Student-Parent Handbook

بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

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Assalamu Alaikum wa Rahmatullahi wa Barakatuh,

Dear GIS Students and Respected Parents,

Welcome to Guidance Islamic School, where faith and knowledge come together to nurture the hearts and minds of our children. It is with great joy and deep gratitude to Allah (SWT) that we continue our journey of learning, growth, and spiritual development.

Our school is more than just a place of academics—it is a community built on the principles of Islam, where every child is encouraged to strive for excellence in both their education and their character. As we work together—teachers, parents, and students—we are reminded of the hadith of the Prophet Muhammad (SAW): *"The best of you are those who learn the Qur'an and teach it."* We aim to not only pursue academic success but to also deepen our understanding and practice of our deen, inshaAllah.

We encourage open communication, active parent involvement, and a partnership that supports every student's journey. Please review this handbook carefully, as it outlines the policies, expectations, and guidelines that help create a safe, respectful, and nurturing environment for all.

May Allah (SWT) bless our efforts, guide our steps, and make our lives filled with barakah and success.

Respectfully,

Dr. Mohammad Syed
Principal

Mission Statement

To provide an excellent academic education grounded in the Qur'an and Sunnah, nurturing well-rounded, responsible Muslim citizens.

Vision Statement

To empower students spiritually, intellectually and emotionally through Islamic principles and academic excellence.

Guidance Islamic School is committed to providing academic excellence rooted in Islamic values. We strongly believe that a balanced educational journey—grounded in the teachings of Islam and aligned with established academic standards—prepares students to become the best version of themselves. By nurturing spiritually wise and academically equipped young people, we prepare our students to succeed, lead with purpose and compassion, and make a meaningful and progressive contribution to their communities and the world.

Purpose of the Handbook

The purpose of creating the GIS Parent-Student Handbook is to provide clear and comprehensive guidelines to foster a collaborative and respectful school community. This handbook serves as a vital resource, outlining the school's policies, procedures, and expectations for both parents and students. It aims to ensure a shared understanding of our educational values, promote consistent communication, and support a positive and productive learning environment. By establishing a common framework, the handbook helps to strengthen the partnership between families and the school, ultimately contributing to the success and well-being of our students.

Administration and Staff

NAME	POSITION	EMAIL
Mohammad Asim Syed	Principal	mohammad.syed@thegis.org
Amber Abdullah	Assistant Principal	amber.abdullah@thegis.org
Aissatou Bah	Office Support	aissatou.bah@thegis.org
Iqra Abbasi	Receptionist	Iqra.abbasi@thegis.org

Islamic Practices in School

1. Students are encouraged to embody Islamic adab **(etiquette)** such as honesty, respect, humility and kindness.
2. Students greet each other and staff with Islamic greetings. **(e.g., As-salamu ‘alaykum)**
3. Time and space are provided for students to pray respectfully and quietly.
4. Whenever possible, conflicts are resolved through peaceful dialogue **(sulh)** and mutual respect.
5. Islamically inappropriate behaviors—such as **lying, backbiting (ghibah), disrespect, vulgar language** and **disobedience to parents and teachers**—are not tolerated.

School Procedures

A. School Hours: School hours at GIS are from 8:25 AM to 3:45 PM on Monday Thursday and from 8:25 AM to 1:55 PM on Fridays.

B. Arrival, Dismissal and Tardy Policy:
   a. Drop-off time for all the students is between 8:00 AM - 8:25 AM. For our children’s safety, **under no circumstances should a parent, guardian or designated driver leave behind a child unattended outside the school buildings**.
   b. Dismissal begins at 3:45 PM and should be completed by 4:00PM sharp. **Classrooms should be left in good condition: no textbooks or workbooks should be left under the desks, and all trash should be picked up from the floor.**
   c. Students are considered tardy if they are not in the classroom prior to the teacher closing the door or to establish the start of class. Tardy students will report to the office for a late slip in order to be admitted to class. **All teachers will cooperate in implementing this policy by not allowing students to enter the classroom without a late slip after the door has been closed or after the start of class.**

C. Attendance Policy:
   a. At GIS, regular attendance, punctuality and minimizing early dismissals are crucial for academic success and discipline. Students must attend school daily, with absences excused only for specific reasons like illness or emergencies. Parents should notify the school of absences or late arrivals by 9:00AM and inform the school promptly about extended absences. GIS follows the IDOE mandated attendance policy set forth in SEA 282.

Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

To: Indiana Superintendents and Principals

From: Catherine Danyluk, State Attendance Officer

Date: June 21, 2024

Subject: Indiana Attendance Guidelines Pursuant to Senate Enrolled Act (SEA) 282

To ensure more students are attending school to maximize their future opportunities, SEA 282 (2024) requires the Indiana Department of Education (IDOE) to establish guidance regarding truancy policies to be adopted by schools in an effort to deter absenteeism and promote school attendance.

Pursuant to Indiana Code (IC) 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted (e.g. a work-based learning opportunity occurring outside the four walls of the classroom.)

SEA 282 defines a "truancy prevention measure" as an action designed to address truancy before a child becomes a habitual truant and minimize the need for referrals to a voluntary truancy prevention program or reports to a juvenile court.

School corporations locally define "excused" and "unexcused" absences, and this memorandum serves to assist schools in defining and reporting attendance data and absences in accordance with new legislation. The following information delineates IDOE recommendations for defining these terms, legislative requirements, and guidance regarding Indiana's attendance reporting requirements.

Habitual Absence: IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS). SEA 282 includes the responsibility for superintendents/attendance officers to report a child's habitual truancy to the prosecuting attorney. Prosecuting attorneys must notify parents if an affidavit of habitual truancy is filed with their office.

IC 20-33-2-14 (b) requires the governing body of each school corporation to have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a student not attending at least 180 days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.

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IC 20-2-6.5 defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused or being absent under a parental request filed with the school. IDOE defines chronic absenteeism as students absent from school for 10 percent or more of a school year for any reason.

Legislative Requirements

SEA 282 (IC 20-18-2-26.5): This legislation requires public school, including charter school, attendance officers to:

- Implement truancy prevention measures required under IC 20-33-2.5;
- Meet at least once annually with DCS and the intake officer for the juvenile court to discuss the effectiveness of truancy prevention measures (IC 20-33-2-39);
- Meet once annually with the State Attendance Officer (IC 20-33-2-39); and
- Establish a local truancy prevention policy (IC 20-33-2.5) that defines an "absent student" as a student who:
    - Is enrolled in kindergarten through grade six, and
    - Is absent five days from school within a 10-week period without being excused (IC 20-33-2.5).
    - The policy must also specify that schools will notify absentee students' parents of their responsibilities regarding their child's attendance and participation in an attendance conference.

Excused Absences: Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the local attendance policy. These reasons could include:

- Illness verified by note from parent/guardian;
- Illness verified by note from a healthcare provider;
- Family funeral; and/or
- Absences related to deployment and return for military-connected families.

Exempt Absences: Under certain circumstances, schools are legally required to authorize the absence and excuse of a student who is: serving as a page or honoree of the Indiana General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15); subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for at least 15 days in a school year (IC 20-33-2-17); serving with the Civil Air Patrol for up to five days (IC 20-33-2-17.2); approved for an educationally-related, non-classroom activity (IC 20-33-2-17.5); and/or exhibits or participates (or a member of the student's household exhibits or participates) in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these

circumstances, the student is excused from school and should not be recorded as absent or penalized in any way. To review this statute in its entirety, refer to Indiana's compulsory school attendance law (IC 20-33-2).

Unexcused Absences: An unexcused absence is any absence not covered under the definition of excused or exempt absences outlined above.

Providing Education for Students with Long-Term Medical Conditions: A long-term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days over the course of the school year. 511 Indiana Administrative Code (IAC) 4-1.5-9 requires a school to provide instruction to students under these circumstances if the parent provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition. This long-term medical documentation provides the information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student is also a student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences.

For additional information, refer to IDOE's State Attendance Officer webpage or contact Catherine Danyluk, state attendance officer.

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D. Early and Late Pick-up: **A note must be sent to the teacher at least a day ahead of time if a student needs to be dismissed early**. This enables the student to be prepared to leave on time and allows the teacher to adjust the day's program accordingly. When parents arrive for early pick-up, they must report to the office first and sign out their children. A member of the staff will bring the child(ren) being dismissed to the office so they can be picked up by the parent.

Unless otherwise noted, dismissal begins at 3:45 PM sharp and ends by 4:00 PM. Thereafter, parents will be contacted by phone if their child is still in school. **Beyond 4:00 PM, students who are not picked-up will be automatically entered into the aftercare program. The late pick-up policy is that parents arriving after 4:15 PM are responsible financially to pay $5.00 for every 5 minutes they are late.**

Academics

A. Academic Integrity and Standing: Being honest and presenting quality, original work is a necessity at GIS.

A student in *good academic standing* is making satisfactory progress in all areas of the curriculum. Satisfactory progress is based on the expectations we hold for every student, that he or she will treat every new assignment as an opportunity to learn and move nearer to meeting division standards.

A student *not in good academic standing* is failing to make satisfactory progress in one or more areas of the curriculum. Students not fulfilling the basic requirements of one class as outlined will be identified as failing to make satisfactory progress in that area of study. Students failing to make satisfactory progress in more than one area will be placed on Academic Probation.

B. Grading Policy: Grades reflect personal philosophy and human psychology as well as efforts to measure intellectual progress with standardized, objective criteria. Whatever our personal philosophy is about grades, they are important to students and parents and represent the ability, capacity, and effort of the student. We must make a constant effort to be fair and reasonable and to maintain grading standards we can defend if challenged. The following are school guidelines to help teachers design their grading practices.

Letter Grade for Pre-K, and KG for Overall Additional skill-based grades for the subcategories.	Description	Letter Grade for 1st to 9th	Numerical Range	Description
O	Outstanding	A	90-100	Excellent
P	Progressing	B	80-89	Good
S	Satisfactory	C	70-79	Average
NI	Needs Improvement	D	60-69	Passing
U	Unsatisfactory	F	Below 59	Failing
NA	Not Applicable			

Grading Formula for Math, Science, Social Studies, English, Arabic and Islamic Studies

Minimum Requirement for KG—G9

Categories	**Percent**	**Number of Assignments per Quarter (Class 5x a week)**	**Number of Assignments per Quarter (Class 2/3x a week)**
Tests/Labs/ Projects/Report	40%	2-4	1-3
Quizzes	20%	4-8	3-6
Classwork	20%	2-5 per week	1-3 per week
Homework	20%	2-5 per week	1-3 per week

Grading Formula for Quran

Minimum Requirement for G1-9

Categories	Percent	Number of Assignments per Quarter (Class 5x a week)	Number of Assignments per Quarter (Class 2/3x a week)
Assessments	40%	3-4	2-3
Quizzes	20%	3-4	2-3
Classwork	20%	2-3 per week	1-3 per week
Homework	20%	2-3 per week	1-3 per week

PE Grading Categories		
Categories	**Percentage**	**Number of Assignments**
PE Uniform	20%	Daily
Warm-up Drills	25%	Daily
Skills: Practice of learned skills	25%	Daily
Assessment for Overall Implementation of Skills	30%	Twice per quarter
Computer Grading Categories		
Categories	**Percentage**	**Number of Assignments**
Typing	30%	Daily
Task Completion	30%	4 per quarter
Assessment/Project Completion	40%	1 per quarter

Art Grading Categories		
Categories	**Percentage**	**Number of Assignments**
Participation Based on Effort	25%	Daily
Personal Expression & Creativity	25%	4 per quarter
Project Completion	50%	1 per quarter

C. Report Cards: Report cards are issued at the end of each quarter to inform parents of their child's academic progress.

D. Homework Policy: Homework is an essential element of a student's educational progress at GIS. Teachers will regularly assign well-developed homework assignments that are directly related to lessons covered in class. **Parents are expected to monitor their children's progress and ensure completion of all homework assignments**. Parents can help the educational progress of their children by providing a suitable atmosphere for completing homework on time, by checking to see if it is done properly, by making sure the homework is brought to class when it is due, and by providing assistance and advice, as needed.

Dress Code and Uniform Policy

GIS has a comprehensive uniform policy designed to promote discipline, unity, and a focused academic environment. Students are required to wear uniforms that reflect the school's standards of modesty.

Every student is expected to be neat and clean, which is part of our deen. **Students must wear the GIS uniform at all times, as long as they are on the school campus**. Please contact the main office, (info@thegis.org) if you have any questions about uniforms.

GIS Uniforms may be purchased at the following stores:

1. Children's Place
2. Old Navy
3. Walmart
4. If purchasing from any other site or store, they MUST be uniform products.

<u>All Students</u>:
Shoes: Black only, solid colored: uniform or dress style, to be worn with regular uniform. NO Designs/Patterns (Logos, flowers, Butterflies, Stars, etc.) Socks must be worn with shoes.
Hoodies: Navy Blue hoodies ONLY. Solid colors only. NO Designs/Patterns (Flowers, Butterflies, Stars, etc.)
GIRLS: Hijabs required for all grade levels for prayer



<u>PK3 – Grade 9 Boys:</u>
Regular Uniform: Navy Blue Polo Uniform Shirt (no logo) Khaki Uniform or Dress Pants (Classic or straight leg) *NO SKINNY PANTS OR JOGGERS*
PE Shirts: Navy Blue T-Shirt (full sleeves or half sleeves) NO Design Patterns
PE Pants: Navy Blue Pants. NO Tights or Leggings)
PE Shoes: Sneakers; Any Color, <u>During PE only</u>

PK3 – Grade 5 Girls:

Girls Regular Uniform:

- Navy Blue Polo Dress—Grades 4 -5 MUST wear long sleeves.
- Navy Blue Pants
- Hijab for Prayer: White only
- Navy Blue Uniform Abaya is **optional** for Gr. 4 and 5. Abaya MUST be purchased from East Essence http://www.eastessence.com **SKU: GAJ5005EE**

PE Shirts: Navy Blue T-Shirt (full sleeves or half sleeves) NO Design Patterns
PE Pants: Navy Blue Pants. NO Tights or Leggings)
PE Shoes: Sneakers; Any Color, During PE only

Grades 6-9 Girls:

Girls Regular Uniform:

- Navy Blue Uniform Abaya over a shirt and pants.
- Abaya MUST be purchased from East Essence http://www.eastessence.com **SKU: GAJ5005EE**
- White Plain Hijab

PE Uniform: Navy blue or black - Loose & Athletic gym clothes (two pieces) NO Design or Patterns (Must be purchased from school)
PE Shoes: Sneakers; Any Color, During PE only

Failure to adhere to the uniform policy results in a structured consequence system. Initially, students will receive a verbal warning and notification to their parents. Repeated infractions will lead to further disciplinary measures, including detention, parent-teacher conferences, and potential suspension from school activities. The strict enforcement of this policy underscores the school's commitment to maintaining a conducive learning environment.

GIS reserves the right to require students to purchase new uniforms if the uniforms they have are not in good condition. Any student who is not in proper and clean uniform may be sent home, or parents may be asked to bring correct/clean uniforms to school.

Behavior and Behavior Management

This school year, we are excited to introduce **ClassDojo** as part of our behavior management system. ClassDojo is a school-wide platform that allows teachers to track student behavior, promote positive choices, and communicate directly with families in real time.

Why ClassDojo?
ClassDojo helps us:

- Encourage and reinforce positive behavior.
- Set clear behavior expectations.
- Foster a strong school-home connection.
- Recognize and celebrate student progress.

How It Works:

- Students can earn **positive points** for behaviors such as showing respect, staying on task, helping others, and demonstrating responsibility.
- **Negative points** may be given for behaviors that do not align with our school values, such as being disruptive, off-task, or unkind.
- Points will be tracked throughout the day and used to help students reflect on their behavior.

- Teachers may also use ClassDojo for classroom announcements and to share student achievements and activities with families.

Family Involvement:
Parents and guardians are encouraged to join ClassDojo to monitor their child's progress and stay connected with teachers. Each student will be given a unique code to allow families to sign up and view their child's behavior updates and class announcements.

Privacy and Safety:
ClassDojo is a secure platform. All data is protected, and parents have full control over their child's account. No personal student information is shared publicly.

We believe that using ClassDojo will enhance our ability to promote a positive, respectful, and productive learning environment for all students. If you have questions or need help accessing your child's account, please contact your child's teacher or the school office.

Code of Conduct: Discipline is an important part of the Islamic way of life. Muslims are expected to demonstrate their best behavior at all times. The purpose of discipline at GIS is to help students acquire the skills and habits that will assist them to become well-adjusted and successful individuals. The discipline rules GIS follow the spirit of Islamic guidance, understanding and concern. It is realized that young students need guidance in the process of learning self-discipline and that mistakes along the way must be brought to their attention. Students are encouraged to learn the code of conduct and follow the rules and regulations. Our goal is to work with students and their parents to produce the type of Muslims that will make us all proud.

All students are expected to demonstrate a high standard of Islamic conduct at all times. Any behavior that violates the code of conduct is neither condoned nor allowed. All students are expected to demonstrate a high standard of Islamic conduct at all times. Any behavior that violates the code of conduct is not condoned nor allowed. Our school has a zero-tolerance policy for bullying. Any form of bullying—verbal, physical or online—will not be accepted and will result in immediate disciplinary action.

Students are expected to accept the responsibility for their behavior as well as the consequences and parents must play their role by properly following up with school and Islamic expectations at home. GIS expects parents to take corrective measures with their children for any breach of discipline. Any student whose behavior is detrimental to the well-being of the class, or the Islamic environment of GIS will be excluded from GIS.

The code of conduct and rules, and regulations of student behavior are outlined below. At the beginning of the school year, all students and their parents are required to sign a form describing the school's rules of conduct and the consequences of breaking those rules.

General Rules on Student Behavior

- Be punctual and regular.
- Bring all necessary materials to school and class.
- Do not bring toys, radios or non-related books in the classrooms.
- Dress according to the school dress code.
- Observe the code of conduct while traveling to and from the school.
- Treat others with kindness, courtesy and respect—keeping both hands to yourself.
- Respect authority and be attentive at all times.
- Use only proper language and good manners.
- Stay out of desks of other students and respect each other's personal space and properties.
- Put materials away neatly, pick up scraps, put up chairs and file out quietly at the end of the school day.
- Complete all homework assignments neatly and hand them in when due.
- Behave appropriately in the lavatories and take safety precaution.

Health Guidelines

A. Immunizations: All students enrolled at our school must meet the immunization requirements set by the Indiana Department of Health. Immunizations protect the health of all students and staff and are required for school attendance. Parents/guardians must provide **updated immunization records** upon enrollment and whenever new vaccines are administered. These records must be submitted to the front office.



INDIANA 2026-2027 Required and Recommended School Immunizations

GRADE	REQUIRED		RECOMMENDED
Pre-K	• 3 Hepatitis B • 4 DTaP (Diphtheria, Tetanus and Pertussis) • 3 Polio	• 1 Varicella (Chickenpox) • 1 MMR (Measles, Mumps and Rubella) • 2 Hepatitis A	• Haemophilus influenza B • Pneumococcal conjugate • Annual influenza • COVID-19
K–5th grade	• 3 Hepatitis B • 5 DTaP • 4 Polio	• 2 Varicella • 2 MMR • 2 Hepatitis A	• Annual influenza • COVID-19
6th–11th grade *or starting at 10 years of age*	• 3 Hepatitis B • 5 DTaP • 4 Polio • 2 Varicella	• 2 MMR • 2 Hepatitis A • 1 MCV4 (Meningococcal) • 1 Tdap (Tetanus, Diphtheria and Pertussis)	• Annual influenza • 2 or 3 HPV (Human • papillomavirus) • COVID-19
12th grade *or starting at 16 years of age*	• 3 Hepatitis B • 5 DTaP • 4 Polio • 2 Varicella	• 2 MMR • 2 Hepatitis A • 2 MCV4 • 1 Tdap	• Annual influenza • 2 or 3 HPV • 2 MenB (Meningococcal) • COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

COVID 19: Shared Clinical Decision

Indiana State Department of Health, Immunization Division | 800-701-0704

INDIANA IMMUNIZATION COALITION
#VACCINATEINDIANA

To learn more about vaccines, visit **vaccinateindiana.org** or call **317-628-7116**

These materials were created by the Indiana Immunization Coalition, Inc. and were funded by the Indiana State Department of Health through a grant from the Centers for Disease Control and Prevention (Award No: SH23 1IP000723). This education is required pursuant to Indiana Code 20-34-4-3 effective July 1, 2023

B. Medications: No prescription or non-prescription medication is allowed to be given to a student without the written request and permission of the student's parent/guardian. All medications, dosage instructions and permission slips must be turned in to the Office by a parent or guardian not a student him/herself. At no point in time should any form of prescription or non-prescription medication be brought to school by the student without the Office's knowledge.

C. Medical Problems: It is the responsibility of the parent/guardian to inform the Office and the class teacher of any allergies or medical problems your child may have that need attention while at school. Also, parents should provide in writing any immediate action (first aid) that your doctor may have recommended.

D. Communicable Diseases: A student with a communicable disease should not be sent to the school. It is important to safeguard our students against communicable diseases, therefore, any student suspected of carrying one will be sent home. A note will also be sent to homes of all students about any such occurrence in the school.

Your child/children must remain at home or be dismissed if:

- They do not have the required immunizations mandated by the Department of Public Health (DPH).
- They have vomited or have diarrhea. The student may return to school 24 hours after the last episode.
- They have a fever of 100 or higher. Students need to be free of fever for 24 hours before re-entry.
- They have lice or nits. They must be lice free for re-entry to school.
- They have a rash of unknown origin. They may return to school when written authorization from their health care provider is submitted to the school nurse.
- They have conjunctivitis. They may return to school when there is no drainage or redness and/or have been on antibiotics for 24 hours.
- They have a contagious disease.
- They are acutely ill or injured.
- They have an uncontrollable cough.

E. Injury on School Property: In case of medical emergency, standard procedure will be followed and the Office will call the local emergency number 911. The parents will also be contacted at the emergency contact number provided. All possible initial care will also be provided by one of the teachers trained in first-aid procedures including CPR.

Technology Use Policy

GIS offers Internet access to its students, faculty and staff. Access to the school network and Internet service is a privilege, not a right. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this Internet service.

As a member of the GIS community, each student will:

- Respect the privacy, safety and confidentiality of self and others by neither disclosing nor disseminating personal information on the Internet. This shall include email and all forms of direct Internet communications.
- Respect computer and network equipment. Students shall not alter or access computer or network configurations without the knowledge and consent of the Network Administrator(s).
- Not download or install software, music or other programs from the Internet onto a school computer.
- Abide by copyright laws and not plagiarize the works of others.

- Understand that he/she is a representative of GIS on the Internet and so will display the decorum, control, and respect necessary to maintain credibility and respectability for both the school and him/herself.
- Understand that he/she is responsible for all activity on his/her account, even if he/she is not the one behind the keyboard; and for this reason, will keep the account secure and not share passwords with anyone.

In accordance with our commitment to fostering a focused and productive learning environment, GIS will implement a policy, that from 8:00 AM to 3:30 PM, our campus will be designated as a Personal Electronic Device (PED) free zone. If parents need to reach out to students with messages or emergencies, parents must call the school's main office. *This policy is a response to the need for a more effective regulation of electronic devices, aiming to enhance the educational experience and minimize distractions. Thank you for your cooperation and support in maintaining a conducive learning environment*.

Emergency Procedures

A. Emergency School Closings: Notification of school closures and delayed openings will be communicated through multiple channels including the school website, text message and/or email. Please exercise personal discretion and assess local weather conditions when determining whether to commute to school. Our decisions are made prior to 6:00 a.m. after consulting with faculty and relevant weather experts.

   In the event of inclement weather during the school day, you are encouraged to arrive early to pick up your students. Please proceed to the office to sign out all the students you take home. Should the school decide to implement early dismissal, notifications will be issued.

B. Fire, Tornado and Lockdown Drills:

   Fire Drills:

   At GIS, the safety of our students and staff is of paramount importance. To ensure preparedness in the event of a fire, we conduct regular fire drills throughout the school year. These drills are designed to familiarize students and staff with evacuation procedures, promote a swift and orderly exit from the building, and reduce panic in an actual emergency. During a fire drill, students are expected to follow their teachers' instructions, remain calm, and proceed to designated safe

areas. Parents are encouraged to discuss the importance of these drills with their children to reinforce the seriousness of fire safety.

Tornado Drills:

To ensure everyone is prepared in the event of a tornado, we conduct regular tornado drills throughout the school year. These drills are crucial for teaching students and staff the proper procedures for seeking shelter quickly and safely. During a tornado drill, students are expected to follow their teachers' instructions, move to designated safe areas, and remain calm. Parents are encouraged to talk with their children about the importance of these drills and the necessity of taking them seriously to ensure everyone's safety during a real tornado emergency.

Lockdown Drills:

To ensure preparedness for potential emergencies, we conduct regular lockdown drills. These drills are essential for ensuring that everyone knows the appropriate actions to take in various emergency situations. Parents are encouraged to discuss the significance of these drills with their children, emphasizing the importance of following procedures and remaining calm to ensure everyone's safety during an actual emergency.

Student Services

A. School Property: **"The Earth is a mosque, so keep it clean." — Prophet Muhammad ﷺ**

   At our school, we believe that everything we use — books, buildings, technology, and even furniture — is a blessing (ni'mah) from Allah ﷻ. We show our gratitude by taking care of them with ihsan (excellence) and amanah (trustworthiness).

   As a student, you are expected to:

   - Treat all school items with respect and care
   - Use things for their proper purpose only
   - Keep your area clean and organized
   - Return borrowed items on time
   - Tell a teacher right away if something is damaged or missing

B. Educational Materials: Each student is provided with textbooks, workbooks and instructional material.

C. Standardized Testing: All students are tested several times throughout the academic year using nation-wide standardized examinations, to determine areas of strengths and areas for improvement for all core subjects.

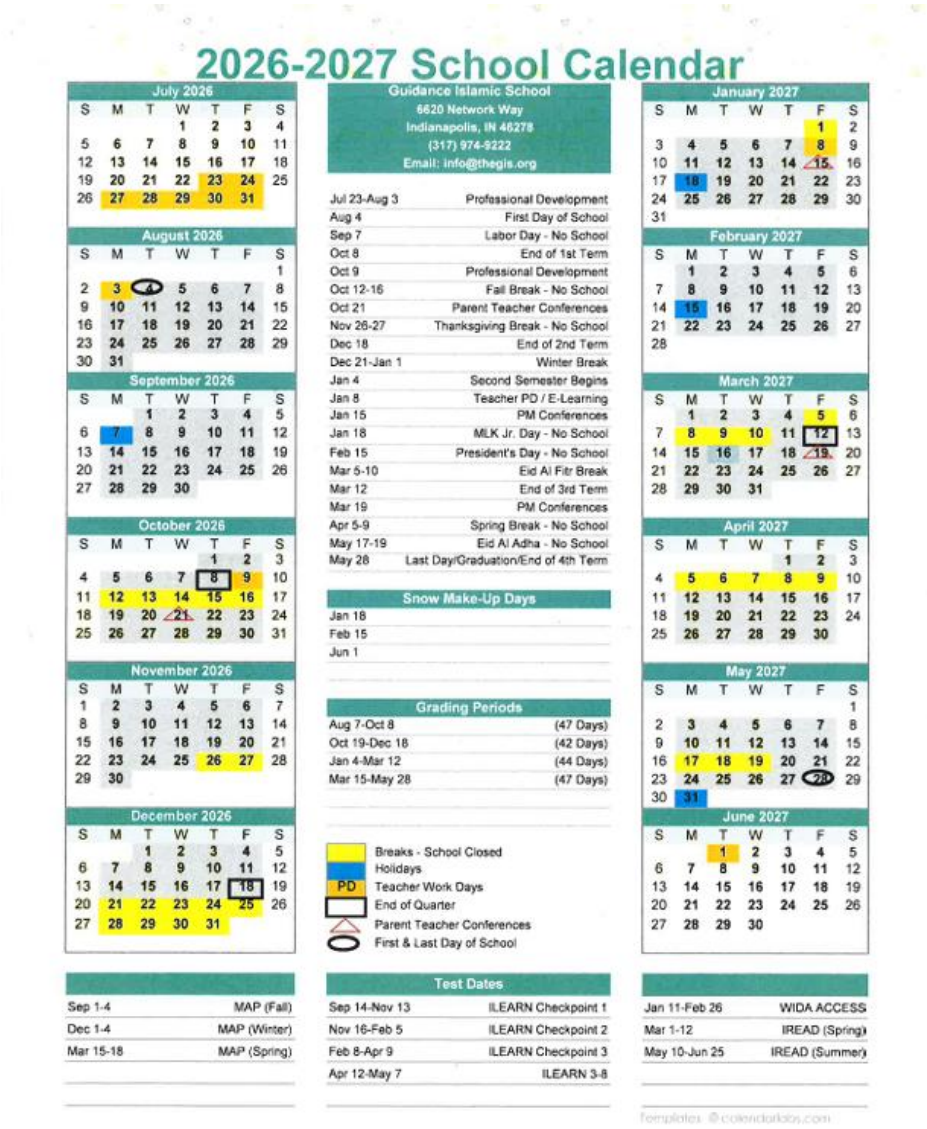
D. Student Support: At GIS, we believe that every student can grow and succeed with the right support, care, and effort. If you are having a hard time in class—whether it's reading, writing, math, behavior or anything else—you are not alone. We are here to help you, In shaa Allah. Parents are encouraged to reach out to the teacher first then the Administration.

Annual School Events

A. Back to School Night: During the first month of the academic year, the school will open its doors to all parents and families to visit their child's classroom to meet our teachers, gain familiarity with the curriculum and establish an open home-school connection.
B. Parent-Teacher Conferences: Parent-Teacher conferences will be held throughout the year, as set-out in the school calendar. Parents may request an alternative meeting time/date for a detailed review and discussion of their child's progress.
C. Spelling Bee: Students engage in a grade-level Spelling Bee every year.
D. Science Fair: Students in all grades will be engaging in Science exploratory activities.
E. Quran Recitation: Students are encouraged to memorize our holy Quran throughout the school year.
F. KG Graduation: A special graduation ceremony is held near the end of the school year for our Kindergarten class to mark their path into the elementary grades.
G. Grade 5 Graduation: A special graduation ceremony is held near the end of the school year for our G5 class to mark their path into middle school.
H. Grade 8 Graduation: A special graduation ceremony is held near the end of the school year for our G8 class to mark their path into high school.

Miscellaneous

A. School Calendar:



B. Daily Schedule: Monday—Thursday : 8:25 AM - 3:45 PM
Friday : 8:25 AM - 1:55 PM

C. Visiting School: All visitors must report to the Office prior to going to another part of the school's building. This is the case whether the visit is scheduled or not. Your cooperation in this matter will help us to screen and keep out unauthorized or unwelcome visitors that may affect the safety of our children.

Acknowledgement Form

PLEASE RETURN THIS PAGE ONLY TO THE MAIN OFFICE FOR FILING PURPOSES

By reading this, I acknowledge that I have received the Guidance Islamic School Parent-Student Handbook.

Student 1

Name (please print): _____

Student Signature: _____

Date: _____

Student 2* (if applicable)

Name* (please print): _____

Student Signature: _____

Date: _____

Student 3* (if applicable)

Name* (please print): _____

Student Signature: _____

Date: _____

Parent Name (please print): _____

Parent Signature: _____

Date: _____

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