



INDIANA STATE BOARD OF EDUCATION

MEMORANDUM

TO: Indiana State Board of Education
FROM: Brian Murphy, Chief of Staff
RE: Freeway Accreditation: International Leadership
DATE: School May 29, 2019

Recommendation: Grant the request for immediate freeway accreditation.

Request for Freeway Accreditation

International Leadership School (“ILS”) petitions the SBOE for freeway accreditation with the 2019-20 school year being its first year of operation. IC 20-26-15-13(d) and (e) state that:

- (d) The state board shall accredit a nonpublic school that:
 - (1) becomes a freeway school under this chapter; and
 - (2) complies with the terms of the contract.
- (e) The state board may accredit a nonpublic school under this section at the time the nonpublic school enters into the contract under subsection (a).

SBOE Action

The SBOE has the discretion to either approve a five-year freeway accreditation contract beginning in 2019-20 or wait one year to observe the school’s operation and address this issue at a later time.

Overview

ILS will operate in Fort Wayne, Indiana, in an appropriate facility located at 4508 Parnell St. In 2019-20, ILS projects to serve over 50 students in grades PK-5 with future plans to grow to K-12. Further, ILS plans to admit any child whose family makes the choice to enroll their son or daughter. ILS will offer, among other things, instruction in Islam, Arabic, and the Quran. This has created a lot of interest in Fort Wayne because there is an increasing Muslim population there.

ILS has several teachers and administrators on staff currently, with resumes attached. The school was founded by Mr. Abdulwahab Abashaar and community leaders who will be members of the ILS governing board. Mr. Abashaar is an experienced principal and teacher and the other staff members have the appropriate backgrounds for this work. The operational structure will be as follows: head of school, school administrator, teacher(s), front desk secretary, cleaning staff, and security officers. Criminal background checks have been run on all employees and prospective employees.

Academics

ILS will administer the ILEARN and IREAD as well as other national standardized assessments. ILS will utilize curriculum aligned to Indiana Academic Standards.



INDIANA STATE BOARD OF EDUCATION

Support

As previously mentioned, ILS has received quite a bit of interest in the community. ILS conducted research via surveys and concluded that this location has a high demand for the services that will be offered; the school already expects to have at least 50 students this coming school year. In addition, the school expects to receive funding from private sources on top of tuition.

Attachments

Attached to this memo you will find the following: 1) a student-parent handbook, 2) staff resumes, 3) a business plan, 4) a budget, and 5) pictures of the facility.

INTERNATIONAL LEADERSHIP SCHOOL

STUDENT – PARENT HANDBOOK

This handbook is prepared for use by the Student, Parent, Faculty and Staff of International Leadership School as a general guide to procedures and acceptable behavior. It cannot cover every instance. However, it will be of considerable help for covering general information.

- 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

THIS BOOK BELONGS TO:

Student Name: _____

Student's Address: _____

Telephone: _____

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. ILS 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'aa regularly that Allah (SWT) bless and guide our efforts and make ILS a successful benefit to Indiana's Muslim children and parents.

Wasalaamu'alaykum,

Mr. Abdulwahab Abashaar

Principal

International Leadership School Core Values

We believe...

- Our community is strengthened by diversity, multiple perspectives, and mutual respect.
- Students need a safe environment to learn.
- Students learn best when they think critically, problem-solve, and effectively communicate and collaborate.
- Students are actively engaged when learning is authentic, interactive, relevant, and thought-provoking.
- Appropriate learning opportunities for students, teachers, and community are necessary to accomplish our mission.
- Educators use evidence to strategically plan and creatively prepare students for middle School , High School and life-long learning.

2019-2020
**STUDENT – PARENT
HANDBOOK**

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Parents pledge

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- SECTION 1 - INTRODUCTION

OUR HISTORY

ILS International Leadership School came in mind when the Muslim population increased in Fort Wayne Indiana, we decided that an Islamic school is needed.

In 2018 Abdulwahab Abashaar of Indianapolis decided to start the school with the help of the Muslim community of Ft. Wayne.

OUR PHILOSOPHY

The theory of Islam-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 Islam-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.

OUR VISION

Our school's vision is to provide our students with the capability to be leaders of the future with academic excellence and high Islamic morals and ethics.

OUR MISSION

In partnership with students, staff, families and our community, we target with aspiration to give our students ambition and empower and challenge them with education to acquire their full potential as individuals who will develop a thirst for knowledge.

POLICY NOTIFICATION STATEMENT

It is the policy of International Leadership School is not to discriminate on the basis of age, race, color, religion, sex, disability or national origin, sexual orientation, gender identity, United States Military Service, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. The International Leadership School is committed to equal opportunity.

SUSPECTED CHILD ABUSE & NEGLECT

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

CARE OF THE BUILDING

Custodians work very hard to keep the school clean and pleasant, so students have a desirable place in which to learn. Let's help them! If paper or other trash is dropped, pick it up and place it in any of the several wastebaskets which are placed throughout the building. Marking, defacing, or otherwise destroying school property will be met with disciplinary consequences. We ask students to help protect our schools from such destruction. Take pride in the attractive appearance of our buildings.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBERS

Any address or telephone number change, whether it is for home or work, needs to be submitted to the school office. It is imperative that if you move at any time during the school year you will need to contact the school with updated lease information as well as home telephone, work, emergency cell phone. If we should need to get in touch with you about your child, this information is vital.

EMERGENCY INFORMATION

In case of an emergency, each parent is required to have the following up-to-date information on file:

1. Parent/Guardian Name;
2. Complete, up-to-date address;
3. Home phone/parent's work phone/cellular/pager;
4. Emergency phone number of friend or relative;
5. Physician's name and phone number;
6. Medical alert information (allergies, daily medications, pertinent health histories; and
7. Current proof of residency.

PARENTS PLEDGE (SUBMIT COMPLETED FORM)

Help us help your children succeed at International Leadership School. 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. Become a member of the PTO, (Parent Teacher Organization) Let your Ideas inspire other parents.
- Volunteer as much as possible. Your children and ILS need your support. Please contact administration with your available time and talents.

"I, _____, parent of

List of Children:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

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 International leadership School 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

INCLUSIVITY STATEMENT

Admission to ILS International Leadership School is open to all students in Pre- K to 5th grade. The school does not discriminate in enrollment on the basis of race, age, sex, religion, handicap or national origin. ILS International Leadership School 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.

REGISTRATION

Enrollment opens up every year in March and continues until all available spots are filled in a given grade. Priority in enrollment is as follows:

- A. Students already enrolled at ILS International Leadership School and staff children.
- B. Siblings of students already enrolled at ILS.
- C. Waiting list and all others.

Classrooms are considered full when the following occurs:

- A. Pre-K & KG: 20 students are registered.
- B. 1st – 5th Grade: 20 students are registered.

PROBATIONARY STATUS

- A. Good Standing: All students are considered in "Good Standing" unless on probation status.
- B. 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 monitored.

During this period if the school determines that the student is a hindrance to the learning of other students, or if the school cannot accommodate the needs of the student, we will dis-enroll the student.

APPLYING FOR REGISTRATION

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

- A. Completed online enrollment application.
- B. Copies of student's academic records standardized exams and language survey.

COMPLETION OF REGISTRATION

In order for a new student to be considered fully registered at ILS the following steps must be completed:

- A. Complete online enrollment application.
- B. Pay the registration fee.
- C. Provide birth certificate, up-dated health and immunization records.
- D. Submit and sign all voucher documents if applicable.
- E. Receive letter of admission

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:

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

A. 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.

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.

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.

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.

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.

STUDENT RECORDS

All student records (including transcripts, evaluations and credentials) from all previously attended schools must be received by ILS 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.

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.

SPECIAL NEEDS STUDENTS

Currently, ILS 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 ILS International Leadership School 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.

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)
- 1 MCV4(Meningococcal conjugate)

Grade 12

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap
- 2 MCV4

RELIGIOUS EXEMPTION (VACCINATION)

If your child does not receive shots due to religious objection you must bring a letter of explanation to ILS signed by the masjid Imam. **Personal preference is not an acceptable objection.**

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.

RE-ADMISSION (UN-ENROLLED UNDER SPECIAL CIRCUMSTANCES)

- A. A student who left ILS 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.

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.

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.

TUITION & OTHER FEES

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

KG – 5th Grade:

\$6700.00

Kindergarten graduation fee \$40.00

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 5th.

B. Two payment:

Under this plan the entire amount of tuition is to be paid on or before August 3rd and January 5th.

C. 10-Month payment:

Under this plan the entire amount of tuition is paid monthly over a 10-month period beginning on August 5th and ending on May 5th.

D. 12-Month Payment

Under this plan the entire amount of tuition is paid monthly over a 12-month period beginning on August 5th and ending on July 5th.

A late fee of \$20 will be applied for any late payments up to two weeks after due date. A late fee of \$30 will be applied for any payments made after two weeks of the due date.

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.

CURRICULUM

The curriculum of ILS International Leadership School consists of the following subjects:

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

HOMEWORK POLICY

ILS International Leadership School 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

STANDARDIZED TESTS

ILS administers a variety of State and National Standardized Tests. Below is a list of 1st grade to 5th grade standardized tests.

**Grade
Test**

1st - 2nd

AM &AR and Lexia

3rd

ILEARN IREAD3

4th - 5th

ILEARN

ELEMENTARY GRADING POLICY

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.

LETTER GRADE

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

F Below 60

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".

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.

ATTENDANCE

- A. All students are to report to school with proper uniform and supplies during these hours: Monday – Friday, 8:00a.m. -3:15 p.m.
- B. According to Indiana Compulsory Attendance Statute (I.C. 20-8-1-3), students **MUST** attend school on 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.

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.

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

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.

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.

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.
- E. An exit letter needs to be signed and a possible exit interview will be conducted.

- SECTION 4 -
DROP-OFF AND PICK-UP PROCEDURES

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.

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 3:30 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 you Gradelink financial account.

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 parents 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.

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 absence or tardiness be counted as an excused tardy. Excused tardiness includes 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.

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.

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 parents or guardian must come into the office to check the student out.

DISMISSAL PROCEDURE

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 cause 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.

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.

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.

SCHOOL CLOSING DUE TO WEATHER

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

- SECTION 5 -

STUDENT DRESS POLICY

UNIFORM POLICY

Uniforms are required for those students in 1st 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.

STUDENT DRESS - BOYS

1st Grade – 12th Grade

- A. Tops - Any shade of blue 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.

STUDENT DRESS – GIRLS

1st Grade – 5th 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 sweaters. They must be plain, solid colors with no stripes, writing, emblems or pictures.
- E. Scarves – White.
- F. Skirts – Blue, black skirts to be longer than the knee with long pants underneath.
- G. Abaya – black or Navy

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.

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

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). International Leadership School will help to promote good behavior. The faculty and staff at ILS 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.

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.

STUDENT ATTITUDE

International Leadership School expects students to attend 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 deserve respect and kindness.

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 International Leadership School 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.

ELCTRONICS

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.

ANTI - BULLYING

International Leadership School has a zero tolerance for bullying. Since learning depends so heavily on mutual respect, it is essential that all ILS staff 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, camera and video facilities.

SEXUAL HARASSMENT POLICY

- A. ILS does not tolerate any form of sexual harassment involving employees, students or other persons, at school or at school-sponsored or school-related activities.
- B. ILS 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 ILS 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

International Leadership 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 ILS regarding student conduct and consequences for breaking these rules. Disciplinary measure includes verbal reminders, losing privileges, detentions, suspensions or expulsion.

OVERVIEW OF DISCIPLINE PLAN

Each classroom will contain the following:

- A. Classroom rules posted.
- B. 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 choice

LEVEL 1 OFFENSE: 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

Circumstance where the classroom teacher believes outside assistance is necessary.

Level 1 Offense: In Classroom

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.

LEVEL 2 OFFENSES: ONE DAY DETENTION

Detention is a period of an alternative learning activity assigned by the teacher to reinforce ILS rules. 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 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:

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.

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 ILS 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.

17. Skipping Assembly, Class, Lunch, Salaat Or Any Other Required Activity

Intentionally missing class, lunch, Salaat, or other required activities without excuse or permission.

18. Insubordination

Refusing, to comply, either verbally or non-verbally with a reasonable request or directive.

19. Horseplay with No Malice

Engaging in unintentional hitting or any other kind of physical altercation, whether initiating or retaliating that did not involve a punch and without malice.

20. Immodest or Immoral Behavior Or Physical Contact

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.

21. Electronic Access

Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services.

20. Being Out of Uniform:

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.

21. Outside of Class Without A Pass

Being out of class without proper written authorization.

22. Lying/Concealing the Truth Without Causing Harm To Others

This would include failure to cooperate with the administration with regards to discipline investigations.

23. Minor Pushing/Shoving

Pushing and shoving does not result in any harm to individual physically or emotionally and does not cause property damage.

24. Eating Food or Chewing Gum

Actively consuming any food product or gum during school is prohibited. Food may be consumed during lunchtime and administration approved class parties only.

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 ILS. 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

25. Academic Misconduct

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

26. Defiance

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

27. Inappropriate Intermingling

Any consensual, intentional, and inappropriate written or verbal communication that includes excessive talking or flirting. Any touching between the sexes

28. Vandalism

Destroying, damaging, or defacing school or private property in a willful or malicious manner that results in minor damage

29. Forgery

Knowingly forging a signature other than their own on any document

30. Lying

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

31. Misuse of Property or Equipment

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

32. Leaving School Grounds

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.

33. Loitering/Trespassing/Unauthorized Access

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.

34. Bullying (Minor + No Physical Contact)

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.

35. Theft/Minor Break-In

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.

36. Conducting Unapproved Business on Campus

Selling of items or other personal transactions that are not sanctioned by the school is prohibited.

37. Extreme Disrespect to A Teacher or Staff Member

Using vulgar language, remarks, or threats to any member of faculty or to individuals that may be volunteering as staff for school related activities.

38. Fighting (No Punch)

Intentionally and maliciously, hitting, kicking, or otherwise making harsh contact with a student with the intent of hurting him/her and/or causing harm.

39. Vandalism

Defacing, damaging, or destroying school or personal property in a willful manner without malicious intent that results in minor damage.

40. Breaking and Entering

Breaking into and/or entering any school building, facility, offices rooms, storage space, or other enclosure without authorization or approval without malicious intent.

41. Unwanted Exposure to Bodily Functions (Minor)

Exposing an individual to any bodily fluid. An example would be spitting on or towards a person.

42. Weapons (Not Fire Arm)

Unknowingly bringing a weapon to school and showing to other students without the intent to cause harm.

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 the incident.

A. Parents:

1. Parent(s) or guardian(s) will be required to meet with school personnel.
2. 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 ILS. 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:

- i. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.

- ii. Students will be asked to write an account of the incident.

Level 4 Offenses: 1-3 Day Suspension

43. Immodest or Immoral Behavior or Physical Contact (Major)

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.

44. Gambling

Participating in or organizing games of chance to gain money, profit or other items.

45. Robbery or Theft Resulting in Significant Loss

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.

46. Vandalism

Defacing, damaging, or destroying school or personal property in a willful and /or malicious manner that results in serious damage.

47. Weapons (Not Fire Arm)

Knowingly bringing a weapon to school and brandishing to other students without the intent to cause harm.

48. Fighting (Punch)

Fighting that results in brawl or punch being thrown in which minor injuries may occur.

49. Bullying (Minor + Physical Contact)

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.

50. Serious Sexual Act

Severe sexual acts that are against the Shariah

51. Possession of An Illegal Substance

Possessing illegal substances on or off school grounds and brandishing (Cigarettes, Alcohol, Narcotics, etc.)

53. Offensive or Pornographic Materials

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.

54. Unwanted Exposure to Bodily Functions (Major)

Exposing an individual to any bodily fluid.

55. Extortion, Intimidation, Menacing Incitement

Threatening another person verbally or non-verbally by inflicting fear, causing damage to individuals or to property, or instigating or encouraging misconduct

56. False Alarm

Intentionally or unintentionally pulling the fire alarm

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.

LEVEL 5 OFFENSES: OPEN SUSPENSION PENDING EXPULSION

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

ILS 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. All students involved will be asked to write a report of the incident.

B. Parents:

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

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

1. 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.

2. 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.

3. 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.

4. Fighting That Results in Serious Injury

Fighting that results in serious bodily injury.

5. 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.

6. 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.

7. 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.

8. 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

9. Vandalism

Vandalism that incurs serious destruction and damages integrity to campus property

10. Arson

Possession, use, and sale of any explosive, repellant, and/or destructive device which presents a risk of danger to life or property.

11. 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.

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. The board will make a decision that will be conveyed to the parents in writing within 48 hours.
- E. 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.

- SECTION 8 -

STUDENT POLICIES

STUDENT CELL PHONE POLICY

- A. Cell phones are not allowed to be used in classrooms and must be stowed in a locker throughout the school day. High School Students are allowed to use cell phones during lunch time only. Technological devices may be used for curricular-driven instructional purposes only and with permission and under the guidance and supervision of the classroom teacher or support staff.
- B. Personal gaming devices, video cameras, cameras, laser pens, walkie-talkies or distracting technologies are not permitted on school grounds.
- C. Breaking these rules will result in the following consequences, For Middle School:
- a. First Offense: cell phone/other item confiscated, fill out incident report, call home to inform parents, parents must pick up phone.
 - b. Second Offense: Cell phone confiscated, fill out incident report, call home to inform parents, Student and parents will sign a contract. Cell phone/other item will be taken for threedays.
 - c. Third Offense: Cell phone confiscated, fill out incident report, call home to inform parents. Parents must sign a contract. Cell phone will be taken for 2 weeks.
 - d. Fourth Offense: Cell phone confiscated, fill out incident report, call home to inform parents. Parent must pick up phone and sign a contract. Student cell phone will not be returned until the end of the year.
- For High School:
- a. First Offense: Cell phone confiscated, fill out incident report, call home to inform parents, Student and parents will sign a contract. Cell phone/other item will be taken for three days.
 - b. Second Offense: Cell phone confiscated, fill out incident report, call home to inform parents. Parents must sign a contract. Cell phone will be taken for 2 weeks.
 - c. Third Offense: Cell phone confiscated, fill out incident report, call home to inform parents. Parent must pick up phone and sign a contract. Student cell phone will not be returned until the end of the year.
 - D. The administration retains the right to change this policy at any time if cell phones become a hindrance to the safety and learning environment.

WELLNESS POLICY

- A. ILS is committed to our students' health and wellbeing. As such ILS 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 ILS 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. ILS 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.

STUDENT FEEDBACK

ILS 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.

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 chaperones for any field trip. If a student can't participate in a field trip, he/she should stay home.

CLASS PARTIES

Classroom parties are permitted with administration approval

BIRTHDAY PARTIES

Birthday parties are not permitted.

EXTRACURRICULAR ACTIVITIES

ILS offers the following extracurricular activities:

- A. Student Council
- B. Quran Program
- C. Lego Robotics Elementary
- D. Math Bowl
- E. Spelling Bee
- F. Science Fair

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.

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 news for the latest information concerning the closings and delays of school. Parents will receive text message and emails no later than 6:30 a.m.

- SECTION 9 -
**HOME & SCHOOL COMMUNICATIONS, PTO,
TEACHERS APPOINTMENTS AND VISITORS**

HOME & SCHOOL COMMUNICATIONS

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

PARENT VOLUNTEERS & PTO

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

PARENTS FEEDBACK

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

ADMINISTRATION & TEACHER APPOINTMENTS International Leadership School 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).

VISITORS

ILS 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.

PARENTS PLEDGE (SUBMIT COMPLETED FORM)

Help us help your children succeed at International Leadership School. 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 ILS need your support. Please contact administration with your available time and talents.

"I, _____,

parent of _____,

List of children:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

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 ILS in every way. With Allah's (SWT) help, I pledge to fulfill these responsibilities as a parent of a Muslim child."

Parent Signature: _____ Date: _____

International Leadership School Academic Calendar

2019 / 2020

Aug 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

Sep 2019						
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29	30					

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27	28	29	30	31		

Nov 2019						
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17	18	19	20	21	22	23
24	25	26	27			30

Dec 2019						
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22				25	27	28
29						

Jan 2020						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
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23	24	25	26	27	28	29

Mar 2020						
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22	23	24	25	26	27	28
29						

Apr 2020						
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26	27	28	29	30		

May 2020						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important dates

Blue = no school, Red = half day, Purple = event

Half day dismissal is at 1:00 pm

First Semester

First Student Day

August 5th

Labour Day	September 7 th
Half day / PTO	October 10 th
Fall Break	October 11 th
Half day / PTO	November 27 th
Thanksgiving	November 28 & 29

End of 1st Semester

December 13th

Second Semester

Half day / PTO	December 20 th
Winter Break	December 23 rd - Jan 3 rd
MLK	Jan 13 th
Half Day / PTO	March 13 th
Spring Break	March 30 th - April 2 nd

KG & 5th grade Graduation

May 8th

Last Day for students

May 12th

End of 2nd Semester.

May 12th

Employment history

01/2003- 12/2005	Executive director	American Muslim Society, Coldwater MI
12/2005- present	Relationship coordinator	American Muslim Society, Coldwater MI
2003- 12-2005	Union committee	UAW, Marshall. MI
2003- 2009	Vice chairman	Arabic American Community Center, Coldwater, MI
2000- 2006	president	American Muslim Society, Coldwater MI
2000- 2009	Principle	Weekend school of American Muslim Society, Coldwater MI
2012- 2018	Board member	Pure hands
2012- present	Treasurer and board member	(IMCA) Indianapolis Muslim Community Association

Education

- Bachelors' degree in political science from Sana'a University.



ILS.

International Leadership School

Business Plan

International Leadership School Business Plan – Executive Summary

- International Leadership School is an international private school that will be located in a well populated part of Fort Wayne, Indiana. We are a standard private school that is composed of primary (kindergarten through fifth grade) and our future goal is secondary (sixth through 12th grade) educational institution that will be predominantly funded through tuition fees and from other private sources.
- International Leadership School is a client-focused and result driven private school that provides broad-based learning approaches and experience at an affordable fee.
- We will offer DOE standard and Islamic , Arabic and Quran teaching services in a highly secured and conducive learning environment to all our students that is primary (kindergarten through fifth grade).We ensure that we work hard to meet and surpass all our students' expectations and educational goals whenever they enroll in any college.
- At International Leadership School, our students' overall best interest would always come first and everything we do is guided by our values and professional ethics. We will hire professional educationist teachers in various subjects who are well experienced and passionate in imparting knowledge to students at various learning capabilities.
- International Leadership School will at all times, demonstrate commitment to sustainability, both individually and as an educational organization, by actively participating in our communities and integrating sustainable business practices wherever possible.
- We will ensure that we hold ourselves accountable to the highest standards by meeting our students' needs precisely and completely. We will cultivate a working environment that provides a human, sustainable approach to earning a living, and living in our world, for our partners, employees and for our students.
- Our overall business goal is to position our private school to become the leading tutorial brand in the educational industry in Fort Wayne – Indiana.
- With completed research and surveys we and the community are confident that Fort Wayne is the right place to launch this private school.
- International Leadership School is founded by Mr. Abdulwahab Abashaar and a few community leaders who will be part of the school board. Abdulwahab has experience as a school principal and teacher that leads to excellence and has academic qualifications and experience to run a private school that will lead in education.

Our Product and Services

International Leadership School is going to offer varieties of educational services within the scope of the Indiana Department of education. Our intention of starting our private school is to soundly educate our students in various subjects, including reading and writing Arabic, Quran, and Islamic studies. We will do all that is permitted by law to achieve our aim and business goals.

Our service offerings are listed below;

- Teaching basic literacy and numeracy
- Establishing foundations in science, mathematics, geography, social studies and other social sciences
- Constantly working hard to meet regulatory accreditation standards
- Administering private funding efforts
- Providing access to extracurricular activities
- Retailing of Educational Books and Materials

Our Philosophy

The theory of Islam-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 Islamic-based institution. An Islamic-based education encourages students to explore and grow, ask questions, and seek answers both within themselves and within the bounties and creations of their Islamic beliefs, while at the same time acquiring the necessary skills and knowledge to become productive members of society.

OUR VISION

Our school's vision is to provide our students with the capability to be leaders of the future with academic excellence and high Islamic morals and ethics.

OUR MISSION

In partnership with students, staff, families and our community, we target with aspiration to give our students ambition and empower and challenge them with education to acquire their full potential as individuals who will develop a thirst for knowledge.

Our Business Structure

International Leadership School will build a solid business structure that can support the growth of our school.

We will ensure that we hire competent hands (teaching and non – teaching staff members) to help us build the private school of our dream.

We will work hard to ensure that we build a well stable foundation to continue for many years to come.

- School Administrator
- Tutors for Various Subjects –
- Accountant
- Client Service Executive / Front Desk Officer
- Cleaners
- Security Officers

Muslim population in Fort Wayne, Indiana

Population of Muslims in Ft. Wayne has great potential to grow.

Referenced from the News-Sentinel Ft. Wayne newspaper “Islamic community leaders expect the area of the Muslim population to continue growing, likely increasing by 20 to 25 percent by 2020, said Dr. Tariq Akbar, a member of the UEF board and its past president.

About 6,000 to 7,000 Muslims from around 18 nations now live in

Allen County and northeast Indiana”. (Kevin Kilbane (June 4 th , 2015) ‘Islamic community expects growth and greater involvement within Fort Wayne’ Ft. Wayne’s News-Sentinel Newspaper.

Roles and Responsibilities

Head of the School Coordinator:

- Creates, communicates, and implements the organization's vision, mission, and overall direction – i.e. leading the development and implementation of the overall organization's strategy.
- Responsible for handling donors
- Responsible for fixing fees and signing business deals (partnership)
- Responsible for signing documents on behalf of ILS.

School Administrator

- Responsible for overseeing the smooth running of HR and administrative tasks for ILS.
- Designs job descriptions, manages tutors (teachers)
- Regularly hold meetings with key stakeholders (parents and member of the school board) to review the effectiveness of the schools' Policies, Procedures and Processes
- Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Defines job positions for recruitment and managing interviewing process
- Carries out staff induction for new team members
- Responsible for training, evaluation and assessment of employees
- Responsible for arranging travel, meetings and appointments
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Oversees the smooth running of the daily activities of ILS.

Primary (kindergarten through fifth grade)

- Effectively teach general subject / subjects as assigned by the school administrator
- Teaching basic literacy and numeracy

Front Desk Secretary

- Welcomes parents and students by greeting them in person or on the telephone; answering or directing inquiries.
- Ensures that all contacts with parents and students (e-mail, walk-In center, SMS or phone) provides the parents and students with a personalized customer service experience of the highest level
- Through interaction with parents and students on the phone, uses every opportunity to build parent's interest in the schools' products and services
- Manages administrative duties assigned by the HR and Admin Manager in an effective and timely manner
- Consistently knowing of any new information on the organizations' products, promotional campaigns etc. to ensure accurate and helpful information is supplied to parents and students when they make enquiries
- Receives parcels / documents for ILS.
- Distribute mails in the organization
- Handles any other duties as assigned by a school administrator.

Cleaners:

- Responsible for cleaning the school facility at all times
- Ensures that toiletries and supplies don't run out
- Cleans both the interior and exterior of the school's facility
- Handles any other duty as assigned by a school administrator

Security Officers

- Ensures that the school facility is secured at all times
- Controls traffic and organizes parking
- Gives security tips to staff members
- Patrols around the building on before, during, and after school hours.

- Submits security reports weekly
- Any other duty as assigned by a school administrator.

EXIT



Way to Go!





AMAZING





Respectful

Honest

Fair

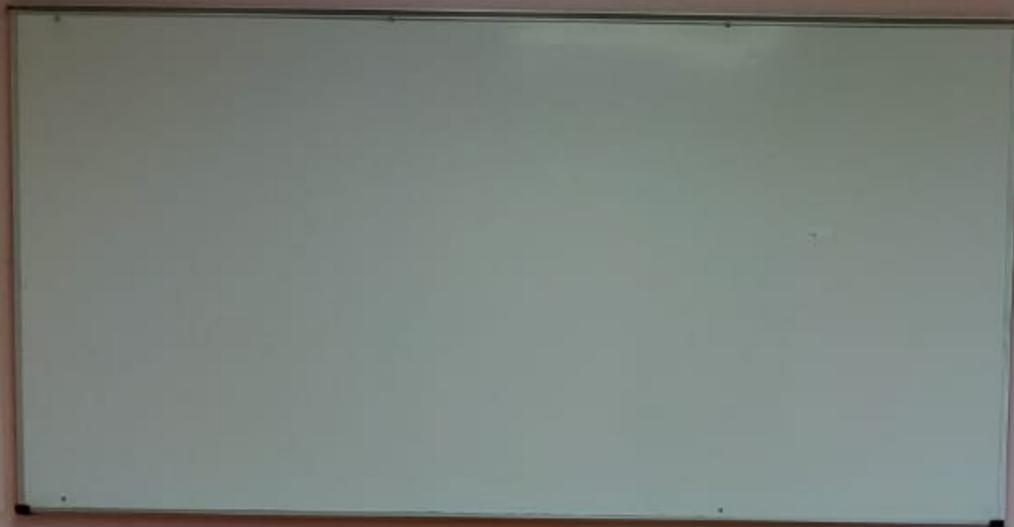
Accepting

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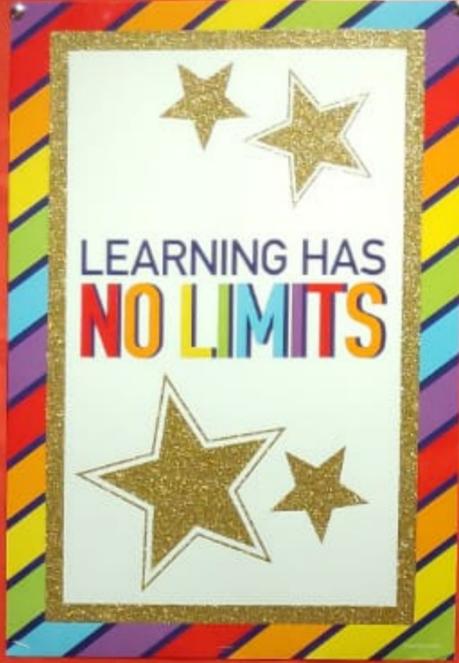
Kind

HAPPY EVERYTHING

DREAM BIG







Way

to

Go!

Our future is
LIMITLESS

Discover

Imagine

Explore

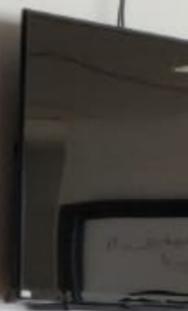


هو قلب رزق
نزدك
علما

W E L C O M E

ILS





A framed calendar or schedule with Arabic text and a grid of dates. The text includes "1984 COURT OF GRAND JUDGES" and "القضاء الكبير".





