



Cultivating Excellence in Faith and Education

PARENT/STUDENT HANDBOOK

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By enrolling their child/children in the Academy, parents/guardians agree to abide by the school policies in this handbook and other provisions and conditions applicable to the International Academy of Cincinnati

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MISSION STATEMENT

The Academy nurtures Islamic identity and provides academic excellence for our students to prepare them for the future. Together with the community, we strive to raise confident Muslims of character who will serve with Compassion, Integrity, and Respect.

INTRODUCTION

The El-Sewedy International Academy of Cincinnati, Inc. (hereinafter referred to as **Academy** or **School**) is located at 8094 Plantation Drive, West Chester, Ohio 45069. It is licensed by the Office of Early Childhood and Education, Ohio Department of Education (ODE) as a preschool for children ages 3-6 years and chartered by the State of Ohio for kindergarten through 8th grade.

Non-Discrimination Policy

The Academy does not discriminate on the basis of race, color, gender, or ethnic origin.

SCHOOL HOURS

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| Classrooms will open at 8:00 a.m. Students will be considered tardy after 8:15 a.m. Students will be dismissed at 3:30 p.m. Students who are not picked up by 3:45 will be taken to the office Late fines apply beginning at 3:50 p.m. |
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ARRIVAL/DISMISSAL

Student Arrival

Students may arrive at the school beginning at 8:00 a.m.

Students arriving by bus will be dropped off at the designated bus drop-off location and should proceed immediately into the school. Parents who are dropping their students off will pull up to the designated drop-off area. If a parent needs to enter the building for any amount of time, they must park their vehicle in a designated parking area. Leaving a vehicle unattended or backing up in the drop-off area is **not permitted** for safety reasons.

Student Dismissal

Dismissal for all students is 3:30 p.m.

Students who ride a bus will line up in the designated bus line for boarding the buses.

Students who are car riders will remain in their classroom or designated location in the building until called for pick-up. Parents/guardians are to remain in their cars and follow the car line.

All Academy families will be given a Car Rider ID (CRID) tag for display in the vehicle. Please help us to identify approaching pick-up vehicles by prominently displaying the Car Rider ID tag in the passenger-side front window.

Students will only be dismissed to authorized adults with a School issued (CRID).

The school will not allow any child to go home with anyone who does not possess a CRID or is not listed as a designated car-pool driver on the Transportation and Emergency Dismissal Form. Please make sure you list someone on your form who can pick up your child/children in case of an emergency. The school will not be able to accept oral requests to have students picked up by someone not listed on the form except in extreme emergencies where no one listed on the form will be able to pick up a student within an hour of dismissal time.

Once a student has been dismissed to an authorized individual, as stated above, the school is no longer responsible for him/her. Students will not be allowed to remain in the school building after dismissal unless they are involved in an organized after school activity. Parents should not allow children to loiter around the school premises after dismissal, especially in the parking lot area. Also, do not pick-up a student and then leave him or her unattended on the premises. **Any parent who fails to ensure that his or her child/children are properly supervised after dismissal may jeopardize his/her child's/children's enrollment at the school.**

Early Pick-Up

In order to protect the children entrusted to school personnel during regular school hours, the following procedure has been developed for those times a child must be picked up before the end of the school day:

- Notify the school in writing and indicate the reason, date, time and who will come to pick up the child.
- The person picking up the child must report to the school office, ask for the child, and fill out the visitor's register with the necessary information.
- A staff member will call the child to the office. Students will not be released at the classroom door.
- When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.

Late Pick-up

Students who are not picked up by 3:45 p.m. will be taken to the office and a child care late fee will be assessed. The parent/carpool person must go to the Main Office in the School Building to sign the child out. **A late fee will be charged for students who are picked up more than five minutes after the above times.** The late fee is \$5 for every 5 minutes.

In the event that a parent, or person authorized by the parents, fails to pick up a student or contact the school for lateness within twenty minutes of dismissal time, an office staff member will make a reasonable effort to call the parents/guardians, and then the emergency contact numbers.

Transportation Changes

Occasionally, emergencies arise that require changes to student after-school transportation. Parents must notify the office of transportation changes prior to 2:30 p.m. Last minute changes can and have resulted in students left behind at the school or arriving at a bus stop without parental supervision. Students may be released only to those persons who have been designated on the student's carpool form. Any changes must be received in writing by the front office via the communication changes form found on the school website.

TRANSPORTATION SAFETY

The Academy provides a safe drop-off and pick-up zone for those parents who transport their students by car and for students who take the bus. The following rules are for the safety of our students.

Car Riders

Parents are responsible for following the school's drop-off and pick-up procedures if transporting their students by car.

***NOTE: Drop-Off and Pick-Up zones are cell phone free zones for the safety of our children! Cell phone use in these areas may result in a fine.**

***SPEED LIMIT: Please keep your speed down to 5 M.P.H. and keep alert for children. PLEASE DRIVE SLOWLY! There are many children walking outside of the school buildings; therefore, drivers need to be cautious. The best safety precaution is to drive very slowly and stay alert. Please follow the traffic patterns designated at the beginning of the school year. For everyone's safety, you must follow all directions given by staff members on duty at both drop-off and pick-up times.**

Please remember that arrival and dismissal is a very busy time, so we ask parents not to enter the school building and remain in the car line. The car line does not allow for extended stopping or parking and is for live traffic. If you need to park your vehicle, please pull into one of the designated parking slots in the middle or far aisles away from the car or bus line.

Bus Riders

Parents who elect bus transportation are responsible for supervising their students to and from the designated bus stop. Parents who elect to have their students walk or bike to and/or from school must also sign a transportation form.

The Lakota Local School District and Mason City School District provide bus transportation services for those students who reside in those respective school districts. Students must follow the district's Student Code of Conduct and all Bus Safety Rules when riding in a school bus. Family support for appropriate behavior is essential. Consequences for rider misbehavior may include, but is not limited to, written warning, office referral, or suspension from riding the bus.

Parents may sign up for bus service with the respective district transportation department as follows:

Lakota Local Schools
Petermann Transportation
6947 Yankee Rd.
Liberty Twp., OH 45011
513-755-5821

Mason City Schools
5025 Enterprise Dr.
Mason, OH 45040
513-398-6682

ATTENDANCE

The State Law of Ohio requires that all children between the ages of [five] and eighteen attend school regularly. Regular attendance is important if a student is to succeed in school.

Regular attendance is important to your child's education. Students who have irregular attendance tend to have poor academic success. For this reason, it is important that parents schedule student appointments outside of school hours. Situations may arise that cause a student to miss part or all the school day. Four hours of school attendance on any one-day are necessary in order for a student not to be considered absent.

Under State Law, a student absence is considered EXCUSED for the following reasons:

- Illness of the child or family member necessitating the presence of the child
- Quarantine of the home
- Medical or dental appointments
- Death in the family
- Observance of religious holidays

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse. UNEXCUSED absences include but are not limited to:

- Missed bus
- Overslept
- No parent note or excuse offered

Excused absence status does not affect the attendance record. A student who is not in attendance during the requisite school hours is still considered absent. Students who are absent more than 10% (18 days) may be required to repeat the grade level.

Reporting Student Absence

The Missing Child Act requires schools to contact parents of all students who are absent from school each day. ***However, to avoid a telephone call and additional work for the school office, parents are asked to phone the school office between 8:00 and 9:00 a.m. when their child is absent.*** This will help reduce the possibility of a child missing from school without the parent's knowledge. If the parent or guardian has not called, students must present a note upon their return stating date of the absence, reason for the absence and signature of the parent or guardian.

Tardiness

Arriving on time prepares our students in a positive manner for the day and reinforces the value of school to your child. Tardy students miss out on important information and learning expectations from the teacher's instruction. In addition, tardiness has a negative impact on the learning environment as it causes interruptions and distractions for other students.

Students arriving late to school must be signed in by a parent at the front office. Students missing 2 to 4 hours in a school day will be marked as half-day absent. Any absence of more than 4 hours is considered a full-day absence.

Early Release

Students who need to be released early from school to attend appointments or emergencies are required to bring a written note to the front office including the date, time, reason for the absence and signature of a parent or guardian. The Parent Communication Form found on the school's website should be used for this purpose. Students returning to school the same day after an early dismissal, must be signed in by a parent at the front office.

Extended Absences

Extended absences during the school year are strongly discouraged, in order to avoid disruptions to the educational process. If you are planning an extended absence, 3 or more consecutive days of school, please complete and submit an Extended Absence Form (found on the school website) at least one week prior to the absence.

Family trips and other non-school activities should be planned so they do not interfere with school attendance. Since a student's presence and participation in class is essential to his or her success, the potential impact of an extended absence must be seriously considered. Teacher-student and student-student interactions, as well as activities such as cooperative grouping, long-term projects and "hands on" laboratories cannot be replicated in a make-up situation.

Students missing school may not be provided with all the classwork and homework in advance. Teachers are not required to make long-range assignments for vacationing students. Student's grades may be affected by missing classwork, homework, tests, and other assignments while absent.

It is the responsibility of the parents and the students to collect all missed assignments upon their return. Students will need to complete all assignments and make up tests and quizzes before a grade will be assigned. This will require parental assistance as teachers are not responsible to individually tutor students who take vacations during school time. A student who accrues more than 18 absences during the school year may not be promoted to the next grade level. The school shall assign no grades when a student in Pre-K through 3rd grade is absent for more than 40% of the marking period.

SCHOOL CLOSINGS AND DELAYED OPENINGS

Inclement Weather/Snow Days

In the event of bad weather or other situations requiring the school to close, the school will email parents/guardians, post closings, delay alerts, or early dismissal changes with Channel 12 WKRC and Channel 19 FOX and send messages through phone or text alerts.

Early Dismissal Procedure

In case of an emergency early dismissal, notifications regarding the early dismissal of school may also occur as listed above. The parents, guardians or carpool persons must pick up the student at the specified closing time, but no later than within one hour of notification.

Making Up School Closing Days

Ohio Law requires schools to be in session a specific number of hours. The Academy builds more than the required hours into the school schedule to accommodate weather related situations that delay or cancel school. Should the school fall below the required minimum hours, additional hours/days will be added to the current schedule.

In case of emergency closings due to excess student/staff absences because of illness, the Academy may close and/or opt to utilize flexible learning plans such as take-home busy bags, hybrid scheduling, or remote learning.

SCHOOL UNIFORM POLICY AND DRESS CODE

School uniforms are required for all students. The school expects all of its students to abide by its dress code. It is the responsibility of the student and his/her parent(s) to maintain a clean and neat appearance at all times. Students attending any school related event whether on or off the premises must either be dressed in the school uniform or what is appropriate clothing as defined by the school guidelines below. The school administration reserves the right to define “Appropriate or Eccentric” attire for school uniform and dress code guidelines.

School Uniform

The school has specific uniform requirements. Please see below for the appropriate uniform for each grade.

Boys’ Uniform: Pre-K through 8th Grade

- Boys may wear either an oxford or knit shirt with a collar. The shirt should be white or light blue and free of design or ornamentation. The shirt may be short or long sleeve; must be clean, neat, and appropriately sized.
- Boys and young men must wear navy blue dress pants, made of either twill or corduroy (no jeans are permitted). Pants are to be neat, clean, and worn at the natural waist.
- Shirts worn underneath the formal uniform shirt must be plain (without print) white.
- Sweaters or sweatshirts if worn must be solid navy blue or white in color and free of design (stripes, polka-dots, etc.), logos, lettering, or ornamentation.
- Socks should be plain, unadorned in white, black, or navy.

- Students must always wear athletic or gym shoes (no toe shoes, boots, or other shoes, although rubber soled, not made for active wear). All shoes must be neat, clean, and tied when worn.

Girls' Uniform: Pre-K through 3rd Grade

- Girls may wear either an oxford or knit shirt with a collar. The shirt should be white or light blue and free of design or ornamentation. The shirt may be short or long sleeve; must be clean, neat, and appropriately sized.
- Undershirts worn under the shirt must be plain white – without printing.
- *Girls* may wear navy blue dress pants, skirts or jumpers made of either twill or corduroy (no jeans permitted). Pants are to be neat, clean, and worn at the natural waist. *Leggings or tights are not a substitute for pants.* Skirts and jumpers should be cleaned, pressed, and modest in length at all times (never shorter than the middle of the back of the knee).
- Sweaters or sweatshirts if worn must be solid navy blue or white in color and free of design (stripes, polka-dots, etc.), logos, lettering, or ornamentation.
- Socks or tights should be plain, unadorned in white, black, or navy.
- Students must always wear athletic or gym shoes (no toe shoes, boots, or other shoes, although rubber soled, not made for active wear). All shoes must be neat, clean, and tied when worn.

Girls' Uniforms: 4th Grade and Above

- To always ensure modesty, girls must wear a combination of either a jumper or long shirt and uniform pants. Jumpers and dress pants should be made of either twill or corduroy (no jeans are permitted).
- Pants are to be neat, clean, appropriately sized and worn at the natural waist. *Leggings or tights are not a substitute for pants.*
- Shirts may be either white or light blue in color, opaque, and free of design or ornamentation. If a shirt is worn with pants alone, it must be no shorter than mid-thigh. Undershirts worn under the shirt must be plain white – without printing. Undergarments should not be visible. Shirt necklines or collars should not fall below the collarbone and the sleeve length must fall below the elbow (no short sleeve or sleeveless).
- Sweaters or sweatshirts if worn must be solid navy blue or white in color and free of design (stripes, polka-dots, etc.), logos, lettering, or ornamentation.
- Girls in Grades 4 through 8 are encouraged to always wear a hijab.
- Socks or tights should be plain, unadorned in white, black, or navy.
- Students must always wear athletic or gym shoes (no toe shoes, boots, or other shoes, although rubber soled, not made for active wear). All shoes must be neat, clean, and tied when worn.

Gym Uniform

For students in Pre-K through 3rd grade, there is no special attire for gym beyond the school uniform and proper footwear as outlined above.

Boys in 4th Grade and Above

Blue or black sweatpants or shorts that are always modest in length (never shorter than the middle of the back of the knee). T-shirts which are loose fitting, plain and unadorned, opaque, neckline not below the collarbone and must have either short or long sleeves (no sleeveless or “muscle”

shirts) are allowed. The shirt should be long enough to always cover the midriff. Proper athletic footwear must be worn.

Girls in 4th Grade and Above

Blue or black sweatpants. T-shirts which are loose fitting, plain and unadorned, opaque, neckline should not fall below the collarbone and $\frac{3}{4}$ length (should fall below the elbow) or full-length sleeves are required. The shirt should be long enough to always cover the midriff. Proper athletic footwear must be worn.

Dress Code Guidelines

- Clothing must not be form-fitting or sheer, and in good condition. Any logos or writing on any clothing must be appropriate as defined by the school.
- Boys may not wear shorts during school hours. When shorts are permitted for selected school activities, such as some sports events, they must reach below the knee.
- Girls must wear attire that is ankle-length and loose fitting. All tops must be loose fitting and reach at least mid-thigh; finger-tip length when worn with pants. Girls in 4th grade and above must always wear long-sleeved tops.
- No pajamas/sleepwear or costumes
- No clothing with holes, cuts, rips, or tears
- No clothing with studs or gaudy accessories.
- No tattoos (real and “rub-on”) may not be visible. Students coming to school wearing a visible tattoo will be sent to the office for removal.
- No visible body piercing other than in the lower ear lobe are permitted.
- The only head coverings permitted to be worn during school are hijabs and prayer caps. **Baseball caps, hoodie hoods, distracting hair accessories (i.e. animal ear, big bow, floral or bobble headbands) and other headgear are not permitted to be worn during school hours.**
- **Jackets, coats, and hats (outdoor weather gear) must be stored in lockers or cubbies during the day.**
- Girls are required to have a clean scarf in school for prayer.

Hair

For all students, hair should be neat, clean, and groomed; no eccentric styles, shavings, colorings, severe cuts, tails, etc. Nor can hair be of such a length that it interferes with a student’s vision or otherwise hinders or prevents him/her from performing normal or required activities at school.

Boys: Hair should be trimmed so that it does not fall below the eyebrow, extend over the shirt collar or fall below the earlobe.

Girls: Hair should not fall into the eyes or face; headbands, hair clips or hair ties should be used to manage long hair. Headbands, hair clips or hair ties should not be excessive or distracting. Girls may be asked to tie their hair back if it is unmanageable or poses a hazard.

Nails

Fingernails should be clean and trimmed. Nail polish, including clear nail polish, is not allowed. No fake nails are permitted. Students coming to school wearing nail polish will be sent to the office for removal.

Jewelry

Students may not wear an excessive amount of jewelry. Girls may wear tiny studs or pierced earrings; no long or dangling earrings are permitted. Boys are not permitted to wear earrings of any kind. Colored contact lenses are not allowed in school.

Girls Pre-K through grade 3 – jewelry is limited to a single set of simple stud or small hoop (< ½ in. dia.) earrings (worn in lower ear lobe) and a wristwatch.

Girls in Grades 4 through 8 – permitted to wear a single set of simple stud or small hoop (< ½ in. dia.) earrings (worn in lower ear lobe), a watch, a simple necklace, and a simple bracelet.

Boys in all grades may wear a wristwatch only.

Makeup

No cosmetics, including lip-gloss and eyeliner, are permitted.

Shoes

Students must wear closed toe athletic or gym shoes. No sandals, slippers, or shoe soles higher than one inch may be worn.

Dress Code for Non-Uniform Days

During the school year, there are days when students are allowed to wear clothing other than the school uniform. Clothing worn by students must adhere to School guidelines for proper attire as stated under Student Dress Code at the top of this section. A student who violates the dress code will receive a Non-Uniform Day Fine.

All shirts, tops or dresses worn on these days must have sleeves, and the neckline must not fall below the collarbone. Shirts should be opaque (not see-through) and always cover the midriff. Clothing items which are brief, revealing or form fitting are not appropriate apparel for the school day. Clothing that contains writing, advertising or messages that depict violence, drugs, tobacco, alcohol, or anything that is obscene or degrading to others are not permitted. All other regulations including, but not limited to those relating to jewelry, footwear, length of clothing, etc. will be in effect on these special days.

Non-Uniform Day Fines

A student who receives two Non-Uniform Day Fines will not be permitted to participate in any more non-uniform days for the remainder of the school year.

Consequences for Non-Compliance

If a student comes to school without the proper school uniform, a note from a parent should accompany the child. Lack of an acceptable reason for a violation will result in a fine. **Fines will increase with the number of offenses.** Violations are recorded and continuous violations may result in disciplinary actions.

Preschool – 3rd Grade

- 1st Offense: Verbal warning and Out of Uniform Note sent to the parents
- 2nd Offense: Out of Uniform Note and phone call to the parents by the homeroom teacher
- 3rd Offense: Student will be sent to the office and parent will be called to bring a uniform
- 4th Offense: Parent conference with the principal

4th – 8th Grade

- 1st Offense: Verbal warning and Out of Uniform Note sent to the parents
- 2nd Offense: Out of Uniform Note and phone call to the parents by the homeroom teacher
- 3rd Offense: Student will be sent to the office and parent will be called to bring a uniform, and no recess for one week
- 4th Offense: The above consequence, parent conference with principal, and after school detention

Suggested Sources for Uniforms

Meijer, Sears, Costco, Target, JCPenney, Walmart, Kohl's

On-Line: www.cookieskids.com, www.frenchtoast.com, www.landsend.com, www.eastessence.com

BEHAVIORAL CODE OF CONDUCT

The most effective form of discipline is self-discipline that demonstrates respect for authority and concern for the rights and privileges of others. It is the key to good conduct and proper consideration of other people. It is a training that develops self-control, character, orderliness, and efficiency. During this process of development, teachers and authority must prevail until desirable habits are acquired. Consequently, it is the teacher's responsibility to take corrective measures whenever a student's actions fail to comply with school policies and regulations.

Our policy is always to have the highest standard of behavior in school, at school activities, and in the community. Courtesy must always be maintained. Any behavior which is disruptive to the school's environment, in or out of the classroom, will not be tolerated.

All students are required to adhere to and follow the rules and regulations of the school. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately.

The basis of all school discipline is mutual respect. Parents are asked to maintain a united authority between themselves and the school. When a conflict occurs, the matter should be discussed privately between the teacher and parents. If a child hears disparaging remarks about the school and/or its staff, such a student would be a rare individual who would have the ability to continue to maintain a respectful attitude.

Below is a list that is not intended to place undue restrictions on the student but rather to encourage all students to behave in a respectful manner. Since it is impossible to foresee every situation that may arise, it is the principal who has the final authority in dealing with disciplinary matters.

Students are:

- To obey and respect teachers and staff.
- To respect peers and not engage in any form of bullying including verbal, physical, psychological, or cyber bullying.
- To respect the property of others (peers, staff, the school, the mosque).
- To be honest regarding school affairs. Cheating, including plagiarism, undermines the learning process. Any student involved in cheating will be subject to disciplinary action.
- To refrain from physical violence against any individual.
- Not to use profanity or obscene language.
- Not to have in their possession any object that can reasonably be considered a weapon.
- Not to have in their possession any materials that promote un-Islamic behavior.
- Not to bring in any trading cards (etc.) or any electronic devices such as video games, cameras to the school during school hours or school-sponsored activities. These items will be confiscated and returned only to a parent. Upon the occurrence of a second infraction of this policy, the items confiscated will not be returned until the end of the school year.
- To adhere to the school uniform policy and dress code during school hours and during school related events. (See Section on Uniform Policy and Dress Code).
- To adhere to the school Cell Phone Policy. (See the section on Cell Phones in this Handbook).
- To adhere to the Acceptable Use Policy.
- To maintain Islamically appropriate behavior with students of the opposite gender appropriate to their age both inside and outside of the school. It is expected that once students mature into adults, interactions between males and females will be limited to necessary interactions in the classroom under the supervision of a staff member. In addition, there should be no physical contact between males and females. Internet and/or phone contact for students of the opposite gender should be limited to what is required for school related activities and only occur under parental supervision.

It is impossible to make a complete list of infractions as part of a behavioral code. It is therefore understood that any misconduct including disrespect, disobedience, lack of cooperation, and any violation of typical expectations inferred throughout this handbook or expected in an Islamic School environment will not be tolerated. In addition, each teacher will inform his or her class of expected behavior within the classroom.

It is anticipated that the teacher will handle most disciplinary actions within the classroom. The teacher will inform the parent verbally and/or in writing when needed. In situations where the

behavior of the student continues to be inappropriate, a conference may be requested with the parents and teacher(s) to determine how to rectify the situation.

In unresolved or severe cases, a conference of the parents, teacher(s), and the principal will be requested.

In the event that the student's misbehavior is repeated or severe (as determined by the principal), it may lead to any of the following:

1. Exclusion or denial of privileges (such as restricting attendance to a field trip, after-school club, or assembly).
2. Character assignment (i.e., written reflection on behavior).
3. In-school detention (i.e., during recess, lunch, or class).
4. After-school detention with parent notification.
5. In-school suspension with parent notification.
6. Out of school suspension with parent conference.
7. Disciplinary probation. The terms of the probation will be presented to the student and the parents. The parents and the student must sign the agreement to indicate compliance. Failure to sign the agreement may result in the dismissal of the family from the school. While on probation, if the student is involved in another major infraction, the student may be expelled from the school at once.
8. Expulsion of student from the school.
9. Consideration and pursuit of such other action deemed appropriate by the principal.

In the event that a student should be involved in a proven illegal activity (theft, drugs, etc.), it may result in the expulsion of the student from the school.

Students are reminded that even when they are away from school, they still represent their school in their words and actions. Any serious violation of Islamic morality, inside or outside of the school, may be subject to the school Behavioral Code.

Full support of the Student Behavioral Code is expected from parents. Defensive reactions to disciplinary action such as, "It doesn't say so in the handbook" will not be accepted.

Cheating/Plagiarism

Unfortunately, some students may resort to unethical means by which to attain a grade or an advantage in a competitive situation. Cheating, which includes copying part or all of another student's homework, classwork, test, etc. is deemed unacceptable. Plagiarism, which is to use and/or represent the ideas, writings, or images of another as one's own (Dictionary.com, 2012) is also unacceptable. If cheating and/or plagiarism is discovered at any grade level, it will be reported to the principal by the end of the day that it is discovered so that it can be dealt with in a timely manner. Consequences for acts of cheating/plagiarism are determined according to age-appropriate guidelines.

Care of School Property

If school property is misused or damaged, the student responsible must compensate the school for damage. The acts of students who damage property will be reported to their parents.

Lost Books

If a textbook or library book is lost, replacement cost will be the student's responsibility. A text in its first year of use will be replaced at 100% of cost. A second-year text will be replaced at 75% of cost. Older texts will be valued at half-cost.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices including cell phones, smart watches, iPad, earbuds, etc. are not permitted to be used, or in possession by students during the school day. Any electronic devices that come to school must be turned off and kept in the student's backpack in their locker. If students need to contact parents during the school day, they must come to the office and use the school phone. The school is not responsible for damage to, or loss of, any personal electronic devices.

If a student is found using a personal electronic device during the school day, the device will be confiscated and only returned to a parent. **At the first infraction, a fine of \$25 will be imposed. At the second infraction, the device will not be returned for one week and a fine of \$50 will be imposed. After the second infraction, the device will not be returned until the end of the school year and the student will be given a minimum of one day out-of-school suspension.**

If a student is found using a personal electronic device in an inappropriate manner, further disciplinary actions will be taken.

Corporal Punishment and Use of Force

No staff member shall inflict or cause to be inflicted corporal punishment upon any student. A staff member may however use such amounts of force as is reasonable and necessary:

1. to quell a disturbance threatening physical injury to others;
2. for the protection of persons or property;
3. for the purpose of self-defense; and
4. in a bona fide emergent situation where imminent bodily harm is likely.

CONFIDENTIALITY & STUDENT RIGHTS OF PRIVACY

Ohio law strictly limits the disclosure of personally identifiable information about pupils in schools. An exception is made in the case of directory information, which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent has informed the school that any or all such directory information may be released only with his/her prior written consent.

Communication with Non-Custodial Parents

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody orders to the school. Changes in address, phone numbers or emergency numbers should be reported to the school immediately. The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

Photographs/Videotapes of Students

Photographs/videotapes of students in various school settings help illustrate articles and news clips about our educational program which may appear in print or online. Photographs/videotapes may be used for news media coverage, yearbook, newsletters, slide shows, and promotional videos. In addition, students are sometimes interviewed for stories about the school. **Parents/Guardians who object to having their child photographed/videotaped and/or interviewed must appropriately fill out non-consent on the Agreement to Release that is part of the application/registration package. The Non-Consent request will go into effect upon receipt of the form(s) in the Main Office.**

The School has a responsibility to maintain confidentiality of their staff and students at all times. Of highest importance is guarding the identity of minors. No photography, audio recording, or video recording is permitted on School grounds without the prior authorization of the principal. From time to time, the school has activities and events such as graduation and awards night where parents are welcome to bring recording devices.

Student Lockers

A student's personal effects and locker may be searched by a staff member under the direction of the principal at any time there is a reasonable question about the contents thereof. Students are required to keep their lockers locked at all other times. The School is not responsible for lost or stolen items.

Internet Use

The Internet is sometimes used in controlled classroom settings with teacher supervision. Students may only use the Internet with parental permission and parental agreement that students follow the Technology Acceptable Use Policy.

The Internet can be a gateway to commit violations of the School's Code of Conduct. It is for this latter concern that we ask parents to be hyper-vigilant to monitor their child's/children's Internet usage and ensure that no school policies are violated, including but not limited to the Code of Conduct and the Harassment, Intimidation and Bullying Policy.

Reasonable Search and Seizure

Emergency searches may be conducted anytime there is a reasonable suspicion or evidence of an immediate threat to health, safety, property, or discipline due to a rule violation or a crime. Emergency searches may include the desk, locker, person, or other property of the student on

school premises. Non-emergency searches may include only the school desk, locker, or similar school property assigned to a student for his/her temporary use.

REQUEST FOR STUDENT RECORDS

The Academy follows the state and federal laws regarding the maintenance of student records. Student records are confidential and may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request of a parent/guardian of the student or as required by the law. The request must be delivered to the school by mail or in person. Parents/Guardians have the right to a copy of school records of their child/children. Student records will be shared with custodial as well as non-custodial parents unless there is a court order on file that states the contrary.

The records and reports will be furnished upon request of any authorized institution or agency for graduate or transfer students. However, before such record cards, grades or reports are released, the student must make sure that all dues, fees, or other financial obligations to the school have been paid or arrangements have been made with the principal for payment or adjustment or other means of disposal as approved by the principal.

The office requires five working days to process the request.

Financial records are not considered part of a student's records and are only available with written permission from a person whose name is on the financial responsibility form.

WITHDRAWAL FROM ACADEMY

When students are withdrawn from school, parents must notify the school office in writing. Students' records will not be released without parental consent. All fees, including tuition, must be paid for the academic year, and all books and materials returned upon withdrawal from school. Records, grades, and credits may be withheld for failure to pay fees. Only in extenuating circumstances may future obligations be abated. This process can occur only upon application to and approval by the Board of Trustees of the Academy.

GRADES AND ASSESSMENT SYSTEMS

Report cards are issued four times a year for Grades 2 – 8, and midterm for students in Grades 4-8. Reports cards are issued at the end of the 2nd and 4th quarter for Preschool and Kindergarten. Report cards are issued at the end of the 2nd, 3rd, and 4th quarters for Grade 1.

Letter values are assigned according to the following policy:

Grades 1 – 2:

- E - Excellent
- S - Satisfactory
- P - Progressing
- N - Needs Improvement

Grades 3 – 8:

- A - Excellent (90-100)
- B - Very Good (80-89)
- C - Satisfactory (70-79)
- D - Unsatisfactory (60-69)
- F - Failing (below 60)
- I - Incomplete

Honor Roll

Students in Grades 3-8 earning all A's and/or B's in core and QAIS (Qur'an, Arabic, and Islamic Studies) subjects are named on the Honor Roll. Students must have a satisfactory grade in all other subjects in order to be eligible.

Standardized Testing

Students in grade 1 through 8 will take the **Stanford Achievement Tests in the spring**. These standardized tests compare the performance of students with that of youngsters across the nation. Parents will receive the results of this testing with a narrative report from the testing company.

Homework and Makeup Work

Class assignments whether for completion in school or at home are critical to student learning. Homework may be typified as **practice** to master new skills; **preparation** for the next days' class work; and **projects** or extensions to encourage students to go beyond the work done in class. The length of homework varies among grade levels.

In order to establish a consistent procedure for students to record homework assignments, each 3rd - 8th grade student is to carry their Academy Student Planner to class.

Students are responsible for makeup work that is missed during absences. All work is given full credit if the absence is **excused**. Teachers will allow students the same number of days absent to make-up missing work (i.e., if a student is absent 3 days, he or she has 3 days to complete missed work). Parents are encouraged to request that the teacher send missed assignments home. Please call by 10:00 a.m. for homework requests; they will be ready for pick-up after 3:30 p.m. in the front office

Makeup homework for students absent for other than an excused absence is at the discretion of the classroom teacher.

Academic Probation

Elementary and secondary students will be placed on academic probation for the next grading period when at the end of a nine-week grading period they have earned:

- A. An overall grade average below 70%.
- B. An F in any course.
- C. A grade below a 70% in Islamic Studies.

Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed. **During the probation time the student is not allowed to participate in any school sponsored extracurricular clubs or activities.**

It is our desire to give students on academic probation support and encouragement. We will work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. The appropriate staff person will confer with the student and his/her parents to make recommendations and evaluate the student's progress.

Intervention Assistance

The intervention process begins when a teacher has concerns about a student's performance, has already tried some different instructional methods to resolve the concerns, and requests assistance with additional or alternative ways for teaching the student.

The intervention team usually includes the principal, the classroom teachers, and local school intervention specialists. Parents are informed of meetings.

By discussing academic as well as classroom management concerns, team members generate various ideas for working with the identified student. Educational decisions are made in team consultation, with teachers implementing ideas they are most comfortable with and perceive as helpful to the student. If performance does not improve, the team may request formal assessment to determine whether the student has a disability and is eligible for additional services. Written parent consent is required for formal assessment.

Grade and Class Assignment

The principal assigns students to grade levels and specific classrooms with input from school staff. Many factors are taken into consideration including the needs of the individual students along with the goal of balancing classes academically and socially. Some of the criteria used for class assignments include learning styles, ability and performance, social and emotional development, domestic situations, special needs, and personalities.

With the numerous factors involved, parent requests for specific assignments are not possible. Parents with concerns regarding placement should contact the principal.

A student may be retained at the current grade level if the principal, in consultation with the parent and school personnel, decides that the student's age, maturity level, or achievement level would keep the student from being successful at a higher-grade level.

Ohio law requires that students who miss more than 10% of required school attendance days and who fail more than two subjects be retained, unless the principal and teacher (s) of those subjects determine that the student is academically prepared for promotion.

SCHOOL & HOME COMMUNICATIONS

Change Of Address/Phone Number

It is the responsibility of the parent to immediately inform the school of a change in address, email, or phone number by completing an address/phone number/email update form. This is imperative for the safety of your children in case of an emergency. Forms are available in the school office. A change of address may affect student transportation and district transportation reimbursements. It is the parents' responsibility to fill out the necessary forms and submit them to the appropriate school office.

The Academy strives to communicate information to parents in a timely fashion and in various ways. The following documents and means of communication will be used:

- **School Newsletters** - A newsletter that lets parents know of upcoming events and other in-school news.
- **Teacher Newsletters** – All classroom teachers send home or post in Gradelink a weekly newsletter to inform parents of upcoming deadlines, tests, on-going projects as well as a summary of what has been covered in class.
- **School Calendar** – An annual calendar is available in the front office to inform parents of special events, early dismissals, parent-teacher conferences, school quarter beginning and end dates, and days off school.
- **Website** – The Academy web site, www.intlacademy.org contains links to the school calendar, lunch menu, and other information pertinent to the school.
- **Student Planners** – Students in Grades 3 – 8 are issued student planners at the beginning of the year. Notes between parents and teachers may be written in the special sections provided in the planners.

Permission Notes

Notes from parents or guardians are required for:

- Any absence (For one-day illness, a phone call to the school office may be sufficient.)
- Participation in after school functions, e.g., clubs, intramurals
- Medical appointments during school hours
- Students planning to use transportation other than their parents
- Students walking or riding bikes to school
- Students going on school sponsored field trips
- Change in student transportation

Parent-Teacher Conferences

Close communication between parents and teachers is encouraged. Conferences create a better understanding between home and school, aid in reporting student progress, and help to meet the individual needs of each child. Refer to the school's calendar for scheduled conferences in the fall and spring. In addition, parents are encouraged to consult with teachers throughout the year. To schedule a conference, contact the teacher directly by e-mail.

Questions or Concerns

Feel free to contact building staff any time you have a question about school. If classroom matters are involved, consider your child's teacher your first and best resource. The principal is also available to listen and share information with you, should concerns arise during the year.

SCHOOL VISITORS

The Academy welcomes and encourages visits to the school by parents and other members of the community. If special arrangements due to disability are necessary, please contact the principal for assistance. In accordance with the Americans Disability Act, the school will make reasonable accommodations so persons with disabilities may access the Academy and school events. In order to ensure that the school visits are not disruptive to the educational process and student achievement, it is necessary to regulate school visits as follows.

- All visitors to the building are required to be cleared through the principal's office before contacting any student or staff member. Depending on the nature of the business to be conducted at the school, visitors are required to sign in and/or out as determined by the principal. All visitors must wear an identification tag.
- Persons wishing to attend a class in session need to make arrangements in advance with the school principal. The principal will make every effort to schedule the visit as soon as possible at a time convenient for the visitor and the teacher.
- Parents wishing to have a conference with a teacher must arrange in advance for an appointment during the teacher's free time by calling the appropriate division office or e-mailing the teacher. **Teachers are not allowed to confer with parents during class time, at drop-off time or dismissal time, under any circumstances.**
- Parents wishing to meet with a member of the administration must arrange in advance for an appointment through the appropriate office.
- The principal has the authority to prevent entry into the school or to remove any person when there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

CAFETERIA / LUNCH TIME PROCEDURES

The Academy provides appropriate and attractive facilities for students eating packed or school prepared lunches and ensures that free, fresh drinking water is always available from drinking fountains. The school cannot provide a cooled storage area for packed lunches, and therefore cannot take legal responsibility for foods prepared at home and then brought into school. The school does not have microwaves available for student use and cannot heat any food items brought into school in packed lunches. **Students are not permitted to have food from outside vendors delivered or brought in.**

Lunch Program

The Academy has a school lunch program which provides a nutritionally balanced healthy meal for students. School lunches are prepared and served in an area that meets state laws for safe food. The school uses an on-line program, Boonli, to post the monthly menu and allow parents to order and pay for a full lunch or a la carte items for their children.

Packed Lunches

The Academy encourages parents to pack healthy lunches in appropriate food containers for their students. We ask parents to refrain from glass containers as broken glass is a safety hazard. A student who has forgotten his or her lunch must inform the teacher as soon as possible so that the office may contact the parent. If it is too late for the parent to bring in a lunch, the school will provide a jelly or cheese sandwich and the parent will be charged accordingly.

Packed **lunches may not include:**

Foods high in fat and salt content or **food from fast food restaurants**

Chocolate bars or other candies and confections or chewing gum

Sugary soft drinks, such as fizzy drinks, energy drinks and sodas

Food Allergies and Special Diets

The Academy is committed to make every reasonable effort to address food allergy and special dietary issues and to provide a safe and welcoming environment for all students. There is no promise or guarantee of achieving an allergy-free environment to meet every student's needs, but rather a commitment to take every reasonable precaution to ensure every student's health and safety. To that end the Academy will:

- Designate a table within the cafeteria as a food allergy-free zone table.
- Allow the student with a food allergy to choose a friend with whom to sit during lunch. The student chosen to sit at the food allergy-free zone table will have their lunches checked by the teacher or monitor on duty.
- Monitor and remind all students so that they **do not trade or share food or food utensils.**
- Wipe down the allergen-free zone lunch table daily using a sanitizer for removal of food allergens on tabletops.

Food Waste and Disposal

The school will, within reason, send any uneaten packed lunch food items back home. Parents are reminded that food prepared and stored at room temperature can have increased levels of bacteria in them after a period. Parents are advised to send packed lunches in insulated bags with freezer blocks where possible.

The school cannot send home any uneaten food from the lunches purchased through the school lunch program due to strict food safety regulations governing our food service license.

Lunch Time Visits by Parents/Relatives

We ask all adults, who wish to have lunch with their Academy student, to email the classroom teachers 24 hours prior to the lunch date. In the e-mail, please indicate if your child will be eating school lunch or bringing a cold lunch from home. This plan provides us as a school, time to make sure the person visiting has rights to visit the child at school. This safety measure is not meant to inconvenience you; it is meant to keep ALL children safe.

Parents who come to school to eat lunch with their student will sit at the designated visitor table with their child only. The sharing of food with other students is prohibited. We ask that parents respect the cafeteria rules and the directives of the adults on duty. Please **do not bring in fast food** for you and your child to eat.

In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria five minutes before the end of the lunch period. The student will then return to their class's designated table. Parents will not be allowed to walk students back to class after lunch.

Monitoring

The school will not carry out monitoring of packed lunch provision or food consumption by students. However, where there may be concerns over a child's food, nutrition intake and/or content of packed lunches, the school will contact the parents to discuss in a timely and sensitive manner.

OUTSIDE PLAY

All students will participate in outside play during the school year, weather permitting. In cold weather, please dress children appropriately. If a child returns to school after an accident or illness and is not permitted outside, please send a note to the teacher so that other arrangements can be made.

FIELD TRIPS

The Academy generally tries to schedule at least two field trips per year for the students. Such trips are carefully planned in advance by teachers to reinforce lessons studied in the classroom. Behavior on buses or on field trips is expected to be the same as in-school behavior.

Parents are always notified of planned trips. All students participating in a field trip must return signed permission slips from their parents. Persons, other than designated parent volunteers, are discouraged from attending the field trip so that the safety, well-being, and instruction of the trip is focused on the Academy students.

BIRTHDAYS AND OTHER CELEBRATIONS

The school recognizes that some families want to share a celebration of their child's birthday with their classmates. Since there are different scholarly opinions regarding birthday celebrations, the school avoids confusing the students by asking staff, parents, and students **not** to bring cakes or goody bags to school on their child's birthday or to distribute invitations or birthday gifts on school premises. If a parent wishes to celebrate a child's memorization of parts of the Qur'an or wishes to contribute to Eid celebrations or Jum'ah treats, the school will greatly appreciate the contribution.

Please consider sending something for the class to enjoy such as:

- A game for the classroom
- A classroom book or plant.
- A classroom set of items for each child to keep such as pencils, pens, erasers, markers, etc.

SAFETY

Weather Emergency

In the case of severe weather, children will be taken to a safe area in the school. Established safety protocols will be followed. A Fire Emergency and Weather Alert Plan are posted in each room.

General Emergencies

In the case of fire, or other threats to children's safety, the staff will follow emergency protocols that are outlined in the Academy's Emergency Operations Plan.

Safety Drills

All students and staff practice building evacuation procedures and how to take cover should fire or severe storms occur. Fire drills are practiced monthly while tornado drills are scheduled during the tornado season.

Incident Reports

In the event of an accident or injury, the school will complete an incident report. A copy will be provided to the parent/guardian. The report will be kept on record at the school for the year.

Suspected Child Abuse

According to Ohio law, persons whose duties bring them into contact with children are expressly required to immediately report instances of suspected child abuse or neglect. This includes teachers, school employees, and school administrators. Failure to report is a fourth-degree misdemeanor. In the event a staff member has any suspicion of child abuse, the law requires that the local Children's Protective Service be notified immediately.

HEALTH

Emergency Notification

All parents are required by Ohio law to have emergency notification completed and on file for each child enrolled. The Emergency Medical Authorization is part of the registration/enrollment package and must be signed by a parent or guardian and be submitted to the school office by the first day of the school year. Parents are responsible for keeping the office informed of changes in telephone numbers and other pertinent information. Any change should be reported as soon as possible to the office.

Any child who becomes ill or injured at school will report to the office. The Academy's **Student Health Assessment Procedure** will be followed to assess the student and determine steps for care. Emergency care that can be legally given will be administered, and parents or guardians will be notified. The child will be isolated but remain in the presence of a staff member until the parent arrives. If a child has had a fever, vomited, or had diarrhea within the past 24 hours, the child must be kept home for at least an additional 24 hours in order to be certain that the illness has passed and is not contagious. In the case of concerns such as COVID-19, CDC guidelines will be followed, and extra precautions will be taken.

NOTE: Students who are absent from school for 3 or more days due to illness require a doctor's note clearing them for return to school.

First Aid

The administrator and head teachers are trained in first aid. On field trips, someone trained in first aid will accompany the students. A First Aid box is located in the main office. A First Aid box will be taken on all field trips.

Medication Procedure

Providing medical care to the student is the responsibility of the parent. Whenever possible, it is preferred that students not be expected to take medication during school hours. If it is absolutely necessary that medication be administered during school hours, these procedures must be followed:

- Written permission for dispensing medication (prescription or over the counter) must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by medical law.
- The parent or guardian and the physician must complete the School Medication Permit. This form provides parent permission, medical information, and the physician order required by Ohio law. A separate form is required by each medication. New forms must be submitted each school year as well as for each change in medication or dosage. No medication will be administered unless this information, permission and order is provided.
- The student is responsible for reporting on time for medication(s).

- Students are not permitted to carry medication *to, from, or during school*. The parent must deliver medication directly to the school office. School personnel are not responsible for medication prior to delivery to them.
- All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. Parents are responsible for being aware of the quantity of medication supplied to the school and when additional medication may be needed.
- Medications and all pertinent instructions shall be kept in the front office.
- The school nurse or designee will administer the medication in accordance with the physician's instructions. *Students may not carry or administer their own medications* because reactions to the medication taken may not be recognized and inappropriate treatment be rendered. If the physician specifically documents on the medication permit that a life-threatening situation could occur if the student does not have immediate access to that particular medication, the student may carry the medication. School personnel are not responsible for medications carried by a student.
- When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or it will be disposed of by the school.
- In the case of asthmatic inhalants or the need to administer an injection for anaphylactic shock, the parent must instruct the child's teachers on their usage.
- Parents will be informed in writing if the child has received any treatment at school.
- In the event of any administration of life-saving medications, the child's parent or guardian will be called and the child must be picked up from the school by the parent or guardian for evaluation by a physician or for parental observation. The child may return to class only with a doctor's written permission.

Mild Illness

- a. If a child is experiencing minor cold symptoms but no communicable disease symptoms, he or she may attend class if a cough or cold remedy is administered before arrival at the school. The child must be able to blow his or her own nose and to cover his or her mouth when coughing.
- b. A child who does not feel well enough to participate in activities but who is exhibiting no symptoms of communicable disease shall be observed carefully for signs or symptoms of a worsening condition. If such symptoms occur, the child will be isolated from the group until a parent or guardian can pick-up the child from the school.

MANAGEMENT OF COMMUNICABLE DISEASE

1. A child with any of the following signs or symptoms of illness shall immediately be isolated and a parent or guardian will be notified to pick up the child:
 - a) Diarrhea (more than one abnormally loose stool within the school day).
 - b) Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound.
 - c) Difficult or rapid breathing.
 - d) Yellowish skin or eyes.
 - e) Conjunctivitis.
 - f) Temperature of 100 degrees when in combination with any other sign of illness.
 - g) Untreated infected skin patches.
 - h) Unusually dark urine or gray or white stool.
 - i) Stiff neck
 - j) Unusual spots or rashes.
 - k) Sore throat or difficulty in swallowing.
 - l) Vomiting.
 - m) Evidence of lice, scabies, or other parasitic infestation.
2. Procedures for isolating and discharging a child who displays signs or symptoms of a communicable disease are as follows:
 - a) Cared for in an area not being used by other children.
 - b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
 - c) Made comfortable with a blanket and a cot. The blanket shall be washed, and the cot disinfected before being used by another child.
 - d) The child shall be observed carefully for a worsening condition.
 - e) After the child has been made comfortable, the parent or guardian is to be called and the child dismissed to the parent or guardian, or person designated by the parent or guardian as soon as practical.
 - f) The child may be readmitted to school after he or she has been symptom free for 24 hours of fever, vomiting, diarrhea, or that he or she is under a doctor's care and has been declared by the doctor to no longer be contagious.
3. The Ohio Department of Health's "Child Day Care Communicable Disease Chart" is located on the bulletin board in the office for reference.
4. It is the policy of the school to immediately notify a parent of a possible communicable disease. It is also the policy of the school to immediately notify all parents if their child has been exposed to a communicable disease. A medical alert will be sent home to all children in the class of the child sent home with a communicable disease.

5. The parent/guardian of a student who is discovered to have a communicable disease must notify the school immediately to ensure that all parents of children who may have been exposed are also notified.
6. Employees exhibiting signs or symptoms of a communicable disease shall remain home until signs or symptoms have passed. They may return at their discretion. A substitute teacher will be called to replace them. A teacher exhibiting symptoms while at school shall be asked to isolate herself from others and a replacement will be called.

FINANCIAL AND PROCEDURAL

The current fee schedule is available in the main office. All applications require a non-refundable application fee. On acceptance and on or before the first day of class, all fees, depending on the payment schedule chosen, must be paid in full. In the event a student is admitted and withdraws on or after the first day of school, the first tuition payment shall be non-refundable. In the event of a withdrawal on or after the first school month, please refer to the Financial Agreement statement on the Academy's School Fee Form.

Should a child be withdrawn with the intention of reinstatement at a later date (for example, for the purpose of travel or a vacation) fees shall be payable for the entire duration. If a parent chooses to withdraw a child during this period and not pay the tuition payments, the school may fill the available space. If on return, the parent wishes to reinstate the child on a space as available basis, a new application fee will be charged.

All tuition payment plans are for the academic year. No decrease or adjustment is made for vacations, illness, snow days or other days due to circumstances beyond the school's control. Failure to submit fees on time shall jeopardize the student's enrollment.

GRIEVANCES

Introduction & Purpose

The school's success in its mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. The school encourages parents to contact their child's teacher whenever they have a question or concern regarding their child. If a parent would like to speak to a teacher in person, he/she should call the office or e-mail the teacher directly to make an appointment. Having an appointment helps to ensure full attention to the matter at hand and a productive meeting.

Suggestions for improvement of the school and its various procedures are always welcome. It should not be assumed that verbal comments or suggestions will be retained and/or recalled by any staff members of the school. All communication should be in writing.

As in any family, it is recognized that in a school community there are bound to be areas in which we do not all think alike. When a matter is significant enough, we need to communicate our feelings, thoughts, and grievances. The question is how this communication can most effectively take place. The following Grievance Policy was developed as a guide for parents and guardians to solve possible grievance issues in the most effective and timely manner.

Grievance Policy

The grievance policy is designed to provide a means to ensure that conflicts will be resolved amicably, justly, and quickly at the lowest possible level of administration. Parents who have a complaint make a sincere attempt to resolve it by contacting and requesting a meeting with the concerned parties. In the meantime, the school staff member who receives the complaint strives to resolve concerns and complaints whenever possible. The complaint should be received and addressed at the level closest to which the complaint originated. While informal resolutions are encouraged, the more formal process outlined below may be used for complaints for which an informal process was not satisfactory.

If a parent has a grievance or an issue that needs to be addressed, the following protocol is to be followed in the sequence given below. If there is no satisfaction at the first level, then it is the parent's right to take it to the next level.

Step 1: Call the office or e-mail the teacher directly involved in the issue to make an appointment to speak with the teacher. The teacher and/or the parent/guardian may request that the principal be present if needed.

Step 2: If the parent does not feel the issue has been resolved, the parent may then inform the teacher and make an appointment through the office to meet with the principal. The principal is entrusted with handling all the school issues and delegated by the Board of Trustees with the authority to have the final decision for any grievances.

Step 3: After meeting with the principal, if the parent feels that the issue is still not resolved, the parent must inform the principal about his/her concern in writing within 10 school days. Thereafter,

- a) The principal will present the parent's written complaint to the Board of Trustees within 10 school days from the time of receiving the written complaint.
- b) The final decision remains with the principal.

Please note that if at any point during this process you do not receive an acknowledgement of your written communication within the time frame indicated, you should call the Main Office and request that an office staff member follows up to make sure that your communication has been received.

Parents may start the process at Step 2 or Step 3 if the issue to be addressed is something that a teacher is not directly involved with and has no control over, such as general school rules or policies.

Unresolved Grievances

It is understood that within any family, disagreements may occur from time to time. In the school context, it is also understood that part of the principal's professional responsibility is to attempt to resolve grievances as they occur. On rare occasions, an issue may not be resolved to the satisfaction of the parent whereby they may seek further action beyond the principal. In this case, the parent may ask the principal to submit the parent's written complaint (Step 3 above) to the Chairman of the Board of Trustees. Thereafter,

1. The principal will present the parent's written complaint to the Chairman of the Board of Trustees within 10 school days from the time of receiving the parent's request.
2. The Chairman of the Board of Trustees may choose to discuss the concern with the principal directly or may assign a subcommittee of two or three Board members to discuss the issue with the principal. The Chairman of the Board of Trustees or Board Subcommittee will work with the principal to try to find a way to resolve the issue. The principal and/or the parent/guardian may request that the parent/guardian be present during the initial discussion.
3. The final decision remains with the principal. The principal will give the parent a written reply within 10 school days after presenting the complaint to the Chairman of the Board of Trustees. The Chairman of the Board of Trustees and the Board Subcommittee (if applicable) will also be given a copy of the reply.

Please note that the school seeks to ensure students' personal information is properly safeguarded and is used only for legitimate purposes and only when necessary. Therefore, school personnel, including the principal, may not be able to share all details of any circumstance or situation.

****IMPORTANT! PLEASE NOTE!****

Under no circumstances should a parent call or text a staff member on his/her home phone or cell phone. Staff members may be contacted through the school office or via school email. Also, under no circumstances should a parent contact another parent or confront another student regarding any school related incident. School related incidents where your child and another student are involved should be handled through the teacher, or principal, as outlined above.

Any parent who fails to follow these grievance procedures will jeopardize his/her child's/children's enrollment.

PARENT CODE OF CONDUCT

It is the parents' responsibility to:

1. Understand that the state law requires all parents to properly care for, train, educate, discipline, and control their child.
2. Accept the teacher's/administrator's authority in the school.
3. Be available to confer with school personnel concerning their child.
4. Direct their concerns regarding the education of their child to the professional most directly involved.
5. Be financially responsible for any damage to personal or school property committed by their child.

Any conduct that is detrimental to the interests of the school, including inappropriate language and/or behavior by a parent, as determined by school leadership, may lead to consequences up to and including the loss of his/her child's/children's enrollment. Also, if a family does not pay the tuition when due, or in any other way violates the policies laid out in the School Handbook, then such conduct may lead to consequences up to and including the loss of his/her child's/children's enrollment at the school.

The school does not necessarily expect agreement, but registration of a student in the school assumes compliance with all rules and regulations.

PTO (Parent/Teacher Organization)

The school plays an important role in the academic, social, and personal development and well-being of its students. Active parent involvement in the school positively affects the success of the school and the students. The school's Parent Teacher Organization consists of parents and teachers working together with the school's administration and the larger parent body to meet the following PTO objectives:

- To support the mission of the School in providing education in an Islamic environment that emphasizes moral and academic excellence.
- To promote a forum for the constructive interchange of information, opinions, and ideas.
- To provide financial support for school/community activities.
- To engage in/promote Islamically appropriate social and fun activities for the students and parents.

The parents and teachers elect a PTO Core Committee All parents are encouraged to join the Core Committee for meetings and to help with activities.

PARENT/ADULT VOLUNTEERS

Any adult who chooses to supervise or work at a School related activity must not only adhere to the code of conduct stated above but must also adhere to the same code of conduct as the school staff members. This includes:

- Treating each student fairly.
- Being a good adult role model.
- Exhibiting a caring, honest, and professional attitude.
- Maintaining confidentiality.
- Abiding by the school's policies and regulations.

Volunteers must also adhere to the same dress code as School staff members:

Employees are expected to exercise modesty, good judgment, and common sense in regard to personal appearance. It is expected that all employees always present a professional and well-groomed appearance. Clothing and accessories that may be considered offensive or extreme, distracting from productive work or not in the best interest of the school are not permitted.

HANDBOOK REVISIONS

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal and state laws or as necessary for the routine operation of the school. Parents will be informed of changes or additions through school notices. Parents are responsible for adhering to revised policies/procedures as soon as they are sent or posted.