



FAITH UNITY DISCIPLINE

# City of Knowledge Islamic School

# Family Handbook

# & Procedures

2019 - 2020

# City of Knowledge Islamic School Policy and Procedures

## Table of Contents

MISSION STATEMENT.....	4
A Letter to Our Parents.....	4
City of Knowledge’s Open Door Policy.....	4
REGISTRATION POLICIES.....	5
Documents Needed at Registration .....	5
Minimum Age Requirements .....	6
Re-enrollment & Tuition Deposits.....	7
Tuition & Fees Policy .....	7
Payment Policy.....	8
Financial Aid.....	8
Volunteers .....	9
School Hours.....	10
Arrival & Dismissal.....	10
Transportation .....	11
Early Release from School .....	11
Tardiness.....	11
Unexcused Absences.....	12
Reporting Absences.....	12
Excused Absences .....	12
HEALTH & SAFETY POLICIES .....	13
Health .....	13
Emergency Cards.....	13
Sick Days.....	14
Administration of Medicine .....	14
Illness & Injury.....	15
Lunch & Snacks .....	15
EMERGENCY PROCEDURES.....	16
Severe Weather .....	16
Closing While School in Session .....	16

<b>BEHAVIOR AND DISCIPLINE POLICIES</b> .....	16
Behavioral Expectations.....	16
Accepted Behavior.....	17
Unacceptable & Prohibited Behaviors .....	17
<b>DISCIPLINE PROCEDURES</b> .....	18
Suspensions and Expulsions .....	18
Suspension.....	19
Disciplinary Probation.....	19
Expulsion .....	19
General Classroom Rules.....	19
Discipline.....	20
<b>SCHOOL RULES</b> .....	21
Prayer Hall.....	21
Building.....	21
Playground .....	21
<b>STUDENT DRESS CODE</b> .....	21
Dress Code Policy .....	21
Extra & Winter Clothing .....	22
<b>ACADEMIC POLICIES</b> .....	22
Homework General Policy .....	23
Make Up Homework .....	23
Parents' Guidelines.....	23
Parent and Teacher Conferences.....	24
Progress Reports .....	25
Academic Probation.....	25
<b>MISCELLANEOUS</b> .....	25
Code of Conduct.....	26
Parent Concerns .....	26
Student and/or Parents Concerns or Problems .....	27
Holiday Celebrations.....	27
Birthdays .....	27
Field Trips .....	28

# MISSION STATEMENT

*Excellence in Academic and Moral Studies.* The City of Knowledge School is committed to provide the caliber of education that will match or exceed the academic excellence provided by some of the finest private schools in the State of Georgia along with augmenting essential moral behavior that is a key to achieving human excellence.

## School Policies and Procedures

### A Letter to Our Parents

As Salamu-Ailakum! Welcome to the 2019 - 20 school year at The City of Knowledge Islamic School!

The school and your child's education is a conglomeration of school, curriculum, educational staff, parent, volunteers, children and dedication. We are a community that believes in being an "educational family" and that each member of our school community is a valued treasure. The City of Knowledge is proud and respectful of the cultural diversity of our union. We focus on one goal, which is doing what is best for our children. The success of our school is based upon the cooperation and partnership of our children, parents, and staff. We are dedicated to the children and their future. At The City of Knowledge, we provide a bridge of understanding that connects tradition with the needs of the future to the beliefs of our faith.

Please assist by:

1. Reading regularly with your child (fiction, nonfiction – math, science & the world). Visiting the library on a regular basis.
2. Help your child in organizing their time - Iman, family, study, play and sleep.
3. Encouraging personal responsibility.
4. Reading the school/teacher correspondence.
5. Becoming involved by volunteering a few hours a week.

We are looking forward to a successful and incredible educational year!

### City of Knowledge's Open Door Policy

The City of Knowledge accepts all factions of faith. Be it Sunni or Shia, all are welcome and all treated equally. We want to note that The City of Knowledge wants to draw no divisions between these groups of children, but instead want to create a unity within the Muslim faith. Please note we are a Muslim school and strive to keep an Islamic environment. We do use the Shia Ithni Ashari school of thought for some religious instruction and holidays. All schools of thought are welcomed and will receive equal education. We are one family!

# REGISTRATION POLICIES

Registration for new students takes place in March of each year. Registration is open year round, if class size permits.

Acceptance priority will be given in this order:

1. Children of the City of Knowledge Islamic School staff
2. Children currently enrolled in City of Knowledge
3. Siblings of children currently enrolled in City of Knowledge
4. Any children currently on the City of Knowledge's waiting list
5. Children transferring from another Islamic school
6. Any other interested parties

## Documents Needed at Registration

Registration will not be complete unless accompanied by the following:

1. Proof of Age - A copy of the student's birth certificate or passport verifying age
2. Transcripts and/or School Report Cards - Official transcripts or school report cards for each year of attendance at another school.
3. Certificate of ear, eye, and dental screening - (Georgia Department of Human Resources Form 3300) signed by the Health Department or a licensed Georgia physician.
4. Immunization form - (Form 3231) signed by the Health Department or a licensed Georgia physician. Georgia requires students to be immunized against measles, mumps, polio, rubella, whooping cough, tetanus, diphtheria, hepatitis B, haemophilus influenza, and varicella.
5. City of Knowledge Islamic School Registration Form for 2019 - 2020 School Year - including Photograph/Videotape Release Form and the Student Handbook Acceptance.
6. Enrollment Agreement & Tuition Payment Plan - Must be filled and signed.
7. An Emergency Information Sheet - The sheet must be filled out completely before the child can be registered in the school. It is crucial that we have the current up-to-date information for your child's safety. Parents' work numbers, pager numbers, cellular phone numbers and also a number where we can reach a relative, neighbor or friend. The school must be notified immediately should you change your work or home telephone numbers. All information is kept confidential.
8. Payment - \$200 registration fee per child.

## Minimum Age Requirements

Pre-K: A child must turn three years old before their 1<sup>st</sup> day of the school year in which admittance is requested. No child under the age of three years will be admitted at any time of the school year.

Kindergarten: A child must turn five years old by September 1<sup>st</sup> of the school year in which admittance is requested.

First Grade: A child must turn six years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Second Grade: A child must turn seven years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Third Grade: A child must turn eight years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Fourth Grade: A child must turn nine years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Fifth Grade: A child must turn ten years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Sixth Grade: A child must turn eleven years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Seventh Grade: A child must turn twelve years old by September 1<sup>st</sup> of the school year in which admittance is requested.

Eighth Grade: A child must turn thirteen years old by September 1<sup>st</sup> of the school year in which admittance is requested.

*This is a minimum age requirement. Your child also needs to be mentally, socially, and educationally ready for the grade level.*

## Re-enrollment & Tuition Deposits

Students presently enrolled in The City of Knowledge Islamic School are given an opportunity to re-enroll for the next school year. Re-enrollment is not automatic. These students must be registered with the school no later than March 1<sup>st</sup>, and pre-payment must be made for the next school year according to the Tuition Plan. Forms will be sent home during the last few weeks of school.

A \$200 advance is required of each new or re-enrolling student. This fee is required to reserve a place for the student in the school and is applied towards the tuition and materials fee for the coming school year. This fee is non-refundable.

- Students who will be leaving for any reason prior to the end of the year must inform the school to verify academic standing and promotion for the following year.
- A Re-enrollment form must be completed and submitted to the office before student's last day of school.

Failure to complete these steps will impact the student's eligibility for continued enrollment in the following school year.

## Tuition & Fees Policy

The City of Knowledge School is a private Islamic school, and as a result, the only means of financing the school's operations is to charge tuition, fees, receive donations, and conduct fundraising events. The tuition rate is fixed at a very minimal rate in comparison to other private schools in the area.

There are discounts in tuition depending on the number of children enrolling from the same family in the same school year. Your youngest child will be half price. Example: If you have two children your first grader will be \$500 per month and your pre-k student will be \$375 per month.

### 2019 - 20 Tuition and Fees

<u>Class</u>	<u>Tuition 1<sup>st</sup> Child</u>	<u>Tuition After 1<sup>st</sup> Child</u>	<u>Registration Fees</u>
Pre-K	\$500 per month	25% discount for additional child	\$200
Kindergarten	\$500 per month	\$250 per month	\$200
First Grade	\$500 per month	\$250 per month	\$200
Second Grade	\$500 per month	\$250 per month	\$200
Third Grade	\$500 per month	\$250 per month	\$200
Fourth Grade	\$600 per month	\$300 per month	\$200
Fifth Grade	\$600 per month	\$300 per month	\$200
Sixth Grade	\$600 per month		\$200
Seventh Grade	\$600 per month		\$200

## Payment Policy

For all students, a current Enrollment Agreement & Tuition Payment Plan must be filled out and signed on the day of registration to finalize the registration.

Payment of tuition is due by the first of the month.

Timely payment of tuition is essential; *a late charge of \$15.00 will be added for payments that are late for each month of which they are due.*

Payments are to be made by check, money order or cashier's check made out to **ABF** or **Ahlulbait Foundation**. Please include your child's/children's name on your check. For your convenience, there will be a drop off box at the front desk. If you wish to make payments directly to the administrator, you can do so between the hours of 9:30 a.m. and 2:30 p.m. M-F. Your tuition can also be paid by mail, but must be received by the first of the month. Payment can be sent to:

City of Knowledge School  
4255 Lawrenceville Hwy.  
Lilburn, GA 30047

*As a policy of The City of Knowledge Islamic School, the agreement is made with the desire and intention to enroll your child at The City of Knowledge Islamic School for the entire 2019-2020 academic year with the understanding that you are required to pay full tuition up to and including the end of the school year regardless of attendance. The yearly tuition has been broken down into monthly payments for convenience of remittance. There will be no reduction in fees due to absences or vacation or if tuition is paid in full for the year.*

## Financial Aid

**Families must register and fill out an application before financial aid is approved.** Financial Aid is available in 2 forms. Families can apply for Financial Aid in the form of private donations to the school. Families can also apply for Financial Aid through Pay It Forward Scholarships, a Georgia Tax Scholarship Credit organization. Families are responsible for the full tuition for their child. If Financial Aid is approved, families are only responsible for the difference that Financial Aid does not cover. Any child who receives financial aid is encouraged to remain in good academic standing throughout the school year and parents should abide by the Code of Conduct. He or she must also maintain good Islamic behavior and character.



## Volunteers

City of Knowledge families are required to volunteer a minimum of 10 hours per school year. Volunteers are invaluable in helping meet the individual needs of students. To volunteer, call the school at 770-638-1899 or speak to your child's teacher.

1. **Classroom volunteers** - Assist in various ways, such as listening or reading to students, tutoring students in various subjects, helping the teacher in preparing & creating learning activities and projects.
2. **Room Parent** - Each classroom is in need of a "Room Parent". This parent organizes the preparation of parties, holiday celebrations and other activities within the classroom. They recruit other parents to join in on the preparation and coordinate with the teachers in planning special activities. This job requires just a few days a year in preparing for these activities, but is truly invaluable to our students.
3. **PTA** - Parent -Teacher Association. For our school to become accredited, one of the requirements is to have a PTA. This is an organization that is established and organized by parents. These parents organize and raise funds for the school and school-related activities by holding pizza nights, skates nights, sale of school t-shirts, school supply stores, etc. PTA raises funds for school equipment and activities such as school held parties (Eid celebrations), new student, coffee/tea get-togethers breakfasts, luncheons, helping hands, festivals, accelerated reading programs, and subsidizes field trips & supplies for families who are in need. This is a very fun and rewarding organization and unifies parents, teachers, and students within our school and community.

### The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the schools of this nation.

### The Purposes of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

4. **Miscellaneous jobs** - helping with administrative duties, cleaning, organizing, etc.
5. **Committee Members** - There are always openings on our school committees, such as Financial Committee, Educational Committee, etc. If you have expertise or some extra time (for Allah, s.w.t.) please considering joining one of these groups.

There are many ways in which volunteers can help enhance the superiority of our school. Everyone has qualities and talents that they can offer. Please join in on the joys and rewards of helping a child become educated!

# ATTENDANCE POLICIES

## School Hours

The City of Knowledge School operates using a 180 calendar year that begins in late August and ends in late May of each year. The school will be open from 7:45 am until 3:15 p.m., Monday through Friday. School business and affairs relating to the school should be taken care of during these times.

## Arrival & Dismissal

School hours for students are from 7:45 a.m. to 3:15 p.m. Students should arrive at 7:45 a.m. [If a child arrives after 8:00 a.m. they will be considered tardy (please refer to Tardiness below for the procedures).] Students and parents must wait in their cars until the teacher takes them to their classroom at 7:45 a.m. At 3:15 pm parents will line up in the school's parking lot in their cars and wait until the teacher who is assigned dismissal duty brings their child to their car.

**Please do not enter the school. This is not a time to have a conference with your child's teacher.** Your child's teacher has other duties that they still must complete before they leave the school. If you wish to socialize with other parents we ask that you do so outside the school building so that the Administration and the teachers can prepare to shut the building down for the night.

The City of Knowledge Islamic School is responsible for children both inside and outside the school building between 7:45 a.m. and 3:15 p.m. We cannot be responsible for unsupervised areas and times before and after school hours for students. Students are dismissed from school at 3:15 p.m. Parents should be prompt in dropping off and picking up their children. Parents must realize that the time to pick up children is strictly enforced and should not be a burden to school personnel. Any child who is arriving at the school before 7:45 a.m. or remaining after 3:15 p.m. will be charged a fee of **\$15.00** per each additional fifteen minutes of supervision provided during these times. These fines will be strictly enforced.

## **Transportation**

The City of Knowledge School does not provide transportation to and from school at this time. Parents need to send a written request to the teacher, if the child has a change in afternoon transportation. To ensure student safety we do not except changes through the phone, fax, or e-mail. Students must be signed out through the office by a parent, legal guardian or parent designee as listed in the student's records. We require proof of I.D. for the safety of your child.

We are sorry for this inconvenience, but this is to ensure the safety of your child. Please keep your child's records updated by adding the names of those who are allowed to pick up your child.

## **Early Release from School**

Parents should refrain from taking children out of school during school hours except in extreme cases. Any absence may result in a child's school performance suffering. A dated, written request signed by the parent or guardian is required for a student to leave the school before the time of dismissal.

Parents must see the Administrator to sign your child out for early release. The Administrator will call the classroom for the kindergarten child to be released; parents of kindergarten children must wait in lobby for child to come out. Please do not go to kindergarten classroom. Parents of a pre-k child may go to the room to pick up their child after seeing Administrator only.

A student who arrives at school after 10:30 a.m. is counted absent 1/2 day. A student who leaves before 12:30 p.m. is counted absent 1/2 day.

## **Tardiness**

Any elementary student arriving after 8:00 a.m. will be considered tardy and a parent must fill out an entry in the Tardy Log before going to the classroom. The Tardy Log will be located on the front desk. Included in the entry will be your child's name, the name of the person filling out the entry and the explanation to why the child is tardy. Please give your child the tardy slip and have your child hand it to the teacher (this will confirm to the teacher that you did fill out the log).

Students who arrive late are at a great disadvantage. Not only are they missing information needed to start their day but they are a disruption for the class and teachers. A letter will be sent home regarding the number of tardies and the school's concerns if these tardies become excessive.

## Unexcused Absences

Our school program requires students to be present and on time as much as possible to derive the full benefit of instruction. Absences for any reasons not listed above for excused absences will be considered unexcused absences. Note that the absence of a child from school resulting from the suspension or expulsion of that student for misconduct is an unexcused absence.

**State Law** (O.C.G.A. 20-2-690.1 – Compulsory Education, Georgia law mandate)

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that misses more than 5 unexcused absences, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- Fine – not less than \$25 and not greater than \$100
- Imprisonment – not to exceed 30 days
- Community Service – or any other combination of such penalties at the discretion of the courts

## Reporting Absences

To guarantee that students have been accounted for and have arrived at school parents must call in to report the absence of a child by 8:30 a.m. Phone calls from students are unacceptable.

Teachers will report to the school administration the names of students who are absent or tardy. The school is obliged to keep and maintain an accurate record of daily attendance for each student. The record is kept in the child's school file.

***Send a written note (within 5 days) of when your child returns.***

***Failure to call the office and send a written note when the child returns will result in an unexcused absence for the student.***

## Excused Absences

We must have a note signed by the parent/guardian within 5 days of return. The following shall constitute valid excuses for temporary non-attendance, provided that evidence of the excuse is submitted to the school:

1. **Illness or Injury**: An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school or when isolation (quarantine) of the child is ordered by a local health officer or physician (an ill student may obtain their daily assignment by calling the office early in the morning. The assignment should be picked up on that day from the office between 2:00 p.m. and 3:15 p.m.)

2. Death in the Immediate Family: An absence is excused when it results from the death of a member of the child's immediate family.
3. Medical or Dental Appointments: An absence is excused when it results from a medical or dental appointment of a child, and the school is notified except in an emergency. Please note that every effort should be made to schedule medical and dental appointments after regular school hours or on days when there is no school.
4. Court or Administrative Proceedings: An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or subpoenaed as a witness.
5. Educational or Religious Opportunity: An absence may be excused to take advantage of a valid educational or religious opportunity, such as travel to Hajj (the Pilgrimage). Approval for such an absence must be obtained from the school administration prior to the absence.
6. Other: Other excused absences may be granted with written approval by the school administration.

## HEALTH & SAFETY POLICIES

### Health

Children should not be sent to school sick! Please refer to the sheet from ***Children's Healthcare of Atlanta*** for details. If your child is ill it will be difficult for him/her to perform well at school, and his/her need for medical attention should not be neglected.

Parents should ensure that their children come to school equipped to deal with weather; sweaters, hats, boots and mittens for cold, winter days; boots and raincoats for rainy day; jackets and sweaters in the Spring and Fall.

### Emergency Cards

An Emergency Information Card for each student must be on file and readily available. It is the responsibility of the parents or guardians to notify the school at once if there is a change of address, telephone number, or any other important medical information. Parents' telephone number for residence and business telephones, cellular phones, pagers and faxes, must be provided if applicable. These must be kept current and up-to-date in order to notify parents or designated adults in case of illness, accident, injury, or emergency dismissal of students from school.

## Sick Days

If your child remains at home because of illness, please notify the school of an excused absence. Please call the City of Knowledge at 770-638-1899. If a child becomes ill during the school day, the school will contact you to come to the school and take the child home.

It is the responsibility of the parent or guardian to inform the office, in writing, of any allergies, long-term health problems or medical problems which may need attention while at school. This should be included on the Emergency Card. Doctor-recommended directions for immediate action or first aid should be provided in writing.

If a student is sent home with a suspected communicable disease, we must report it to the local health department. If your child is kept home because of a communicable disease, please note we may notify other families (without naming your child) of the potential of exposure.

It is strongly suggested that a child be kept home after a bout with the flu for at least 24 hours after his/her temperature returns to normal. Do not send your child to school with an elevated temperature.

## Administration of Medicine

School policy prohibits school faculty and staff from administering any medication (even aspirin or acetaminophen) to students without the written permission from the parents and written directions from the physician. Only medication prescribed by a doctor can be administered at City of Knowledge School. If a child is recovering from an illness and medication needs to be administered, the following procedures must be complied with:

1. Parents must bring the medication to the school and fill out a Permission to Administer Medication Form. Do not send any medicine to school with your child.
2. Instructions for administering medication must be supplied by the physician and kept on file in the office (this note is in addition to the label from the pharmacy and must clearly indicate the quantity of medication, the time of day it is to be given, and for what duration of time it should be taken).
3. The medication must stay in the original container supplied by the pharmacy and have detailed administration instruction intact and legible on the bottle or package.
4. The medication will be administered by school faculty and staff only. Children are not permitted to keep medication with them during the school day.

## Illness & Injury

In the case of a minor injury, it will be treated by the teacher/teacher assistant, and the child will go back to class. If it is more serious and requires parental or medical attention, we will make the student comfortable and contact the parents to come and pick up the child. If there is no response at home or at the parents' places of employment, we will call the emergency number provided on the Emergency Card. If no one can be reached, we will contact the family doctor for directions. (It is for this reason that the Emergency Card needs to be kept up-to-date).

In the event that a child develops during school or comes to school with an oral temperature of one hundred point one

(100.1°) or higher, has been exposed to a identifiable communicable disease, has a noticeable adverse reaction to a doctor's prescribed medication, or has another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat, the child can not come to school or we will contact a parent or guardian to pick the child up from school.

## Lunch & Snacks

**New Policy this Year.** Parents are responsible for providing their children's daily lunch and snacks. We are asking parents to provide sack lunches only. The teachers can not warm up lunches. All foods should either be in sandwich form or if it is a food eaten warm it should be put into a thermos (A thermos is a container that keeps food warm and is sold in Wal-Mart and other stores). All foods should be kept in a lunch box that has an icepack (An icepack is a reusable cooling source for lunches) for keeping cold foods cold. As a reminder, we urge parents to provide a nutritious and well-balanced lunch for their children. Foods from the four (4) food groups with a non-carbonated beverage should be included.

Example: whole wheat breads and/or grains, 1 serving of meat or protein, 1 serving of milk or dairy and 1-2 servings of fruits & vegetables. An example of a good nutritious snack would be grapes, carrots, crackers & cheese, yogurt, etc.

We strongly discourage "junk" foods. Soda and chewing gum are also not allowed for students in school. If a child learns good eating habits while he/she is young, he/she will develop healthy eating habits throughout his/her entire life. Also, studies have shown that a child's performance in school is directly affected by the types of food he/she eats. Children will eat their lunches in their classrooms.

***Please remember to provide your child with food that they like. The teacher is not responsible for your child eating their food. They can encourage them to eat, but the teacher will not feed or force a child to eat.***

# EMERGENCY PROCEDURES

## School Emergency Dismissal Procedures

School will remain in session until 3:15 p.m. unless there is an emergency in the building or when severe weather develops while school is in session. We must ask all parents to PLEASE MAKE CERTAIN THAT YOU HAVE A BACK-UP PLAN WHEN YOU (PARENTS) ARE NOT AT HOME, IN CASE OF EARLY DISMISSAL.

## Severe Weather

The City of Knowledge Islamic School follows the guidelines for Gwinnett County concerning school closing. When the local schools (Gwinnett County Public School Systems) are closed due to severe weather conditions, The City of Knowledge Islamic School is closed. The decision to close the school is made as early as possible. ***Parents must listen to the local TV or Radio stations to determine when The City of Knowledge Islamic is closed. There may not be direct contact between the school and each family.***

## Closing While School in Session

If local schools call for an emergency weather closing while students are in school, we will do our best to call and notify each family.

# BEHAVIOR AND DISCIPLINE POLICIES

## Behavioral Expectations

This section should be thoroughly discussed between parent and child so that no misunderstanding will occur as to the type of behavior expected from each student.

The City of Knowledge Islamic School expects its students to behave in a proper, responsible, and Islamic manner that is conducive to their learning and the learning of others. Rules are set in place for the good of the general school population, and to help students develop healthy Islamic attitudes toward themselves and others through an awareness of their personal responsibility. In this way, students will enjoy the peace and pleasure of studying in an Islamic school environment.

Rules are in place for the school, prayer hall, classrooms, hallways, and playground; and all students are expected to follow them. The City of Knowledge Islamic School does not use corporal punishment. If a student does not follow the school's code of conduct, he/she may be excluded from certain activities or denied privileges. In extreme cases of misbehavior and misconduct, the student may be suspended or expelled. Every student is required to comply with the following:



## **Accepted Behavior**

1. To be honest and faithful in their statements and actions.
2. To follow all general school rules and specific classroom rules.
3. To be punctual and present at school.
4. To be polite, respectful, and courteous to teachers, school staff, volunteers and other students.
5. To make substitute teachers and visitors feel welcome.
6. To display appropriate manners while in attendance of all school or school related functions held on or off school grounds.
7. To be attentive to the teachers' instructions.
8. To complete assignments to the best of their ability.
9. To be mindful of the safety of oneself, of others, and of the school.
10. To walk quietly in hallways.
11. To use the prayer hall, washrooms, playground, and school equipment safely and in a cooperative Islamic manner and to take good care of school property.
12. To use washrooms for their intended purposes only (for Wudu and as lavatories).
13. To care for the school building, furniture, desks and lockers.
14. To use the hallways during class time only with permission from their teacher or the office staff.

## **Unacceptable & Prohibited Behaviors**

1. To undermine the principles and teachings of Islam and the ideals of the school.
2. To disrupt the class or infringe upon the rights of others to learn.
3. To be insubordinate.
4. To use libel and slanderous remarks, obscenities, profanity, or name calling in verbal or written form or by gestures.
5. To harass or fight with someone.

6. To be dishonest, cheat, or plagiarize.
7. To conduct illegal and/or immoral acts.
8. To vandalize or deface any school property (those who do so will be required to replace the damaged items).
9. To bring to school and use any of the following:

Magazines, radios, tape recorders, or TV devices (unless part of a class or project) skateboards, roller blades, playing cards, live animals, glass, sharp or pointed objects, matches, lighters, flammable chemicals, weapons, explosives, firecrackers, or Islamically unacceptable materials or substances.

10. To leave the school grounds without permission from the teacher or parents.
11. To have food or drink in any area other than the designated areas, at the designated times.
12. To chew gum on the school premises (indoor or outdoor).
13. To use the telephone without the permission from the teacher.
14. To pull the fire alarm.
15. To wear hats or caps, with the exception of Islamic caps, in school.
16. Go in any restricted area (i.e. supply closet, etc.)

## **DISCIPLINE PROCEDURES**

### **Suspensions and Expulsions**

The City of Knowledge Islamic School will suspend and/or expel students. These means are intended to be steps in the solution of a student's difficult behavior. Reasonable effort is made to counsel students and parents so that drastic measures, such as suspension and expulsion, will not be necessary. However, occasions could arise when it is felt that such action is in the best interest of all. Individual disciplinary action is always considered in the light of the total record of a particular student.

## **Suspension**

The school administration will determine the length of the suspension. Parents will be notified, and the student will be responsible for all class work being done during that time. Absence due to a suspension is unexcused. While on an "OSS" (out of school suspension), the student should not be in or around the school and is expected to be under adult supervision.

\*Note that the following behavior will result in an immediate suspension:

- Cheating or copying of another student's work
- Vandalizing school property
- Stealing the property of the school, teacher or another student
- Deliberately causing serious harm to any person.
- Any act that seriously compromises the principles of Islamic character

## **Disciplinary Probation**

The school administration will determine if the student's behavior has seriously or continuously violated school rules and regulations; if so, he or she will be put on disciplinary probation. The length of the probation is thirty (30) days, or as determined by the school administration. The parents will be informed by conference and /or in writing of the length of probation and consequences of future misconduct, such as expulsion.

## **Expulsion**

Expulsion from school is permanent dismissal from the school for grave reasons. If the child has been suspended from school more than two (2) times in a marking period or three (3) times within a semester, the school administration will meet with the parents to discuss expulsion. Once expelled, a student will not be permitted to re-enroll in the school.

## **General Classroom Rules**

1. Students must remain in their classrooms unless given permission by their teacher.
2. Students are expected to do their best in all classes and to do all of their homework.
3. Students are expected to allow their teachers to teach and to allow other students the opportunity to learn.

4. Students should keep their classrooms clean at all times.
5. Students must raise their hands to be recognized before speaking.
6. Students are expected to have all of their necessary books and supplies for each class with them when class begins.
7. Students should fully comply with specific classroom rules set forth by individual teachers.

The City of Knowledge Islamic School students are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property.

A student whose actions infringe upon the rights of others to learn or inhibit their learning is to be held responsible for those actions, and disciplinary measures will be taken.

## **Discipline**

In the event that a child does not follow the guidelines set out in the discipline policy, the following procedures will be implemented to help the child improve his/her behavior:

1. Initially, when a child exhibits unacceptable behavior, the teacher will deal with him/her on a personal basis with verbal warning.
2. If the child continues to break the rules, an offence form will be filled out and signed by the child and the teacher.
3. If the child maintains to repeat the offence, a parent/teacher conference will be set up to discuss the child's behavior. The student may or may not be involved in this conference. Parents are asked to speak seriously to their child and discuss the consequences of continued misconduct.
4. Continued misbehavior will result in the child being placed on disciplinary probation.
5. During probation, three offence forms written-up for any child results in automatic suspension for up to three (3) days. Furthermore, the child will only be allowed back to school if he/she agrees to follow the rules of the school.
6. Following the parent/teacher/school administration conference, if no improvement is seen, then the child will be suspended (Please see definition below) for up to three (3) days and will only be allowed back to school if he/she agrees to follow the rules of the school. The student may also be put on disciplinary probation (Please see definition above).

Administration reserves the right to impose an immediate suspension if the Education Committee sees fit without going through the above mentioned processes.

# SCHOOL RULES

## Prayer Hall

The children are expected to remain quiet until the prayer has begun. Playing, loud talking or unnecessary movement will not be tolerated in the prayer hall.

## Building

Every child is expected to follow the rules of conduct which contribute to the safety of others. The building may have potential hazards such as slippery floors, corners and glass which call for safety rules prohibiting running, ball throwing and other potentially dangerous activities. Children will walk quietly through the halls at all times, so not to disturb other classes.

## Playground

Every child is expected to follow the safety rules for the playground. All equipment is designed for pleasure and the development of muscle coordination, but if misused can cause bodily harm to themselves and others. It is vital that activities such as stone throwing and playing in non-designated areas be eliminated to prevent injury.

*If a student must stay in at recess, or be excused from physical education, a note **from their doctor** must be given to the school, stating the reason and the length of time excused. **Under normal circumstances, if a child cannot go out for recess, he/she should not be in school.***

# STUDENT DRESS CODE

## Dress Code Policy

As an Islamic and private school, we stress the importance of personal grooming habits and cleanliness. As Muslims, we are obliged to dress in accordance with Islamic customs and in a modest matter.

All students must follow the dress code as prescribed at the beginning of each academic year. In addition, all of the following must be followed:

1. Students must dress in a clean and neat manner.
2. Shorts are not appropriate, even for boys.
3. Sleeveless shirts (i.e. tank tops, muscle shirts, spaghetti strap shirts) are not allowed.
4. Students must not wear clothing or objects that will bring extreme attention to them, such as un-Islamic slogans, pictures, etc.
5. Jewelry should be kept to a minimum.
6. Appropriate shoes need to be worn (i.e. tennis shoes). The children have recess everyday and need to have comfortable and safe shoes to run in. Sandals, flip-flops, dress shoes are not appropriate for outdoor play.
7. Hijab will be optional for children.

***Note: Female students are encouraged to wear hijab during prayer time but will not be forced. Your daughter can bring in a scarf to use throughout the year for prayers. If desired other appropriate garments can be brought in for prayer time (i.e. kufis, chadors.etc.).***

### **Extra & Winter Clothing**

Children are sent out for recess everyday except during rain and thunderstorms or when the temperature outside is exceptionally cold or hot. Students should have proper winter clothing. **Student will not be allowed to remain indoors without a written note from a physician, for health reasons.**

It is recommended that students have an extra full change of clothing kept at school in case of any accidents.

## **ACADEMIC POLICIES**

It is the philosophy of City of Knowledge to educate the whole child, not just one part or aspect. Each child must be treated carefully and respectfully, and decisions are made based on the child's best interests. We want to ensure the child's success not only at the present time but also in the future. To do this, we fully consider the physical, social, emotional and academic welfare of each child.

Minimum attendance required for promotion in all grades is 85% of the school year. Students are promoted or retained on the basis of their total readiness to enter the next grade.

## **Homework General Policy**

Homework serves an important purpose in your child's school life. It is designed to meet the need of the student. It is a means of reviewing and reinforcing the lessons taught in school, and a way to help your child develop essential skills and study habits. The type of work and amount of homework will vary according to the grade level, the abilities and the needs of the child.

If all or part of a homework assignment is not completed on time, a certain percentage will be deducted each day the assignment is late, unless accompanied by a legitimate excuse. If the assignment is not completed by a given date, the following steps will be taken:

1. Parents will be notified and called for a conference. The student will be required to turn-in the missing assignment at the discretion of the teacher.
2. Detention or suspension will be enforced if an assignment is still not turned in within the given period stated by the individual.

Students may be given a zero for homework not completed by the deadline. Submitted homework assignments must be neat and reflect careful attention to detail, and quality work. If the student fails to do so, he/she will be asked to have the assignment re-done. Homework assignments should not be completed during other classes, or during arrival or dismissal time.

## **Make Up Class work and Make Up Homework**

Students will have two days for each day of excused absence to make up class work and homework. It is the responsibility of the parent to obtain missed assignments from the teacher. An extension of make up class work and homework time may be granted if sufficient (legitimate) reason is shown, or in the case of absences of unusual nature or length. In cases of excused absences of unusual nature or length, a formal request to the teacher should be given at least two (2) weeks before to give the teacher sufficient time to prepare work for the student. And the teacher will determine the time required to turn in the completed work.

## **Parents' Guidelines**

You can help your child/children develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose.

1. Ask your child if he/she has homework for that day. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed.

2. Become interested in your child's homework. Ask him/her to show the homework to you and to explain what the work is about. Sharing your child's work with him/her enforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of the child and the way in which your child is able to complete the work assigned.
3. Remember that homework is your child's work-not yours. You should not do the work for the child; rather you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.
4. Help your child set a regular homework time each day and keep that commitment. Free your child of other responsibilities at that time.
5. Provide your child with a quiet place to work and study where he/she is not disturbed by younger children, television, radio etc.
6. Make available helpful references (dictionary, maps, newspapers).
7. Keep supplies on hand (paper, safety-scissors, glue, pencils, etc.).
8. Encourage your child to do his/her best in spelling, handwriting, neatness and accuracy.
9. Have the child take a 5-minute break to refresh after each 45-50 minutes of study (drink water, use restroom, etc.).
10. It is crucial in your child's life to teach them to be responsible of their words, actions and deeds.

Any concerns about homework or a child's study habits should be discussed with the teacher. Homework assignments must be submitted at the beginning of class on the day they are due.

## **Parent and Teacher Conferences**

Parent/Teacher Conferences are held two times a year. These conferences are scheduled before Report Cards are issued and thus give the parents and teachers a chance to review the students' progress and any other concerns. All parents are requested to attend all conferences. Those students who are encountering academic/behavior difficulty will require additional parent/teacher conferences at the discretion of either parent or teacher.



## **Progress Reports**

Progress reports will be distributed on a quarterly basis, each consisting of four 45 day periods. Progress reports will provide specific feedback concerning academic and behavioral performance. The format is designed to communicate grade level expectations and individual student achievement. First and second quarter reports will be sent home with students the week after the quarter ends. Third quarter progress reports will be issued at Parent-Teacher Conferences. Fourth quarter reports will be sent home with students the last day of classes.

## **Academic Probation**

Any student who fails to maintain the school's minimum standard of academic achievement (in other words, below "satisfactory" or below average in two or more major subjects) will be placed on academic probation for a period of one marking period. During this time the student has the opportunity to demonstrate reasonable improvement in his/her academic performance.

Any serious neglect or deficiency in academic performance during this period may be sufficient grounds for removing a student from the school to be determined at the discretion of the school administration.

# **MISCELLANEOUS**

## **Code of Conduct**

Every aspect of our Islamic being revolves around the basic concepts of honor, righteousness, and trust. Nurturing and upholding this spirit of honesty and trust is the responsibility of every member of The City of Knowledge Islamic School community – students, faculty, parents and staff. Honorable and righteous actions must overcome desires of selfishness and unethical conduct. Each

member of the community is held to the high standards that Islam asks of all Muslims and is expected to conduct him/herself in a respectful and responsible manner at all times.

## **Guidelines for Parent – Staff Interaction**

Parents are encouraged to constructively contribute to the school. If parents think that an area needs improvement, they are welcome to suggest ways in which they, themselves, may be able to assist. Suggestions should be placed in the Suggestion Box in the front foyer, or mailed to one of the addresses listed in the front of this handbook.

Parents are obligated to review the materials sent by the teachers/administration with students. Parents should respond promptly to communications sent with the students.

Parents can and should discuss matters regarding their child(ren) with their respective teachers

by following the proper lines of communication. Parents are encouraged to schedule an appointment with the teacher. Impromptu discussions in hallways and in parking lots are counterproductive, and burden the staff. They do not allow for the staff to gather thoughts and focus correctly on giving the parents the full attention deserved. All concerns should be discussed with the child's teacher only; talking to other teachers or administrative staff beforehand is inappropriate and will interfere with the resolution of the concern.

The school offers two mandatory parent teacher conference, all parents are required to attend this conference, and are encouraged to discuss all matters regarding their child.

Issues regarding policy, procedure, (discipline and/or curriculum) cannot be discussed over the phone or via email. Such matters have to be discussed in person, after requesting an appointment with the staff or the administration.

Staff may immediately terminate any discussion, meeting, or conference, if the parents use abusive, inappropriate language or raise their voice in an impolite way. In such a case, the staff will request the presence of the administration for further discussion with the involved parents, or may request that any further communication be via written letters only.

If the teacher requests the intervention of the administration, the administration will then intervene between the parents and the teacher in an attempt to resolve any issues in the best possible manner.

If any discussion, meeting or conference with the administration shows to be neither constructive nor productive in any way, the administration will immediately discontinue the discussion and request the parents to continue their discussion via written letters only. The administration will then only respond to written letters, and will not respond to phone calls or e-mails from the parents involved.

The principal also reserves the right to terminate any meeting if she feels threatened or harassed by the parents. If threatened or harassed, the principal reserves the right to ask the parents to leave the school premises immediately.

The Disciplinary Committee also has the right to suspend or expel the child(ren) due to the misconduct of the parents, and request all future interaction be done via written letters only. Misconduct is defined as any action offensive, demeaning, abusive or threatening.

## **Parent Concerns**

Should a parent have a concern regarding their child and wish to speak to the teacher, he/she is requested to contact the school to schedule an appointment, or to request a note or phone call from the teacher. Appointments will be scheduled for times before or after school at the teacher's convenience. The staff will not disturb the teacher or student during class time. Teachers are responsible for classroom concerns, and their full attention must be given to their students without outside distractions.

## Student and/or Parents Concerns or Problems

Should a student have a specific concern, every effort will be made to resolve it on a one- to-one basis. The following are the steps for resolving a problem – in this order:

1. Student meets with teacher.
2. Student and parent meet with teacher.
3. Student and parent meet with teacher and Ms. Astrid Sayeedah Abdushshakur, school's Principal.
4. Parent meets with Ms. Tehmina Zaidi, school's Education Committee Chair.
5. Parent meets with Dr. Ali Adibi, school's Board of Directors' Chairman.

## Holiday Celebrations

The children will have a party for Eid-al-Fitr and Eid-al-Adha. The City of Knowledge Islamic School does not celebrate non-Islamic holidays. It is up to the discretion of the individual teacher if they wish to have any other classroom parties.

## Birthdays

**Please note this is a new policy.** There will be no birthday parties this year for the children. No balloons, no decorations, no pictures, this is very disruptive to the learning process that takes place in the school.

If you would like to send in a treat for your child to share on their birthday with their class please notify the teacher in writing that you will be bringing in a treat that day. The snack should be ready to serve, i.e. requiring no cutting (example: individual servings like cupcakes or cookies nothing that has to be cut and served or poured and scooped out). You can also provide a drink if you wish, but they should be in individual containers (juice boxes, etc.). Please only include enough for your child's class (the whole school will not be participating). The only ones participating in this snack will be your child's teacher, your child and your child's class. No other adults or parents. Time permitting the teacher will allot a time during the day that fits into the classroom schedule for this snack. **THE SNACK MUST BE SENT IN BEFORE SCHOOL STARTS. IF**

**THE SNACK IS BROUGHT IN LATER DURING THE DAY, THE TEACHER WILL NOT SERVE THIS SNACK UNTIL THE NEXT SCHOOL DAY. THERE ARE NO EXCEPTIONS!**

## **Field Trips**

Whenever possible, teachers are encouraged to plan field trips both inside and outside the classroom environment to familiarize children with their community and broaden their educational experiences. The number of field trips will vary between grade levels.

Field trips are part of The City of Knowledge educational experience and a very vital learning tool to utilize in correlating in classroom learning to the real life experiences. We will need parent volunteers to help in chaperoning on these excursions. The teachers will send home permission slips that will request parental chaperones. Most of the time, we will ask that all parents consider joining their child on these educational and rewarding trips depending on availability of tickets and space. Fees and costs will vary per trip.

