

Islamic School of Louisville



STUDENT/PARENT HANDBOOK

2018-2019

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رَبِّ زِدْنِي عِلْمًا

O My Lord, Increase me in knowledge.
(Sura Ta'ha, S.20/V.114)

Introduction

Asalamu aleikum (peace be upon you) and welcome to the Islamic School of Louisville (ISofL). Our school was established in the year 2000 with the help of extraordinary members of the Louisville community. We have highly qualified and caring teachers to address the needs of our talented students, recognizing their exceptional qualities and varied interests, while striving to enhance the education of each individual child.

This handbook outlines our school's purpose, brief history and expectations for parents and students. Parents are expected to share this information with students so that they have a clear understanding of the school's expectations. At ISofL we know that a strong partnership between parents and the school allows children to grow and learn to the best of their ability.

Educational Objectives

Our Vision

To instill excellence in academics and Islamic values

At the ISofL our goal is to provide the best quality academic instruction in areas such as language arts, math, science and social studies along with a firm foundation in Islamic values through regular instruction in Islamic Studies, Quran and the Arabic language. By integrating these subjects, we strive to prepare our students for success in their religion and prepare them for academic and career success in this dunya (world). Our core curricula for academic subjects is based on the Kentucky State Standards. Our following mission statement demonstrates the steps we take to achieve our vision of providing the best in academics and Islamic education.

Our Mission

Integrating academics and religion.

Safe and supportive learning environment.

Local community support.

Achieving character and values.

Motivating to reach best potential.

ORGANIZATIONAL STRUCTURE

ISofL is structured under the umbrella of the Muslim Community Center of Louisville (MCC). The MCC is responsible for the operation of our mosque and our elementary and middle schools. The MCC is governed by the MCC board which consists of elected members from our Louisville community. The board approves policies presented by the school and oversees the financial and academic well-being of the school and conducts regular meetings.

In addition to the MCC board, the school has a school committee. The committee consists of parents, the school principal and teacher representatives. All stakeholder groups are eligible to nominate themselves as members of this committee. The committee is designed to assist the school principal in the creation of school policies, event planning and school improvement initiatives.

NON-DISCRIMINATION POLICY

The Islamic School of Louisville does not discriminate on the basis of race, color, religion, gender, national origin in the administration of its policies and provides equal rights and access to all students.

SCHOOL COMMUNICATION

The school communicates with parents and students in a variety of methods. These include:

- School newsletters
- School website (www.isofl.info)
- Parent email list
- Text message through Remind
- Written notes sent with students
- Phone calls
- Parent-teacher conferences

SCHOOL CANCELLATIONS

In case of snow or inclement weather, the Islamic School of Louisville will follow the inclement weather announcements for Jefferson County Public Schools. ISofL will send a text message announce through Remind to officially notify students of all school delays and cancellations. Events that are unexpected and beyond the control of the school such as sudden severe weather or a broken water line will also be communicated to parents via Remind and parents will be expected to pick up students at the time indicated.

COURT ORDERS AND CUSTODY

The school will abide by and respect court decisions regarding communication with non-custodial parents. Parents are responsible for informing the school about any such orders affecting his/her children. This notification must be done in writing with a copy of the court order provided to the school.

SCHOOL HOURS

PreK students may attend full time or part time. Full time students from KG-5th grade attend from 8:10 a.m. to 3:45 p.m. If parents come after 8:30 a.m., they must park and accompany their children into the school and sign in at the front office. **Arrivals after this time are considered late arrivals and will form part of the child's permanent record.** See the attendance section of this handbook for more information.

EARLY PICK-UP

When parents need to pick up their child for special appointments, it is necessary to inform the office, preferably first thing in the morning. Parents need to sign students out in the office if students leave early. Parents need to sign back in if they return the student for the rest of the school day. To minimize the penalty of missed classes, the school asks that elective medical and dental appointments be scheduled outside the school day, whenever possible.

DISMISSAL

Parents may pick up their children in the afternoon between 3:45 - 4:00 p.m. The children will be brought out to the cars by the teachers. Once the children are picked up by their parents, they are the responsibility of the parents. Parents should keep their children with them at all times. Parents who pick up their children before dismissal should park and sign out their children. **Parents who arrive after 4:00 p.m. will be placed in after school care and will charged a fee of \$15 per hour.**

CARPOOL/TRAFFIC GUIDELINES

When dropping or picking up students at the school, please adhere to the following traffic guidelines:

1. Enter the parking lot and turn to the right (counterclockwise).
2. The children will be brought by the teachers to the cars one by one as they pull up to the walk way.
3. Once your child is in the car, please wait in line to exit the carpool line. Do not overtake other cars as children may be crossing.
4. For student and staff safety, CELL PHONE use is not allowed during pickup or drop off times.

VISITOR POLICY

The school welcomes parents to visit our school. For the safety of our students, only authorized visitors are allowed to enter the school during the school day through our main entrance. All visitors must check in with the front desk and receive a visitor's pass. Parents wishing to visit a child's classroom must make prior arrangements with the child's teacher by completing a classroom observation request form available at the school office. This allows parents to both observe and allows the school to minimize interruptions to our students' instructional time.

Admission Policy

PRESCHOOL

Students must be **3 years old by October 1st** to be admitted to the PreK program. A copy of the child's birth certificate is required. Students that are four years old by October 1st may join our Junior K class. Also, students **must be potty trained** for both classes and parents must provide copies of the child's immunization records showing all required immunizations.

KINDERGARTEN

Students must be **5 years old by October 1st** as shown on the child's birth certificate. Parents must also provide a copy of the child's birth certificate and up-to-date immunization records.

FIRST GRADE

Students must be **6 years old by October 1st**. Parents must also provide a copy of the child's birth certificate and up-to-date immunization records.

TRANSFERRING STUDENTS

Students that transfer to ISofL must complete a request of records from the child's previous school. ISofL will review the child's academic and behavior records and reserves the right to re-test the child and place the child in a grade below if the school determines it is necessary. The school also reserves the right to deny admission to any student with a history of bad behavior on his or her record and was dismissed for this behavior. The school also reserves the right to deny admission due to academic needs in case the school determines the needs of the student will not be adequately met. Finally, students wishing to enroll in kindergarten in a school outside of the U.S. may only enter 1st grade if they meet the school's age requirements. All other students transferring from non-U.S. schools will be admitted according to their age and not the previous grade completed, although other factors may be considered on a case by case basis.

WAIT LIST POLICY

In cases when there are no seats available for a given grade, the school will offer the student a place on the school's waiting list. Parents must pay the school registration fee to reserve a spot on this waiting list. If a spot comes available, the school will notify parents and will be offered the chance to enroll. The school will refund the registration fee only in cases when a spot does not become available.

STUDENT DISMISSAL POLICY

The school reserves the right to formally dismiss a student from the school if it is determined that the student or parents' actions seriously interfere with other student's personal welfare or are not aligned with the school's values.

STUDENT LEARNING SERVICES

Our school makes every effort to provide support services to ensure the success of each child. While our school does not provide intensive support services as part of its internal

programs, the school follows a process to connect students with community based services as needed. Students who demonstrate academic, social-emotional or other developmental needs are monitored by the child's classroom teacher. Teachers utilize a variety of differentiated instructional strategies with all students. If a child continues to struggle or demonstrates behaviors that negatively impact the learning of the child or classroom environment, a meeting with at least one parent, the child's classroom teacher and the principal will take place.

In case these steps do not positively address the learning needs of the student, the school will follow a multi-step process to coordinate outside academic or behavior observations, assessments and the creation and implementation of a learning plan. If the results of the assessments, recommendations from specialists and data from the learning plan indicate that the school does not possess adequate staffing or resources to meet the child's needs, the school will assist parents in finding other schools that can better meet his or her needs.

Tuition Policy

As a private school we rely on tuition for our operation. ISofL does not receive state or federal funding. The following details the fees and tuition for students in preschool through grade 5.

School Tuition Fees

The academic year begins in August and ends in May. The tuition for the whole year is as follows:

Full-time PreK or JrK (8:10 a.m. to 4:00 p.m.)	\$6,500.00/year
Half-day PreK Only (8:10 a.m. to 12:30 p.m.)	\$4,750.00/year
Kindergarten and up (8:10 a.m. to 4:00 p.m.)	\$6,500.00/year

Parents with more than one child enrolled in the school will pay tuition as follows:

Child	Annually	Semi-Annually	Monthly
1 st	\$6,500	\$3,250	\$650
2 nd	\$6,000	\$3,000	\$600
3 rd and subsequent	\$5,500	\$2,250	\$550

School Fees

Fee	Amount	Grades
Registration Fee (non-refundable)	\$100	All
Academic Resources Fee	\$400	All
Technology Fee	\$50	All

The tuition must be paid in either the following methods:

1. As two equal installments. For example, if paying \$6,500.00/year, \$3,250.00 would be due on August 10 and \$3250.00 would be due on January 1.

2. Parents agree to pay an annual tuition amount. If parents would like to request to pay monthly by check or cash in **ten equal installments from August to May**, they must follow school policy as outlined below:

- The first tuition monthly payment is due by August 15 and all other installments (September through May) must be paid by the 5th of the month. A late fee of \$30 applies to any late payment or returned check for insufficient funds.
- Parents must pay the full installment even if school is not in session the entire month (such as August or December) or if the child is sick, travels for an extended period or leaves school before the end of the school year.

Delinquent Tuition and Fees

1. All accounts 30 days past due will result in a call from the Islamic School of Louisville reminding you of your past due balance;
2. All accounts 60 days past due will result in a call or letter from the Islamic School of Louisville requiring the parent/guarantor to come into the school to discuss payment options;
3. Student records will be withheld for delinquent accounts and parents will be unable to complete registration for the following academic year until the balance is addressed.
4. If parents/guarantors fail to address the delinquency through a mutually agreed payment plan with the Islamic School of Louisville all accounts that are over 90 days past due may be referred to a collection agency. If we refer an account for collection, the parent/guarantor will be responsible for all collection costs, including (but not limited to) attorneys' fees.

ADMISSIONS PROCEDURE

In order for a new student to be considered for admission to the Islamic School of Louisville the following must be submitted to the school:

1. Completed and signed registration form
2. The results of the entrance exam for students of Kindergarten and up
3. Copies of student's academic record for the past two years
4. A copy of student's standardized exams for the past two years
5. Copy of the students' Individual Education Plan (I.E.P.), if applicable

Once admitted, a student will be allowed to attend classes only after they are fully registered in the school. In order for a new student to be considered fully registered at the Islamic School of Louisville the following steps must be completed:

1. Submit the student information form
2. Sign the form acknowledging that the parents have read and will abide by the policies included in the parent-student handbook
3. Pay the registration, book fees as well as the first tuition installment
4. Provide up-dated health records, including immunizations

To help plan for the next year, returning students must fill out and sign the intent of enrollment form by April 1. The signing of the intent of enrollment does not constitute full registration. Parents must fully register a returning student by the deadline set by the school. In order for a returning student to be fully registered, the following must be completed:

1. Complete and return the short registration form
2. Pay registration, book fees and tuition
3. Up-date health records

Financial Aid

At ISofL we believe in offering quality Islamic education to children of all economic backgrounds. Therefore the school offers financial aid according to the enrollment of the each class and is awarded on a first come first serve basis. **Priority is given to applications received by May 31st.** Enrollment packets are available at the school office and parents must complete them and submit appropriate documentation as required.

School Roles and Responsibilities

PRINCIPAL'S ROLE

The principal at ISofL has numerous responsibilities and is the leader of the daily operations of the school. These responsibilities include, but are not limited to:

- Hiring and managing the highest quality teachers and staff members
- Ensuring the school's vision is fulfilled
- Strategic planning and continuous improvement of the school
- Providing a safe and secure learning environment
- Communicating with staff, students and parents
- Providing and coordinating resources for the school

PARENT'S ROLE

At ISofL we firmly believe in the importance of a strong relationship and support between parents and the school. Without this support, it is difficult for the school to achieve its vision and mission of providing the best quality academic and Islamic education. Therefore the school requests that all parents make every effort possible to:

- Ensure students attend school on time, pick them up on time and avoid unnecessary absences
- Ensure your child arrives by 8:15 in order to attend the morning assembly and benefit from its Islamic teachings.
- Encourage your child to perform his or her best and to complete all assigned work
- Send your child in the proper school uniform
- Provide your child with all necessary resources and supplies for school
- Communicate openly and proactively with your child's teacher about any concerns you may have
- Not sending a sick child to school

- Support the school by attending school events such as conferences, fundraising, etc.

STUDENT'S ROLE

At ISofL we have high expectations for students and we believe that all students can succeed. In order to achieve this, students must follow behaviors that are aligned with the teachings of the Quran and the Sunnah of our Prophet (SAW). For this reason all students at ISofL are expected to:

- Greet teachers, staff and students with a smile
- Use polite language and demonstrate respect for school staff and all students
- Practice the concept of faith with action by practicing the behaviors taught in our weekly hadith program
- Ensure a safe environment for all by not causing harm to others either physically or verbally
- Show respect for school property at all times
- Communicate all concerns to their teacher
- Help others in the classroom
- Respect and abide by all school rules

Attendance Policy

Kentucky Law requires students in Kindergarten and above to attend 175 days of school and, for each day, receive 6 hours of instruction. Attendance records will be maintained by the classroom teacher, school office, and on Jupiter Grades. Records form part of the student's permanent record.

ABSENCES

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> • Sickness <i>Documentation: parent note for less than 3 days, doctor's note for more than 3 days</i> 	<ul style="list-style-type: none"> • Family vacations or non-emergency travel
<ul style="list-style-type: none"> • Death in the family or other family emergency 	<ul style="list-style-type: none"> • Any absence not accompanied by documentation provided by parents
<ul style="list-style-type: none"> • Special circumstances previously approved by school principal. 	<ul style="list-style-type: none"> • Missing school day without properly notifying school staff

UNEXCUSED ABSENCE POLICY

- **3 unexcused absences** will result in the child's teacher notifying the parents (phone call, note, etc.)
- **5 unexcused absences** will result in the school administration notifying the parents in writing
- **8 unexcused absences** will result in a written notice by certified mail and a mandatory meeting between the parents and the school administration

The School is obligated to report to the Kentucky Department of Education parents whose children are absent from school with ten or more unexcused absences. Students with 20 or more unexcused absences may be subject to repeating the same grade twice as a result of not meeting the state mandated laws for instruction.

TARDINESS

Being punctual is a valuable Islamic etiquette and is critical to your child's learning. Routine tardiness does not allow for the required 6 hours of instruction every day and serves as a distraction to your child and his or her classmates. Parents may drop off their children as early as 8:00 am.

- Students must arrive by no later than 8:25 am, at which time the carpool access door will be closed.
- Any student that arrives after this time will be considered tardy
- All unexcused late arrivals will be recorded on the child's report card and will remain part of the child's permanent record
- Parents/guardians will be required to report to the main office to sign the student into the late arrival log when tardy

UNEXCUSED LATE ARRIVALS POLICY

- **3 unexcused late arrivals** in a 6 week period will receive written documentation from the school administration.
- **6 total unexcused late arrivals** will require a meeting with the parent and student to come up with a plan to solve the problem.

MAKE UP WORK

Students who have an excused absence, such as illness, will be allowed to make up work. Students have the responsibility to request make-up work from their teachers within two days for each day of absence. Students that have an unexcused absence will **not** be allowed to make up work for credit

EARLY DISMISSAL

Students should stay in school until dismissal. Students can only leave school early if they have a doctor's appointment or another valid family emergency. Please inform the student's teacher if an early dismissal is requested to allow for appropriate accommodations. Parents/guardians must come into the office and sign out their child in order to leave the school early. A doctor's note is required for missed classes and can be submitted the following day or faxed to 502-412-7826.

*In the event that your child is ill while in school, the administration may notify a parent. The parent must provide transportation to pick up their child.

**For the safety of your child, if anyone other than a parent or guardian is picking up the child, please inform the school in writing with full name, relation, and make and model of the car.

DRESS CODE POLICY

Philosophy: The uniform policy allows students to focus their efforts on learning while at school. Students who violate the dress code are often distracted by other students' comments, which in turn disrupts the classroom at large. All clothing must be neat and clean.

The following school uniform policy applies to students in KG-5th grade.

	Tops	Bottoms	Footwear
Boys	<ul style="list-style-type: none"> • Solid white or blue color • Long or short sleeved • Polo, buttoned-down collar, turtleneck or uniform style • Solid colored sweaters only 	<ul style="list-style-type: none"> • Solid navy or khaki pants. No shorts and no denim • Must have belt loops • Loose fitting uniform style straight-legged pants 	<ul style="list-style-type: none"> • Shoes must be solid white, black, or brown in color • Tennis shoes permitted • No sandals allowed
Girls	<ul style="list-style-type: none"> • Solid white or blue color • Long or short sleeved • Polo, buttoned-down collar, turtleneck or uniform style. Shirt may not extend below the neckline • Shirts must be long enough to cover the hips and must be loose fitting • Solid colored sweaters only • Must bring proper prayer clothing to school for daily dhuhr prayer (hijab and clothing to cover arms). . 	<ul style="list-style-type: none"> • Solid navy or khaki pants. No shorts and no denim • Loose fitting uniform style straight-legged pants • Skirts must be pleated or uniform style; length of skirt must extend below kneecap • White or navy tights or pants must be worn underneath skirts or jumpers 	

Dress Code Violation Policy

First Time: Teacher notifies parent by sending home a Dress Code Infraction form. Form must be signed and returned to school.

Second Time: Administration calls parents and notifies them in writing

Third Time: Administration will call parents and request them to bring proper uniform to the school, during which time student will not be allowed to attend class. Once the proper uniform attire is provided, student may resume class.

BEHAVIOR POLICY

Philosophy: The Islamic School of Louisville aims to provide an environment in which students are physically and emotionally safe while at school. ISL strives to teach students the skills needed to be responsible and capable of working and learning with others. The school does this by providing clear behavior expectations which are modeled and reinforced by school staff.

Area	Behavior Expectations
General	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Use polite and respectful language with all students and staff • Show respect for school property • Do not bring or chew gum • Uniform guidelines must be followed daily
Outdoors	<ul style="list-style-type: none"> • Follow directions by teachers and only exit the building when accompanied by your teacher • Use equipment safely and respect rules • Do not throw objects such as rocks or mulch • Check out and return equipment
Lunch Area	<ul style="list-style-type: none"> • Do not throw food • Clean up your space after eating • Remain seated at all times until given permission by teacher • No playing with sports equipment
Prayer	<ul style="list-style-type: none"> • Have wudu before entering • Enter and leave respectfully and quietly • Sit down and remain quiet • Concentrate on your prayer and do not disturb others • During Friday prayer students will remain with their assigned staff member. Parents may not remove their child from this group
Hallway	<ul style="list-style-type: none"> • Walk on the right side at all times. No running allowed • Walk in a line that is straight, still, silent and smiling • Use hall passes except when accompanied by a teacher or staff member • Do not touch walls to avoid getting hurt or damaging student work
Bathroom	<ul style="list-style-type: none"> • Have water for washing before going into the stall. • Always wash hands with soap and water in restroom • Place all paper towels in trash can when finished. (Pick up any paper towels that might have fallen on the floor.) • Clean up water that is on the counter or floors. • Flush the toilet. • Be quiet during your time in the restroom.
Field Trips/Bus	<ul style="list-style-type: none"> • Follow directions of driver and use low voices • Stay in seat at all times • Keep all parts of your body in the bus

Classroom	<ul style="list-style-type: none"> Follow all classroom rules given by teachers Do not enter classrooms during recess or lunch periods when no teacher is present
Emergency Drills	<ul style="list-style-type: none"> Stay in file, when lined up Silence during the entire duration of drill Hands must be kept to one's own body

CONSEQUENCES

Each student is to learn that they are responsible for their own actions. The school uses positive behavior reinforcement whenever possible. Each classroom will have a classroom plan appropriate to the grade level. When a child misbehaves, adults at school handle the misbehavior firmly while preserving the child's dignity. Steps and supports for the child's behavior will increase gradually as needed, always starting with the least invasive intervention. All offenses are documented with the teacher and school administration as needed.

The following chart outlines minor, major, and severe offense criteria. Administration reserves the right to make adjustments as warranted.

	Behaviors	Consequences
Minor Offenses	<ul style="list-style-type: none"> Violation of general school and/or class rules Passing notes Gum chewing Being in unassigned areas without permission Disruptive remarks Distracting a class from outside Playing and loitering in the bathroom Unsafe activity Bringing unauthorized personal items to school 	<p>Minor offenses will be written up and handled by the classroom teacher. Consequences will vary by classroom. A phone call to parents and/or student conference may be warranted by the third offense. Such consequences may include the following:</p> <ul style="list-style-type: none"> Warning Moving child's seat Silent lunch Loss of recess time
Major Offenses	<ul style="list-style-type: none"> Repeated minor offenses (3 minor offenses = 1 major offense) Throwing harmful objects Profanity or obscenity Use of inappropriate gestures Not reporting for detention Writing on furniture Selling or distributing items without permission Disruptive Behavior Meanness, name-calling, and bullying 	<p>Major offenses may be handled by the classroom teacher or in some cases, by the office. Such consequences may include the following:</p> <ul style="list-style-type: none"> Warning Private take-a-break Referral to office

	<ul style="list-style-type: none"> • Cheating, including copying homework or during testing • Inappropriate use of computer • Fighting • Disrespecting teachers/staff 	<ul style="list-style-type: none"> • Parent notification by teacher and/or principal • Detention 5. Parent conference 6. Suspension
Severe Offenses	<ul style="list-style-type: none"> • Repeated major offenses • Defiance and/or continued willful disobedience • Severe defacing of school property • Failure to respect authority of adults • Actions deemed detrimental to the physical and spiritual welfare of other students • Vandalism • Bullying (verbal/physical intimidation) • Assault, battery or harassment • Theft • Pranks (calling 911, pulling alarm) 	<p>Severe offenses will only be handled by the office.</p> <ul style="list-style-type: none"> • Referral to office • Parent notification by principal • Restitution for damage • Suspension or Expulsion

BULLYING:

ISL is a no bully-zone. Bullying is improper, aggressive behavior between students that may be repeated and displays a perceived power imbalance. It has the potential to cause lasting problems in both kids who are bullied and those who bully. Any reports of bullying will be investigated by the school administration and handled accordingly.

WARNING SYSTEM:

When appropriate, ISL will employ a progressive warning system. If warnings are ignored, the student will take a private break, in which case a child will go to a supervised space to regain self-control. If this break exceeds half the class period, the student must find out what they missed in class from the teachers. If more than half the period is missed, a detention will be issued, in which period a child will make-up the missed work.

DETENTIONS

Detention is a form of discipline whereby the student is placed in a controlled educational setting before, during or after school hours. A detention may be assigned for various major offenses (please see chart above). Students who do not report to detention will receive another detention. Parents will be called when students miss detention.

SUSPENSIONS

In School Suspension (ISS) involves the temporary removal of a student from all classes. The student will be placed in a supervised isolated area in which they will do their regular school work and other work for the school day. The period a child will be placed in ISS will be no longer than 3 days.

Out of School Suspension (OSS) is the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities for a period not to exceed ten school days.

Expulsion is the removal of a student from all classes of instruction on school grounds and all other school-sponsored activities for the balance of the semester or school year. A suspension from school for one or more days may be administered immediately at the discretion of the administration depending on the violation. Suspensions are typically automatic for severe offenses. During a suspension, the student should be supervised and counseled by the parents about improving behavior. Students who are assigned to five in school suspensions within the school year will be automatically assigned to an out-of-school suspension. Three suspensions may result in an expulsion. An out-of-school suspension will be placed on a student's permanent school record and would be reported to any school requesting the student's disciplinary record.

GENERAL COMMUNICATIONS AND APPEAL PROCESS

The parent plays a vital role in the training of the child. The school, and community at large, also accept shared responsibility in this important pursuit. The discipline policy is only successful with partnership with the parent. It is an honor for ISL to be alongside the parent and it is our goal to pave the path for success for each child. Parent teacher conferences allow you an opportunity to speak to your child's teacher and inquire about any disciplinary issues. Appointments can also be made by calling the office. If you suspect an issue concerning your child, please make a formal inquiry with your child's teacher.

Parents may in writing appeal any disciplinary action taken by the school administration. The school administration will review the appeal and will respond in writing. Parents may request a hearing to make their case to the principal directly. Such a request must be made in writing within one week of the offense. The administration may request written clarification or a face-to-face meeting with the parties involved prior to taking a decision. If not satisfied, parents may request a review of the case by the MCC Board in writing. Any decision taken after the appeal by the board is final.

ACADEMIC POLICIES

GRADING POLICY:

For Kindergarten to 5th grade the school uses a grading system known as standards based grading.

Standards Based Grading is a grading practice used by teachers to measure students' levels of achievement and mastery of standards. Students will strictly be graded on the level of mastery of standards. Simply stated, can the student perform what the standard requires them to perform? Does the student demonstrate understanding of the standard?

- Students are given plenty of opportunities to practice, and apply skills taught. If students are not mastering a standard, or grasping a concept, they are given opportunities to fix their mistakes, and clear up any misconceptions.
- Grades reflect mastery of defined learning targets, instead of the accumulation of averaged points.
- Teachers, students, and parents have a more clear understanding of standards and students' level of proficiency regarding each individual standard.
- Teachers have a more clear indication of where each individual student is in regards to their understanding of learning targets, and are able to adjust their teaching practices to meet the needs of each student.

How are my student's standard based grades calculated?

Standard based grades are calculated using the following components:

- Teacher observation, student reflection, class assignments, quizzes/assessments, anecdotal records, tests, proficiency assessments, projects, and performance assessments.

These components will be used by the teacher to determine your student's level of proficiency for each standard taught. The students level of proficiency will be communicated to you through the use of a numbered grading scale (see below). Progress reports will be given frequently throughout the grading period to inform you of your student's progress in each content area.

Standards Based Grading Mark	Performance Description	Letter Grade Equivalent
4	Exceeds Standards	A
3	Meets Standards	B
2	Approaching Standards	C
1	Below Standards	D
0	Substantially Below Standards	F

TEXTBOOKS

Each student is responsible for his or her own books, and in case of loss or damage, the student will pay for replacing the item. If a student misplaces a classroom copy of a textbook, he/she is responsible for replacing it immediately.

HOMework AND REPORT CARDS

The Islamic School of Louisville is a college preparatory school. As such, students are expected to spend an adequate amount of time on school-related work at home, including homework. At the pre-kindergarten and kindergarten level, teachers may send home occasional projects or practice activities with students. First to third grade students are expected to spend between 25-45 minutes a day on homework. Fourth to fifth students are expected to spend up to 1- 1½ hours of work a day.

INTERIM REPORT CARDS AND REPORT CARDS

Interim Progress Reports are given to all students once during the middle of each trimester, or every six weeks. Report cards are issued at the end of each trimester or every 12 weeks. Interim reports alert students and their parents to any problems students may be having in class. Also, parents are encouraged to communicate periodically when they have concerns.

TESTING

Standardized tests are administered to students throughout the year to determine student strengths and areas of need. Testing dates and procedures are communicated to parents before taking place.

ACADEMIC AWARDS

Achievement is very much connected to regular study habits and seriousness in completing assignments. The school wants to see every student reach his or her maximum potential by striving hard. Each year, the school holds a special ceremony to acknowledge students for achievement.

Students who are on the Honor Roll or Principal's List for three trimesters are eligible for the President's Award for Educational Excellence. The school also recognizes students in the areas of academic improvement, citizenship, service to the school, and participation in school leadership positions. Awards are also given to selected students based on their proficiency in the areas of Arabic and Islamic Studies. One award is also given to an eighth grader who shows academic excellence and high character.

Protocol for Identifying Student Needs

In the case of a student that is performing below grade level, the school will follow these procedures to identify how to best help the child:

1. The teacher will communicate the problem to the parent in writing in an effort to inform the parent and suggest strategies to help the child.
2. The teacher will meet with the school principal to discuss the student's needs and to determine if the child is displaying similar problems in other classes.
3. The teacher or parent will request a meeting with the teacher and administrator if necessary to discuss the issue and strategies for improving. During this time the school may begin accommodations for the student such as small group or individual instruction during or after school time as needed. The teacher may also begin progress monitoring student growth by assessing the student at frequent and regular intervals.
4. An educational consultant or administrator will observe and offer resources and strategies for supporting the student.
5. If the above strategies do not result in significant improvement and indicate the need for outside testing, the school will arrange a meeting with the teacher, administration and parents to discuss this need.

Promotion Policy

For the well-being and future academic success of all children, students must complete the requirements of each grade level to be promoted to the next grade level. Promotion is based upon 80% attendance and minimum grades on the end of the year report card. Students who do not earn a 2 or higher in major academic subjects will be considered as not having met the minimum grade requirement. In some cases, the school may require the student to receive private tutoring or to take remedial summer classes. Parents must show proof that these steps were taken before enrolling in the next grade level.

Technology Acceptable Use Policy

Computer systems and Internet access are provided for students and staff to enhance instruction, research, and functions that support the mission of the school. By facilitating resource sharing, collaboration, and communication, our goal is to enrich the education offered to our students and promote educational innovation and excellence. While accessing these important resources, the students may encounter inappropriate material that may not have any educational value. Although we have taken available measures to restrict access to questionable materials, it is impossible to control access to all such materials. The following guidelines are provided to educate the students in the proper and responsible use of computer resources. Please read the terms and conditions carefully and make sure you understand their significance.

1. Acceptable Use: Computer systems and Internet access are available to students and staff for educational and professional purposes. Examples of acceptable uses include, but are not limited to:
 - Researching curriculum topics
 - Keeping informed of current news and events
 - Obtaining copyrighted material in accordance with copyright laws and with proper acknowledgement given to the sources
 - Publishing educationally related information

2. Unacceptable Use: Examples of unacceptable uses include, but are not limited to:

- Transmitting or publishing personal information such as name, address, telephone number, parents' work address/telephone number or the personal information of other students and staff members without permission
- Using the system for commercial or political use that is unrelated to educational purposes.
- Installing or downloading software on a school computer without permission
- Transmitting harmful, threatening, obscene, disruptive, and sexually explicit material
- Engaging in any illegal activity
- Playing online games over the Internet, using Instant Messaging or participating in chat rooms, unless it is part of a school-authorized project and under the direct supervision of a teacher
- Using ideas or writings from another person without giving due credit (plagiarism)
- Violating copyright laws
- Reading or altering other users' email or files without permission
- Attempting to obtain unauthorized access to restricted sites, servers, files, or databases.
- Using outside (personal) email accounts without permission.

3. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Use appropriate language and be polite. Do not swear, use vulgarities or any other inappropriate language
- Be considerate. Do not use the network to disrupt its use for others, e.g. downloading huge files during prime time

4. No Warranty: The school will not be responsible for any damages incurred while using the computer systems and the Internet. These damages include loss of data resulting from delays, service interruptions or system malfunctions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through online sources.

5. Security: You may not use the computer resources to gain unauthorized access to school servers, computers and data or other people's files without their permission. Using the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access is prohibited. If you identify a security problem, you must notify your teacher or the school office.

6. Vandalism: Vandalism is not permitted and will result in strict disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data, software and/or hardware. This also includes uploading, downloading or creation of computer viruses and installing or downloading unauthorized software or files. Students are financially responsible for any damage resulting from improper use.

7. Privileges: The use of the computer resources at the school is a privilege, not a right, and irresponsible, unethical, or illegal use will result in disciplinary action ranging from cancellation of these privileges to expulsion from the school to legal action.

SOCIAL MEDIA AND ELECTRONIC CORRESPONDENCE OUTSIDE OF SCHOOL

The school encourages students to use good judgment when communicating electronically with others and urges parents to monitor their child's time on the computer. While the school recognizes that behavior off campus is not under their purview, students and parents should understand that a cruel, threatening, obscene, sexually explicit or implicit message sent to another member of our school community can adversely affect the social and academic life of our school. In such cases, the school will intervene in whatever manner it deems necessary and appropriate to restore a safe learning environment for all students.

STUDENT ACTIVITIES

ASSEMBLY

Every morning from 8:20-8:30 a.m., students meet for Assembly. During assembly, students share projects done in class, discuss the value of the month, and listen to announcements. Students should not talk to classmates and give respectful attention to the speaker.

DAILY PRAYER

Students will assemble daily for Dhuhr prayer. If students arrive early, they have the option to pray Sunna prayers or to sit quietly until the prayer begins. Students will have the opportunity to call the adhan or the iqama, to lead the prayer, or to say a du'a. Students are encouraged to make wudu during the lunch period. This helps avoid overcrowding in the restrooms at prayer time. All girls will assemble for prayer on the carpet with scarves in place each day, whether they are able to pray or not.

JUM'AH PRAYER

Every Friday, students assemble for congregational prayers. It is an opportunity to listen to a community member or fellow student discuss a current topic or value of the week. Students are expected to be on time with your wudu.

FIELD TRIPS

Various field trips are planned for different subject areas and grade levels for the year. Parents will be informed in advance of each trip and its itinerary. Special instructions relating to lunch or dress will also be included in the notice. Students are expected to behave according to school standards during a field trip — on the bus and at the site. Students who are not able to follow the rules may be suspended from participation in future trips. In addition, students must follow the school's regular uniform code when going off campus for any field trip or activity. Failure to do so may result in a student not attending the trip.

A signed parental/guardian permission slip is mandatory for a child to leave the building. No telephone calls may be made the day of the trip requesting parental permission. If a parent decide not to send a child along on a trip, a note indicating such wishes is necessary. Parents are often asked to join us for trips to help with supervision and/or transportation.

STUDENT ILLNESS POLICY

Upon enrollment, parents must file with a health form signed by a physician. The school also requires that the child has all required immunizations. In order to ensure a healthy atmosphere and to prevent the spread of contagious conditions at the school, children who have symptoms of illness cannot be admitted.

The following outlines school policies regarding sick students:

- Children who develop symptoms while at school are removed from their group.
- Parents are then notified and required to pick their children within one hour. If the school is unable to contact the parents or the parents cannot pick up the child, the school will phone the person(s) listed as alternates for the school to call in an emergency.
- If a child develops one of the highly contagious diseases or conditions listed below, or a similar disease or condition requiring care of a physician, a statement from a physician stating that the child may safely return is required before the child may be brought back to the school.

mumps	varicella (chicken pox)	influenza	bronchitis	rubella
measles	conjunctivitis (pink eye)	pneumonia	roseola	
impetigo				

Keep Your Child Home If He/She:

- Has a fever, which is considered:
 - a. 100°F (37.8° C) or higher when measured orally (in the mouth)
 - b. 99°F (37.2° C) Measured under the arm
- Has a headache or head pain
- Is vomiting
- Has diarrhea
- Is excessively irritable or shows unusual passivity
- Has inflammation of the eye(s)
- Has abscess or draining sores
- Has a rash, unless the cause is determined to be non-contagious
- His/her behavior is not normal
- Has abdominal pain

Your Child May Come to School If:

- **A child with fever accompanied with any other symptoms of illness such as coughing, fatigue, sore throat, congestion, vomiting, etc., needs to be fever free**

for a minimum of 24 hours before returning to school. This means the child is fever free without the aid of Tylenol®, or any other fever reducing medicine. (He is fever free 24 hours after the last dose of medicine.)

- A cold is over, but a minor nasal drip remains.
- There has been an exposure to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.

Unless you have a nearby relative who is willing to help out, or you have a job you can miss without negative consequences, the problem of picking up a sick child has no easy solution. ***However, the parent MUST have a plan in place BEFORE the need arises.*** If a parent has no plan for caring for a sick child, the temptation is very great to take a sick child to school or child care. Unfortunately, this is not fair to the sick child, to the other children at school, or to school staff. We take many precautions to protect our children and teachers from contagious illnesses, including disinfecting many surfaces frequently and having strict hand-washing practices. ***Please protect your child and all our other children and teachers by observing the “Student Illness Policy Guidelines,” which are listed above.***

MEDICATION

The child will be administered physician-prescribed medication only upon the written request of the child’s parents or guardians. The school will not administer a nonprescription medication unless it is accompanied by a physician’s request. The school assumes no responsibility for failure to provide requested prescription medication or for adverse reaction, which is caused by the administration of such prescription medication.

If parents bring medicine to school, parents must:

1. Make sure it is in a childproof container (inform the doctor before he authorizes the prescription).
2. Fill out a Medical Dosage Release Form stating what the medicine is, when it is to be given, and how much. This must be done for each day the child is to receive medicine. Forms are available in the office or can be obtained from your child’s teacher.
3. Make sure the container is labeled by the pharmacy with the child’s name and dosage.
4. Hand any medication that needs to be refrigerated directly to the secretary.
5. At the end of the day, it is your responsibility to make sure you get your child’s medicine.

If you have given your child medicine before coming to school, be sure to let us know because often children’s behaviors are directly related to reactions to medicine.

ACCIDENTS

Many teachers at the school are trained and certified in both CPR and First Aid. The school gives appropriate first aid to injured children. If it is determined by the school staff

that the injury is of an emergency nature, paramedics will be called to the school and a parent or guardian will be contacted. Small and minor accidents will be recorded and parents notified. Parents receive a copy of the injury report and an additional copy is placed in the child's file.

If the school calls you to inform you that your child is sick, please remember that we do not wish to disturb you or cause you inconvenience. We are following policy guidelines that are necessary to protect your child, teachers and all other children at the school.

FIRE/TORNADO/EARTHQUAKE DRILLS

All fire regulations required by the State are abided by. An evacuation plan in case of fire and earthquake has been placed in every room. Although the fire alarm may frighten the children, the fire department requires the school to conduct fire drills for their safety. Fire, Tornado, and Earthquake Drills will be held on a timely basis to meet current codes. As the children become more familiar with fire drill procedures, they become less afraid and more apt to behave correctly and safely during a fire drill or a real emergency.

HEALTH AND NUTRITION

The school's philosophy of human development recognizes mind and body as an interactive system. Nourishment is an important part of one's mental, emotional and physical well-being. With this in mind, the school uses nutritious foods for snacks to further facilitate optimal mental, emotional, and physical functioning of the children, and encourage parents to do the same. These include whole grain products, fresh vegetables, fresh fruits and proteins.

PreK students usually have a morning snack, lunch, and an afternoon snack. There is a morning snack and lunch for Kindergarten through fifth Grade students. When preparing snacks and lunches, parents should:

- Keep lunches small unless their child has a large appetite
- Keep the sweets and starches to a minimum – the school suggests, at most, once a week. Children who have sweets or chips in their lunch want to eat them first, and don't have an appetite for the rest of their food. Keep the portions small.
- Lunches must be brought from home. The school does not have a cafeteria. Lunches must be already prepared or only in need of 30 seconds to 1 minute in the microwave.
- **SODA IS NOT ALLOWED**

Important points to know:

- As an Islamic School, pork or pork-by-products are not allowed to be served.
- The PreK has a "no junk food" policy, which discourages students from bringing foods where sugar or sweetener is listed as the first, second or third ingredient. Exceptions are on few occasions where class parties are planned by parents and teachers for special events and holidays.

- If a child is not allowed to eat certain foods or ingredients due to allergy or other reasons, parents should notify the child's teacher.

PARENT INVOLVEMENT

COMMUNICATION

Our success in our mission of providing quality education in an Islamic environment relies heavily on the interaction between the school and home. Parents are encouraged to keep up with their child's academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications, especially the monthly newsletter sent home to parents every month. Parents may request a meeting with their child's teacher at any time during the school year. Parents are kindly requested to make an appointment. Teachers are not allowed to confer with parents during class time under any circumstances. Any classroom visits must be arranged in advance.

Parents may request a meeting with the principal regarding any matter. The office secretary will schedule the meeting as soon as possible. **Matters concerning your child's academic or behavior performance in the school must be discussed with the classroom teacher first.** If the matter is not addressed to your satisfaction you may request to meet the principal.. Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly. If you believe that your concern was not addressed by the staff and administration, you may submit your concern to the school board in writing. The committee may request further information in writing or face-to-face before addressing your concerns.

CONTACTING TEACHERS

All teachers can be reached through the school's office. Parents may leave a message for any teacher and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in severe emergencies.

VOLUNTEER PROGRAM

The primary role of the Islamic School of Louisville volunteer program is to support the work of the teacher by assisting students with their classroom work or other activities. Volunteers work with the children and school personnel in many ways, including tutoring, reading, classroom activities, chaperoning field trips, assisting in school gardening or helping in the office. Community-oriented people are encouraged to volunteer at the school to share their expertise. One of the biggest benefits of being a volunteer at the Islamic School of Louisville is to learn about the environment and education being offered, and to contribute to the making of a stronger Muslim community. Guidelines for volunteer work are available from the office.

STUDENT RECORDS

The school considers student records confidential and they may not be viewed except by school-authorized personnel. Records will not be provided to non-school personnel except by written request of the parents/guardian of the student. The request must be delivered to the school by mail or in person. Parents may request a copy of all or some parts of the student's records. The office requires a two-day notice to process the request. Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file that states the contrary. Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

STUDENT WELFARE-CHILD ABUSE POLICY

According to Kentucky law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases. Abuse and neglect are defined by Kentucky law but may be generally understood as follows:

1. Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
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 by one who is responsible for the child's welfare.

SPECIAL NOTICE

The school reserves the right to update or change any policy outlined in this document as deemed necessary. All such changes will be communicated to parents in writing if they occur.