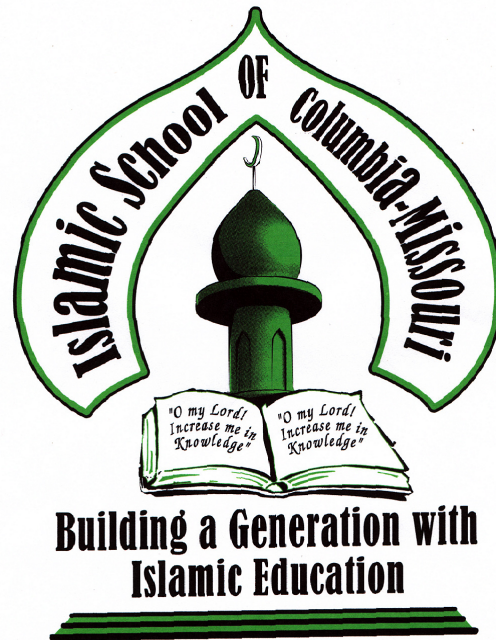


PARENT STUDENT HANDBOOK

ISLAMIC SCHOOL OF COLUMBIA – MISSOURI



“O My Lord! Increase Me In Knowledge”

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2008 – 2009

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In the name of Allah, the Beneficent, the Merciful

“Oh, you who believe! Protect yourselves and your family from a fire whose fuel is men and stones...”

Al-Qur’an 66:6

“Beware! Everyone of you is a guardian & every one of you is responsible for his subject.”

(Agreed upon)

INTRODUCTION

We welcome you and your family to the Islamic School of Columbia-Missouri (ISC-M). You have taken an important step towards assuring your child receives proper education in an Islamic environment. We sincerely hope that your child will find it enjoyable here. It is our hope that the children will appreciate the peace and the security associated with the Islamic way of life.

For your child, the quality of Islamic education depends essentially on the degree of cooperative effort from three important institutions: home, school, and community. If the child receives a high degree of Islamic values in all of these three environments; then, the child's Islamic personality will become stronger.

This handbook will familiarize you with general information on the philosophy, policies, and instruction programs at our School. It will also serve as an ongoing frame of reference that governs our mutual relationship in the attempt to provide an Islamic based education for your child(ren), future leaders of this community. As parents and guardians you are strongly encouraged to share the information in this handbook with your child(ren).

Our Education Board and Staff members are dedicated in providing opportunities for your child(ren), that will help to bring out the best in his or her abilities. We want to help provide growth opportunities for their present and for their future. We eagerly welcome you as parents / guardians to be active participants in your child’s educational process. We, as educators, recognize that the community is an important element that contributes to the success of your children’s education. We are confident that you will contribute by acting as our ambassadors of good will; and reach out into the community for support of the School, for the pleasure of Allah (SWT).

Again, welcome to, Islamic School of Columbia-Missouri, an ‘Ibadah and Da’wah based institution. *May the peace and blessings of Allah be upon you and your family.*

The Importance of Islamic Education

*“And those who believe and whose families follow them in Faith,-
to them shall We join their families:
Nor shall We deprive them (of the fruit) of aught of their works:
(Yet) is each individual in pledge for his deeds”*
Al-Qur’an 52:21

According to the Islamic teachings, parents residing in paradise, with the mercy of Allah (SWT), would wish very eagerly that their children would be with them in the paradise too. Allah (SWT) will please these parents by making their children join the family, if the following conditions are fulfilled, according to the above verse of Al-Qur’an.

First of all, parents must be believers in Islam. Secondly, their children must also be believers in Islam. Lastly, the children must follow the footsteps of their parents in good deeds. Allah (SWT) promises in Al-Qur’an that He (SWT) then will make the whole family come together, forever, in paradise (Al-Jannah).

In order to fulfill these three important conditions, and to benefit from the open invitation and sacred promise of Allah (SWT), Islamic education is a must for our children, and an Islamic School is a necessity for us as a community living in a non-Islamic society. Islamic education is the education about Allah (SWT) the Creator and all His creation within the instruction of conventional subject areas. With this approach, children will be continuously assisted to achieve the state of (taqwa) awareness and fear of displeasing Allah (SWT).

According to a Hadith mentioned by Ibn Katheer and narrated by Abu Hurarah(RA) in Musnad Ahmad, individuals residing in very high levels of paradise will wonder how they reached the high levels when their own deeds did not seem to merit such a reward. Allah (SWT) will say to them:

*“You left behind your children who were praying for you
all the time, and this kept raising your level in paradise,
higher and higher.”*

If we as parents wish to raise our children to pray for us, and hope that Allah (SWT) accepts their prayers, Islamic education is the only alternative. Full-time Islamic education is a top priority for us and for our children. We shall then see the mercy of Allah (SWT), all family members together and in higher and higher levels in paradise, insha Allah.

Islamic Education Objectives

*“Read: And thy Lord is the Most Bounteous,
Who teacheth by the pen,
Teacheth man that which he knew not”*
Al- Qur’an 96: 3-5

‘Anas (RA) reported Allah’s Messenger (PBUH) as saying: *“seeking knowledge is obligatory for every Muslim”*. (Mishkat-ul-Masabih, Hadith 218).

In order to create a comprehensive program that would fulfill the Islamic educational philosophy, purpose, goals, and mission, ISC-M has established and defined its broad Islamic education objectives into six areas:

1. To create a quality learning environment for the student within an Islamic environment.
2. To present core curriculum in mathematics, science, language arts, social studies and also in computer science, physical education, and fine arts based on some of the best public and private schools of the region, in an Islamic context by using Al-Qur’an and Sunnah as the most important sources of knowledge.
3. To provide instruction in Qur’an, Arabic language, Islamic history, and Islamic studies.
4. To promote the development of an Islamic personality so that the individual student will live according to the principles of Qur’an and exemplify the words and actions of Prophet Muhammad (PBUH).
5. To prepare each student to lead his life according to Islamic principles while equipping him/her with the knowledge and skills to use modern technology.
6. To prepare the youth to make a positive and useful contribution to society.

This program, when implemented effectively according to the above stated objectives, will be able to produce excellent students in both academic and behavioral realms.

*“...Indeed, the most noble of you in the sight of
Allah is the most righteous of you...”*
Al-Qur’an 49: 13

Our School History

In the spring 1998, the Shura Council (Board of Trustees) of the Islamic Center of Central Missouri surveyed the Muslim community in the city of Columbia soliciting its opinion on several projects to be undertaken - prioritization based on need and importance to the community. One of these projects was the establishment of a full-time Islamic School. The results of the survey listed establishment of an Islamic School as the first priority for the community. Accordingly, a decision was made in May 1998 to open a full-time Islamic School beginning fall 1998. A principal was hired to initiate the implementation of this decision.

Early summer of 1998, a three-member committee (including the Principal) was formed to work on facility, curriculum, textbooks, teacher recruitment, compilation of School handbook, and enrollment of students.

The School opened its doors in fall 1998 at 408 Locust Street with four grades: preschool, kindergarten, first and second grades. A multi-grade level teaching system was implemented for twenty-four students enrolled in the first year. These students were accommodated in two classes: ten students in preschool; and fourteen students in kindergarten, first and second altogether. Two Muslim certified teachers were hired for each class. The School was named "Islamic School of Columbia-Missouri".

Every passing school year, thereafter, one grade was added until fifth grade. The School Education Board at the time decided not to go beyond fifth grade until better facilities were available and more qualified teachers hired.

The Islamic School of Columbia-Missouri has operated under the auspices of the Islamic Center of Central Missouri until December 2005. On January 10, 2006, the School was incorporated with the state of Missouri as an independent non-profit entity and has been operating as such since.

In June 2008, the Islamic School of Columbia-Missouri successfully completed an evaluation of its educational program, developed a plan for future educational improvements, and met all the current educational standards held by the Missouri Nonpublic School Accrediting Association (MNSAA), an affiliate of the National Federation of Nonpublic School State Accrediting Associations and recognized by the United States Office of Education and Council for the Advancement and Support of Education (CASE).

SCHOOL ORGANIZATION

"Oh mankind! We have created you from a single (pair) of a male and a female, and made you into nations and tribes, that you may know each other (not that you may despise each other). Indeed, the most honored of you in the sight of God is (he who is) the most righteous of you..."

Al-Qur'an 49:13

Admission Policy

Islamic School of Columbia-Missouri (ISC-M) is an independent Islamic institution open to students of all cultures and background. The School is dedicated to serving the needs of students and families. ISC-M is a private, Islamic educational institution with an appreciation of Islamic culture for those families who wish to take advantage of its numerous opportunities. The School believes in providing an environment for learning that is free of discrimination, while providing Islamic education. This is reflected in its policy statement as follows:

Non-Discrimination Policy

As an independent Islamic institution, ISC-M sets its educational philosophy, goals and objectives according to the teachings of Islam and the state of Missouri. In compliance with the instructions of Almighty God, the Creator, the ISC-M admits students of all races, colors, nationalities and ethnic origins to participate in the programs, activities, privileges, and rights generally accorded to any student of the School. The ISC-M does not discriminate against the students on the basis of race, color, nationality or ethnicity. The criteria for all selections, participation, and admissions are always based upon the standard of individual effort and achievement.

ISC-M is an equal opportunity employer for the well-qualified personnel who meet the high standards of Islamic character and the standards set forth by the state of Missouri. The Curriculum and operation of ISC-M are based on Islamic principles and values, but the admission is open to all children regardless of their religious background.

The medium of instruction ISC-M is English. Therefore, all children must be able to speak, read, write and understand according to their grade levels. Those who are not yet able to do so are encouraged to attend special programs in other schools that are designated for the non-English speaker. However, the EB will decide on such cases.

Criterion for Admission

Persons seeking admission to the ISC-M must satisfactorily meet all the requirements as stated below. Child must be immunized appropriate for his/her age.

Preschool

To be admitted to the pre-school at ISC-M, a child must be 3 years old no later than October 31st. A copy of birth certificate must be provided as proof.

Child must be toilet trained and able to use restroom unassisted.

A copy of an up-to-date immunization record must be provided.

Kindergarten

To be admitted to the kindergarten at ISC-M, a child must be 5 years no later than October 31st. A copy of birth certificate is required

A copy of an up-to-date immunization record must be provided.

All students applying for kindergarten will undergo placement tests in the 1st week of the school year.

First Grade

To be admitted to the first grade, a student must be 6 years no later than October 31st.

A copy of birth certificate is required.

Student must provide a recommendation letter from previous School.

A copy of an up-to-date immunization record must be provided.

Transferring Students

All transferring students must request their previously attended School(s) to transfer their records, including discipline records, to ISC-M. ISC-M reserves the right to re-test the child and accordingly may ask him/her to repeat the same grade. If the child was dismissed from previous School for bad behavior he/she may not be accepted in our School.

Parents / guardians are required to attend an orientation at the beginning of each school year to establish understanding and cooperation between the School and home.

Registration requirements

- ☑ Registration Form*
- ☑ Enrollment Form **(new students only)
- ☑ Birth Certificate
- ☑ Proof of Residency
- ☑ Current Immunization Records
- ☑ Proof of Legal Custody (if applicable)
- ☑ Completed Registration form
- ☑ Student Emergency Form
- ☑ Health/Medical History Form
- ☑ Authorization for Emergency Medical care
- ☑ Trip and Photo permission
- ☑ After-School Child Care Enrollment Form (optional)
- ☑ Parent-Teacher-Community Association (PTCA) Membership Form (optional but highly recommended)

*\$100 nonrefundable Book Fee (includes cost of textbooks and workbooks)

**\$25 nonrefundable Enrollment Fee

Tuition policies and procedures

Tuition Fee

Monthly tuition fee for each child from one family is set as follows:

	1st child	2nd child	3rd child and above
Day Care	\$400	\$375	\$375
Pre-school (3 & 4 yrs.)	\$350	\$325	\$325
Kindergarten - 5 th grade	\$275	\$250	\$250

The Islamic School of Columbia Missouri (ISC-M) depends on tuition to help fund various programs, activities, and curriculum. Parents may select to pay tuition and supply fees through one of four optional plans:

1. Plan A: 1 installment/year
2. Plan B: 2 installments semiannually
3. Plan C: 10 monthly installments
4. Plan D: 10 monthly automatic bank withdrawals or post-dated checks

Tuition paid by Plan D is due on the 1st of each month. The first payment is due 15th of August. Fees and payment plans are described as follows:

- If a person qualifies under the LIT (Low Income Tuition) provisions, a discount may be applied and a parent will pay the tuition at a lesser rate. August 1st is the deadline for LIT applications, however no LIT can be applied toward tuition.
- Upon enrollment, every parent signs a contract agreeing to pay the full tuition as per any of the plans above – 10 full months for August through May.
- If full payment (Plan A) for the school year is received by August 15th, a 5% discount applies. This discount applies only for full tuition, and not for enrollment, textbooks/workbooks or LIT.
- There is no refund after October 31st, and the parent/guardian is responsible for all the tuition for all the school year even if his/her student(s) is withdrawn, expelled, or misses School for sickness. However, a partial refund of the tuition will be made, if a request is made on or before October 31st.
- Penalty/late fee of \$25 will be assessed if the tuition is not paid by the 10th of the month and another \$25 if not paid by the 20th of the month.
- Under any circumstance, the School administration has the right to prevent the student(s) from attending classes the student(s) payment is not received by the end of the month.
- In lieu of an exception by the Education Board, student(s) expulsion will be in effect and the parent is responsible for the remainder of the tuition for the whole year.
- There will be no transfer of records, until any and all dues are paid to ISC-M.
- For students with special needs, the School may charge additional tuition fees as needed.

Why do I have to pay tuition?

The ISC-M is a Non-profit private School and relies on tuition for its operation and existence. It is you, the parent of students in ISC-M, who can ensure the success of the School. It also relies on the generous donations of some members of the Muslim Community. However, ISC-M belongs, first and foremost, to its students. It is through the tuition that we can continue to provide this service to the Muslim community. Tuition helps:

1. Meet the financial obligations of ISC-M to its staff.
The ISC-M has a written contract with its employees, and cannot violate that contract, without facing unnecessary labor disputes. This explains the need to have a financially committed and responsible parent for the entire school year.
2. The staff of the ISC-M is qualified and dedicated to an Islamic Education, and we as parents, should be concerned about their welfare to ensure a secure and stable work condition that enhances the teaching environment. We do not want to see these people worry about how to make ends meet, and expect them to perform their duties in an acceptable manner.
3. Parents in general should understand that accountability begins with responsibility. Everyone must meet their expectations: the Education Board in policy making, the Administration in executing these policies, the Teachers in educating the children, the Parents in supporting the School, and the Students in learning as much as they can in order to succeed. It is very important that everyone takes his or her responsibility seriously in order to meet higher standards of education in ISC-M, and Allah is our witness.

Please note that if a child loses or damages books or supplies it is not the financial responsibility of ISC-M to replace the lost item. The parent or guardian is responsible for all fees associated with reordering lost items.

Tuition Due Date

Tuition is an annual fee divided into 10 payments. These payments are due on the 1st of each month for the 10 months of the academic school year. The first tuition payment, registration fees, etc. are due at registration and the last payment is due May 1st. Statements or notices will not be sent due to an overwhelming burden to the School.

Automatic Withdrawals

Automatic bank withdrawal system is available to those families who choose utilize this convenience. Please see the School office to request and fill out Direct Bank Draft Agreement. Please fill this out completely to avoid any mistakes in bank transactions. These withdrawals will be taken out on the 1st of each month. If the 1st falls on a weekend, the withdrawals are taken on the following business day. Returned withdrawals are charged according to the policy of the bank.

Those who choose not to use automatic withdrawals, postdated checks are requested for all months at the start of the school year. It is the responsibility of

the parent to be sure that funds are available at the appointed times.

Returned Checks

All returned checks are subject to a \$25.00 bank service charge for insufficient funds. If the check is returned twice, payment in cash or money order in the amount of the check is required.

Financial Aid

Although we know there are some who are in need of financial assistance, the ISC-M can offer only limited financial aid at this time. Please contact the School's administration to discuss the possibility of alternative payment arrangements, if necessary or applying for the LIT. Refer the Tuition Policies and Procedures above.

Scholarships/Awards

Limited scholarships/awards may be available for students with excellent academic and behavioral records. Check with School Administration for further details. Periodically there may be scholarships offered through private sponsors for needy students showing excellence in both academics and behavior. All scholarships are restricted to students enrolled in Kindergarten through 5th grade only.

NOTE:

ISC-M depends on tuition to help fund the programs, activities, curriculum, and facilities you as parents want and expect from the School. Please help us fulfill the needs of your child by paying tuition on time. We realize that for many the burden of a private School is not an easy one; but it is a burden that we have accepted with the hope of great rewards in the hereafter, insha Allah. May Allah (SWT) bless you for your support.

Academic Requirements

Attendance

It is important that all students attend classes every day. In case of an absence, call the School office so they may notify the class teacher. Make up work may be allocated in case of excused absence. It is the responsibility of the parent/guardian to check with the teacher about any missed assignments.

Tardiness is excused with an explanation and a note from the parent/guardian. Un-excused tardiness will affect student's promotion.

Promotion

At the Islamic School of Columbia Missouri (ISC-M) all students must successfully complete the requirements of core subjects (Math, Science, Social studies, Language Arts, Arabic, Qur'an and Islamic studies) and special subjects (Computer, Art, PE) in order to be promoted to the next grade level. Promotion depends on the following criteria:

- At least 80% attendance.
- Minimum average total grade of 2.0 in the first and second trimesters and a minimum average total grade of 2.5 in the third trimester for all objectives taught on a 1-3 scale with 3 being the highest.

Retention

A student not meeting the promotion requirements listed above will be retained at the current grade level. Any exceptions to this matter will be determined by the School administration. Any student who earns 69% or below for core subjects will automatically be retained in the same grade. Re-test will not be granted in this case. A conference will be set up with the parents, teachers, and the administration to discuss student's academic problems.

Advancement

ISC-M currently does not have a program in place to service students with advanced academic, high potential, and gifted educational needs. Parents are referred to the Gifted Educational Services offered through the Columbia Public School District.

Grading Policy

ISC-M establishes a grading system that consists of the following letter codes. In grading, the role of the teacher is not to make grades to suit the student; but to record the grades earned by each student himself/herself, as accurately as possible.

Grading system

Pre-school / Kindergarten	
3	Student demonstrated “ Consistent Satisfactory ” achievement
N	Student “ Needs reinforcement ”.
I	Student is “ Improving ” in his or her performance.

1 st - 5 th Grade	
3	Signifies the student has demonstrated consistent and superior understanding and achievement.
2	Signifies the student has sometimes demonstrated use of the skill or objective with understanding.
1	Signifies the student does not use the skill or objective with understanding.
I	Signifies the student cannot earn a grade because his/her work is incomplete . An incomplete will be changed to a letter grade by the next grading period.

Student Records

Student records are calculated and maintained by teachers and office personnel. Records are kept in strict confidence. Parents have a right to inspect and review all their child’s official records. Requests by parents / guardians for access to the child’s records will be granted within a reasonable time frame and mutual convenience of the requestor(s) and the office personnel. All record requests should be in writing. Due to the right to privacy; Islamically, as well as legally, ISC-M will not release the record of any student without written permission from the legal parent or guardian of the child except, as required by law. Where changes are to be made to the child’s permanent records, Parent/guardian must submit the request in writing. Parents transferring their child(ren) to another School also need to complete an official withdrawal form to terminate any contract arrangements with ISC-M and to allow for the release of the student’s records.

Each teacher keeps adequate records of daily progress of the students to facilitate such request.

Progress Reports/Report Cards

ISC-M teachers send home weekly progress reports. Report cards are issued at the end of each trimester. Academic grades are recorded at these times. During the year, teachers or parents may schedule special conferences to discuss specific issues with each other as need arises.

Parent/teacher conferences are scheduled at the end of first and second trimester. During these conferences, parents and teachers together follow up on student's learning and behavioral progress. Teachers or parents may also request conferences at other times during the school year.

Home/School Communication

The Islamic education of a child begins at home with the parents from the moment the child is born. It is very beneficial for the child if parents are actively involved in the Islamic education process with the School. Children learn by example. The parents and guardians should model a positive attitude about being a Muslim. It is in this way that all members of the Muslim community can demonstrate that they value Islamic education.

The learning environment of the child is enhanced by communication between the parents or guardians and the School. Parents are expected to attend all parent-teacher conferences. It is essential for you as parents to help your child prepare for School. Insist that your child has a good night's rest and nutritious breakfast. In addition to a clean body, make sure your child has clean school uniform, supplies, books and homework. Please do not allow your child to bring toys of any kind to School without the teachers' permission. Students should also avoid bringing excessive amounts of money or other valuables to School. Over \$5.00 is considered excessive. Monies for trips, tape recorders (for projects) and etc., should be turned in to the appropriate teacher for safekeeping. Please make tuition payments directly to the office. ISC-M distributes its own newsletter quarterly. Please look for this as it holds very informative information about the School for the whole quarter.

Emergency School Closing

Emergency closings due to weather, broken pipes, etc., will be announced on the following Television channels; **KOMU**, and Also, tune in to these radio stations **KBIA**, **KFRU**. ISC-M usually follows Columbia Public Schools with regards to snow days.

School Visitors

Parents are welcome to visit and participate in school programs. However, parents are requested to make arrangements at least one day in advance to allow the staff to accommodate your request. Visiting parents may not bring other children or adults unless prior permission has been given or the person(s) accompanying the parent is a

prospective enrollee. Likewise, parents may not send other non-enrolled children to spend the day or part of the day with their enrolled child without the principal's advanced authorization.

To help teach our children the value of the Islamic dress; all parents are also required to observe Islamic dress standards and behavior at ISC-M. All visitors must sign in with the School's Administrative Assistant.

ISC-M Principal has an open door policy. This means the parents may come to see him or call to talk to him anytime during working hours, if he is not with staff, students or other parents. However, for the sake of courtesy and to make sure not to waste the parents' time, parents should call for appointments. If a concern or problem is not satisfactorily resolved at the initial conference, the School Education Board may be contacted for assistance.

Calendar

Please refer to [Appendix A](#).

After School Care

After school care is available Monday through Friday from 3:30 pm to 5:30 pm at an hourly price of \$5 per child. All students not picked up by a parent/guardian by 3:45 pm will be transferred to after school care. Charges in increments of 1 hour are applied after the completion of hour, i.e., students picked up at 3:50 pm and 4:35 pm pay \$5 and \$10 respectively.

All parents interested in this program must fill the "After-School Childcare Program Enrollment Form". This form is included in the Registration packet. One may be picked up from the School office at any other time of the year.

SCHOOL EDUCATION

School Hours

The official school hours are from 7:30 am – 3:30 pm, Monday through Friday.

All students must be present in the assembly from 7:50 am to 8:00 am.

Drop-off time begins at 7:30 am

The homeroom teacher schedules mid-morning snack time.

Lunch break is at 12.00 Noon

Student pick up time is 3:30 pm to 3:45 pm

After school care begins at 3:30 pm until 5:30 pm

Curriculum

*“Read: In the name of thy Lord Who createth,
Createth man from a clot.*

*Read: And thy Lord is the Most Bounteous,
Who teacheth by the pen,
Teacheth man that which he knew not.”*

Al-Qur’an 96: 1-5

The education program of Islamic School of Columbia-Missouri (ISC-M) has been developed with the ultimate aim to prepare a student to be the best Muslim citizen possible - one who consciously worships Allah (SWT) and diligently promotes Islamic values; according to the teachings of Al-Qur’an and Al-Sunnah of the Prophet Muhammad (PBUH).

We present core curriculum in mathematics, science, language arts, social studies, computer science, physical education, and fine arts (following some of the best public and private schools of the region).

The curriculum of all subject areas has integrated Islamic principles and knowledge with the criteria set forth by the State of Missouri. It also incorporates education materials and guidelines developed by Islamic educational organizations, such as IBERR, IQRA and the Tarbiya Project.

Core subject areas are Qur’an, Arabic, Islamic Studies, Mathematics, Sciences, Social Studies, Language Art, Computer Studies and Physical Education. ISC-M strongly emphasizes the development of Islamic behavior and personality. Daily instruction

includes different aspects of Islamic manners, prayers and how to maintain an Islamic personality in a non-Islamic society. The instructions encompass every aspect of students' lives, such as school uniform, holiday celebrations, hygiene and personal etiquette (including male/female social interactions).

Homework Assignments

Prophet Muhammad (PBUH) said: *"The deeds most loved by Allah are those done regularly, even if these deeds are small."* Saahih Bukhari

Islamic Education is a twenty-four hour learning process, and homework is an integral part of the education program at ISC-M. Regular homework assignments will help the students' levels of understanding and progress. It also helps reinforce skill and knowledge acquired in the classrooms.

Homework assignments vary at ISC-M. They consist of skill sheets, memorization exercises, reports, and projects. Completion of homework assignments is mandatory. Homework will be assigned daily, in small portions, on a subject rotation basis by each classroom teacher. Students receive a daily homework sheet containing homework assignments for each class. You, as parents and guardians, are required to check your child(ren)'s homework sheet and sign it daily, once the assignments have been completed.

Parents /guardians are requested to provide a quiet, well-lit area for the child to study and perform daily homework. We suggest that parents eliminate (or limit) TV viewing during the school week. When TV/movie time is allocated, parents are strongly urged to restrict your child(ren) from viewing "R" rated and violent TV shows and movies at all times as this is detrimental to student's body, soul, and mind. Instead, select programs and entertainment that will benefit your child morally and educationally. The following "quality time" is recommended as a minimum time for a child to complete daily assignments. Additional study in any subject is encouraged beyond the assigned schedule.

Kindergarten (5 yr.)	15-20 minutes
First Grade (6 yr.)	20-25 minutes
Second Grade	25-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-45 minutes
Fifth Grade	45-50 minutes

STUDENT INFORMATION: Services, Rights, & Responsibilities

Attendance

Regular and punctual attendance is an important responsibility of the parent and student. A teacher cannot teach a student who is not present. Tardiness and absence disrupt the continuity of instruction not only for the individual student who is absent but also for the entire class. School begins promptly at 7:50 A.M with the morning assembly.

A student's absence or tardiness from School is recorded as excused for the following reasons only:

1. Illness.
2. Death in the family.
3. Court summons.
4. Authorized school activities.
5. Extreme weather / travel conditions (as determined by the principal).

When a child is absent or tardy, he/she is required to bring a note from home or from a Doctor explaining the reason for the absence or tardiness before being admitted to class. In case of illness, a parent or guardian should call and notify the School office on the day of the absence or it will be considered an unexcused absence. Notification of court summons or authorized school activities should be given at least one week in advance.

All missed assignments should be made up within one week of the excused absence to avoid receiving a grade of "I" for the missing work. Parents may request a Homework Assignment Sheet prior to the day of the absence (or on the day of absence for illness) that will be passed to each teacher. The Homework Sheet will then be available for pickup by 8:10 AM on the next school day. In case of lengthy absences due to extended illness, the teachers and principal will determine appropriate methods to make up work.

Policies on absences and tardiness are documented in detail under Disciplinary Procedures.

Parents who wish to take their child out of School before the end of the school day (3:30 P.M.) must either come to the School in person or send an authorized person (as listed on the enrollment form) to pick up the child. This individual is required to sign an early release permit. Please note that early releases are considered unexcused absences unless the absences comply with the reasons previously stated.

All person(s) authorized to pickup a student must present a photo ID if he/she is unknown to the office staff. The office will notify the teacher that this has been done before the teacher can release the child to the parent, guardian, or authorized person.

The teachers will direct the parents or authorized persons to the office if they have not completed this procedure when requesting an early release.

Dress Code

Ibn ‘Umar reported that the Messenger of Allah (PBUH) said: *“He who imitated a people (other than the Muslims) would be among them.”* Musnad Ahmad

The concept and practice of the Islamic dress code is introduced to our children as early as three years of age in the preschool. All students are required to wear clean, neat, and well-pressed uniforms. The uniform must cover the body loosely, without being transparent, revealing, or tight. Girl’s uniform should not expose the legs. Boy’s shirts/tunics should be long enough to cover the private area and pants should not drag below the ankles. A head covering for girls is part of the Islamic dress uniform. Coats, hats, jackets must be removed and stored once classes have begun.

Students not dressed in the proper uniform (which includes the cleanliness and neatness of the uniform, inappropriate hair cuts, wearing jewelry or makeup) will be denied entry to classes. It is not appropriate for students to wear clothing that have words or pictures displaying themes other than Al-Islam for physical education or other school functions. Any clothing item that draws an unusual amount of attention or comment from other students (too tight, negative or inappropriate captions, clothing that promote alcoholic beverages, tobacco, or inappropriate advertisements with suggestive or profane language or pictures, language or graphics or advocating illegal drug use, skulls, negative or belittling messages.) is not acceptable. As a rule of thumb, any clothing item that disturbs the educational atmosphere of the School is not acceptable. Parents will be contacted to either pick up the child or to bring required garments if the child neglects any of the required dress standards.

A child learns best by imitating adults. Therefore, to help teach our children the value of the Islamic dress; all parents are also required to observe Islamic dress standards and behavior at ISC-M.

ISC-M Uniform Requirements

All students, from pre-school to 5th grade, are required to wear school uniforms daily.

General Requirements

- Hair ❖ All girls must cover their hair with white scarves/hejabs (optional for Pre-school and Kindergarten).

- ❖ Plain cut for boys, i.e., no design, braids, dreadlocks etc.
- Feet
 - ❖ Enclosed shoes are preferred. No flip-flops, over-the-knee-boots, or bare feet.
 - ❖ Clean socks
- Gym
 - ❖ Students may bring navy sweat pants for physical education/recess.
 - ❖ T-shirts – Plain or with Islamic themes.
 - ❖ Sweaters or Cardigans (front button style) - navy blue or white colors only.
 - ❖ No jackets, sweatshirts, plaid shirts, coats, etc., to be worn over the uniform.

Girls' Uniforms

Pre-school to 5th Grades:

- ❖ Navy blue jumper
- ❖ White or burgundy blouse or ISCM T-shirt
- ❖ Navy blue pants, slacks or tights (no blue jeans)
- ❖ White scarf/hejab (optional for Pre-school and Kindergarten)

Boys' uniforms

Pre-school to 5th Grades:

- ❖ Plain white or plain burgundy shirt with collar or ISCM T-shirt
- ❖ Navy blue uniform pants (dress style, no blue jeans or leg pockets)
- ❖ Sweaters or other clothing worn indoors must be white, navy, or burgundy only.

General Health Policies

Whenever children are in a group situation, they are more prone to illness. This is another reason it is very important to keep your child clean and nourished with well-balanced meals. Remind your child to wash his/her hands thoroughly after bathroom usage and to keep all nonfood items out of his/her mouth. Teach your child the Islamic etiquette for bathroom usage – sitting on the toilet for both girls and boys, using water for cleansing of the private body parts.

Please read carefully and observe these policies meticulously. These have been formulated with the best interest of all children in mind. It is the policy of ISC-M that each student must be administered a physical examination prior to the first day at school.

ISC-M requires an up to date immunization record in every student's file at School.

Please keep your child home if s/he exhibits any of the following symptoms of illness:

- ☑ An elevated temperature of 100.2 degrees F. or higher.
- ☑ A severe cold (sore throat, running nose, cough, sneezing, and earache, or inflamed or discharging eyes).
- ☑ A rash that has not been diagnosed by a physician as non-contagious.
- ☑ An upset stomach within last twenty-four hours including vomiting, diarrhea, and/or abdominal cramps.

If a child develops any of these symptoms at School, respective parents will be contacted immediately. The child must be picked up from School within one hour of contact.

Children may return to School 24 hours after the disappearance of all symptoms including fever and should be "Tylenol free". Children returning with any of the symptoms of illness mentioned above will be immediately sent home.

Please note, although a registered nurse is not located at ISC-M, one is available on call for consultation and emergency care at all times. As such, if any medicine is brought to School a teacher under the following conditions can only administer it:

- a) Medication is labeled with the child's name.
- b) Written instructions and a written request for a staff member to administer medication and a parent's signature must accompany the medicine.

All medication must be stored in the office before and after dispensation. No child should have any kind of medication including aspirin/Tylenol upon his/her person.

If your child develops any communicable health problems (i.e.— chicken pox, measles, etc.), please call the School so that we may notify other parents.

The following chart assists in School-Parent cooperation and helps in dealing with the health problem effectively:

DISEASE	SIGNS/SYMPTOMS	HOW SPREADS	ATENDANCE
CHICKEN POX	Fever, malaise (tiredness), blister-like rash widely spread.	Contact with infected person or articles used by them.	7 day and until lesions are dried up.
IMPETIGO	Crusty lesions more on exposed parts of body. May drain. Often follows an insect bite or skin abrasion.	Contact with lesions or infected people and discharge from nose or Throat; self-infectious.	Sores must be covered. Under Physician treatment 24 hours. (Physician note requested).
INFLUENZA	Combination of headache, nausea, diarrhea, muscle ache, sometimes fever.	Contact with infected people or articles used by them.	Exclude for 3-5 days and fever has ceased for at least 24 hours.
MEASLES "old fashioned"	Resemble common cold. Runny nose and eyes, fever, cough. Rash appears in 3-4 days.	Virus found in secretion of nose & throat. Contact with infected people and articles used by them.	Exclude during cold symptoms and 8 days after rash is gone.
MUMPS	Slight fever, swelling at angle of jaw & front of ears.	Contact with infected people and articles used by them.	7 days and no swelling or tenderness.
HEAD LICE	Irritation and itching of scalp, presence of light gray insects & eggs in hair.	Contact with infected people. Insects may jump person to person.	Prescription shampoo second application 1 week later. Must be free of insects & nits.
PINK EYE	Conjunctivitis of one or both eyes. Light sensitivity, itching, runny eyes, swollen lids, reddened rims, and eventually yellow mucous drainage.	Contact with infected people or articles used by them.	Note from Physician when Symptoms disappear (1-2) week.
STREP THROAT	Very red and sore throat	Contact with nasal discharge.	24 hours after prescribed medication
RING WORM	Flat red spot spread out like a circle. Seems to heal in the middle while area grows larger & flaky.	Contact with infected people or articles used by them.	Under Physician treatment & note. Sores must be covered.
SCABIES	Itching, eruptions found in folds of skin, fronts of wrists, webs of fingers.	Contact with infected people or their clothing.	Under Physician treatment & note from Physician
SCARLET FEVER	Sudden onset of fever nausea, pinpoint rash, sore throat with blisters on tonsils & back of throat.	Contact with nasal discharge, infected people & articles used them.	Exclude 7 days until fully recovered or after 72 hours Physician care

Please note the rule of thumb, if well enough to come to School, your child is well enough to participate in the daily schedule, including outdoor activities.

Preschool children are required to bring the following for personal use:

- ☑ A complete change of clothing including socks must be present at School at all times. Please place clothing in a shoe or box with his/her name on it.
- ☑ A light blanket or sheet to use at naptime.
- ☑ Lunch should be brought in a bag or box labeled with the child's name on it. Lunches should be nutritious. No candy to be consumed at School with the exception of pre-planned events.

Field Trips

“And He it is Who spread out the earth and placed therein firm hills and flowing streams...”

Al-Qur'an 13: 3

Young children build their knowledge through interacting with other people and with their environment. To facilitate this process of knowledge building, the students will go on several field trips. These are planned with a definite purpose in mind. Parents will be, Insha Allah, notified well in advance. The registration packet includes a general parent consent form that must be signed before a child can attend any school trip. This form is good for one academic year.

Parents are welcome to accompany students on field trips. If your schedule permits your child's teacher would be happy to have you join in on the field trips.

Safety Tips

The Islamic School of Columbia - Missouri cares about the safety of your child.

Please bring your child into the building and remain with your child until the teacher sees both of you.

When you leave with your child, please be certain that the teacher is aware of your departure.

Children need to remain inside the classroom or with the teacher outside or as directed during pick up times. Parents must personally accompany their child to the vehicle. Children are not allowed to walk alone to their car.

Notify the School in advance if another person will pick up your child after school. If we do not know this person, we will ask for identification and await confirmation prior to releasing the child.

Please be aware of and keep track of your arrangements with other parents who share drop off and pick up responsibilities with you.

Playground Rules

Students using the outdoor playground must obey the playground safety rules. The following simple rules will make playtime fun and frolic:

- ☑ Children must stay within the gates at all times.
- ☑ Swing may be used while seated only. Walk around the frame while swing is in use.
- ☑ Slide one at a time in sitting position, facing forward, and feet first.
- ☑ Pebbles belong on the ground inside the wood frame only.
- ☑ Parents are in-charge to enforce playground rules and are responsible for the supervision of their children before and after school hours.

School's responsibility for supervision alleviates after student pick up by a parent or guardian.

Weather

Islamic School Staff monitor latest weather conditions/temperature to ensure safety of the students. The following guidelines are used to allow/restrict exposure of students outdoors:

Winter	
Pre-school	30° F or below (wind-chill 25° F)
KG and grade 1-5	20° F or below (wind-chill 15° F)
Summer	
Pre-school	95° F or above
KG and grade 1-5	100° F or above

Tips during cold weather outside play:

- ☑ Always dress your child in layers, rather than a single heavy garment. They will need one extra layer of clothing as compared to adults. Outer layer should be of a water-resistant material.
- ☑ Always wear gloves or mittens and hat. A significant amount of heat loss occurs through head, so hat is very important.
- ☑ Provide an extra Snack to consume during playtime.
- ☑ Provide an extra set of clothes should the ones they are wearing get wet.

Conversely, encourage your child to drink plenty of water during hot summer days. Parents are also encouraged to use Sunscreens.

Discipline and Good Manners

Abu Huraria has related that the Messenger of Allah (SWT) said: *“Verily, Allah does not go after your bodies and appearances, but Allah (SWT) scans your hearts and deeds.”* Narrated by Muslim

To be successful in both this world and the hereafter, everyone must obey what Allah (SWT) says in Al-Qur’an and follow the Sunnah of Prophet Muhammad (PBUH). Home is the first foundation where the child learns how to behave and conduct himself/herself. Teaching the child good manners is primarily the responsibility of the parents. Prophet Muhammad (PBUH) stated *“No father can give his child anything better than good manners”* (Tirmidhi).

The purpose of the Islamic School is not to take over the responsibility of the parents in teaching good manners and proper behavior. Its purpose is to assist parents to fulfill their responsibility in the child’s development as a well-educated Muslim.

Since the act of “Ibadah” (worship) is everything that pleases Allah (SWT), the student must form the habit of following not only the expectations listed, but also observe general rules of good manners and conduct. The excuse that a particular violation of good conduct is not specifically mentioned is not acceptable. Habitual disregard of the Islamic School expectations of good conduct will inevitably lead to serious penalties.

Following expectations are intended to help the School function for the benefit of all:

Obedience: Students are expected to show obedience to Allah (SWT), His Prophet Muhammad (PBUH), and all assigned authorities, i.e., parents, School teachers and staff, and adults (An-Nisa: 59).

Respect: Students are expected to show respect for the teachings of Islam, teachers and staff, adults, and one another as demonstrated by the students’ words and actions. Students are expected to respect the personal property of fellow students and staff and all public properties.

Politeness: Students are expected to seek permission from the teachers or staff before leaving classrooms or the School building. No student is allowed to leave the school campus at any time during the school day without explicit permission from the Principal. Parental knowledge and consent are also necessary to gain such permission. Talking and movement should be in a manner appropriate for the area of the school building. Profanity and fighting are not appropriate at any time or in any place.

Honesty: Students are expected to speak and act truthfully. Therefore, stealing and cheating are not permitted at any time by anyone.

Modesty: It is reported that the Prophet Muhammad (PBUH) said: *“Every religion has its special characteristic, and the special characteristic of Islam is modesty.”* Students are expected to dress and behave in the most modest manner. Boys should not stare at girls, nor should girls act in a manner that attracts unnecessary attention.

Chastity: Islam does not approve of social mixing of genders. Any friendship resulting thereof is censured. Boys and girls together are not permitted to intermingle alone or play together after they have reached the age of puberty.

Disciplinary Procedures

One of the main purposes of Islamic education is to promote Islamic values to our students. Despite efforts to teach these values should the student still show disregard for the Islamic values, as evidenced by cheating, lying, disruptive behavior, rudeness, profanity, fighting, etc. then disciplinary action is impending.

Absences

School attendance is a very important part of the student's total learning process. All students are expected to be in attendance each day in accordance with Education Board policy. If a student is absent for an extended period of time, parents must notify the school office, give reason and approximate date of return. Parents are required to send a note or phone the office between 8:00 am and 9:00 am on the first day their child is absent giving the reason and expected length of the absence.

Students **will receive credit for make-up work completed for excused absences only**. A suspension will be considered an excused absence. For absences or suspensions of five or more days, the student must request and arrange for make-up work to be picked up in the Principal's office. The work must be completed upon the student's return from the absence. For absences up to four days, the work must be made up within the number of days that the student was absent. A student must attend School all day to participate in a practice, a contest, or an event.

A total of 36 days accumulated absences will lead the student to fail the academic year. Parents who wish to take their child out of School for one week to one month must inform the school office at least one week in advance. The teacher will be notified to prepare a list of assignments to be completed and brought back on the first day the child returns to School. The parents will be responsible for the materials to be returned in good condition.

Note: The reason for departure will be taken into consideration. Whether it is an acceptable absence or if withdrawal would be more appropriate.

Tardiness

Tardiness is a disruption to the normal conduct of classroom activities, therefore, students are expected to be punctual in arriving at assigned areas. All students entering School, other than the regular time, must report to the Office for an “Admit to Class” note. Parents are required to either telephone or write a note explaining the reason for the tardiness. Repeated tardiness will lead to the following:

Students arriving after 8:01 am will be counted tardy. Students arriving within the first ten minutes after the bell considered tardy. **Any arrival after the initial ten minutes will be recorded as truancy.** If a student misses more than half of a class (50%), it will be recorded as an absence in that class. Discipline for accumulated tardiness to class will be as follows:

Tardiness (# of occurrences)	Discipline
6 – 11	Warning
12 – 14	Parent Conference for each
15 – 17	In School Suspension (ISS) per occurrence
18 – 20	One Day Out of School Suspension per occurrence
21 or more	2-5 days Out of School Suspension

Truancy

Absence from School without parental consent or the School's authorization is truancy. Unauthorized absence from a class also constitutes truancy. A student tardy 10 or more minutes will be considered truant. The penalties for truanancies are as follows:

Truancies (# of occurrences)	Discipline
3 – 5	Warning
6 – 8	One Day Out of School Suspension per occurrence
9 or more	2-5 days out of School Suspension

In School Suspension (ISS)

While in ISS, students will remain at School in an isolated area and will be required to perform various academic tasks. Sleeping, talking, playing, and recess are not allowed. Students are expected to work for the entire period of ISS. Up to two bathroom breaks may be allowed.

School Rules

Students should be:

- Conscious of Allah
- Respectful

Responsible
Safe
Cooperative
Learners

In the Classroom

1. Be a good listener.
2. Think before they speak.
3. Keep a neat and clean desk.
4. Show care for all property.
5. Avoid disturbing others in your class or in other classes.
6. Continue your work as usual when there are visitors in the classroom.
7. Leave everything in order at the close of the day.
8. Use your best manners at all times.
9. Greet your teachers and classmates with "Assalamu Alaikum."

In the Halls

1. Always keep to the right when moving in the halls.
2. Running in the halls and building is never allowed.
3. Avoid crowding others while in line. Keep your voice at a whisper.
4. Greet your teachers and classmates with "Assalamu Alaikum."

At Lunch

1. Practice lunch room manners at all times.
2. The lunch room is an extension of the classroom, so be on your best behavior.
3. Keep your voice at a low whisper.
4. Each student is responsible for leaving tables and floor area clean.
5. Eat with your right hand.
6. Say, "BismAllah" before you eat.
7. Say, "Alhamdu Allah" after you eat.

On the Playground

1. Students must follow playground rules.
2. Never run into the street or driveway for balls. Notify the teacher on duty.
3. Students should share and take turns in using all playground equipment.
4. Any student who incites, encourages, promotes or participates in a fight while at School, or at school-sponsored activity, shall be subject to disciplinary action.

In the Prayer Hall

1. Be a good listener.
2. Think before you speak.
3. Avoid disturbing others.
4. Use your best manners at all times.
5. Keep your voice at a whisper.
6. Pay attention and follow Salat properly.
7. Make wudu before praying.
8. Dress properly for Salat.
9. Leave your shoes on the shelves.
10. Stop talking when you hear the Adhan. In a low voice, repeat the Adhan after each call.
11. Repeat the du'a for Adhan, after the Adhan is completed.

12. Concentrate on your prayer.
13. Say dhikr after Salat.

During Ablution (wudu)

1. Take turns.
2. Keep area clean and dry.
3. No playing or talking.

In the Restroom

1. Keep it clean and dry
2. Finish quickly
3. No playing, no talking, no reading

Discipline Policy

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Insha Allah, this system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior. The system to be used is as follows:

A three-colors traffic system will be used for monitoring behavior in and out of the classroom. All students start the day on green. If students do their homework, follow rules, stay on task in class, etc., then they will remain on green. However, with each infraction, students will move their pins to yellow, and then to red. Consequences, such as warnings, time out, missing half or an entire recess to serving a lunch detention, will be utilized for every color change and may vary from grade to grade depending on the particular grade level and/or students.

Teachers will keep track of the number of times students are placed on red, which will result in disciplinary actions.

In cases when students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, they will be referred to the Principal for Disciplinary actions.

Please ask your child each day about his/her behavior. Insha Allah, these disciplinary procedures will help your child assume responsibility for his/her own conduct.

Conduct

The Prophet (PBUH) said, *“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about”*, narrated by Muslim.

Rationale

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the Prophet (PBUH). Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the School’s expectations for student behavior.

The ISC-M Code of Conduct applies in the following situations:

1. During regular school hours.
2. On the school bus or other transportation sanctioned by the School.
3. During School sponsored events.
4. When going to and from School.
5. During events and activities associated with the School.
6. During Salat and while in the Masjid.

Additionally, the administration is authorized to take disciplinary action when a student’s misconduct away from School has a detrimental effect on the other students or on the orderly educational process.

Due Process Rights

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate School personnel.

PARENTS:

1. A written notification of the violation and the consequence decided by the School.
2. Twenty-four hour notice to meet with the proper School personnel for a fair and impartial conference, unless the student’s behavior is so disruptive or detrimental that he/she cannot complete the school day.

Infractions

Conduct code violations are categorized into three levels. This list of infractions is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

LEVEL 1 INFRACTIONS: Conduct that impedes orderly operations of classroom or School

Level 1 misconduct is handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the School administrators until he/she has taken at least three documented level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher will refer the student to the Principal. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary.

INFRACTION	DISCIPLINARY ACTION
1. <u>Disruptive Behavior</u> : Conduct that causes or results in the breakdown of orderly process of instruction and/or school activity 2. <u>Littering</u> : Throwing or dropping paper, trash, or other material on the floor or ground 3. <u>Refusal</u> : Refuse to complete classroom work, labs, projects, or other assignments given by the teacher 4. <u>Verbal Altercation</u> : Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response 5. <u>Violating classroom rules</u>	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student behavior contract, conference with student/parent(s); separation from peers, denial of class privileges, administrative referral, detention
6. <u>Use of electronic and/or other communication devices</u> : No student shall use, display, or possesses any electronic devices without approval on school property	Detention and conference with Principal. Device will be confiscated and Parents will be asked to pick up the device
7. Tardiness	Refer the disciplinary policy under tardiness section.

LEVEL 2 INFRACTIONS: Illegal and/or serious misconduct

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DISCIPLINARY ACTION
<p>1. <u>Academic misconduct</u>: Plagiarizing, cheating, copying another’s work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answer dishonestly or by means other than those authorized by the teacher</p> <p>2 <u>Inappropriate language</u>: Using any form of cursing in any language and including hand or bodily gestures</p> <p>3. <u>Lying</u>: Intentionally providing untrue or misleading information or communication</p> <p>4. <u>Altering official documents</u>: Forging, falsifying, or unauthorized alteration of a document</p>	<p>1st Offense: detention, or 1 day suspension 2nd Offense: 1-2 days suspension 3rd Offense: 2-3 days suspension</p>
<p>5. <u>Damage or destruction of property</u>: Attempting, threatening, or causing damage to school or private property resulting in minor damage.</p>	<p>1st Offense: Under \$50 Restitution and/or 1day suspension 2nd Offense: Restitution and 1-2 days suspension 3rd Offense: Restitution and 2-3 days suspension,</p>
<p>6. <u>Misuse of equipment</u>: students using school online services for illegal, inappropriate, or obscene purposes</p>	<p>1st Offense: detention, or 1 day suspension 2nd Offense: 1-2 days suspension 3rd Offense: 2-10 days suspension</p>
<p>7. <u>Insubordination</u>: Refusing to comply with a request or directive from a faculty or staff.</p> <p>8. <u>Loitering</u>: Being present in or about a school premises without supervision by a faculty of staff member.</p>	<p>1st Offense: detention, or 1 day suspension 2nd Offense: 1-2 days suspension 3rd Offense: 2-3 days suspension</p>
<p>9. <u>Trespassing</u>: Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises</p>	<p>1st Offense: detention, or 1 day suspension 2nd Offense: 1-2 days suspension 3rd Offense: 2-3 days suspension, police notified</p>

INFRACTION	DISCIPLINARY ACTION
10. <u>Truancy</u> : Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school	Refer the disciplinary policy under truancy section.
11. <u>Fighting</u> : Engaging in verbal or physical altercation, whether initiating or retaliating.	1 st Offense: detention, or 1 day suspension, conference with the Principal, written warning, 2 nd Offense: 1-2 days suspension 3 rd Offense: 2-3 days suspension
12. <u>Bullying</u> : Engaging in verbal, physical, emotional and/or threatening acts of harassment	1 st Offense: Detention, conference with the Principal, written warning 2 nd Offense: 1-2 days suspension 3 rd Offense: 2-3 days suspension
13. <u>Electronic access</u> : Accessing, controlling, or disabling technological devices or services without authorization	1 st Offense: 1 day suspension, Detention and conference with Principal 2 nd Offense: 1-2 days suspension 3 rd Offense: 2-3 days suspension

Note: Any student charged with more than three level 2 violations will be referred to the Education Board for expulsion.

LEVEL 3 INFRACTIONS: Conduct that is serious or illegal and is potentially life or health threatening.

ISC-M considers all level 3 infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate suspension of up to 14 days and a recommendation for expulsion to the Education Board and/or legal action. Students expelled from ISC-M due to level 3 infractions may not be reinstated at a later date. Appropriate authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

INFRACTION	DISCIPLINARY ACTION
1. Intimidation or Menacing incitement: Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	1 st Offense: 2-3 day suspension 2 nd Offense: 3-5 days suspension, recommend for

	<p>expulsion 3rd Offense: open suspension, recommend for expulsion</p>
<p>2. Arson: Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property</p> <p>3. Assault/Felony: Striking with a weapon with the intent to inflict bodily harm:</p> <p>4. Bomb Threats or False Alarms: Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.</p> <p>5. Breaking and Entering: Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without permission</p> <p>6. Explosive Devices: Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above</p> <p>7 Vandalism: Destroying, damaging, or defacing school or private property in a willful or malicious manner</p> <p>8. Extortion or robbery: Obtaining money, information, or property from another by threat, intimidation, or coercion</p>	<p>1st Offense: 3- 14 days suspension, recommended for expulsion, legal authorities notified</p> <p>2nd Offense: expulsion, legal authorities notified</p>
<p>9. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances: Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs, controlled substances of any kind, alcoholic beverages, or other intoxicant on school property or at school functions or events</p> <p>10. Theft: Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property</p> <p>11. Possession or concealment of a weapon or dangerous instrument: Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, replicas, or any other items deemed to be dangerous including knives.</p>	<p>1st Offense: 3-14 days suspension, recommended for expulsion, legal authorities notified</p> <p>2nd Offense: expulsion, legal authorities notified</p>

<p>12. Offensive Material: Producing, possessing, or distributing materials that offend common decency or morals in the school community</p> <p>13. Reckless Endangerment: Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage, destruction, or defacement of school or private property</p> <p>14. Gambling: Participating in or organizing games of chance to gain money or other items</p> <p>15. Legal but dangerous substances: Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia</p> <p>16. Obscenities, Verbal abuse, vulgarity towards school or school personnel: Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any member of the school community. This shall include use of obscene gestures or sign that willfully intimidate, insult, or in any other manner, abuse others</p> <p>17. Gender fraternization/ Promiscuous behavior: Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations either inside the school or outside. Relations between the sexes (dating), meeting in privately either inside and outside of school. Evidence of Islamically immoral behavior or communication, written or otherwise.</p>	<p>1st Offense: 3-14 days suspension, recommended for expulsion</p> <p>2nd Offense: expulsion, legal authorities notified</p>
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Detention

The teacher gives a written referral to the Principal who then makes the final decision to implement the punishment, depending on the circumstances and infraction. Students will be expected to serve a Saturday morning detention, from 8 to 10 a.m. for every five detentions received. For example: 5 detentions, 10 detentions, 15 detentions, etc. unless they receive 3 or more detentions in the same school week. In the latter case, they will be suspended for one day.

Suspension

Suspension is dismissal from classes for a period of time based on the actions of the student. A student who consistently refuses to follow a teacher’s directive or consistently disregards ISC-M regulations, may be suspended by the Principal, in accordance with Qur’an and Sunnah and Missouri state law, section 167.161 RSMO.

A first-time suspension may be served in School, unless the student has committed an infraction that warrants more than a one-day suspension. In-School suspensions (ISS) are held during the school day from 8:00 a.m. to 3:30 p.m. Students are responsible for securing assignments from their teachers the day before the ISS and will receive credit for the work completed. ISS days do not count as student absences. Subsequent suspensions will start a clean slate each year. However, the number of suspensions will be cumulative during High School.

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. Students will not be permitted to make up quizzes and tests. However, no make-up work is permitted for subsequent suspensions.

All suspensions will be recorded on student transcripts.

Disciplinary Probation

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the Education Board for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the Education Board for possible expulsion. At the end of the third quarter the administration will submit the list of all students on Disciplinary Probation. The Education Board then make the final decision to readmit the students or not for the following school year.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of the 4th quarter; Students with poor discipline records for that school year will be referred to the Education Board even if they have not been placed on probation. ISC-M reserves the right to refuse readmission for the next year to students with poor discipline records.

Expulsion

Expulsion is dismissal from school, usually without the privileges of re-admittance to ISC-M. Any student, who deliberately shows disobedience and disrespect to Allah (SWT), His Prophet Muhammad (PBUH) and assigned School authorities, will face dismissal from ISC-M. Examples of such serious cases are physical fighting, stealing, and dealing with drugs and alcohol.

Final decision to expel a student from the School is approved by the Chairman of Education Board and may be based on any of the following factors besides others:

- Excessive disciplinary violation
- Three suspensions
- Exhaustion of all of the above disciplinary consequences

Expulsion Procedures

A student may be referred to the Education Board for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the Education Board for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The Education Board will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the Education Board.
4. The Education Board will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the Education Board is final.

Students on open suspensions may not return to school without a decision from the Education Board. They may not be on school premises or participate in any school activity or function including field trips or after school events.

Possible Behavior Consequences

Consequences may be in one or more of the following:

- Recording the behavior on the Offense Sheet ([Appendix B](#))
- Extra work assignments, such as community services.
- Elimination of privileges such as recess time and special activities.
- Removal from the group or classroom.
- Scheduling parent/teacher conference.
- Placing the child on a [Behavior Improvement Contract \(BIC\)](#) and [Positive Behavior Monitoring Plan \(PBMP\)](#). See [Appendix C](#).
- Placing the child on probation.
- Detention after school hours.
- Suspension from classes for one period, one day, or more.
- Expulsion from school as a last resort.

Grievance Procedure

ISCM is committed to fostering intellectual inquiry in an Islamic environment and integrity. Its members are expected to uphold these principles and exhibit tolerance and respect for others. Thus, ISCM condemns all forms of misconduct and works strenuously to assure that its students are accorded tolerance, dignity and respect. Any student who believes that he or she is a victim of misconduct or in dispute of a certain action or with an individual has recourse to mediation and grievance procedures as described below. Students and parents are encouraged to discuss problems, questions and grievances with anyone in a supervisory position, such as a teacher. They may also discuss with the Principal. Students/Parents should consider filing a grievance if resolution through informal means is not possible.

The purpose of the Grievance Procedure is to provide an employee or student or parent with the opportunity to have a complaint dealt with through the correct channels, speedily, and flexibly.

The objectives of the procedure are to promote the prompt resolution of grievances by consultation, co-operation and discussion: to reduce the level of disputation and promote efficiency, effectiveness and equity in the School.

The process of the Grievance Procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the Procedure.

STUDENTS who wish to present a matter under the Procedure should advise, in writing, the Teacher concerned OR the Principal that they are notifying a grievance under the Grievance Procedure.

PARENTS who wish to present a matter should advise, in writing, the Teacher concerned OR the Principal (if the Teacher is the source of the grievance) OR a member of the Board (if the Principal is the source of the grievance), that they are notifying a grievance under the Grievance Procedure.

The person to whom the grievance is notified shall attempt to resolve the grievance (individually or with the assistance of others as needed) by negotiation between the parties concerned. Discussions are to begin within one (1) business day of referral and shall take no more than five (5) business days unless it is agreed otherwise between the parties to the grievance/complaint. All responses shall be in writing. Once an fair and equitable solution is reached, the entire documentation shall be archived in the school records.

Corporal Punishment

Corporal punishment (e.g. spanking, paddling) is not used in the ISC-M. A staff member may physically hold a student if it is necessary to ensure students are safe and that property is not being destroyed.

Child Abuse and Neglect

Definition

Definitions as found in Sections 210.110 and 210.166 of Missouri Law:

CHILD

IN MISSOURI, a child is defined as:

...Any person, regardless of physical or mental condition, under eighteen years of age. (210.110)

..."those responsible for the care, custody, and control of the child", are those included but not limited to the parents or guardian of a child, other members of the child's household, or those exercising supervision over a child for any part of a twenty-four hour day. Those responsible for the care, custody and control shall also include any adult, who, based on their relationship to the parents of the child, members of the child's household or family, has access to the child. (210.110)

ABUSE

IN MISSOURI, abuse is defined as:

... any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for his care, custody, and control except that discipline including spanking, administered in a reasonable manner shall not be construed to be abuse. (210.110)

NEGLECT

IN MISSOURI, neglect is defined as:

... Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for his well-being. (210.110)

IN MISSOURI, educational neglect is specifically defined as:

... Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required for children ages 7 through 16 years.

Educational neglect must be differentiated from truancy (a status offense). When a child is continuously absent from school through intent or neglect of the parent or caretaker; this is an educational neglect.

When a child is absent through his/her own intent, this is truancy and not reportable as child abuse/neglect.

ROLE OF THE PARENT/GUARDIAN

Parent Involvement

Islamic School of Columbia-Missouri (ISC-M) invites all parents and community members to take an active part in the Islamic education process. There are two major ways that this can be done:

First, by participating in the PTCA (Parent-Teacher-Community Association). This is a school-parent dialogue group that exchanges learning ideas regarding Islamic education and parenting in North America. The PTCA was formed as a task force group designed to implement programs such as fundraising projects, upgrading ISC-M facilities, assisting with enrichment activities, and providing assistance to staff during special events. This group is open to all and encourages active participation. Meetings are scheduled in the ISC-M Calendars. However, PTCA activities are ongoing throughout the month.

Secondly, parents are always welcome to volunteer help during special event activities, such as field trips, Arabic night, science, social study, technology and math fairs, Qur'an competitions, extra curricular and other educational activities, etc. Homeroom helpers are always welcome. Please let the school know if you would like to participate in any of these ways.

Parent - Teacher – Community Association (PTCA)

The ISC-M encourages parents to become a member of PTCA for the purposes of assisting the school in providing a safe, secure and enjoyable Islamic environment for children.

The rationale for parent participation at ISC-M is simple: A child's initial learning experiences take place at home, with parents as first instructors. As the child grows and develops, other people, institutions and resources begin to play an important role in their education. Parents may begin to feel they are losing contact with their child, and this feeling can become very acute when the child enters school. ISC-M, therefore, encourages parents to participate and get involved in the school.

Since both the school and the parents share concerns for the welfare of the child, it is logical that they should develop a cooperative partnership—PTCA.

Objectives

At ISC-M, the objectives of the PTCA are as follows:

- 1) Support the effort of the school in educating our children
- 2) Assist in informing the community about the school

- 3) Develop and implement fundraising activities
- 4) Encourage the participation of the community in school activities
- 5) Assist the school in providing the best Islamic environment for the children.

Activities

PTCA develops, implements and participates in a number of school related activities. These activities include, but not limited to, assisting in field trips, receptions, and curriculum nights, welcome fair, fundraising projects, newsletters, etc.

PTCA is not part of the school administration; therefore, it does not interfere in the daily administration of the school or instructional activities. Any concerns issues, and/or problems should be channeled in the appropriate way. ISC-M and PTCA are partners in the education of the children.

PTCA Administration Structure

For effective management and accountability, the ISC-M PTCA has designated officers.

Officers of the PTCA

President

Responsible for running the association. He/she is also to represent the PTCA in meetings and/or activities that require the involvement and participation of the PTCA. The president may delegate these responsibilities and presides over meetings.

Secretary

Responsible for keeping records of meetings, minutes, and other relative documents for the PTCA. The Secretary calls for the meetings in consultation with the PTCA President. He/she presides over meetings in the absence of the president. He/she communicates with PTCA members.

Treasurer

Responsible for the financial activities of the PTCA. He/she collects money and deposits it in the PTCA account. The treasurer keeps records of all income and expenditure and any other monetary activities. He/she gives financial report at meetings. The Treasurer is a signatory PTCA's check.

Fundraising Officer

Primarily responsible for raising funds for ICS-M. This officer works very closely with the School administration in funding School needs, working out activities, and finding source for funds.

School Representative

This person provides the necessary support from The School to the PTCA. Ideally the School Representative should be the Principal who may answer questions that might advise.

Term of office

The term of office for each officer is one academic year. An officer could be elected to the same or another office for more than one time.

Elections

PTCA membership is responsible for planning, organizing and conducting the elections. Election is conducted at the beginning of each academic year. Secret ballots are used for casting votes. The person with most votes wins the election. In case an officer resigns, the PTCA president, in consultation with other PTCA officers will select another person to replace the outgoing officer until an election is held.

Care taker Committee

In the absence of elected officers, PTCA members select a caretaker Committee to carry out the activities of the association until next election.

PTCA Membership Fee

Annual membership is due at the beginning of the year along with your child's registration. Membership dues are \$3:00 per person or \$5:00 per family.

APPENDIX A

Islamic School of Columbia-Missouri

School calendar for the year 2008-2009 is as follows:

Mon-Wed Aug 18-20	Teachers' Orientation and Workdays
Wed, Aug 20.....	Meet your child's teacher(s) @ 6:30 p.m.
Thur, Aug 21.....	First Day of Classes
Mon, Sep 01.....	Labor Day, School not in session
Thur, Sep 25.....	Classes Dismissed @ 1:30 (Staff Planning and Collaboration)
Fri, Sep 26.....	Classes Dismissed (Staff Planning and Collaboration)
Tue-Wed Sep 30-Oct 01.....	Eid-ul-Fitr Holiday, School not in session *
Tue, Nov 4.....	Classes Dismissed (Staff Planning and Collaboration)
Fri, Nov 14.....	Classes Dismissed (Parent-Teacher Conferences)
Wed-Fri, Nov. 26-28.....	Fall Recess, School not in session
Mon, Dec 08.....	Eid-ul-Adha Holiday, School not in session *
Mon-Thu, Dec 22-Jan 01.....	Winter Recess, School not in session
Fri, Jan 02.....	Classes Dismissed (Staff Planning and Collaboration)
Thur, Feb 05.....	Classes Dismissed @ 1:30 (Staff Planning and Collaboration)
Fri, Feb 06.....	Classes Dismissed (Staff Planning and Collaboration)
Mon, Feb 23.....	Classes Dismissed (Staff Planning and Collaboration)
Fri, Feb 27.....	Classes Dismissed (Parent-Teacher Conferences)
Mon-Fri, Mar 23-27.....	Spring Recess, School not in session
Mon, May 25.....	Memorial Day, School not in session
Thur, Jun 04.....	Last Day of School (will follow the Columbia Public Schools). Classes Dismissed @ 1:30 (Staff Planning and Collaboration)

Snow Days: Please follow announcements on television and/or radio broadcasting for school closings. ISCM follows Columbia Public Schools schedule on Snow Days. ISCM announcement(s) will also be listed with other schools.

* Eid holidays are two days – day of the Eid and the day preceding it.

APPENDIX B

Islamic School of Columbia-Missouri Offense Sheet / Disciplinary Action Form

DATE:	TIME:	CLASS:
TEACHER:		
STUDENT:		
Offense / Misbehavior: (succinctly state inappropriate/incorrect behavior, dates and times of occurrence, supervisory action taken to date, etc.)		
Action taken after 1st warning:		
Student Signature and Date (1st warning):		
Principal Signature and Date:		
Action taken after 2nd warning:		
<input type="checkbox"/> Loss of recess time	<input type="checkbox"/> Lunch at office	<input type="checkbox"/> Standing rest of the class time
<input type="checkbox"/> Grounded in office during class time next day	<input type="checkbox"/> Grounded after school until 4pm	
<input type="checkbox"/> Other		
Student Signature and Date (2nd warning):		
Principal Signature and Date:		
Action taken when in compliant after 2nd warning: (use separate sheet if needed)		
Principal Signature:		

Furnish a copy to the parent/guardian after every action taken

APPENDIX C

Islamic School of Columbia-Missouri Behavior Improvement Contract

DATE:	TIME:	CLASS:
STUDENT:		
REFERENCE: (FROM DISCIPLINARY ACTION FORM)		
EFFECTIVE FROM:	TO:	
GOAL(S):		
<p>I will demonstrate good behaviors each day at school. I am expected to follow the teacher's directions the first time he/she asks me to do something and I am expected to do so promptly and with a good attitude. Additionally (if applicable),</p>		
EVALUATION OF PROGRESS:		
<p>I will be monitored each day and my behavior recorded in the Positive Behavior Monitoring Form. The Teacher/Principal will evaluate me on a weekly basis. Additionally (if applicable),</p>		
Student:	Parent:	
Teacher:	Principal:	

Islamic School of Columbia-Missouri
Positive Behavior Monitoring Form

FROM:	TO:	CLASS:			
STUDENT:					
REFERENCE: (FROM BEHAVIOR IMPROVEMENT CONTRACT)					
GOAL(S) TO BE ACCOMPLISHED:					
Progress On Target: (+) EXCELLENT (✓) SATISFACTORY (-) UN SATISFACTORY					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
COMMENTS:					
Student:			Parent:		
Teacher:			Principal:		