



Tooba Academy  
2023-2024  
Student Handbook

Phone: 614-888-8536

Email: [info@toobaacademy.com](mailto:info@toobaacademy.com)

Principal

## **AlSalam Alykoum Wa Rahmatu Allah!**

Dear Students and Parents,

Welcome to Tooba Academy! This handbook was written to help you understand the procedures and programs at your school. Please read it together and discuss. If you have any questions, please talk with your teacher or principal.

We ask Allah to grant us the most successful of school years. We are so glad you are here!

Sincerely,

The Tooba Academy Principal  
Fatima El Ammouri

### **Tooba Academy - Mission Statement**

The mission of Tooba Academy is to provide the highest quality education to the diverse community of Muslim children in Central Ohio within an Islamic environment that nurtures and builds each child's identity as a Muslim American.

### **Tooba Academy - Vision**

Our vision is to be a national model for Islamic education, ranked academically among the top schools nationwide, and recognized for the excellence and global contributions of our graduates.

### **Tooba Academy - Philosophy**

The educational philosophy of Tooba Academy is one that emphasizes the education of the "total person." It is one that encourages students to explore and grow in their knowledge of themselves and creations of Allah subhana wa ta'ala. We inspire a generation of young men and women who are firmly in touch with themselves, their heritage as Muslims, and their place in contemporary society. The main goals of Tooba Academy are to follow and implement Islam as a complete way of life as prescribed in the Qur'an and Sunnah: to provide a high quality education, to instill a love of learning in the students, and to graduate students who will rely on Islam as a complete way of life.

#### **In order to reach these goals, Tooba staff will work to:**

1. Consider each child's ability, interest, and achievement when planning instruction and assessment.
2. Provide a differentiated learning experience based upon each student's needs.

3. Plan and deliver meaningful instruction that will prepare each child for the next steps in the educational journey.
4. Support students in maintaining curiosity, enthusiasm, and zest for life and learning.
5. Work closely with colleagues and education leaders to ensure a team-based approach to educating each child.
6. Maintain and enrich parent-teacher relationships.
7. Use a variety of techniques in instruction and assessment.
8. Teach each child to accept the responsibilities of citizenship by providing instruction on the rights, duties, and obligations of Muslim in a westernized society.
9. Encourage creativity in all areas of study.
10. Help each child accept the strengths and weaknesses of others and learn to work cooperatively with classmates.

### **Tooba Academy - Guiding Principles:**

- ❖ We believe that every student deserves to learn in an atmosphere in which they are known, challenged, supported, and respected, and that every child should be guided to achieve his/her highest potential;
- ❖ Our students, teachers, staff and parents are partners. We believe that our success depends on everyone working together toward a common goal of educating our children and building a strong community;
- ❖ We are committed to excellence in everything we do. That commitment shall be reflected in all our decisions and processes; We value and honor our teachers and staff for their expertise, quality and hard work, and devotion to our students. They are the nurturers of academic excellence, spiritual growth, and character; We observe and promote Islamic values of responsibility towards others, openness, and fairness.
- ❖ We abide by Islamic rules and codes of conduct and observe the highest standards of ethical integrity in everything we do; Individually and collectively, we think and always act in the interest of the School as an institution so we may please Allah, facilitate the long-term success of the School and serve the interest of the community.
- ❖ We respect and value diversity;
- ❖ We promote respect, innovation and collaboration;
- ❖ We are committed to being responsible stewards of the financial resources entrusted to us.

### **Tooba Academy 2022-2023 Academic Calendar**

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29: Memorial Day Observed (NS)							1 Last Day Of School 2: Teacher Work Day (Records Day) (NS)							
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Student Days: 173

## **Tooba Academy School Resources**

If you need to contact the school, please call between the hours 8:30am-4:00a.m. Any calls or emails before or after will not be answered until the next business day.

### **Tooba Academy**

2350 Fuji Dr Columbus, OH 43229

Phone: 614-423-7018

Email: [info@toobaacademy.com](mailto:info@toobaacademy.com)

### **Handbook**

- ❖ The Student Handbook contains all school policies and guidelines
- ❖ Please ensure to read the handbook and share needed info with your child

### **Parent Teacher Conference**

- ❖ In person Parent -teacher conference is held once each semester. Your child's Teacher will contact you when necessary at the end of each quarter.
- ❖ Your child's teacher will directly contact you via Email or classDojo when the time nears to discuss sign up and meeting times

### **Class Dojo**

- ❖ ClassDojo is the portal that Tooba Academy uses to connect parents to teachers
- ❖ Your child's teacher is able to share class update on the platform
- ❖ The platform also allows for direct messaging to your child's teacher
- ❖ Tooba Academy enquires that at least one parent is connected to the child's Grade on ClassDojo

❖ Your child's class Dojo code will be send home with your child on day one of school

### **By Appointment Teacher meetings**

❖ If you wish to meet with your child's teacher outside of parent-teacher conference you must make an appointment first

❖ Appointments are made by directly contacting the front office

❖ To preserve the safety of teachers and students, no walk-ins will be allowed under any circumstances

## **The School Day**

**Please be advised that school hours are 8:30a.m - 4p.m**

**The official school day is for students is from 9:00a.m - 3:30p.m**

**Breakfast is served between the hours of 8:30a.m to 9:00a.m**

## **Arriving/Departure**

### **Walking, riding bikes, or arriving by parent drop-off**

There are certain expectations for students who choose to walk, ride bikes, or be dropped off by a parent or guardian.

- 1. In the morning, students should not arrive before 8:30 a.m. Students will not be permitted to enter the building until 8:30 a.m.**
2. Crossing guards will be on duty before school at 8:30 a.m. and after school at 3:30 p.m. to help students safely cross intersections. Students should not pass these positions unless a crossing guard is on duty.
3. If that student eats the school provided breakfast they must arrive by 8:30, any students who arrive later than 8:55 will not receive breakfast.
- 4. The school day ends at 3:30 p.m. On regular school days' students should be picked up no later than 3:45p.m.**
5. During dismissal students must stay in their classroom until a staff member indicates that their parent/s or assigned bus has arrived.
6. If someone, other than the child's parents, will be picking the student up from school. It is REQUIRED that the parent contacts the school BEFORE 3:00 pm to let the school know. If this crucial step is ignored, the child will stay in school until the parent picks them up.
7. The only time a student is released off school grounds with someone other than their parents, it will only be to those individuals listed on the student's application.

8. Students should cross the street only at corners and after looking both ways. Please note that there are no mid-day crossing guards for kindergarteners.
9. For safety reasons, students are not permitted to rollerblade or skateboard on school property. Bikes are permitted and can be secured in the bike racks outside the school.
10. Parents should take the time to review basic safety rules with their children, particularly regarding any interactions with strangers on their way to and from school.
11. Students arriving by car are to be dropped off at the designated area in the parking lot. Cars should proceed with caution and at slow speeds while in the parking lot

### **Early Departure/Late Arrival/Late Departure**

1. Parents need to contact the school ahead of time for any early student departure.
2. Parents/guardians picking up students during school hours shall remain in the front office until someone in the office escorts their student(s) to them. At NO time are parents ALLOWED to take students directly from their classes.
3. Parents must bring a VALID excuse to pick up the student early, or it will be considered a half day.
4. **Any child dropped off after 9:00 AM will need to be escorted into the building by the parent and they will be asked to sign them in as a tardy.**
5. **Any child picked up after 3:45 PM will result in the parent being asked to step into the office to sign them out and pay the late fee.**
6. Late fee is \$1.00 for every minute after the assigned picked up time.

## **Attendance**

### **Daily Student Attendance**

Tooba Academy has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. Chronic absences or tardiness disrupts the learning process, and makeup work is not a sufficient substitute for physical attendance at school. For that reason, it is important that the school and home come together as partners to assure students achieve high attendance.

### **Compulsory Attendance**

Section 3321.04 of the Ohio Revised Code provides that every parent or guardian must enroll a child in their care fulltime in a school that conforms to the minimum standards prescribed by the State Board of Education. Such attendance must begin within the first week of the school term or within one week of the date on which the child begins to reside

in the district.

The Ohio Revised Code classifies absence from school as excused or unexcused. The statutes governing school attendance are very specific and leave limited options for school authorities to excuse children from school.

**The following conditions constitute reasons for excused absence from school:**

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of a religious holiday
6. National "Take Your Child to Work Day"
7. Travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
8. Other cause as may be acceptable to the Superintendent or designee

**All other conditions for absence are considered unexcused.**

It is the responsibility of the school, not the parent or guardian, to determine whether an absence is excused or unexcused.

In keeping with State Laws and Board policy, please note the following items:

- Notification letters will be sent to parents when a child is absent for 5 consecutive days, or 7 unexcused days in a semester.
- If a child misses 7 consecutive days or 10 unexcused days in a semester, the school may request a meeting with the parent/guardian to discuss the absences and make a plan for attendance.
- At the discretion of the principal, a referral to the truancy office at the Educational Service Center may be made if a student misses 10 consecutive days or 15 unexcused days in a semester.

**Absences**

If a student is absent from school, a parent must call the school attendance office by 9:15 a.m. to report his/her child's absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents.

Once a student accumulates ten days of absence in the school year, a doctor's note may be required to classify the absence as excused.



**Unexcused Absences:**

Absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor. Unexcused absences may receive no credit for schoolwork. Examples could include: music lessons, hair appointments, oversleeping, traffic delays, Driver's Ed appointments, etc.

Every 3 tardiness will equate to 1 absence

After 21 unexcused absences the student will be deemed habitually truant For students determined to be excessively absent the following chain of events will be initiated

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources  
Absence Intervention Team

If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court

4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles will be notified
7. Children Services will be notified as deemed necessary

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

**Buses**

School Buses Students are eligible for busing if they live one mile beyond the location of the child's elementary school. If a student is eligible for busing, the bus number, pickup/drop-off times, and the location of the bus stop will be listed on the district website under "PARENT RESOURCES." Note that regardless of their residence,

Students riding the buses shall:

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the Tooba Academy Student Code of Conduct on the bus.
3. Turn in a completed medical emergency card to the bus driver as directed.

4. Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
5. Not behave at the bus stop in a manner, which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
6. Wait for the bus to come to a complete stop and the door to open before leaving the Designated Place of Safety to get on the bus or before getting up from a seat to get off the bus.
7. Go directly to an available or assigned seat - do not stand. Students may not change seats without the driver's permission.
8. Remain seated, keeping aisles and exits clear at all times.
9. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
10. Talk quietly at all times. At railroad crossings there is to be no talking.
11. Do not use profane language.
12. Not eat, drink, spit, or litter on the bus.
13. Not throw or pass objects on, from or into the bus.
14. Carry on the bus only objects that can be held in their laps.
15. Not bring animals, dangerous materials, or objects onto the bus.
16. Not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
17. Ride their regularly assigned bus and leave or board the bus at locations, which they have been assigned unless each student has parental and administrative authorization to do otherwise.
18. Not use electronic equipment, such as radios, CD players, cell phones, etc., unless permitted to do so by the bus driver. In no case will the use of any electronic device be permitted that creates a distraction for the bus driver.

### **Breakfast/Lunch**

Tooba Academy participates in the National School Lunch Program (NSLP) and the National School Breakfast Program (&NBSP), which are governed by the USDA. The breakfast and lunch programs base choices on the 2010 Dietary Guidelines for Americans. The new Dietary Guidelines for Americans, 2010, focuses on balancing calories (fewer calories taken in and more burned with physical activity), and encourages Americans to consume healthier foods like vegetables, fruits, whole grains, fat-free and low-fat dairy products, a variety of seafood, and to consume less sodium, saturated and trans-fats, added sugars, and refined grains. You can find further information on menu, nutrition, payment

options, and free/reduced meals by going to the District home page and following the Departments link to Food Services.

## **Dress Code**

### **Hygiene Practices**

- Send your child to school properly washed and dressed, using the dress code and weather conditions as guides
- If age 7 and up ensure that the child makes Wudu prior to wearing socks to make ease for later Salah

### **Guidelines**

- Students must adhere to the school uniform guidelines year-round unless advised otherwise
  - Students not adhering to the dress code will be send home to change, no exceptions
  - On Fridays students are permitted to wear Islamic attire, all students not choosing this option must come in normal school uniform
    - Females - Abaya/Jilbab
    - Males: Thobe/Jalabiya
  - It is recommended that younger students are equipped with additional uniform in their backpack in case they need to change
- **Boys - 1st-6th Grade**
    - Student uniform will consist of 2 pieces
    - Maroon polo long/short sleeve shirt
      - Shirt must be a solid maroon color
      - Shirt must not be fitted
      - Shirt must be 1-2 inches below the student's midsection
    - Khaki/Dark Blue pants
      - Pants must be a solid Khaki or Dark Blue color
      - Pants must not be jeans
      - Pants must not have any hole or rips
      - Pants must remain above the ankles at all times, according to the authentic Sunnah. They may be already short, or can be rolled up.
  - **Girls - 1st-2nd Grade**
    - Student uniform will consist of 2 pieces
    - Maroon Dress
      - Dress must be a solid maroon color

- Dress must reach below the knee by 1-2 inches
- Dress should not be fitted
- Pants/leggings/tights
  - Pants/leggings/tights must be in black/brown/beige color ranges
  - Pants/leggings/tights must not have any hole or rips
  - Pants/leggings/tights must not have any images of living creatures
- Hijab
  - Hijab is optional for Grades KG-2nd
  - If Hijab is worn it must be in white/beige/navy blue

### **Girls - 3rd-6th Grade**

- Student uniform will consist of 3 pieces
- Tunic must be a solid long sleeve maroon color
  - Tunic must cover the student's hip area
  - Tunic should not be fitted and must be loose
  - Tunic must not be a normal length shirt
- Dark Blue/Black Skirt
  - Skirt must be a solid dark blue or black color
  - Skirt must be floor length
  - Skirt must be non-fitted and must be loose
  - Skirt must be made of non-sticky, non-transparent material
  - Skirt must not be jeans
- Hijab
  - Hijab is required year-round for Grades 3rd-6th
  - Hijab must cover the entire chest area, and reach the student midsection
  - Hijab must be in white/beige/navy blue
  - Hijab must not be transparent
  - Hijab must not be adorned or transparent

## **Enrollment and Re-Enrollment**

**Enrollment:** New students

**Re-Enrollment:** Current students wishing to continue their education at Tooba Academy

Re-enrollment is required for every enrolled student in order to let the school know that your child will return for the next academic school year. This is to help school management to strategically plan for student demographics for the next academic year.

### **\$50 application fee**

- Paid at the time of submitting the enrollment or re-enrollment application. \$50 per child

### **\$630 yearly fee**

- Fee can be paid at one time, or via installments (Payments)
- Discounts are available for families with more than one enrolled child
- Payment can be made via Check/Card/ACH
- Full or first payment must be made by August 20th, 2022 to secure the child's spot

### **How do I re-Enroll my children?**

1. Fill out the following re-enrollment form and email to [info@toobaacademy.com](mailto:info@toobaacademy.com)
2. Submit payment of the Re-enrollment fee
  - a. If payment is via Card/ACH Recurring payment no further action is required after completing the form
  - b. The Re-enrollment can be paid as a one-time payment as installments over the 9 school year month with according to the following chart

<b>Child number</b>	<b>One Time Payment</b>	<b>Monthly Installments</b>	<b>Duration of Installments</b>
First child	\$630	\$70	9 Month
Second child	\$450	\$50	9 Month
Third - Tenth child	\$270	\$30	9 Month

### **What happens if I do not Re-enroll my child by the deadline August 15th, 2023?**

If you have not re-Enrolled your children by the deadline of August 20th, 2023 by filling and submitting the Re-enrollment form and confirmation of payment, we reserve the right to offer your children's place(s) to external applicants.

### **School Rules and Expectations**

Tooba Academy students will adhere to the SLANT expectations while in the classroom. SLANT is an acronym used to reinforce appropriate classroom behavior. SLANT is effective because it identifies the five key behaviors that will allow students to be successful and absorb the most information. The acronym is: S- Sit up L- Listen A-Ask and answer questions N- Nod your head T- Track the speaker

1. Each teacher has different expectations, please follow along with your student's teacher to know more.
2. Other IMPORTANT Rules/Expectations:
  - a. Remember Allah (Subhanahu wa ta'ala) is always watching
  - b. Work Hard Everyday

- c. Keep Hands and Feet to Yourself
- d. Treat People the Way You Want to Be Treated

## **Disciplinary Actions**

### **LEVEL SYSTEM**

Tooba Academy's Code of Conduct is based on the level system approach. Infractions are categorized by level and as such call for different discipline approaches based upon the level of the infraction. More detail of consequences can be found in the Discipline Handbook. The Principal is empowered to determine at which infraction level a violation will be considered. Tooba Academy will use the infraction levels listed and defined below:

- Level I – Minor Infractions
- Level II – Major Infractions
- Level III – Removable Infractions
- Level 1 Infractions will result in a student demerit and will follow the

### **Demerit policy.**

■ Level II and Level III Infractions are non-negotiable (sent directly to principal without demerits) and will follow the Level System Disciplinary Policy. Documentation of infractions/demerits will also be documented through ClassDojo. Parents are responsible to keep track and be in the know of what is going on in class.

### **Detention**

■ The Principal, as well as teachers, may assign detention during lunch and/or recess. Parents will be notified when detentions occur.

### **Character Assignments**

- Teachers or the Principal may assign character assignments. These assignments are meant to have students reflect on their behavior and ways to correct it.
- Violation of any of these rules during detention will result in additional sessions added. Disruptive behavior or failure to serve the assigned session may result in out-of-school suspension.

### **Out of School Suspensions**

■ Out-of-school suspensions are issued when serious infractions have taken place. The Principal is empowered to place a student on out-of-school suspension if in his/her judgment the infraction requires it. Out-of-school suspension may range from one (1) to ten (10) days only. While a student is on out-of-school suspension they may not be present on

school grounds or at school sponsored activities. Students will be required to make up all assigned homework, classwork, projects and/or tests that they have missed during their suspension days. Students will have the same number of days after their suspension to make up all their work.

### **Reporting Pupil Progress**

Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences and progress reports will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child’s teacher if concerns arise.

A Report card will be issued to each student on a quarterly basis.

### **Grading System for 1st - 2nd Grade**

<b>Standards-based Grading Scale</b>	
<b>Points</b>	<b>Notes</b>
4	Advanced
3	Meets Expectations for Target
2	Partial Mastery of Target. Demonstrates partial understanding, or can perform portions of the target with assistance.
1	Little or No Mastery. Cannot demonstrate mastery, even with instructor assistance.

### **Grading System for 3rd - 6th Grade**

Letter Grade	Min %	Letter Grade	Min %
A+	97	C	73
A	93	C-	70
A-	90	D+	67
B+	87	D	63
B	83	D-	60
B-	80	F	0
C+	77		

### **Test Security/Standardized Tests**

Tooba Academy administers state and national standardized tests, which include, but are not limited to, Ohio State Tests in English, Math, Science, and Standardized Testing and Reporting (STAR). Students are not permitted to review any portion of a state or national assessment at any time prior to the test administration. In order to ensure fairness and reliability of the test scores, students are not permitted to discuss test questions or share any information regarding the content of these tests at any time. Any student who shares information in regard to state or national assessments will be subject to disciplinary action.

### **Promotion and Retention in Tooba Academy**

The decision to promote or retain a student is always made after consideration of what is best for the student. The first consideration for student retention is whether the student is able to meet at least minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individualized Educational Program. However, academics are not the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria, and attendance must also be considered on an individual basis. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

### **Promotion and Retention in Third Grade**

Any student who does not attain at least a score in the range designated by the state on a state-approved reading assessment by the end of the third grade shall not be promoted to fourth grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C) or one (1) of the following applies:



1. The student is limited English proficient student who has been enrolled in United States schools for less than three (3) full school years and has had less than three (3) years of instruction in an English as a second language program; or
2. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under State law; or
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the ODE;
4. all of the following apply:
  - a. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.
  - b. The student has taken the third grade English language arts achievement assessment, as prescribed.
  - c. The student's IEP or Section 504 Plan shows that the student has received intensive remediation in reading for two (2) school years, but still demonstrates a deficiency in reading.
  - d. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two (2) school years but still demonstrates deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four.

### **Equal Education Opportunity**

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinator or District Section 504/ADA Compliance Officer.

Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator and District Section 504/ADA Compliance Officer can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint

## **Emergency Procedures — Fire/Tornado/School Safety Drills**

Tooba Academy has thorough plans in place in the event of an emergency. These plans are filed with local and state emergency and government offices annually, and school officials conduct periodic safety drills to ensure students and staff are knowledgeable of emergency practices.

**Fire:** Each elementary school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed during a fire drill will be provided and practiced by students with their teachers, who will be responsible for the safe, prompt and orderly evacuation of the building.

**Tornado:** Tornado drills will be conducted during the tornado season using the procedures prescribed by the state of Ohio.

**Safety:** School safety drills will take place at intervals throughout the year. Staff provides students with strategies to utilize in the event there is an unsafe situation or individual in the school setting. As is any other emergency, students, staff, and guests will be expected to follow the directions of the school officials.

## **Video Surveillance & Electronic Monitoring**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct.

For additional information please reference Board of Education Policy #7440.01 and Administrative Guideline #7440.01 – Video Surveillance and Electronic Monitoring

## **Covid**

Tooba Academy enforced all CDC and District guidelines, and adapts accordingly as they change; to ensure the safety of the students and staff.

**Jazakoum Allah Khairn**

Please ensure to sign the “Acknowledgement Form” and the “Equipment/Supply Release Form” and return them to the Student’s homeroom teacher or front desk.



## Acknowledgement Form

Parent/Student Acknowledgement of:  
Student Handbook

Teacher's Name: \_\_\_\_\_

We, \_\_\_\_\_ and \_\_\_\_\_,  
Parent/Guardian Name (Please Print) Student Name (Please Print)

have received and read the 2022-2023 Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Tooba Academy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Equipment/Supply Release Form

Equipment: Chromebook, Textbooks and any other Tooba Academy property that is deemed to be returned.

Student/s Name:

Date

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I hereby assume full responsibility for replacing any equipment/school material if it is lost, stolen, or damaged beyond repair. I will assume full responsibility for repairing/replacing the equipment and or books if it is not returned in its working condition. I also understand that this equipment is to be used by my child/children only and only for their assigned courses for the school year.

Parent's Name:

Date

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Parent's Signature:

Date

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