



PARENT-STUDENT HANDBOOK

THE ISLAMIC SCHOOL OF COLUMBIA – MISSOURI

2015-2016

“O My Lord! Increase Me in Knowledge”

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In the name of Allah, the Beneficent, the Merciful

WELCOME TO ISCM

August 2015

Dear Parents and Students:

Asalaam alaikum wa rahmatullahi wa barakatu. May Allah's peace, mercy, and blessings be upon you. I look forward to my second year here at ISCM. My goal is to continuously find ways we can improve our school. We have an exciting year planned, filled with activities and programs to help students stay focused, engaged and learning.

Alhamdulillah, Islamic School of Columbia-Missouri has been accredited from Missouri Non-public School Accrediting Association (MNSAA) for the past 7 years, with great thanks to all our parents, students, teachers, and staff for their hard work. ISCM is the only Muslim private school in Columbia with a campus over 6 acres and more than 100 students. We have a strong academic program; provide leveled Quran, Arabic and Islamic Studies courses; a structure and rigorous Physical education program; and offer various electives, such as Computers, Art, Cooking, Leadership, and Yearbook.

There are some updates and changes to this year's handbook, so I request that you read through it carefully. We ask you to sign the pledge form at the end of this document to acknowledge that you understand and agree to abide by the handbook and school procedures. We also welcome your feedback and suggestions to improve any area in the handbook that is not clear.

As always, we count on the active participation and support of our parents to ensure that our students are reaching their full potential.

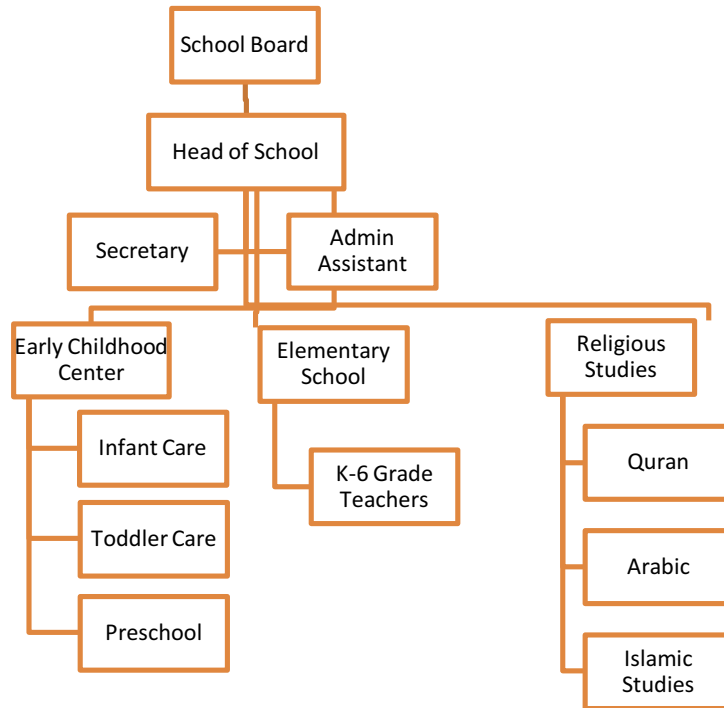
We ask Allah (swt) to please forgive us for our shortcomings and errors and to make our task easy for us. May Allah (swt) reward you for your patience, understanding and support. Wishing you all a happy, safe, and enriching school year.

Jazak Allah Khair,

Tae'lor Jones, EdS.
Head of School

School Administration and Organization Chart

The school is operated by a team of staff and faculty working together to ensure the best educational programs for our students. While under one large umbrella, the administration of the school is divided into two separate schools – Early Childhood Center and Elementary



School Office

The school office is open from 7:30 a.m. to 4:00 p.m. Monday-Friday to answer your questions. Telephone: (573) 442-1556 or Fax: (800)-442-1556 or email at iscmschool@gmail.com.

INTRODUCTION

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 grade. 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 10th, 2006, the school was incorporated with the state of Missouri as an independent non-profit entity and has been operating as such since.

Mission

Islamic School of Columbia-Missouri's mission is to provide an excellent education with Islamic values to all students.

Vision and Philosophy

The vision of ISCM is to guide our children towards the full realization of their spiritual, intellectual, physical, emotional, and social responsibilities as they serve Islam and humanity for the pleasure of Allah (SWT) and interact with the community and world around them. Our school has a comprehensive program of meaningful, value-based learning experiences in an Islamic environment. We believe that our children can develop the first step here; which is a firm relationship with the Creator – Allah (SWT), followed by the development of Islamic personality capable of identifying, understanding and working cooperatively with others. This will provide our children with a method of solving the problems that they will face as individuals, community members, and as global citizens.

The ISCM believes that every student has the right to the best quality of education. Education is a process which encompasses all school and home experiences, including the actions behaviors and actions of the adults around them.

We believe:

- Each child is unique and deserves appropriate instruction.
- Students are able to achieve more when challenged with rigor.
- Problem-solving and critical thinking skills are essential for the success of students.
- Students deserve positive modeling and guidance to become well-balanced individuals.
- Parents, Teachers, and community members are an integral part of the education process.

Islamic School of Columbia-Mo strives to provide an enriched environment where students, faculty, and staff seek the pleasure of Allah (swt) by His grace, His mercy, and complete awareness of His presence. Guided by the primary sources of Islam, the Qur'an, the Sunnah, and the Seerah of the Prophet Muhammad (pbuh), ISCM is dedicated to providing its students with a learning environment of the highest caliber. As a belief that the Prophet Muhammad (pbuh) is still the best model of character, we strive to support our students by giving them the tools to follow in his footprints in ensuring that they will be successful in this life and the eternal Hereafter.

We strive to develop students who have a positive self-identity as Muslim-Americans and who will become confident and successful citizens in the world. Students excel in all aspects of their personality and school-wide achievements. They are expected to use their gained knowledge and skills to provide peace and benefit to themselves and to the creation of the Creator, Allah (swt). With this we aim to provide an optimal environment that develops in each student a sound understanding of Islamic character enhanced with a motivation for the acquisition of knowledge.

ISCM School Board

The Islamic School of Columbia-Mo Board of Education has the main responsibility to ensure that the school, under the leadership of the head of school, is adhering to the mission and vision of Islamic School of Columbia-MO. The board helps develop, review and/or approve policies created to address the unique circumstances of the school, students, staff and parents. The School Board members also help move the school forward through their expertise and connections, whether it is for fundraising, program development, and/or school reform.

The chairman of the ISCM Board is elected by the Shura of the ICCM and is a member of the Executive Committee. The Chairman coordinates with the Head of School to ensure the smooth functioning of the school. A five-seven member board is chosen to help facilitate these responsibilities.

Regular Meetings of the ISCM Education Board are held once a month. Special meetings are called when necessary at a time and place announced in advance.

2015-2016 School Board Members

- Hina Syed, Chairman
- Justin McNutt, Treasurer
- Dr. Kiran Choudhry, Secretary
- Dr. Uzma Khan, Academics Committee Chair
- Dr. Azam Khaja, Marketing Committee Chair
- Radhia Khenissi, After-school Committee Chair

Islamic School of Columbia-Missouri (ISCM) 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, ISCM 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 ISCM 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 ISCM 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.

ISCM 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 ISCM are based on Islamic principles and values, but the admission is open to all children regardless of their religious background.

Criterion for Admission

Persons seeking admission to the ISCM must satisfactorily meet all residencies, academic, age, immunization, discipline, and other pre-requisites as established by the Education Board policies.

Preschool

To be admitted to the pre-school at ISCM, 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.

Child must be immunized. A copy of Immunization record must be provided as proof.

Kindergarten

To be admitted to the kindergarten at ISCM, 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 ISCM. ISCM 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.

PARENT RESPONSIBILITIES

Parents' consistent support for the school, its staff and educational programs will create a positive attitude in our students about education and the role of school. As Muslims, ISCM families are all aware of the blessings received by donating of themselves on behalf of their community. As parents, we also have an important duty toward our children. An Islamic education, a high academic standard and a healthy environment for both body and soul are basic requirements for every Muslim family. ISCM continuously works hard to provide these elements to our children without adding extra burdens on the families.

Parents as Partners

Cooperation between the family and the school is essential. The school requires parents' full support for its educational program to be effective and successful. If you have any questions or concerns, the procedure is to first contact your child's teacher. If the matter remains unresolved, you may contact the Head of School to better assist you. If you are still not satisfied, send your concerns in writing to the Board of Education.

Parent Service Hours

Each family is required for completing a total of **15 hours of service** to ISCM per school year.

- The PTA and Office Staff will help keep track of service hours through Service Cards
- Transferring of hours to friends and/or family is not permitted.
- ISCM teachers and staff are exempt from completing service hours.
- Valid service hour opportunities include:
 - Friday Lunch (*Every parent must participate twice a year)
 - Chaperoning a class field trip at the request of the teacher. A chaperone should not have extra children (not in the class) attending the field trip
 - Attending Parent Workshops
 - Assisting a teacher at school or home, depending on the teacher's request
 - Assisting with approved school activities or PTO activities
 - Attending PTA meetings
 - Serving as a Classroom Coordinator (Homeroom Parent)
 - Taking your child to the library or museum (Max 2 hours per location with proof)
 - **A charge of \$10 will be applied at the end of the school year for every uncompleted hour**

Parent Financial Account

As a parent of a student enrolled in a private school, staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent.

ISCM reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment, not allowing students to sit for exam, and withholding of transcripts and records as prescribed by law. There is a \$35 late fee for tuition that is paid after the 5th of each month. Tuition is due one month in advance.

Financial Assistance

Financial Assistance is not always available through the ISCM office. Whenever possible, ISCM will provide information on scholarships. Please contact the school office if you are interested in setting up a scholarship fund for ISCM students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

Limited scholarships/awards may be available for students with excellent academic and behavioral records. Please check with School Administration for further details. Periodically there may be scholarships offered through the private sponsors for students in need showing excellence in both academics and behavior. All scholarships are restricted to students enrolled in Kindergarten through 6th grade only. The School Administration has full right to withdraw/cancel any student's scholarship for any circumstance.

Parent-Teacher Association (PTA)

The PTA serves as a support system for the school. The main function of the PTA is that of fundraising and helping to organize and/or assist extra-curricular activities for students. The PTA is not a policy-making body and does not interfere with the management of the school.

All PTA functions and activities will be carried out with the approval of the Head of School in coordination with the ISCM Board PTA Liaison and any teacher or staff member involved in that function. A strong PTA is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input, so that we continuously work on creating parent-teacher-student alliances.

PTA Structure

Elections are usually held in May for the upcoming school year. During the month of June, the outgoing and incoming PTA will meet to transition duties. The PTA will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a month plus when needed to organize large events.

The PTA governing body will consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Fundraising Coordinator
- Classroom Liaison
- General Members-at-large

ACADEMIC REQUIREMENTS

We welcome students of all backgrounds to join the ISCM family. Our only requirement is that students and parents follow our school rules and procedures and respect the learning and safety of other students.

Depending on the previous report cards, we may require new students to take an entrance examination administered by ISCM to see if they are eligible for admission to the grade level of choice. Kindergarten and 1st Grade students must show sufficient readiness to enter their respective grades on their entrance exam.

All new students will be on probation for the first academic month. Those showing special learning, speech, behavior or study habit issues may be recommended to repeat a grade, receive extra tutoring, or find a school more suitable to meet the child's needs.

Class placement is according to the child's chronological age and academic needs for that school year.

- All entering Kindergarten students must be five years old by October 31, and show both emotional and social adeptness for grade level.
- At the time of registration, parents must bring in proof of age by bringing in copies of birth certificates, passports, or other legal documentation.
- It is not our school policy to entertain grade-skipping requests except for unusual circumstances. Research on this issue suggests that students who are grade skipped miss out on important social and emotional learning, thus struggle later in life.

Curriculum

The educational program at ISCM follows the curriculum set by the State of Missouri Common Core standards and utilizes State adopted textbooks. The subjects taught are Language Arts/English, Mathematics, Science, Social Studies/History, Computer Education, and Physical Education/Health. We have three additional subjects including Qur'an, Arabic Language, and Islamic Studies. This basic program is expanded and enriched at every level with Islamic curricula providing students with exceptional learning opportunities.

Preschool: Designed for children age 3-4 years. It emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Pre-reading, pre-mathematics, large and small motor skill development, self-expression, creativity, Islamic practice, and Surah memorization constitute the daily program.

Kindergarten: Extends the program of the Preschool to meet the needs of children ages five and six. The learning activities lay the foundation needed for success in a more academic atmosphere of the 1st Grade. Daily instruction and practice in Islam and classical Arabic is presented in a meaningful, well-developed program.

Grades 1—6: Both basic and enriched academic curricula provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the State of Missouri. Daily instruction in Islamic teaching and practices, Qur'anic recitation and reading and writing classical Arabic are taught in each grade. Homework in all subjects is an integral part of the curriculum.

Qur'an, Arabic, and Islamic Studies Program (Preschool—6): Quran, Islamic Studies, and Arabic are under one department called QAIS Department. Using an integrative approach, students learn Quran, Arabic, and Islamic Studies in a sequential manner beginning in Preschool up to 6th grade. The focus of the Islamic Studies Department is to teach each student to read and understand the Qur'an and Hadith as sources of guidance for their lives.

Grading and Report Cards

The grading system consists of the following:

<u>Letter Grades</u>	<u>Numerical Grade</u>	<u>(GPA) Grade Points</u>
A- - A+	90 to 100%	3.7-4.0
B- - B+	80 to 89%	2.7- 3.3
C- - C+	70 to 79%	1.7- 2.3
D- - D+	60 to 69%	0.7- 1.3
F - F	below 60%	0

E – Excellent S – Satisfactory N – Needs Improvement U – Unsatisfactory

Distribution of Grading

In each trimester, the student will earn academic credits according to the teachers following distribution. The distribution may vary from grade to grade.

Homework	?%
Participation	?%
Class Assignments	?%
Tests/Quizzes	?%
Final Exam	?%
Total	100%

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.

Academic Honors and Achievement

Academic excellence is stressed at ISCM. While at the same time believing that students should be intrinsically motivated to perform, ISCM also recognizes student achievements throughout the year such as Stars of the Month, Distinguished Character, Spelling Bee, Quran Competition, Science Fair, and various other activities.

The Islamic Character Award is given to one boy and one girl who has shown outstanding Islamic character throughout the entire year. Other subject awards are given by subject teachers according to grade, attitude and overall success in the subject area.

Honor Roll is awarded to students who score an average of 90% and above on trimester report cards.

Promotion Policy

Promotion Requirements:

1. Attendance at the school at least 80% of the time the student has enrolled for the school year.
2. A GPA of 2.0 or above.
3. A score, not less than 6 months below grade level in Reading, Mathematics, English and Spelling on standardized achievement tests.

Students receiving more than one D or below will be put on **Academic Probation** after the first progress report in mid-October. Students will need to keep their grades above a C+ in order to participate in school fieldtrips and other extracurricular activities. Students will be removed from Academic Probation after three months of acceptable grades. If students continue to have difficulty achieving higher than D+ in 3 or more core subjects, there will be a conference regarding possible retention with the student, parent and head of school.

Retention Policy

Repeating a grade can be the best option for your child in certain cases. There could be numerous reasons why a student is having trouble keeping up with the grade level materials such as an unidentified learning disability, long-term absence, limited knowledge of English, or immaturity due to age. Repeating a grade is far better than setting up a child for failure as each year he or she falls further behind his/her classmates and loses motivation to learn. Relearning a subject will make a child better grasp the concepts and be able to build upon that knowledge. Repeating a lower grade is easier than repeating a higher grade. Therefore, please do not push a child beyond what they are ready for. It really depends on each child's unique developmental needs. We want our children to reach their highest potential and be happy with their achievements. Over-reaching and failing at a task can have much more harmful effects on self-esteem and motivation than to be in a class that a child is succeeding and learning.

Therefore, if a student is not meeting the promotion requirements listed above, a teacher-parent- principal meeting will be set up to discuss the option of retention for the next school year.

Standardized Tests

All enrolled students 2nd to 6th grades will be given a standardized achievement test in the fall and towards the end of the school year during the month of May. The standardized test scores are important for class placement, particularly if your student transfers to a public school.

It is vital to the child's performance for parents to let their children go to bed early on each of the three nights preceding the test. Children should be well rested, have eaten a nourishing breakfast, and are relaxed and cheerful. An upset, tired or hungry child does not usually perform at their optimal levels.

Homework

Homework is an integral part of the ISCM program. It reinforces and supports their learning. It is assigned daily, Monday through Friday and occasionally on weekends. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given to encourage students' academic independence while offering parents an opportunity to view their child's work. Grades 1-6 homework is part of overall grade.

Grade	Core Subjects including Qur'an, Arabic and Islamic Studies
KG	20 minutes
Grade 1	30 minutes
Grade 2	30 minutes
Grade 3	45 minutes
Grade 4	1 hour
Grade 5	1 hour 15 minutes
Grade 6	1 hour 15 minutes

The above chart indicates an average time required for students each night. Some students will be able to finish it sooner, others may take longer. Students should keep record of long and short-term assignments in their homework notebooks, or student planners.

Parents are responsible for providing an appropriate place for the child to do his/her homework. The place of study should be well ventilated with good lighting, clean, organized and quiet. Parents should supervise their child in seeing that assignments are completed neatly and accurately. It is also important to schedule homework and develop proper study habits, so that family activities do not conflict with it.

Late or Make-Up Work and Tests

Students who need to make up work due to an absence will have one day to make up for each day they missed. A doctor's note or prior approval from the head of school is required for absences of more than three days. It is up to a teacher's discretion to accept any unexcused late work; however, full-credit will not be given for late work.

Make up tests will be administered the day the student returns. Each unexcused absence will result in 5% taken off each day the student doesn't make up the test.

Parents do not have to call the school if the child has been absent for only one day but should send a note for your child to give to his/her teacher when he/she returns. Students are assigned "study buddies" and should contact them to find out the day's assignment. (Students choose two "study buddies" in each of their classes at the beginning of the year). If the student will be absent for several days, it will be necessary for you to call before 9:00 a.m. on the day before you plan to pick up work assignments, so work will be ready for you at the school office.

It is also not a standard policy of the school or teachers to offer extra-credit assignments to students who do not demonstrate effort in completion of assignments and in test-taking. Extra-credit usually gives students an unfair advantage amongst their peers while at the same time producing more work for teachers.

Parent Conferences

Parent Conferences are held at the end of the first progress report for all students. Parent conferences will also be held prior to spring break and optional at the end of the score year. Conferences are also held throughout the year either at the parents' or teachers' request.

Concerns or problems regarding your child should be brought to the attention of the child's teacher promptly. If your child's teacher cannot resolve the situation, a second conference will be held with the Head of School. If the matter is still not resolved at the second level, a third conference will be scheduled with the President of the ISCM Board and the Head of School in order to find a solution to the matter. In order to ensure that the ISCM Board can respond to all parental concerns, parents are asked to request the third level conference in writing.

*Please note: It is unprofessional and unethical to discuss problems with anyone about anyone else involving other teachers, staff, parents or community members in a school related conflict or dispute is a ground for dismissal for the child. The school reserves the right to expel or refuse admission to a child whose parents cause disruption in the school or threaten school staff in any way.

ADMINISTRATIVE REQUIREMENTS

Attendance Policy

School hours are from 7:45 a.m. to 3:30 p.m. for grades Pre-K-6th Monday-Friday. Children should not be brought to school before 7:30 a.m. nor left after 3:45 p.m. during school days. This policy is strictly enforced. Any students found unsupervised at 3:45 p.m. will be taken to extended care and the cost of \$10 per hour will be added to the parents' monthly balance.

Attendance at school is mandatory. In addition, no student is allowed to leave school premises during school hours without a parent or parent designee (as designated in student emergency cards by parents). Authorized person(s) for student pick-up must be able to present valid identification as a condition for student release.

Absence

A written note from a parent is required upon returning to school, even though the parent may have notified the office by telephone. The student must present the note to the teacher. A doctor's statement is required for absences of more than three days due to illness. If a student has 5 or more unexcused absences in a trimester, a Parent-Principal Conference will occur.

Tardy

A tardy is not being in the classroom at 8:01 a.m. Early morning tardiness to class interferes with optimum teaching procedures as well as individual discipline. Tardiness may impact citizenship, Stars of the Month, as well as academic grades.

It is the responsibility of the tardy student to obtain a pass from the school office before entering class. A note from the doctor will verify an excusable tardy. Traffic, over sleeping, or late breakfasts will not be valid reasons for being late in the morning. Ten (10) or more tardies in a trimester will warrant a Parent-Student-Principal meeting.

The Head of School and teacher may require satisfactory explanation from a parent or guardian of a student whenever the pupil is absent for all or part of a school day. Students who have repeated unexcused tardiness/absences are subject to academic probation.

Early Release

If a parent wishes to take his/her child out of school before the end of the school day, they need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission by the parent to take the child. In addition, an I.D. may be requested.

The office will have the child called from the classroom. Parents are not allowed to go to the classroom during school hours.

Visitors

All visitors are requested to sign in with the front office and wear a visitor's badge while on campus. The campus is a **CLOSED CAMPUS** and parents cannot enter classrooms without prior permission or office pass during school hours of 7:50 am to 3:30 pm.

Parents wishing to visit their child's class need to obtain a Visitor's Permit from the school office for a half hour visit. The parent will bring the Permit to class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any student during class time.

A parent may not bring children or other adults with them with this exception:

- The parent may bring his/her child as a prospective student to visit the class to be assigned.
- Other visitors must secure authorization from the Head of School at least one day in advance.

Textbook Policy

Students are expected to pay close attention to the care of textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school material in poor condition will be required to pay the replacement cost of each material.

Library

The library time for each class is scheduled throughout the week. The library is also open during recess and lunch on most days. Students are responsible for returning library materials when due or a fine will be charged.

Health and Safety

Student Supervision

Teachers on duty will be supervising students in and outside of the classroom, before-school, recess, lunchtime and after-school. Each ISCM employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence and provide notification of offense to parents and ISCM administration.

Closed Campus

For the protection and safety of students, ISCM has adopted a closed campus policy. This means students may not leave the school grounds during the day unless their parents come to school office to sign out and pick up their child. Parents will find the sign-out sheet in the school office.

Parents are also required to go to school office before going into classrooms directly to obtain permission. Parents who are seen entering classrooms without school office authorization will be stopped and asked to make an appointment with the teacher to minimize classroom disruptions.

Any parent or other person whose conduct in a place where a school employee is required to be in the course of his/her duties that disrupts school will be reported. Parents and other visitors must register in the school office at all times during school hours.

Parking Policy*

Parents will be expected to use the front circle drive to drop off students. If a parent would like to walk students in, they must park in the south parking lot and walk the child inside.

* Note that these parking procedures may need to be adjusted for special circumstances or construction projects.

1. Parents will use one entrance designated in the front of the school to enter through, where they will be directed to follow a path to drop off students at a designated area near the front entrance to the school building.
2. Parents will exercise necessary precautions in dropping off students, making sure not to cut off other parents, or exceed speed limits of 5 mi/hr., posted in the back of parking lots.
3. After dropping off students, parents will exit with care following other parents in front of them through the marked exit sign.
4. Parents who need to park to tend to business on school premises, will have a designated area to park in the side parking lot after dropping off students.
5. Parents who choose not to follow rules will be cited accordingly.

It is the intention of these new policies to set standards to ensure student safety while on our school site, and to create a more organized structure at school for all of our actions. While it is understandable that sometimes circumstances beyond our control occur, which may hinder students getting to school on time, in no way are they excusable when they become a habit.

We hope that, Inshallah these new procedures will result in a better flow in the school parking situation and will not impede on safety and on-time attendance. Please be reminded that school starts on-time at 7:45 a.m. for all students' Pre-k – 6th grade, and that a strict attendance policy will be enforced.

Certification Fire Drills, Tornados, Earthquake Awareness

Teachers at ISCM are certified in CPR (Cardiopulmonary Resuscitation), and have participated in workshops on Earthquake Awareness and Fire Drills. In the event of an earthquake, students are instructed to:

Drop to the floor beneath their desks, chair, or table with their back to the windows and remain in this position until given further signals and/or instructions for evacuation.

Prohibited Areas

Students are not allowed to enter the following areas:

- ✗ Out of school grounds during school hours without prior permission
- ✗ Behind modular buildings
- ✗ On roof-tops
- ✗ Event hall or ISCM offices during school hours
- ✗ On walls or fences
- ✗ In classrooms without adult supervision and prior permission
- ✗ In the playground when another class is using it or when eating any food
- ✗ Teacher's lounge

Designated Eating and Play Areas

Students can eat in the following areas:

- ✓ On proper lunch tables
- ✓ In cafeteria

* Any student who is caught chewing gum will be charged \$5.

Students can play in the following areas:

- ✓ Grass field
- ✓ Playground

Lunch

Students should bring a healthy, nutritious lunch to school each day. Scientific research has proven that food with high sugar content is harmful to children and adults. Junk food is, therefore, discouraged and fresh fruits, safe milk and vegetables are recommended.

Due to safety issues, **no microwaves are available for student use**. Do not send anything to be heated or cooked. Extra food is not available.

All students will be required to sit in designated areas to eat their lunch before playing.

Missouri Immunization Requirements

All students must comply with the Missouri Immunization requirements. Health records mandated by the State of Missouri are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.

In Case of Illness

We need your cooperation to ensure that the school is a healthy environment. Please assist us by cooperating with the following:

- A child who is ill should not be sent to school.
- Children with running noses, sneezing, coughing, and/or fever must stay at home until symptoms disappear to prevent other children from becoming ill and 24 hours after a fever has subsided.

If a child becomes ill at school, he/she is sent to the office, and the parent is called to take the student home.

- When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

Medication

If medicine is to be administered, an **adult must bring** the medication and the Physician's request for the Administration of Medicine by School Personnel Form, signed by the physician and parent, to the office. No medication should ever be sent to school with children at any grade level.

Medication such as cough syrup, Tylenol, Sudafed, etc., is never issued without consent from the parent. Prescription medication given for a short period of time (under two weeks) must be accompanied by a signed permission slip from the parent with instructions. Prescription medication given for a period of more than 2 weeks requires a Physician's Request form signed by the doctor as well as the signed permission slip from the parent. The medication must be in its original container, properly labeled by the pharmacist, including name of student and physician, date, dosage, and name of medication, method and time to be administered. In case of injury, the procedure stated on the emergency card will be followed.

Student Welfare-Child Abuse Policy

According to Missouri Law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the Head of School that a report has been made.

Abuse and neglect are defined by Missouri law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than accidental means.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental, or remedial care required by law.

Physical Education

A signed parental note is required if a student is ill or injured and cannot participate in physical education. The instructor will modify or exempt the student's activity based upon the parental note. However, the student is still required if possible, to earn a physical education grade according to the instructor's evaluation.

Personal Items

Students may bring to school only such personal items as may legitimately be used at school, which the school does not provide. Parents need to be aware at all times of the items their children bring to school.

Toys, comic-books, inappropriate magazines, books or games, guns, knives or any dangerous objects, electronics, make-up, perfume, costume jewelry, and pets are not permitted at school. Food, sweets, and drinks in excess of the student's snack and lunch are not permitted.

If the teacher permits toys to be brought to school for sharing on certain days, the toys must be securely wrapped and have the child's name clearly marked on the package. The package will be kept by the teacher and returned at the end of the day.

Cell phones are the largest distraction to learning. Therefore, NO CELL PHONES are to be seen on campus. They will be taken away from students if seen and parents will need to pick it up from the office. The second time parents will not get it until end of the trimester; the third time, it stays in the office the remainder of the year.

Communication and Appointments

Most parent communication will be done over email and the ISCM website. Therefore, it is important we have an accurate, updated email address from both parents as well as phone numbers and mailing address.

If you would like to speak with a teacher, office staff or the Head of School, you can email them directly about setting an appointment and the reason why you want to meet. Email addresses are available in the parent-student handbook. If it is regarding a general comment or feedback, just an email courteously stating your concern or idea would be appreciated. You can send general feedback to iscmschool@gmail.com

If you are seeking a job opportunity, please email resumes and cover letters to iscmschool@gmail.com. Hard copy applications and resumes will no longer be accepted. Coming for a job interview without an appointment does not reflect well on the applicant.

Early Student Withdrawals

Please be advised that ISCM will not provide early Final Examinations to students who are withdrawn from school to travel overseas. We are sensitive to the financial motivation for these early student withdrawals, however, we have found these requests to be disruptive to normal school operations.

Therefore, effective immediately be advised that parents who withdraw students from school early do so at their own risk.

- ISCM will not provide early Final Examinations
- ISCM will not be responsible for providing make-up work for students
- ISCM will grade students as of their status upon withdrawal
- Parents who withdraw students early will sign a Memorandum of Understanding and must maintain their tuition responsibilities.

Field Trips

Parents will be requested by their child's teacher at various times to act as a chaperon on field trips. The parent chaperon will be responsible for 5-10 students.

It is the chaperon's responsibility to maintain discipline in their group and to keep the group with him/her at all times. The chaperon is not permitted to bring other adults or children with him/her.

Transportation will be by bus only. The chaperon may be asked to pay admission charges to the place visited as well as transportation charges.

Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time. If the money has not been paid by the time school begins on the day of the trip, the child will remain at school.

Please note that students must have a 2.0 or higher to go on any field trip plus acceptable behavior. Field trips need to be planned before the start of the semester by teachers only.

Photo/ Media / Website Release

Students who have achieved success in school should be acknowledged, and public recognition are one means available for that purpose. ISCM may also want to use student photos to use in publications, newsmagazines, and website. Such photo requests often require an immediate response, we ask that if you desire that your child not participate in such media, to please inform school office. Otherwise, we will assume approval of photos, names, and information for use by Islamic School of Columbia-Missouri and International Early Childhood Center.

In addition, ISCM will install video surveillance cameras throughout the campus for security purposes. There are also times when the teacher may record the class for training purposes and professional development.

Birthday Parties

As a general rule, please check with your child’s teacher if your family wishes to bring treats for your child’s birthday. Treats are acceptable based on teacher’s discretion.

Snowy and Rainy Day Protocol

In case of snow, rain, and frigid temperatures, students will stay indoors in the classrooms, media center, or hall during recess and lunch. They will have the option to have their PE class in the event hall. *Emergency closings will be announced on our school website, KOMU, KRCG, and through our school email. ISCM typically follows CPS with regards to snow days.

Weather

The ISCM staff monitor latest weather conditions/temperature to ensure safety of the students.

The following guidelines are used to allow/restrict exposure of our student’s outdoor activities

Tips during cold weather outside play:

<i>Winter</i>	
<i>Pre-School- 6th</i>	<i>30° F or below (wind-chill 25° F)</i>
<i>Summer</i>	
<i>Pre-School- 6th</i>	<i>95° F or above</i>

- 1. 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.***
- 2. Always wear gloves or mittens and hat. A significant amount of heat loss occurs through head, so hat is very important.***
- 3. Provide an extra snack to consume during playtime.***
- 4. Provide an extra set of clothes for pre-school children.***

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

Dress Code

The Prophet (PBUH) advised us to keep clean, presentable, well groomed and modestly dressed. This is part of our Islamic (etiquettes). Therefore, it is very important that we instill these values in our students from the beginning.

While on school campus, ISCM students are required to wear the school uniform. Girls 4th through 6th grade must cover their hair with a plain white one-piece scarf. Girls are not allowed to wear make-up or jewelry, except small earrings. Girls are not to have long fingernails or wear faux nails. Boys should be well groomed. Boys need have their shirts tucked in. The following consequences will occur if a student is out of uniform: 1st violation warrants a call to the parents. The 2nd violation will result in a change of uniform with a loaner item and a rental charge will be applied to parents' account of \$10. Upon the 3rd offense, ISCM staff will order the piece(s) the student requires and the parents will be charged. (See Discipline Policy for details).

School Uniform

All items of clothing and personal items should be labeled with the name, telephone number or classroom of the student. All dress code rules will be enforced while on the campus, during school activities (including field trips), and during school hours. Please support your children as they learn to dress in proper uniform.

School uniforms may be purchased throughout the year from our contracted vendor, Fischer's Uniform at 314-921-9972. We encourage you to also purchase through their website at <https://www.fischersuniforms.com/>

Pre-K-6th Grade:

Boys: White or Light blue Polo Shirt, ISCM Navy Blue Pants, ISCM Navy Blue Cardigan

Girls: ISCM Blue Jumper, White or Light Blue Polo Shirt, Navy Blue leggings, 2pc. Hijab*

*K-3rd - Must bring daily a white Hijab for Prayer times (sold at ISCM)

*4th, 5th and 6th - Must wear a white 1pc. Hijab daily (sold at ISCM)

Formal Friday:

Boys: White or Light Blue Polo, Navy Blue Pants, Kufi

Girls: ISCM Blue Jumper, White or Light Blue Shirt, Abaya and Hijab

***All GRADES P.E.:** (2 days/week) ISCM T-shirt Students are to wear their ISCM PE uniforms on the day of their PE classes with comfortable running shoes.

General Uniform Guidelines

<u>Shirts/Tops</u>	All shirts will be size appropriate and must be worn tucked in at the waist so that the belt or waist is visible.
<u>Hijabs</u>	Girls in Grades 4 th -8 th will be required to wear clean and ironed plain white one or two piece hijabs daily. The school will be selling them at \$8.
<u>Belts</u>	Belt buckles, if worn, must be plain or black or brown with no initials on them. Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops.
<u>Pants</u>	Uniform pants must be of appropriate size and color as indicated above. Jeans, sweat pants, cargo pants, are not part of the uniform. No tight fitting pants or skinny jeans are allowed on any day.
<u>Shoes/Socks</u>	Students will wear athletic shoes or low cut leather shoes with low heels and closed toes. No neon-colored, multi-patterned, or mis-matched shoes allowed. Clean <u>white socks</u> are also required, especially for Fridays. Students will not be allowed to wear sandals or any other type of open-toe shoes. Boots are also not allowed
<u>Outerwear</u>	All outerwear (i.e. sweaters or jackets) worn by students at ISCM must be navy blue. They must not contain external logos or lettering that do not represent school or any type of decorations including stripes or patterns. Any other colored jacket will be cited as a violation.
<u>Free Dress Days</u>	There will be several opportunities for students to earn a free dress day. On those days, students still need to dress “Islamically” appropriate attire. Girls still need to wear hijabs from 4 th grade and higher, as well as non-fitting bottoms and long-sleeved tops. Clothes should not be revealing or have any type of inappropriate pictures or words on them. If deemed inappropriate, students’ parents will be called in to bring a change of clothes.

Stars Characteristics

Character Counts! Education is not just about learning letters and numbers; it is about developing the whole child. Prophet Muhammad (PBUH) said that the best gift a parent can give to their child is to teach them good manners [al-Tirmidhi 1952; al-Hakim 4/292].

The Prophet also said “Have taqwa of Allah where ever you are, follow a bad action with a good action which will wipe it out. And deal with people with good manners.” [al-Tirmidhi 1987]

Below are 15 characteristics that will help ISCM students reflect star characteristics and good manners. These characteristics are aligned with our overall school-wide goals and will help them build character for life.

	FAITH	IN	ACTION
S trengthening Our Islamic Identity and Character	Be God-Conscious	Be Honest	Be Clean
T hinking Critically and Acting Responsibly	Be Courteous	Be Attentive	Be Accountable
A ctively Participating Locally and Globally	Be Aware	Be Accepting	Be Involved
R especting Others, Ourselves and the Environment	Be Kind	Be Generous	Be Helpful
S triving for Excellence	Be the Example	Be On-time	Be Trustworthy

Values of the Month

Based on Values Developed by Bureau of Islamic and Arabic Education (BIAE.NET)

August	Self-Restraint and Control	<ul style="list-style-type: none"> • <i>Think before you act</i> • <i>Control your actions and temptations</i> • <i>Control your words and habits</i> • <i>Control your anger</i>
September	Generosity	<ul style="list-style-type: none"> • <i>Give from what Allah gave you</i> • <i>Give freely, sincerely and without reminders</i> • <i>Give even if what you have is little</i> • <i>Smiling is a form of giving and genuine advice is worth more than money</i>
October	Respect	<ul style="list-style-type: none"> • <i>Show respect to your parents</i> • <i>Show respect to life and property</i> • <i>Show respect for the rights and beliefs of others</i> • <i>Remember that giving advice and correcting the wrong are parts of respect</i> • <i>Remember that to respect others does not mean adopting their life style</i>
November	Thankfulness	<ul style="list-style-type: none"> • <i>Be thankful to ALLAH and for your religion</i> • <i>Be thankful for your health, your mind and for what you have</i> • <i>Be thankful for who you are, your family and your community</i> • <i>Show thankfulness through deeds and actions</i>
December	Commitment	<ul style="list-style-type: none"> • <i>Be committed to Allah, the Sunnah and your faith</i> • <i>Be committed to personal excellence and the highest level of learning</i> • <i>Be committed to your family and your community</i> • <i>Demonstrate commitment through your actions</i>
January	Responsibility	<ul style="list-style-type: none"> • <i>Be responsible towards Allah before anybody else</i> • <i>Be responsible for your body, your belongings and the environment</i> • <i>Be responsible for your actions, duties, school and knowledge</i> • <i>Be responsible for your time and your money</i>
February	Honesty	<ul style="list-style-type: none"> • <i>Be honest with your words</i> • <i>Be honest with your actions</i> • <i>Be honest and keep your promises</i> • <i>Be honest, it is the best sign of your strength</i> • <i>Be honest, especially when you are tempted not to do so</i>
March	Kindness & Care	<ul style="list-style-type: none"> • <i>Be kind to your family, friends and neighbors and to your elders</i> • <i>Be kind to all living things</i> • <i>Be kind in your words and actions</i> • <i>Remember that when you are kind to people, Allah cares more for you</i>
April	Fairness and justice	<ul style="list-style-type: none"> • <i>Treat others as equals with fairness and mercy</i> • <i>Treat others as you would like to be treated</i> • <i>Speak justly and be firm in upholding justice</i> • <i>Be fair with all people, good or bad and be fair with yourself</i>
May	Excellence and Perseverance	<ul style="list-style-type: none"> • <i>Be courageous enough to live by your values</i> • <i>Pursue your dreams and don't give up easily</i> • <i>Remember what the mind can perceive, the body can achieve</i> • <i>Expect less from others and more from yourself</i>

Stars of the Month **Award and Recognition System**

The aim of any recognition and award system is to motivate each and every student to do their personal best. Thus it should encourage competition with themselves, not with others. The sense of setting and achieving personal goals helps boost students' confidence and motivation to try even harder.

Each child will have the opportunity every month to earn a "Star" of the month certificate. If they receive at least two or more certificates per trimester, they will earn a reward at the end of the trimester. Certificates will be given out at the end of each trimester by their homeroom teacher in class. At the end of the year, we will recognize students who have been outstanding throughout the year with a special recognition pin and award.

In order to further promote exceptional behavior from our students, Stars are supported by additional rewards throughout the year such as a free uniform day, ice-cream social, caught being good raffles, etc.

*** CLASSROOM MEETINGS AND POSITIVE DISCIPLINE**

Part of the Positive Behavior Support, the classroom meetings help students talk through their problems and find solutions, without resorting to punitive consequences for every school rule infraction. It also helps student internalize doing the right things, even if there is no external reward or consequence.

While ISCM will not be implementing a full positive discipline approach as we feel there is still a need for school rules and external consequences, we always look towards adopting best practices that improve student behavior and engagement. Thus a classroom meeting is the best way for students to share their voice and also find the right solutions to behaviors modification, which consequences alone cannot do.

DISCIPLINE REQUIREMENTS

Discipline Philosophy

Discipline is used to encourage positive behavior and self-control. Based on the mission and vision of the school, our goal and perspective of discipline is shaped and informed by the Sunnah of Prophet Muhammad (saw) as he modeled the best example of practicing the decrees of Allah (swt). In the Quran, there are clearly stated expectations of behavior that lead to a positive outcome in this life and the hereafter. There are also very clear expectations and outcomes of behavior that leads to punishment and disapproval by Allah (swt). The Quran sets many ways of reiterating these rules so that no one can claim they did not understand the message. Therefore, it uses both internal and external methods to motivate the believer to proper behavior. Humans are complex and not one method of motivation is appropriate for each person or for each situation. The factors that strongly effect positive behavior in a social setting are:

- 1) Clearly defined rules and consequences
- 2) Being fair and consistent in implementation
- 3) Providing goals for positive behavior and deterrents for negative behavior

Discipline Records

Teachers are asked to write down any disciplinary issues on behavior incident reports for parents to view for their child.

Any student that receives In-School Suspension, Out-of-Suspension or Expulsion will have that entered in their permanent school record that will be forwarded to any school your child attends after ISCM. However, detentions and community service requirements will be kept until the end of the year and not be entered into the student's permanent record.

Student Support and Empowerment

Alhamdulillah we are able to provide students with support and encouragement once a week with a qualified school counselor. Students will be referred by the school administration with consent of parents.

DISCIPLINARY CONSEQUENCES

The Quranic model of hope and fear is outlined by Allah (swt) to help human beings to enjoy what is good and to serve as a deterrent to unacceptable behaviors that harm individuals, families and the society at large. Following this model, our school rules are developed to help maintain a safe, respectful and Islamic environment for all our students. Those who consistently break these school rules are creating a non-healthy and negative culture that affects the entire school community. While our goal is always to help each child reach his or her best potential, one person cannot make others change if they do not make the effort to change themselves. Therefore, any functioning community needs to put deterrents in place that is clear, fair, and consistent. And if someone cannot abide by these rules, then there needs to be immediate and just consequences.

Therefore, the following disciplinary measures are intended to use a balanced approach in handling students who are conducting themselves inappropriately. However, each case will be handled on an individual basis by the teacher, director, and/or principal. It is the responsibility of the administrator to review the total situation, consider the offense and the individual support, and take appropriate action to address the behavior.

The School Board has a zero tolerance towards alcohol, drugs, violence, weapons, harassment and bullying. Possession or use of any of these will result in an out of school suspension in addition to a recommendation for expulsion.

The following chart outlines the different school rule violations and their consequences. In most cases, after the third instance of the same offense, a student will receive 1-3 day(s) of out-of-school suspension as well as losing privileges to all enrichment activities for the trimester including fieldtrips, tournaments, camps, and special assemblies.

Additionally, students will be put on disciplinary probation if behavior does not improve. Along the lines of *3 strikes, you're out*, if they get three separate out-of-school suspensions, they will be recommended for expulsion.

Disciplinary Probation

A student may be placed on academic or disciplinary probation. Failure to show improvement in the area for which probation was assigned may result in the student being expelled from the school.

Consequence Guidelines

The following guidelines depend on the severity of the offense. These can be changed by the Head of School to even stricter consequences if the situation is deemed necessary. If you want to appeal a consequence, you must have done so in writing and send it directly to the Head of School who will review it and either respond directly or refer it to the School Board to make a decision. Any of the infractions can lead to automatic expulsion.

LEVEL I Offense 1, 2 or 3 infractions (number is based on frequency)	LEVEL II Offense In-School suspension	LEVEL III Offense Out-of-School Suspension/Expulsion
To be referred by teacher, security, staff member or administrator	To be assigned by an administrator	To be determined by administrator
EXAMPLES INCLUDE:	EXAMPLES INCLUDE:	EXAMPLES INCLUDE:
Lying/ Misrepresentation of facts	Behavior endangering others	Behavior endangering others
Three tardies in one week	Disruption of School activities	Disruption of School activities
Profanity	Damaging school property and/or vandalism*	Damaging school property and/or vandalism
Minor Inappropriate Conflicts with Others	Pattern of negative behavior	Possession of drugs/alcohol
Disruptive	Violation of an Avoidance contract	Insults, profanity, or vulgarity towards a teacher/staff
Excessive Talking	Blatant and Severe Disrespect/Defiance	Blatant and Severe Disrespect/Defiance
Using cell phones on campus	Violation of Discipline Contract	Cheating/forgery/plagiarism
Possession of non-school Electronic Equipment in Class	Fighting	Extortion
Eating/Drinking in Classroom or chewing gum	Theft	Theft
Substitute Teacher Referral	Bullying/Harassment/Threats/Intimidation	Harassment/Threats/Intimidation
Teacher Referral	Sexual Harassment	Sexual Assault/Harassment
Minor acts of disrespect/defiance	Public Displays of Affection (PDA)	Selling drugs or weapons
More than 2 uniform violations	Three U's in Cooperation during a grading period	Possession of a weapon

Disciplinary Consequences

Disciplinary consequences include but are not limited to:

- Conference
- Letter of Apology
- Student Contract
- Detention
- Community Service
- Restitution
- Loss of Privilege
- In-school or Out-of-school Suspension
- Expulsion

Islamic School of Columbia- MO Partnership Agreement

2015-2016 School Year

School Pledge

ISCM Staff and Administration commit to:

- ✓ Communicate regularly with families about student progress
- ✓ Enforce rules equitably and provide a safe, orderly and caring learning environment
- ✓ Provide meaningful assignments to reinforce and extend learning
- ✓ Participate in professional development opportunities that improve teaching and learning
- ✓ Support the formation of partnerships with families and the community
- ✓ Respect the school, students, staff and families

Student Pledge

I agree to carry out the following responsibilities:

- ✓ Come to school ready to learn and work hard
- ✓ Bring necessary materials, completed assignments and homework
- ✓ Be a star by following school and class rules
- ✓ Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- ✓ Limit my TV watching, video games and other media and instead study or read every day after school
- ✓ Respect the school, classmates, staff and families

Student Name: _____

Student Signature: _____ Date: _____

Family/Parent Pledge

I agree to carry out the following responsibilities:

- ✓ Provide a quiet time and place for homework and monitoring TV viewing
- ✓ Read to my child or encourage my child to read everyday
- ✓ Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- ✓ Regularly monitor my child's progress in school
- ✓ Attend school events, back to school night, open houses, parent teacher conferences, and volunteer
- ✓ Communicate the importance of education and learning to my child
- ✓ Respect the school, staff, students and families
- ✓ Be vocally positive about the school staff, environment, and policies at all times
- ✓ Stay current on all charges related to the school including fees, tuition, lunch, afterschool care, etc.

I acknowledge that I have read and agree to abide by all school rules and regulations outline in the Parent / Student Handbook.

Parent Name: _____

Parent Signature : _____ Date : _____

**Islamic School of Columbia-MO reserves the right to amend this handbook as the need arises. Parents will be informed of changes to the handbook through means of written communication. Thank you for your support of ISCM. We look forward to a productive school year.*