, loose and knee length. Scarves must completely cover the hair and neck. Check student uniform policy. If students abuse no uniform days, administration will be forced to reduce or remove no uniform days from the schedule.

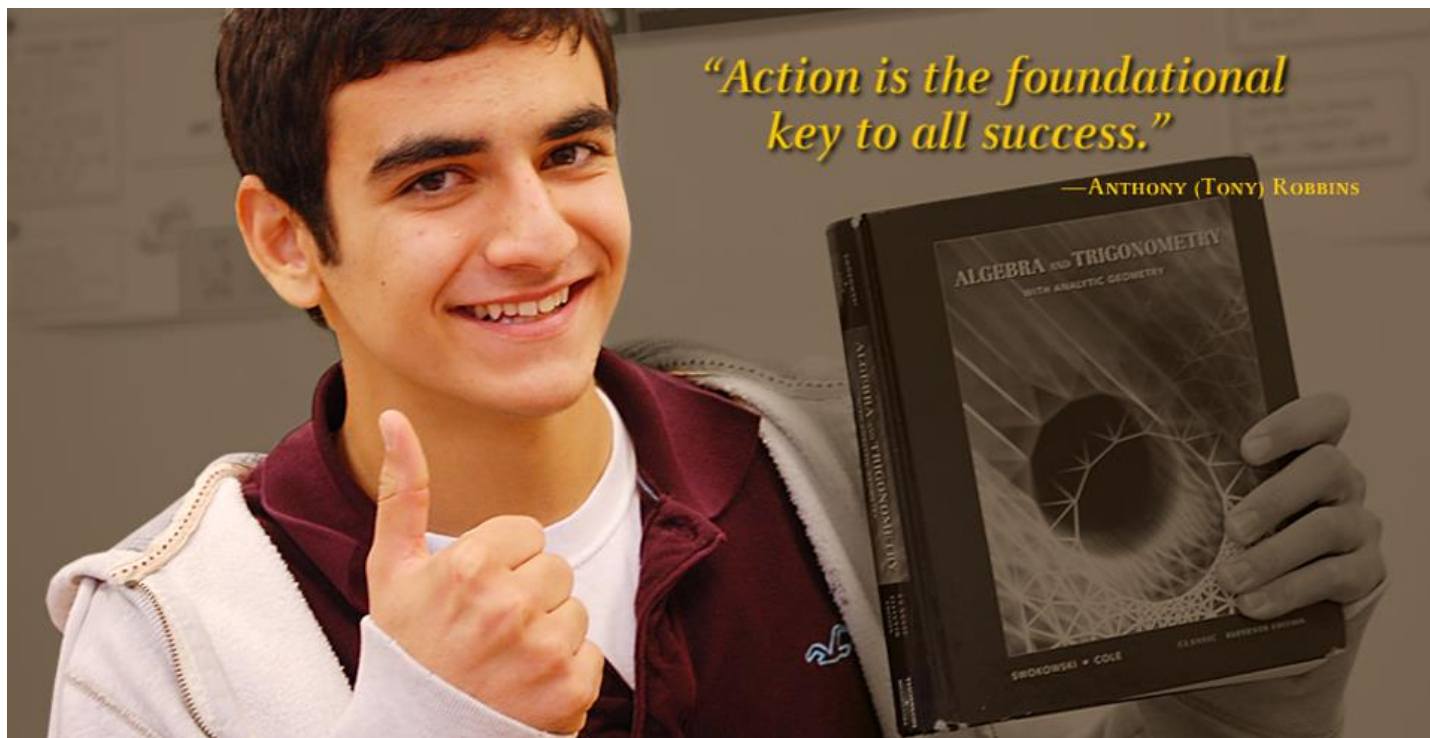
### 5.5 DRESS UP

Sometimes outside school trips require dressing-up. In these incidents students must dress appropriately, meaning no t-shirts, jeans or sneakers. All loose, long sleeve dresses or loose skirts worn by female students must be ankle length with no slits. All loose blouses or dress shirts to the knee must be long sleeve and come to the wrist. Check student uniform policy

## - SECTION 6 -

# STUDENT CODE OF CONDUCT & RESPONSIBILITIES

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

Good conduct and discipline are central for a good Muslim. Islam teaches us to behave with the best conduct and to display good manners. As such, we expect our students to behave in a way that pleases Allah (SWT). MTI-School of Knowledge will help to promote good behavior. The faculty and staff at MTI will accomplish this in a caring and understanding manner. Consistency and honesty are vital to the development and maintenance of good character. Both home and school have to operate in harmony to encourage children to develop good behavior and ultimately sound character.

### 6.1. STUDENT CONDUCT RULES

Rules are most effective when there are rewards for positive behavior as well as consequences to discourage negative behavior. It is the teacher's discretion to create his/her own behavior management plan for the elementary grades. Classroom rules are positive and clearly stated and visibly posted in the classroom.

In the interest of establishing a proper learning environment, certain rules will be observed by all students in their daily classes. These include but are not limited to the following:

#### A. Respect Your Teachers

- a. Speak to your teachers in a respectable manner.
- b. Raise your hand to speak.

- c. Voice your concern politely.
- d. Stay in your seat unless told otherwise.
- e. Listen when your teacher or classmate is speaking.

#### B. Respect Others

- a. Settle disputes in way that pleases Allah (SWT).
- b. Use appropriate language at all times.
- c. Be friendly, courteous and encouraging.
- d. Speak in a positive manner.
- e. Keep your hands and feet to yourself.

#### C. Respect the School

- a. Move through the building in an orderly manner.
- b. Keep the school clean by picking up after yourself.

#### D. Respect Yourself

- a. Come to school clean, neat and ready to learn.
- b. Bring textbooks, notebooks and completed assignments.
- c. Adhere to the dress code.
- d. Follow the directions.
- e. Seek Allah's (SWT) help to do your best.

### 6.2 STUDENT ATTITUDE

MTI School of Knowledge expects its students to come to school with a positive attitude. The teachers of the school expect courtesy, respect, and general good behavior from each and every child. We believe strongly that a student's attitude plays a major role in his or her ability to excel in social, academic, spiritual as well as athletic endeavors. Students are urged to treat other students as their

Muslim brothers and sisters deserving of respect and kindness. Parental involvement in this process is a necessity.

### 6.3 PERSONAL RESPONSIBILITY

Whenever large numbers of people gather, it becomes necessary to establish rules and procedures which allow students to coexist together in safety and security. At MTI, we hold that the first source of responsibility is towards our Creator. Next, we must be responsible to each other as members of the community established by our blessed Prophet Mohammad (SAS). Students must take it upon themselves to control their actions, respect the rights of others, show self-discipline and a sense of responsibility. Games, toys, musical tapes, cell phones, iPods, iPads, video games or other electronics for entertainment are unnecessary items for students to bring to school. Teachers will collect these items, label them with the date and student's name, and send them to the office. They will be kept in the office until the student's parent comes to pick the items up.

### 6.4 ANTI - BULLYING

Bullying is strictly prohibited at MTI. Since learning depends so heavily on mutual respect, it is essential that all staff at MTI play a role in preventing this toxic behavior. Instances of bullying should be reported immediately to the Intervention Team.

- A. What Is Bullying? Bullying behavior abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behavior, teasing or arguments between individuals would not be seen as bullying.
- B. Bullying generally takes one of four forms:
  - a. Indirect: being unfriendly, spreading rumors, excluding, tormenting (e.g. hiding bags or books)
  - b. Physical: pushing, kicking, hitting, punching, slapping or any form of violence.
  - c. Verbal: name-calling, teasing, threats, sarcasm.
  - d. Cyber: All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging. Mobile threats by text messaging or

calls as well as misuse of associated technology, i.e. camera and video facilities.

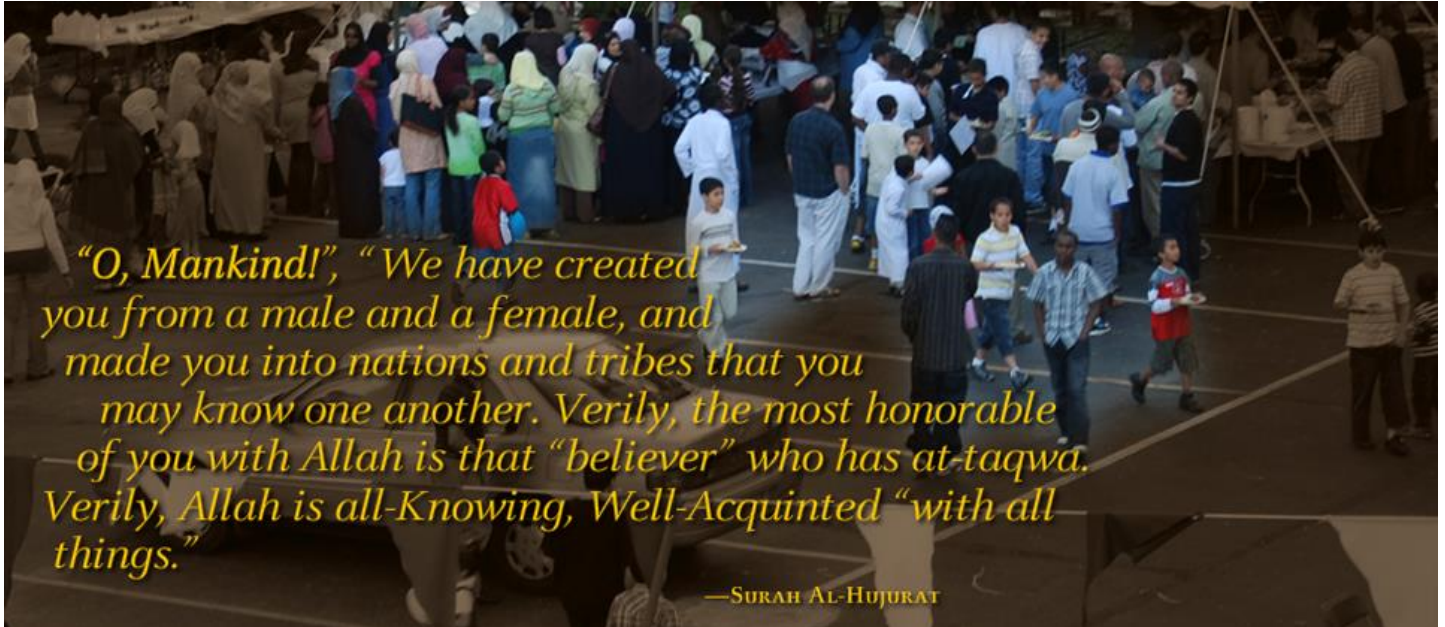
### 6.5 SEXUAL HARASSMENT POLICY

- A. MTI does not condone or tolerate any form of sexual harassment involving employees, students or other persons, at school or at school-sponsored or school-related activities.
- B. MTI will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school will also take disciplinary action against employees and students.
- C. The policy applies to all sexual harassment incidents involving MTI employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature such as:
  - a. Grabbing, touching or patting.
  - b. Sexual propositions.
  - c. Unsolicited sexually offensive, pictures, magazines, notes, calendars, cartoons, jokes or comments.
  - d. Unwanted flirtations or advances.
  - e. Verbal abuse.
  - f. Repeated pressure or requests for sexual activities.
  - g. Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors.
  - h. Unwanted reference to one physical appearance or sexuality.
  - i. Graphic comments about an individual's body or dress any comments or actions which denigrate a person based upon gender.
  - j. Sexually degrading names.



# - SECTION 7 -

## STUDENT DISCIPLINARY POLICY



MTI School believes that an effective instructional program requires an orderly and safe school environment. We view discipline not as a means of punishing a student who has acted inappropriately but rather as a means of teaching a child a valuable life lesson. Discipline teaches students where the limits are set, how to maintain control over their bodies, how to take responsibility for their actions and how to problem solve in the event of conflict. Within the classroom, corrective measures are worked out between the child and the teacher that help the student's self-image and help develop self-discipline.

The administration has developed the following guidelines for student conduct on school property and at all school sponsored activities. The following is to inform students and parents of the rules of MTI regarding student conduct and consequences for breaking these rules. Disciplinary measures include verbal reminders, losing privileges, detentions, suspensions or expulsion.

### 7.1 OVERVIEW OF DISCIPLINE PLAN

Each classroom will contain the following:

- Classroom rules posted.
- Consequences and rewards posted.

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

- Redirection:** If a child is engaged in undesirable behavior we will present the child with an alternative and/or acceptable behavior or activity.
- Verbal intervention:** The teacher will first discuss why the behavior is inappropriate and what is acceptable and expected of him/her.

- Lunch detention** and parent contact from teacher: The consequences of continued misbehavior will also be explained.
- Saturday School:** 4 detentions will result in Saturday school.
- Conference:** A teacher conference will be called with parents when a child's behavior is constantly disruptive.
- Office Referral:** If disruptive and unruly behavior continues, the child will be sent to the office and a "Student Referral Form" should be completed. Students will be asked to complete the "Student Incident Form" as well.

Our school has multiple school-wide incentive programs to recognize students who make excellent academic and behavioral choices. Please refer to MTI positive award system procedures and protocol.

### 7.2. LEVEL 1 OFFENSES: IN CLASSROOM

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

For elementary teachers, Level 1 behavior should be handled within the classroom whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administration unless the student has received Saturday School Detention and contacted parents. Remember, the key point is to keep students on track and avoid sending them out of class so that they do not lose valuable learning time.

Thereafter, the classroom teacher may refer the student to the administrative personnel in charge of discipline 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 outside assistance is necessary. For Middle School and High School students, a Level 1 behavior will result in a teacher intervention to solve the issue. Detentions will be issued to students who demonstrate behavior that is repeated and

was not corrected by the students. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. The list of violations below is not all-inclusive, but is only representative and illustrative.

#### Level 1 Offense: In Classroom

Offense	Explanation
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.
2. Tardiness And Preparedness (To Class, Salaat, Assembly And/Or Lunch)	Not being seated in the appropriate classroom space when class is scheduled to begin as defined by school policy, not bringing class materials, not reporting to prayer, lunch or assembly punctually.  3 tardies = 1 unexcused absence per class 10 unexcused absences = loss of credit for that class
3. Verbal Altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another student under circumstances in which such conduct could provoke a non-violent response.
4. Violating Classroom And/Or Area Rules	Not following the classroom and/or area rules.
5. Make-Up Use	Using cosmetic products where it is visible and obvious.
6. Lying/Concealing The Truth Without Causing Harm To Others	Failure to cooperate with teacher in an honest manner to resolve an issue.
7. Use Of Language Other Than English Within The Classroom	Unless directed by a teacher, for educational reasons, no language other than English is acceptable within school environment.
8. Chewing Gum / Eating / Drinking While In School	Eating/Drinking inside/outside the classrooms during school time excluding lunch time in lunch areas with the exception of water (In student provided water bottle; no printed label containers).
9. Using Other Students' Belongings Without Permission	Using student or staff belongings without permission. Taking, borrowing books, pencils, pens, notebooks, etc. without permission. This will include using a computer that has not been logged off.
10. Littering	Throwing or dropping paper, trash, or other material on the floor or ground.
11. Using Offensive Language	Using offensive language directed at a student, in any language including physical body/sign language.
12. Refusal To Do Classroom Work	Refusing to complete work, labs, projects, or other assignments given by the teacher.
13. Taunting	Engaging in verbal acts undesirable to other students and staff that do not occur on a consistent basis.

#### 7.3 LEVEL 2 OFFENSES: ONE DAY DETENTION

Detention is a period of an alternative learning activity assigned by the teacher to reinforce PBIS. Detention is served during lunch and recess and may be given after school. Students who served 4 detentions will serve Saturday School and meet with the behavior intervention. Three detentions for the same offense will result in a behavioral contract with behavior intervention, with a duration at the behavior intervention discretion. During detention, students will not be allowed to interact with students from their class or from other classes.

The parents and the school office will be contacted through email when a student serves detention. In the case of an after school detention, parents are to make arrangements to pick up their child after detention. A student in detention must not refuse or show up late or they will be subject to an automatic second detention. Detentions are to be served with an understanding that a student will not question the infraction but may discuss with those listed above to help determine what the underlying issue was and to help in not repeating said action. Detention will be issued to students based upon the infractions noted below:

#### Level 2 Offenses: One Day Detention:

Offense	Explanation
14. Offensive Language	Using any form of cursing or obscenity (no matter what language in which it is spoken) including hand or bodily gestures/derogatory remarks/teasing/joking/passing notes directed toward students or staff.
15. Possession Of A Cell Phone Or Other Electronic Device	No student shall use, display, or possess any electronic device, including cell phones, unless specific approval from MTI Administration is given. These devices must remain put away for the duration of time that student is on school premises.
16. Taunting	Engaging in verbal acts undesirable to other students and staff that occur on a consistent basis.



<b>17. Skipping Assembly, Class, Lunch, Salaat Or Any Other Required Activity</b>	Intentionally missing class, lunch, Salaat, or other required activities without excuse or permission.
<b>18. Insubordination</b>	Refusing, to comply, either verbally or non-verbally with a reasonable request or directive.
<b>19. Horseplay With No Malice</b>	Engaging in unintentional hitting or any other kind of physical altercation, whether initiating or retaliating that did not involve a punch and without malice.
<b>20. Immodest Or Immoral Behavior Or Physical Contact</b>	Committing acts that can be perceived as sexual in nature and fall outside Islamic teaching. Includes vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activity.
<b>21. Electronic Access</b>	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services.
<b>20. Being Out Of Uniform:</b>	Not wearing the required school uniforms. Not being hygienic or clean. Being sloppy in appearance (loose hijab, torn clothing, etc.). Wearing unapproved jewelry and/or accessories such as makeup. Not having short, clean fingernails.
<b>21. Outside Of Class Without A Pass</b>	Being out of class without proper written authorization.
<b>22. Lying/Concealing The Truth Without Causing Harm To Others</b>	This would include failure to cooperate with the administration with regards to discipline investigations.
<b>23. Minor Pushing/Shoving</b>	Pushing and shoving does not result in any harm to individual physically or emotionally and does not cause property damage.
<b>24. Eating Food Or Chewing Gum</b>	Actively consuming any food product or gum during school is prohibited. Food may be consumed during lunchtime and administration approved class parties only.

## 7.4 LEVEL 3 OFFENSES: 2 TO 10 DAYS OF DETENTION

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

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

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

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

- A. Students
  - i. A notification of the violation.

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

### B. Parents

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

Disciplinary records are part of the student's confidential records and are not available for access by any other individuals than the student, his/her parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

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

## Level 3 Offenses: 2 To 10 Days of Detention

Offense	Explanation
<b>25. Academic Misconduct</b>	Plagiarizing; cheating; copying another's work; attempting to gain or gaining unauthorized access to restricted material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher

<b>26. Defiance</b>	Refusing to comply with a reasonable request by a staff member/disrespect to an employee or a student/refusing to complete work, labs, projects, or other assignments given by the teacher
<b>27. Inappropriate Intermingling</b>	Any consensual, intentional, and inappropriate written or verbal communication that includes excessive talking or flirting. Any touching between the sexes
<b>28. Vandalism</b>	Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in minor damage
<b>29. Forgery</b>	Knowingly forging a signature other than their own on any document
<b>30. Lying</b>	Giving or providing intentionally untrue or misleading information or communication which lead to damage or harm to self or others including making false accusations and/or refusing to confess wrong doing
<b>31. Misuse Of Property Or Equipment</b>	Using Staff Belongings w/out Permission Taking, borrowing books, pencils, pens, notebooks, etc. without permission This will include using a computer that has not been logged off. Students using school online services for illegal, inappropriate, or obscene purposes
<b>32. Leaving School Grounds</b>	Leaving School Premises without administration approval during in-school hours is prohibited. Students must be signed out in office even if over the age of 18 by a legal guardian.
<b>33. Loitering/Trespassing/Unauthorized Access</b>	Being present in or about school under one or more of the following circumstances: 1. After a reasonable request to leave 2. Without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify one's self.
<b>34. Bullying (Minor + No Physical Contact)</b>	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs on consistent basis and does not include physical altercations. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
<b>35. Theft/Minor Break-In</b>	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property. Breaking into school closets or other internal rooms not intended for students that does not result in theft.
<b>36. Conducting Unapproved Business On Campus</b>	Selling of items or other personal transactions that are not sanctioned by the school is prohibited.
<b>37. Extreme Disrespect To A Teacher Or Staff Member</b>	Using vulgar language, remarks, or threats to any member of faculty or to individuals that may be volunteering as staff for school related activities.
<b>38. Fighting (No Punch)</b>	Intentionally and maliciously, hitting, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm.
<b>39. Vandalism</b>	Defacing, damaging, or destroying school or personal property in a willful manner without malicious intent that results in minor damage.
<b>40. Breaking And Entering</b>	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval without malicious intent.
<b>41. Unwanted Exposure To Bodily Functions (Minor)</b>	Exposing an individual to any bodily fluid. An example would be spitting on or towards a person.
<b>42. Weapons (Not Fire Arm)</b>	Unknowningly bringing a weapon to school and showing to other students without the intent to cause harm.

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

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

**A. Students:**

- i. A notification of the violation.
- ii. An opportunity to present his/her side of the story to the Administration.

- iii. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
- iv. Students will be asked to write an account of what happened.

- A. **Parents:**
- iv. Parent(s) or guardian(s) will be required to meet with school personnel.
  - v. A written notification of the violation and the consequence decided by the school will be issued.

Disciplinary records are part of the student's confidential records and are not available for access by other than the student, his/her parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based

on the pertinence and severity of the offenses in the records. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 4 may be placed on a student's permanent record.

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

#### Level 4 Offenses: 1-3 Day Suspension

Offense	Explanation
<b>43. Immodest Or Immoral Behavior Or Physical Contact (Major)</b>	Committing acts that are sexual in nature and fall outside the Islamic teaching. Includes vulgar, lewd, or promiscuous conduct both on-campus or at any school-sponsored activity.
<b>44. Gambling</b>	Participating in or organizing games of chance to gain money, profit or other items.
<b>45. Robbery Or Theft Resulting In Significant Loss</b>	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property that results in significant loss. This includes but is not limited to electronic mediums as well.
<b>46. Vandalism</b>	Defacing, damaging, or destroying school or personal property in a willful and /or malicious manner that results in serious damage.
<b>47. Weapons (Not Fire Arm)</b>	Knowingly bringing a weapon to school and brandishing to other students without the intent to cause harm.
<b>48. Fighting (Punch)</b>	Fighting that results in brawl or punch being thrown in which minor injuries may occur.
<b>49. Bullying (Minor + Physical Contact)</b>	Engaging in verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct could provoke a violent or disruptive response. Occurs on consistent basis and may include minor physical altercation without the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
<b>50. Serious Sexual Act</b>	Severe sexual acts that are against the Shariah
<b>51. Possession Of An Illegal Substance</b>	Possessing illegal substances on or off school grounds and brandishing (Cigarettes, Alcohol, Narcotics, etc.)
<b>53. Offensive Or Pornographic Materials</b>	Bringing, possession, accessing, or displaying of offensive or pornographic materials including but not limited to pictures, magazines, books, or websites., that offends common decency or morale.
<b>54. Unwanted Exposure to Bodily Functions (Major)</b>	Exposing an individual to any bodily fluid.
<b>55. Extortion, Intimidation, Menacing Incitement</b>	Threatening another person verbally or non-verbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct
<b>56. False Alarm</b>	Intentionally or unintentionally pulling the fire alarm
<b>57. Breaking And Entering</b>	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval with malicious intent.

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

Conduct in this category is serious or illegal and is potentially threatening to life, health or morality.

MTI has a zero tolerance policy for all Level 5 misconduct. A student charged with a Level 5 violation will result in an open suspension pending an expulsion.

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

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

- iv. Students will be asked to write an account of what happened.

**B. Parents:**

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

Disciplinary records are part of the student's confidential records and are not available for access by other than the student, his/her

parents, the administration and the Board of MTI. The school reserves the right to forward these records to transfer schools based on the pertinence and severity of the offenses in the records.

A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 5 may be placed on students' permanent records. The list of violations below is not all-inclusive, but is only representative and illustrative. Suspensions will be issued to students based upon the infractions noted below:

**Level 5 Offenses: Open Suspension Pending Expulsion**

Offense	Explanation
58. Bring Gun Or Weapon With Threat	Bring a fire-arm to school or any other weapon to school with threat or intent to harm students.
59. Bring Bomb	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.
60. Unwanted Sexual Contact Or Serious Sexual Misconduct	A sexual act committed against someone without that person's freely given consent. Sexual violence is divided in following types but not limited to; any attempt to force oneself onto another without consent, forcing another person to perform such acts upon another person, and being pressured verbally to conduct improper sexual acts.
61. Fighting That Results In Serious Injury	Fighting that results in serious bodily injury.
62. Bullying (Major)	Engaging in extreme verbal confrontation including insulting, taunting or challenging another student or teacher under circumstances in which such conduct provokes a violent or disruptive response. Occurs on consistent basis and includes minor physical altercation with the intent to cause serious harm. Additionally, behavior in which discriminatory language is spoken, written or gestured against another person's ethnic or social background or another person's abilities.
63. Compromising Safety Of Students, Teachers, And Anything Encompassed In School Environment	An issue that presents itself to be harmful to anyone on school property and deemed unsafe by Administration.
64. Any Words Or Actions That Promote Extreme Hatred Or Violence Against A Person / Group Of People	Mention or participation in groups or affiliations that potentially inflict harm on other individuals.
65. Sales, Use, Or Distribution Of A Harmful Substance On Or Off School Grounds	Using, selling, purchasing, distributing, attempting to possess substances, distributing any harmful substances on school property or at school functions or events
66. Vandalism	Vandalism that incurs serious destruction and damages integrity to campus property
67. Arson	Possession, use, and sale of any explosive, repellant, and/or destructive device which presents a risk of danger to life or property.
57. Breaking And Entering	Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval with malicious intent and causing serious damage or theft.

**7.7 EXPULSION PROCEDURE**

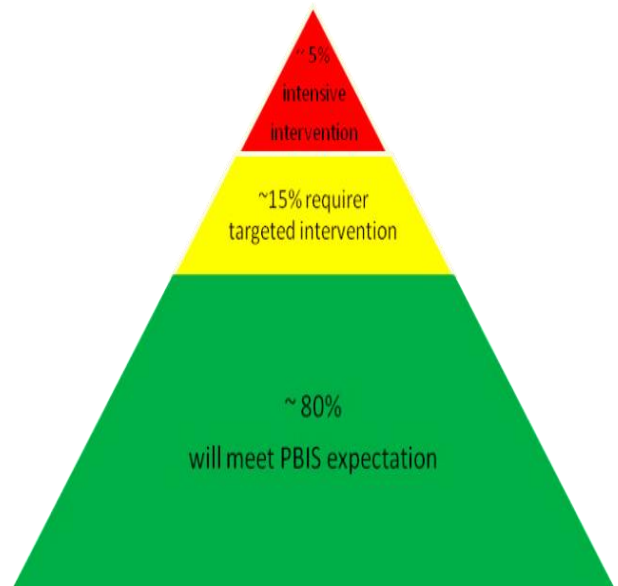
- A. Once the Principal has recommended an expulsion, the School Board must meet for an expulsion hearing within (10) calendar days. The family will be informed in writing that the student is placed on an open suspension pending expulsion and will describe the reason for the school's action.
- B. The student's parent or guardian has the right to appeal an expulsion decision. The appeal must be in writing within 2 calendar days, upon written notification of the expulsion.
- C. The Board will schedule an expulsion appeal hearing within one week.

- D. At the expulsion hearing, the Principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- E. The Board will make a decision that will be conveyed to the parents in writing within 48 hours.
- F. Students on open suspensions pending expulsion may not return to school without a decision from the Board. They may not be on school premises or participate in any school activity or function including field trips or after school events.

## 7.8 SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

- A. MTI School of Knowledge is dedicated to being a place of mutual respect and cooperation. It is expected that every teacher, student, staff member and administrator will conduct themselves in such a fashion that everyone will be safe, respectful, and responsible and on time.
- B. MTI School of Knowledge has implemented the Positive Behavior Intervention and Support (PBIS) Program in our school. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school.
- C. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors, keep students in class, and increase instructional time. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to

universal interventions will receive additional support through group and individual interventions.



## 7.9 ELEMENTARY SCHOOL PBIS MATRIX

Area	On time/prepared	Respectful	Responsible	Safe
All Common Areas	<ul style="list-style-type: none"> <li>Listen to teacher instruction</li> <li>Get to your destination promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use volume level 2</li> <li>Use appropriate language</li> <li>Treat others kindly</li> <li>Respect all people and all school areas</li> </ul>	<ul style="list-style-type: none"> <li>Only eat food in appropriate times and places</li> <li>Follow uniform policies</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Be in sight of a teacher and let them know where you are at all times</li> <li>Keep hands, feet, and objects to yourself</li> <li>Use equipment appropriately</li> </ul>
Arrival/Entryway	<ul style="list-style-type: none"> <li>Enter through main entry and be in classroom by 8:15am</li> </ul>	<ul style="list-style-type: none"> <li>Use "WOW"</li> <li>(Walking with hands on the side &amp; face forward, On the right side, Whisper)</li> </ul>	<ul style="list-style-type: none"> <li>Stand in breakfast line, walk to class, put belongings away, and begin morning routine</li> </ul>	<ul style="list-style-type: none"> <li>If here before 8:00am wait in entry hallway</li> <li>After 8:00am enter the building immediately</li> </ul>
Breakfast	<ul style="list-style-type: none"> <li>Finish breakfast by 8:30am</li> </ul>	<ul style="list-style-type: none"> <li>Use manners and kind words</li> <li>Use utensils properly and eat your breakfast</li> </ul>	<ul style="list-style-type: none"> <li>Clean up desk area and wait for throwaway items to be collected</li> <li>Get all lunch items first time through line</li> </ul>	<ul style="list-style-type: none"> <li>See "common area"</li> </ul>
Hallway/Stairway/Transitions	<ul style="list-style-type: none"> <li>Go directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "WOW" method</li> <li>Volume Level 2</li> </ul>	<ul style="list-style-type: none"> <li>Have hall pass if needed</li> <li>Keep up with class line movement</li> </ul>	<ul style="list-style-type: none"> <li>If going downstairs then walk stair by stair</li> <li>Avoid running</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Be in assigned seat with feet on the floor and have materials ready for class</li> <li>Bring completed work as well</li> </ul>	<ul style="list-style-type: none"> <li>During instruction raise your hand to speak, all other times use appropriate volume level</li> <li>See "common area"</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions and participate in class</li> <li>Keep cubies &amp; desks organized</li> <li>Leave all non-school items at home</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat</li> <li>Walk</li> <li>Use materials appropriately</li> <li>Keep chair on floor at all times</li> <li>Stay in the classroom unless permission</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>Bring computer materials, sit in assigned seat, and wait for teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>Treat computer equipment and other materials appropriately</li> <li>Volume Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned seat</li> <li>Stay on assigned task</li> <li>Ask before printing</li> </ul>	<ul style="list-style-type: none"> <li>Visit permissible sites only</li> <li>Keep bottled water out of the lab</li> <li>Keep hands and feet away from cords</li> </ul>
Library	<ul style="list-style-type: none"> <li>Bring books that need to be returned</li> </ul>	<ul style="list-style-type: none"> <li>See "classroom area"</li> </ul>	<ul style="list-style-type: none"> <li>Have books to be checked out ready in 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>See "common area"</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Use bathroom before school, during lunch, or before last 15 minutes before school ends</li> <li>Quickly return to class</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Use Volume Level 1</li> <li>Use student bathrooms only</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom passes wisely</li> <li>Put towels in trash can, flush toilet, and turn off water</li> <li>Leave the bathroom better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>Keep water and soap in sink</li> <li>Wash and sanitize hands</li> <li>Walk</li> <li>Lock stalls</li> <li>See "common area"</li> </ul>
Wudu	<ul style="list-style-type: none"> <li>Perform wudu upstairs only</li> </ul>	<ul style="list-style-type: none"> <li>Perform wudu with whole heart</li> <li>See "bathroom area"</li> </ul>	<ul style="list-style-type: none"> <li>Know how to perform wudu and make intention before you make wudu</li> <li>Follow instruction from wudu helper</li> </ul>	<ul style="list-style-type: none"> <li>Keep water off the floor and clean up spills</li> <li>Put shoes back on assigned rack area</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>Get lunch and recess items then wait to be called to line up</li> <li>Sanitize hands before leaving classroom</li> </ul>	<ul style="list-style-type: none"> <li>See "breakfast area"</li> </ul>	<ul style="list-style-type: none"> <li>Bring healthy foods</li> <li>Share only in the last 10 minutes after teacher approval</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class at all times</li> <li>Wait for instructions on when to leave</li> <li>Peanut Free Zone</li> </ul>
Outdoor Recess	<ul style="list-style-type: none"> <li>First long whistle students freeze in spot, second 2 short whistles students will line up</li> </ul>	<ul style="list-style-type: none"> <li>Use and share equipment appropriately</li> <li>Go down the slide and not up, hang under the monkey bars,</li> </ul>	<ul style="list-style-type: none"> <li>If equipment is brought then put back up</li> <li>Wear weather appropriate clothes</li> </ul>	<ul style="list-style-type: none"> <li>Leave sticks and mulch on the ground</li> <li>Stay within the fence boundaries and in front</li> </ul>



		<ul style="list-style-type: none"> <li>hold both handles when jumping rope</li> <li>See “common area”</li> </ul>	<ul style="list-style-type: none"> <li>Stay outside with class (restrooms will happen at another time)</li> </ul>	<ul style="list-style-type: none"> <li>of modulars</li> <li>Get permission before reentering school</li> </ul>
<b>Indoor Recess (Mosque Basement)</b>	<ul style="list-style-type: none"> <li>Listen for dismissal indicators</li> </ul>	<ul style="list-style-type: none"> <li>See ‘outdoor recess area’</li> </ul>	<ul style="list-style-type: none"> <li>If bring out equipment then put back</li> </ul>	<ul style="list-style-type: none"> <li>Stay within basement boundaries</li> </ul>
<b>Prayer/ Mosque</b>	<ul style="list-style-type: none"> <li>Made Wudu</li> <li>Leave all personal items in classroom</li> </ul>	<ul style="list-style-type: none"> <li>Remain at volume level 0 once entering Mosque</li> <li>Keep hands as well as feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Put your shoes on racks</li> <li>Sit appropriately (sit on bottom with legs crossed in prayer positions)</li> <li>Wait for grade dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Stay in teacher specified area</li> <li>Put shoes on before exiting the Mosque</li> <li>See “transition area”</li> </ul>
<b>Assemblies/ Special Events</b>	<ul style="list-style-type: none"> <li>Wait for teacher instruction and dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen to person who is presenting</li> </ul>	<ul style="list-style-type: none"> <li>Sit appropriately (sit on bottom with legs crossed in prayer positions)</li> </ul>	<ul style="list-style-type: none"> <li>Keep passing areas clear or help make clear pathways</li> <li>See “prayer area”</li> </ul>
<b>Bus/Car/ Chaperone/ Field Trip Transport</b>	<ul style="list-style-type: none"> <li>Listen for teacher, chaperone and driver directions</li> </ul>	<ul style="list-style-type: none"> <li>See “common area”</li> </ul>	<ul style="list-style-type: none"> <li>Make sure permission slips are turned in</li> <li>Dress according to instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in seat, wear seat belt if available, face forward with feet on floor</li> <li>Remain with class and chaperone at all times</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Know your dismissal number</li> <li>Walkers/ Quran classes dismissed at 4:05pm</li> <li>At 4:05pm those students still here please follow teacher to designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Leave classroom only with teacher approval</li> </ul>	<ul style="list-style-type: none"> <li>Collect your belongings to take home</li> <li>Stay seated until your name or number is called</li> <li>Exit through dismissal doors only</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of who you are leaving with and alert an adult with any issues</li> <li>Go straight to vehicle, walk on sidewalks</li> <li>Look both ways before crossing an area that has vehicle traffic</li> </ul>

## 7.10 MIDDLE/HIGH SCHOOL PBIS MATRIX

Area	On time/prepared	Respectful	Responsible	Safe
<b>All Common Areas</b>	<ul style="list-style-type: none"> <li>Listen to teacher instruction</li> <li>Avoid tardiness</li> </ul>	<ul style="list-style-type: none"> <li>Volume Level 2</li> <li>Use manners and appropriate language</li> <li>Respect people and all school areas</li> </ul>	<ul style="list-style-type: none"> <li>During instruction raise hand to speak</li> <li>Only eat food at appropriate times and places</li> <li>Follow uniform policies</li> </ul>	<ul style="list-style-type: none"> <li>Be in sight of a teacher and let them know where you are at all times</li> <li>Keep hands, feet, and objects to yourself</li> <li>Use equipment appropriately</li> </ul>
<b>Arrival/Entryway</b>	<ul style="list-style-type: none"> <li>Enter through main door and seated in classroom by 8:15am</li> <li>All personal belongings in lockers</li> </ul>	<ul style="list-style-type: none"> <li>Walking on the right side of hallway</li> <li>Use appropriate volume as well as language</li> </ul>	<ul style="list-style-type: none"> <li>Be in breakfast area, the downstairs hallway, or in your first period classroom</li> </ul>	<ul style="list-style-type: none"> <li>If here before 8:00am wait in entryway</li> <li>After 8:00am enter the building immediately</li> <li>Refer to "common area"</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>Breakfast times are from 7:50 am to 8:10am in the Masjid Basement</li> </ul>	<ul style="list-style-type: none"> <li>Use manners, use utensils properly, use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Finish breakfast, clean designated area before 8:10am, then go to first period</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "common area"</li> </ul>
<b>Hallway/Stairway/Transitions</b>	<ul style="list-style-type: none"> <li>Get all needed materials for classes and proceed to destination</li> <li>Use restroom during passing periods</li> </ul>	<ul style="list-style-type: none"> <li>Walking on the right side of hallway</li> <li>Use appropriate volume as well as language</li> </ul>	<ul style="list-style-type: none"> <li>Have hall pass during class periods while in hallway</li> <li>Stay in grade appropriate locations</li> </ul>	<ul style="list-style-type: none"> <li>Stay on campus as well as on course for your next destination</li> <li>Refer to "common area"</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Be in assigned seat when bell rings</li> <li>Have all classroom materials and completed works ready</li> <li>Leave all non-school items at home</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "common area"</li> <li>Use student preferred name to address peers</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions and participate in class</li> <li>Clean up after yourself</li> <li>Speak English in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Use materials appropriately</li> <li>Stay in the classroom unless given permission and pass to leave</li> <li>Backpacks out of aisles and under desk</li> <li>See "common area"</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>Bring computer materials</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "classroom area"</li> </ul>	<ul style="list-style-type: none"> <li>Stay on assigned task</li> <li>Ask permission before printing</li> </ul>	<ul style="list-style-type: none"> <li>Visit permissible websites only</li> <li>Keep hands and feet away from cords</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Bring books that need to be returned</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "classroom guidelines"</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely in order return or check out books</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "common area"</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Use lower level bathroom only before school, during passing periods, and during lunch times only</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Use level 1 voices</li> <li>Use student bathrooms only</li> </ul>	<ul style="list-style-type: none"> <li>Use hall passes during class periods</li> <li>Put towels in trash can, flush toilet, and turn water off</li> <li>Leave the bathroom better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>Keep water and soap in sink</li> <li>Wash and sanitize hands</li> <li>Lock stalls</li> <li>Refer to "common area"</li> </ul>
<b>Wudu</b>	<ul style="list-style-type: none"> <li>Middle school wudu in lower level bathrooms of school</li> <li>High school wudu in upper level Masjid bathrooms only</li> </ul>	<ul style="list-style-type: none"> <li>Perform wudu with whole heart</li> <li>See "bathroom area"</li> </ul>	<ul style="list-style-type: none"> <li>Know how to perform wudu and make intention before you make wudu</li> </ul>	<ul style="list-style-type: none"> <li>Refer to "bathroom area"</li> <li>Put shoes back on quickly</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>When dismissed quickly get lunch and recess equipment</li> <li>Leave building and head to designated lunch location</li> <li>Use hand sanitizer in lunch line</li> </ul>	<ul style="list-style-type: none"> <li>See "Breakfast area"</li> <li>Wait your turn in line</li> <li>Volume Level 2</li> </ul>	<ul style="list-style-type: none"> <li>Bring healthy foods</li> <li>Get all food items, condiments and utensils first time through line</li> <li>Make sure to have pass for restroom (only two per gender at one time)</li> </ul>	<ul style="list-style-type: none"> <li>Remain in designated lunch areas at all times</li> <li>Stay on campus</li> <li>Wait for instructions on when to leave the cafeteria area</li> <li>Sanitize hands before eating</li> <li>Peanut Free Zone</li> </ul>
<b>Outdoor Recess</b>	<ul style="list-style-type: none"> <li>Have all items before leaving school building</li> <li>When whistle is blown return to school through designated entry door</li> </ul>	<ul style="list-style-type: none"> <li>Show sportsmanship</li> <li>Refer to "common area"</li> </ul>	<ul style="list-style-type: none"> <li>If equipment is brought out then put back</li> <li>Wear weather appropriate clothes</li> </ul>	<ul style="list-style-type: none"> <li>Leave sticks and mulch on the ground</li> <li>Stay within fence line, in front of modulars, and in lobby of school building only</li> </ul>

<b>Indoor Recess (Masjid Basement)</b>	<ul style="list-style-type: none"> <li>Listen for dismissal indicators</li> </ul>	<ul style="list-style-type: none"> <li>Refer to “Outside recess”</li> </ul>	<ul style="list-style-type: none"> <li>Stay outside with class</li> </ul>	<ul style="list-style-type: none"> <li>Stay within basement boundaries</li> </ul>
			<ul style="list-style-type: none"> <li>If equipment is brought out then put back</li> </ul>	
<b>Prayer/ Mosque</b>	<ul style="list-style-type: none"> <li>Made Wudu</li> <li>Leave all personal items and backpacks in classroom</li> </ul>	<ul style="list-style-type: none"> <li>Remain silent once entering Mosque at level 0</li> <li>Keep hands as well as feet to yourself</li> <li>See “wudu or common area”</li> </ul>	<ul style="list-style-type: none"> <li>Put your shoes on assigned rack</li> </ul>	<ul style="list-style-type: none"> <li>Stay in teacher specified area</li> <li>Put shoes on before exiting the Mosque</li> <li>See “transition rule”</li> </ul>
			<ul style="list-style-type: none"> <li>Sit in designated area appropriately and away from wall</li> <li>Wait for grade dismissal</li> </ul>	
<b>Assemblies/ Special Events</b>	<ul style="list-style-type: none"> <li>Wait for teacher instruction and dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen to person who is presenting</li> </ul>	<ul style="list-style-type: none"> <li>See “Prayer/Mosque procedures”</li> </ul>	<ul style="list-style-type: none"> <li>Keep passing areas clear or help make clear pathways</li> </ul>
<b>Bus/Car/ Chaperone/ Field Trip Transport</b>	<ul style="list-style-type: none"> <li>Listen for teacher, chaperone and driver directions</li> </ul>	<ul style="list-style-type: none"> <li>See “common area”</li> </ul>	<ul style="list-style-type: none"> <li>Make sure permission slips are turned in</li> <li>Dress according to instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in seat with belt on, facing forward with feet on floor</li> <li>Remain with class and chaperone at all times</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Actively listen for your name or number to be called</li> <li>Walkers/ Quran classes dismissed at 4:05pm</li> <li>At 4:05pm teachers escort remaining students to proper areas</li> </ul>	<ul style="list-style-type: none"> <li>Leave classroom only with teacher approval</li> <li>Cell phones will remain out of sight and use until students leave the building</li> </ul>	<ul style="list-style-type: none"> <li>Collect your belongings before exiting building as reentry is prohibited</li> <li>Stay seated until you are called</li> <li>Remain in lower level and dismiss through those doors only</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of who you are leaving with and alert an adult with any issues</li> <li>Go straight to vehicle, walk on sidewalks, and look both ways before crossing any intersection</li> </ul>

## - SECTION 8 - STUDENT POLICIES



### 8.1 STUDENT CELL PHONE POLICY

**Cell phones, Air Pods, smart watches** are banned at MTI School of Knowledge. K-12th grade students are not allowed to bring cell phones, Air Pods, smart watches to school premises.

Phones are available in the main office should a student need to contact their parent.

Consequences of violation include confiscation till end of school year, social probation that includes missed school function and athletic events, and 1-to-3-day suspension.

### 8.2 STUDENT LOCKER POLICY

- A. 8th to 12th students will be issued a locker to use during the school year.
- B. Lockers will be assigned in the following fashion; all upper classes 10th-12th will have first choice of upper to middle lockers, and 8th-9th will then choose from the middle and bottom lockers.
- C. Boys and girls will have lockers closer to their respective restrooms. This is subject to change based on availability.
- D. Students will provide their own combination locks (**MasterLock brand only, no keyed locks unless through approved by administration**) for their lockers.

- a. They will give these combinations to their homeroom teachers. These combinations will go onto a spreadsheet that can be accessed by teachers via the school shared folder.
  - b. If no lock is brought within the first week of school then the school will provide a lock and charge the families account.
- E. Any unauthorized locks on lockers will be given a warning (2 days to correct) to be in compliance and if this is not corrected then the lock is subject to removal.
- F. This lock will be replaced with a school approved MasterLock Combination Lock and the parent's school account will be charged.
- G. Lockers will be subject to at random locker inspections throughout the year to make sure that they stay organized. These will be performed by homeroom teachers routinely and at the discretion of administration.
- H. Students are encouraged to buy locker-stackable organizers. These will allow students to put all books and tems in their lockers in a tidy and accessible

ifashion. These can be found online. Please ask for help if you or your family are unable to locate where to purchase one.

- I. Students should organize their books in the order in which they are having classes that day so that when they go to a locker they can grab materials and move quickly to their next destination. Books will be stacked in an organized fashion whether horizontal or vertical. Homeroom teachers will make sure that you are able to organize as well as utilize your locker while at school.
- J. Any student who fails a locker screening will be asked to immediately correct the situation then return to their activities. Multiple violations of this provision can result in a detention in extreme cases (such as being extremely untidy or dirty).

- K. Any items found in lockers that are considered contraband or potentially harmful to the students, staff or school will be removed and the student will be subject to the school disciplinary policies. Contraband will be disposed of properly by staff.
- L. See examples below of what an organized locker looks like. The first picture is with stackable locker organizers as well as magnetic door organizers. The second is what a locker looks like without the equipment. Lockers have been measured and most organizers will fit without



### 8.3 WELLNESS POLICY

- A. MTI is committed to our students' health and wellbeing. As such MTI is committed to ensuring our students have access to healthy food, attend school in an environment free of "junk food" and are allowed ample time to exercise during the day.
- B. As such, no junk food is allowed at MTI from 8 am – 4:05 p.m. Any junk food that is found needs to be taken and thrown away as it is detrimental to the health of our students. The following are examples of junk food that are not permissible: any type of chips, energy drinks, sodas, anything containing peanuts, gum, cakes, cookies and or any candy.
- C. MTI is a peanut-free zone. Any food containing peanuts or peanut by-products must be thrown away. A detention will be issued for students that bring peanuts or peanut-containing items to school.

### 8.4 STUDENT FEEDBACK

MTI Administration and Staff value the feedback of our students. Feedback forms will be available for middle and high school students. Students can get these forms from the boxes outside the behavior intervention. Please fill out these forms as often as you need as we value and take your concerns seriously.

### 8.5 FIELD TRIPS & OUTSIDE- SCHOOL ACTIVITIES

- A. Students will periodically leave school to attend and/or participate in individual classes or school wide field trips, programs and/or activities.
- B. Field trip day is a regular school day and students are expected to report to school and go on the field trip.
- C. Parental permission slips will be given out by the classroom teacher and must be signed and returned (with any necessary monetary fees) by the deadline.
- D. The school also may request the presence of the parent on the field trip in order for their child to be allowed to participate in the trip.
- E. Additionally, parents may also be asked to serve as chaperons for any field trip. If a student can't participate in a field trip, he/she should stay home.
- F. Students must wear uniform for all field trips.

## 8.6 CLASS PARTIES

Classroom parties are permitted only through PBIS.

## 8.7 BIRTHDAY PARTIES

Birthday parties are not permitted.

## 8.8 EXTRACURRICULAR ACTIVITIES

MTI offers the following extracurricular activities:

- A. Student Council
- B. Quran Program
- C. Lego Robotics Middle/High School
- D. Lego Robotics Elementary
- E. Math Bowl
- F. Spelling Bee
- G. Muslim Interscholastic Tournament (MIST)
- H. Future Problem Solvers Program (FPSP)
- I. Science Fair
- J. Middle/High School Boys Soccer
- K. Middle/High School Girls Soccer

## 8.9 LOST & FOUND

In order to help the school return lost items to students, coats, backpacks and other items will be placed in the black lost and found box in the school hallways. The school assumes no responsibility for

lost items and all items will be thrown out/donated on the first of every month.

## 8.10 EMERGENCIES, DRILLS & SCHOOL CLOSING

- A. If at any point in the day the fire alarm goes off or the school needs to be evacuated, all teachers are responsible to take all of their students to the closest emergency exit and designated meeting space outside the school building. This must be done in an orderly fashion for safety. Students will be instructed to leave everything in the building. All classrooms and work spaces are equipped with emergency exit signs.
- B. Watch local TV Channel 6 for the latest information concerning the closings and delays of school. Parents will receive text message and emails no later than 6:00 a.m.

## 8.11 DRUG POLICY

Any student who wishes to participate in any form of extra-curricular / co-curricular activities or drive to or from school or any school related events must participate in the MTI School of Knowledge Drug and Alcohol Random Testing Program. Students enrolled MTI school of knowledge will be subject to a random chemical test to determine if the student has consumed or is under the influence of drugs or alcohol.

The school may require a student to submit to a test for drugs if a student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. Behavior such as slurred speech, dilated pupils, unsteady walk, impaired coordination, etc. are behaviors that could lead authorities to suspect a student has consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. Consumption or ingestion of such substances is grounds for suspension or expulsion from school.

Use or possession of a substance or device that is designed to falsify and/ or alter drug testing results is prohibited and may result in Out of School Suspension

Further, the school may subject items in such student's possession to test to determine if those items contain drugs or alcohol. If the school requires the student to submit to a test, the results will be given to the school administrators.

Refusal to submit to a drug test will be considered an admission of having or consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the student disciplinary policy.

## REASONABLE SUSPICION CLAUSE

Reasonable suspicion will be determined on an individual basis by a school administrator.

The school will require a student to submit to a test for drugs if there is reasonable suspicion of drug use. The results of the drug test will be provided to the principal or his/her designee as soon as possible.

Refusal to submit to a drug test when reasonable suspicion of drug use has been determined will be considered disobedience of administrative authority and will be dealt with as any other insubordinate act.

## 8.12 STUDENT DRIVING POLICY

Please see Page 34



## - SECTION 9 -

# HOME & SCHOOL COMMUNICATIONS, PTO, TEACHERS APPOINTMENTS AND VISITORS

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### 9.1 HOME & SCHOOL COMMUNICATIONS

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

### 9.2 PARENT VOLUNTEERS & PTO

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

Knowledge by fostering relationships among the school, parents, and teachers.

### 9.3 PARENTS FEEDBACK

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

### 9.4 ADMINISTRATION & TEACHER APPOINTMENTS

MTI School of Knowledge is an open door policy school. If at any time a parent or guardian feels the need to speak with a teacher or staff member, please call the school office to schedule an appointment. (9:00am-2:30pm).

### 9.5 VISITORS

MTI School of Knowledge welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure. A "Visitor" badge will be given to each guest, which is to be worn at all times within the building.

## 8.12 STUDENT DRIVING POLICY (Sign and Submit)

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

- A. Student drivers must be registered with the school office and a valid school authorized driving sticker or letter will be issued upon vehicle registration.
- B. The student must be able to provide proof of being legally able to drive (license).
- C. Parents MUST ensure that the student driver has third Party insurance if driving passengers (especially on excursions)
- D. Students are not permitted to be inside their vehicles during the school day, special permission must be granted by the office staff or administration. Students violating this rule will be disciplined, and driving privilege will be suspended.
- E. Student drivers are not allowed to leave the school premises during school hours, 8:00 a.m. – 3:25 p.m. except per school policy.
- F. Students are expected to leave the school area promptly after school.
- G. The student must drive in a safe, legal manner; otherwise permission to drive to school will be revoked.
- H. No passengers are to be driven by the student unless written permission has been received from the parent/care provider of the passenger.
- I. The school will take no responsibility for loss or damage to the vehicle.
- J. Student may be requested to park in an allocated location and must comply with request.
- K. Any changes in driving status must be reported to the office.
- L. Cars are not to be used for loitering or recreation before, during, or after school. This includes sitting or driving the car with loud or offensive noise.

I, \_\_\_\_\_ (First Name) \_\_\_\_\_ (Last Name) agree to abide by the School's Car Driving Policy. In particular I agree to drive in a safe, legal manner and I will not go to my vehicle during school hours - unless leaving for the day or a specified activity for which I have permission.

I am aware that the school will take no responsibility for loss or damage to the vehicle.

Parent permission provided	YES	NO
Permission to drive a car is granted (Office)	YES	NO

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

THIS FORM TO BE COMPLETED BY PARENT/GUARDIAN OF STUDENT DRIVER

STUDENT'S NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_ has my permission to drive the following vehicle to and from school for the current year. MODEL: \_\_\_\_\_

\_\_\_\_\_ COLOR: \_\_\_\_\_ REG NO. \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

## 1.6 PARENTS PLEDGE (SUBMIT COMPLETED FORM)

Help us help your children succeed at MTI School of Knowledge. We are asking parents to please pledge themselves to their child's education by fulfilling the following responsibilities:

- Make regular du'a for your child and for those involved in his/her education.
- Provide an Islamic atmosphere and example in your home. This is the most important thing you can do for your children because children learn by example.
- Take an active role in the school. Attend parent-teacher conferences, meetings, and other school related educational programs.
- Let your child see that you are proud of the school they attend and are concerned about their educational environment.
- Encourage your child to be respectful of administration, teachers and assisting adults. Trust that school administration and teachers have your child's best interest at heart. If a problem arises please discuss it with us so we can help clarify or resolve the issue.
- Always address your concerns directly with the teacher or administration. Children need to see that we are a united force for their benefit.
- Cooperate with your child's teacher in matters related to the classroom. If problems or questions arise related to your child, then schedule an appointment with the teacher and address it in an Islamic manner.
- Fulfill your financial obligations to the school. Your tuition payments are applied towards salaries and our daily operations.
- Support the school throughout the year in its policies, academic and religious programs, fundraising efforts and other school activities. Also try and become a member of the PTO, Parent Teacher Organization.
- Volunteer as much as possible. Your children and MTI need your support. Please contact administration with your available time and talents.

"I, \_\_\_\_\_, parent of \_\_\_\_\_,  
(List all children)

consider it my duty to educate my child in an Islamic environment and therefore I shall endeavor to support and uphold the principles, practices, and policies of MTI School of Knowledge in every way. With Allah's (SWT) help, I pledge to fulfill these responsibilities as a parent of a Muslim child."

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_