



2021-2022
STUDENT/PARENT
HANDBOOK



WELCOME TO ISLAMIC SCHOOL OF MIAMI

Assalamu Alaikum,

We want to take this opportunity to welcome you to the Islamic School of Miami (ISOM) for the 2021-2022 school year. Alhumdolillah with the blessings of Allah swt we have started the in person classes for all our students and faculty. We are also very blessed to have a community that fosters commitment to and for an Islamic Education of our children. For this year again, we have high expectations for everyone at the school to achieve great things academically, behaviorally, and socially.

While many things will seem different with new procedures in place for the safety of all, it is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn. We will, InshaAllah, offer opportunities for all to reach standards of excellence in an Islamic environment that is safe and free from interruptions. We will work together throughout the school year to help all children realize their highest potential.

There is also a section related to the Covid-19. Parents and students are required to follow and adhere to the policies and procedures mentioned herein related to Covid. As parents, your active and full participation in the life of ISOM is vital for our success. Our doors are open to listen to your comments and concerns. ISOM views the educational imperative to be jointly

implemented by the parents, staff, the Board, and the community. We pray that Allah (swt) guide us in this noble endeavor. Ameen

Please be sure to read through both documents, discuss the contents with your child/children sign and return the last page electronically. Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook.

Sincerely,

Ali Siddiqi, Principal/Director

Dated: August 30th, 2021

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INTRODUCTION

Education, in Islam, is an obligation on both male and female children. Therefore, the establishment of a superior educational institution is obligatory on us as a Muslim community. Today in the United States, it is estimated that there are about 7 million Muslims, both native and immigrant. In addition to valuable secular education, it is our commitment to provide the highest level of ethics and morals according to Islamic faith.

Islamic School of Miami (ISOM) was established as a not-for-profit organization in the year 1994. Since its inception, the school has exponentially grown from a week-end school at the FIU campus to serving a community of 500+ families in the Kendall and surrounding area. In the fall of 2013, ISOM started offering classes from KG through 8th Grade.

ISOM is a full-time Islamic School and its doors are open to all students regardless of race, ethnicity, or religion. We live in a pluralistic society and firmly believe in practicing tolerance. Our belief is based on the command of Allah (swt) when He says:

“O Mankind! We have created you from a single (pair) of a male and a female, and made you into nations and tribes so that you may know each other....” (40:13)

We seek your support, as parents, with prayers to Allah (swt) to make our joint efforts successful in raising generations of Muslims that follow in the footsteps of our beloved Prophet Muhammad (pbuh) and his companions.

TEACHING PHILOSOPHY “ISOM 6”

Connecting to Allah: We do not believe in secular (God-less) studies. All knowledge, whether it be a chemical equation, the history of the world, or the recitation of the Quran must lead the student back to knowing, loving, and worshiping their Creator. This is the purpose of life and since school is intended to prepare one for life, this is also the purpose of the school.

Love of Learning: We want students to love to come to school and love to learn. This InshAllah will be accomplished through capitalizing on the student’s interests, providing a safe environment for students to express themselves, giving them the purpose behind what they are learning and using tools that will trigger the student’s curiosity. The simple reality is that if the student is not interested and not loving the learning process their educational experience will be short lived at best.

Practicality: We want students to learn knowledge that is practical and useful. Many times students spend valuable time on memorizing knowledge that they will most likely never apply. Useful and practical knowledge needs to be prioritized. Along with traditional academic studies we want students to be able to know basic life skills.

Depth of Knowledge: Students need to truly understand the knowledge that they are exposed to as opposed to having the knowledge on a superficial level sufficient to do well on a test and then forget immediately afterwards. Instead of racing through many ideas, main points will be stressed and lesson plans will be driven by achieving measurable objectives InshAllah.

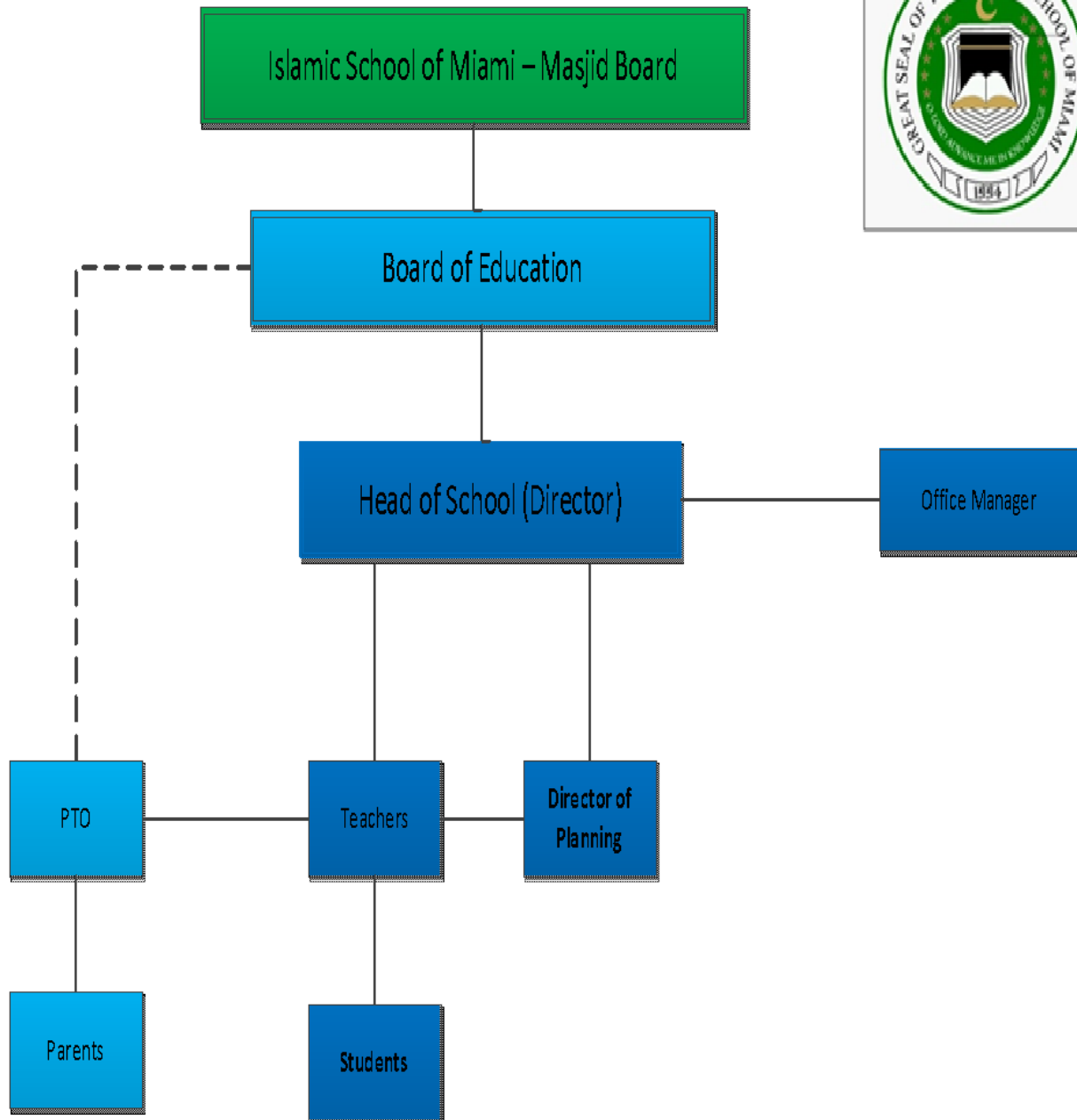
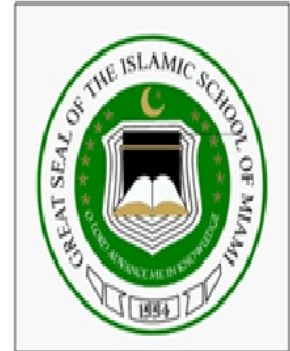
Independent Learners: Students sometimes learn facts and information but are not given the tools to be able to continue the learning process outside of the classroom. At the school we aim to teach students how to learn through learning how to listen, how to take notes, how to identify reliable resources, how to analyze and break down complex problems, etc.

Tarbiyah: Allah Most high looks at one’s heart and that is how he/she is assessed. Training students to have beautiful Akhlaq and character is what is most important. Through the educational process students will be learning manners and character traits vital for their success in this life and the next. Knowledge without proper morals cannot only be wasteful but destructive to a society and is not the Islamic model of raising children.

MISSION

To create enduring values by providing high quality dynamic services based on the principles of Ahl-AlSunnah Wa-Al Jamat, for our youth, to whom we provide Islamic education from the real sources (i.e. Quran and Sunnah of our beloved Prophet—Muhammad (PBUH)) and assist in implementing the Islamic principles and traditions of our Prophet (PBUH) in their daily lives by creating an environment that nurtures the development of daily skills of worship and unique Muslim leadership.

ORGANIZATIONAL CHART



SCHOOL CONTACT INFORMATION

MAILING ADDRESS

Islamic School of Miami
11699 S.W. 147 Avenue
Miami, FL 33196

BUILDING ADDRESS

Islamic School of Miami
14501 S.W. 120th Street
Miami, FL 33186

PHONE NUMBERS:

Main Office

Tel: 305-408-0400

Fax: 305-386-2197

- ❖ Brother Mohammad Ali Siddiqi – Director
- ❖ Sister Shehnaz Bengali – Office Manager

PARENT RESPONSIBILITIES

Every child is unique. He or she is endowed with unique skills and abilities. It is our joint task (i.e. the parents/school/and community) to help the child to rise to his or her fullest potential. The home and the community have a direct impact on the growth and development of each child. The home is the first place of proper upbringing (tarbiya). Hence, the family and parents have certain responsibilities and ISOM expects that these responsibilities will be met. They are:

- ❖ To provide a caring and safe environment at home.
- ❖ To reinforce the Islamic principles and practices at home.
- ❖ To challenge your child to give his/her best.
- ❖ To encourage your child to participate in physical/outdoor activities.
- ❖ To read to your child every night.
- ❖ To read/review the Quran daily.
- ❖ To keep TV time to an absolute minimum.
- ❖ To teach your child to respect everyone.
- ❖ To encourage your child to be kind and courteous.
- ❖ To encourage your child to respect the school and its staff.
- ❖ To ensure that your child attends school regularly and punctually.
- ❖ To make contact with your child's teachers through the proper procedure.
- ❖ To schedule appointments with the teachers through the specified procedure.
- ❖ To attend school activities and support your child.
- ❖ To become an active member of the Parent Teacher Association (PTA).
- ❖ To meet your financial obligations to the school.
- ❖ To volunteer your services in your fields of interest for the benefit of the school.
- ❖ To send and pick up your child on time.
- ❖ To support the school and encourage other parents to enroll their children in Islamic schools.

STUDENT RESPONSIBILITIES

It is critical that you read all of these points with your child.

OUR PURPOSE IS TO MAKE ALLAH HAPPY

We take responsibility for learning:

- ❖ We arrive at school on time.
- ❖ We wear the proper uniform and we are well groomed.
- ❖ We have the materials we need for class.
- ❖ We demonstrate a serious and responsible attitude in our daily work.
- ❖ We carefully and thoughtfully oversee completion of all homework assignments, and their consistent submission on time.
- ❖ We respect other people's property and personal space.
- ❖ We respect other people's differences and embrace them.

We are considerate of the rights of others:

- ❖ We are silent in the Masjid.
- ❖ We use appropriate language at all times.
- ❖ We treat each other with kindness.
- ❖ We are willing to help each other.
- ❖ We are friendly and courteous.
- ❖ We respect the building, property, and all animate and inanimate objects.

We do our best to follow the example of the Prophet Muhammad (pbuh) in his actions and words (especially his treatment of others).

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FACULTY AND STAFF

ISOM seeks qualified teachers who have the best academic credentials and demonstrate a conviction to follow the Islamic way of life. We seek an effective mix of teachers who combine experience from public schools, colleges, private schools and other relevant vocations. We encourage our teachers to complete higher levels of training and to utilize their Florida State licensed educational experience for the greatest advantage of the school.

The faculty and staff are committed to the educational growth of all our children. They are specialists in the fields of Islam, Arabic, English, Math, Science, Social Studies, and Literature. Every one of our teachers has additional expertise that facilitates great benefit to our children's growth. At ISOM, the staff works as a team, not only with each other, but with the parents and community. The PTA is also vital in ensuring variety and enrichment to the school's curriculum. The PTA gives support in many activities – field trips, fundraisers, special nights, and graduation. Volunteers also play an integral part in the supervision and instruction of our students.

We are indeed fortunate to have a director, faculty, staff, volunteers, and parents who are dedicated to the cause of quality education and moral excellence.

INSTRUCTIONAL PROGRAM

CURRICULUM

In order to achieve our mission of high academic and spiritual achievement, we have established an educational institution based on sound Islamic principles that are supported by a highly qualified leadership and staff. A customized curriculum has been developed that reflects the needs of our students and incorporates the national and state standards.

Moreover, the standards are also designed to make all our students encounter and deal with the needs and demands of living in the 21st century. Our curriculum comprises the following subjects: Language Arts, Mathematics, Science, Social Studies, Physical Education, Arabic, Islamic and Qur'anic Studies.

Starting this year, we adopted the "B.E.S.T" Standards for Language Arts similarly to the Florida Department of Education.. BEST stands for Florida "Benchmarks for Excellent Student Thinking.

Our curriculum is implemented through a holistic approach that considers each child as an active learner and partner in the education process. All of our teachers are facilitators who encourage and challenge the students to meet and maintain high academic and spiritual achievement. Our primary objective is that our students understand the concepts, and develop attitudes and skills which are in accordance with the spirit and teachings of Islam.

ISLAMIC STUDIES - Islamic Studies is a vast field of study. It includes Aqeedah (the monotheistic belief system), ‘Ibadaat (worship), Muamalat (interactions), Akhlaq (morals), Seerah (the Prophet’s (pbuh) life history), and Islamic history in general. It also includes the study of Tafsir (explanation of the Holy Quran), Hadith (the Prophet’s (pbuh) sayings), to name a few of the areas.

QUR’AN

The care and respect of the Mushaf is also emphasized together with the regularity of its recitation. Our focus is on:

- ❖ Tilawah (recitation with Tajweed)
- ❖ Hifz (memorization)
- ❖ Understanding
- ❖ Practice

The applicability and practice of Allah’s (swt) commands are illustrated and emphasized. This approach is critical to strengthening and solidifying the Islamic culture milieu at ISOM.

CO-CURRICULAR ACTIVITIES

ISOM promotes and encourages a variety of activities to support our school’s mission and vision. Teachers assist in and motivate students to participate in special events and activities, both co-curricular and extracurricular. The current facilities of the Islamic School of Miami provide our student body with the opportunity for physical growth as well as opportunities and outlets for creative, developmental and intellectual growth.

FIELD TRIPS

Throughout the school year, students will participate in experiential learning through regular field trips. Trips will correlate to their curriculum and provide students with an opportunity to experience and internalize learning.

GRADING SYSTEM

The Islamic School of Miami “Student Assessment” System focuses on 3 primary factors. Firstly, the Akhlaq (internal image/character) of the student is reflected by their “Khuluq” (external actions and behaviors). This is ultimately what Allah observes and assesses. However, as human beings, we are unable to truly assess the akhlaq of someone as this is primarily an internal process of the heart--known completely to Allah alone. Therefore, we shall focus on monitoring students’ external actions which are a reflection of their internal state. A specific “Akhlaq Grade” will be assigned for each student in every class and a general Akhlaq Grade will be assigned for salah, lunch, assembly, etc...

Secondly, this assessment system will focus on every student’s Effort. Many times students place a lot of effort on the learning objective. But, they are incapable of mastering that skill. This effort must be recognized and awarded. Also, students have varying abilities and begin at various starting points. Therefore, by focusing on their effort we are also assessing the progress of students based on their abilities and starting point as opposed to simply comparing them to other students with greater abilities and an advanced starting point. Also, some students easily master the material based on their abilities and/or starting points (i.e. they may already know the material from previous years); and hence, exert poor effort and do not attempt to achieve a higher level of mastery or understanding. This should also be recognized and communicated.

Thirdly, the assessment system will focus on Academic Mastery of the learning objective. Focus should be diverted away from a student's ability as a “good test-taker”. Instead, our focus is on

who truly understands and has internalized the subject matter. Therefore multiple types of assessments are given to allow students to demonstrate mastery.

In addition, our primary focus will be placed on detailed written feedback from teachers to students and parents as simple letter grades are insufficient to promote improvement.

Students will receive 4 interim progress reports, in the middle of each grading period and then 4 report cards every 9 weeks--one at the end of each grading period for all subjects. The progress reports will only include the Academic Grade; whereas the report cards will have an Akhlaq Grade, Academic Effort Grade, and Academic Grade. The scoring system for each is given below.

- Akhlaq Grade:
 - E= Excellent
 - Student has shown very good behavior and character traits in his/her relationship with teachers, fellow students, and all creatures of Allah; OR student has tried very hard to improve his/her behavior and character traits.
 - S= Satisfactory
 - Student has shown fair/acceptable behavior and character traits in his/her relationship with teachers, fellow students, and all creatures of Allah; OR student has made an acceptable effort to improve his/her behavior and character traits. However, the student could have done significantly more or better.
 - U=Unsatisfactory
 - Student has shown poor/unacceptable behavior and character traits in his/her relationship with teachers, fellow students, and all creatures of Allah; OR has made little to no effort to improve his/her behavior and character traits.
- Effort Grade:
 - E= Excellent

- Student has shown very good and consistent effort academically in achieving the learning objectives in the given subject.
- o S= Satisfactory
 - Student has shown fair/acceptable effort, academically, in achieving the learning objectives in the given subject.
- o U=Unsatisfactory
 - Student has shown poor/unacceptable effort, academically, in achieving the learning objective in the given subject.
- o Academic Mastery Grade:
 - o The academic portion of progress reports will include detailed grades for every subject. The grading scale used at the Islamic School of Miami is as follows:

A	90-100%
B	80-89%
C	70-79%
F	below 70%

A “D” grade will not be used, as below 70% is considered unacceptable and the student may need to repeat the grade if he/she receives a final grade of below a 70% (“F”) in one or more subjects.

A grade for any subject cannot be updated once the report card goes out.

While all achievements are praiseworthy, students that perform exceptionally well must be rewarded. Therefore, ISOM has set up an honor roll system. The criteria for the honor roll is as follows:

Principal’s Honor Roll: All A’s for Academics, all E’s for Effort, and all E’s for Akhlaq

Honor Roll: A’s or B’s for Academics, all E’s for Effort, and all E’s for Akhlaq

STUDENT RETENTION

The grade reports can give indications that your child might be held back. If your child does not obtain passing grades in Reading, Language Arts, Quran, and Math in any of the first three marking periods, then you will also receive a “Possible Hold-Over Report”. Should the unacceptable performance continue, to the middle of the next working period, then a conference will be scheduled with the parent(s) of the child. The decision to retain will be made during a conference meeting of the teachers, parent(s), and School Director. If it is seen as necessary, a letter of definite retention will be sent by the teacher to the parent(s) at the end of the 3rd marking period.

PROMOTION

Students must obtain grades A, B, or C in all the subjects in each marking period, and 90% overall attendance for promotion to the next grade level. Grade F is considered a failing grade. Students who have failing grades in any three subject areas, especially Reading, Language, and Math in three (3) of the four (4) marking periods will be held back. Such students would have been advised from the first marking period in which these grades were obtained.

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ADMISSIONS

GENERAL AND NON-DISCRIMINATORY

ISOM is a full-time KG-8th grade school and also provides OnLine Academy (OLA) for older students. Due to limited resources, ISOM is currently unable to offer special needs services/programs for children with special needs. However, we are hopeful with your prayers and help that we may offer such critical services/programs in the future. Students are admitted to their grades after evaluation.

ISOM admits students of any race, gender or religion and honors them with all of the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race, gender, or religion in the administration of its educational policies, admissions, programs.

APPLICATION AND SUPPORTING DOCUMENTS

Students will not be admitted to classes without the proper age verification, previous school records (if needed), and immunization records. The admission procedure is as follows:

The application form is to be completed, signed by parents, and submitted with the required non-refundable. The following completed forms are also required:

- ❖ Student information
- ❖ Health information
- ❖ Media release
- ❖ Tuition fees agreement

Along with the application, the following documents may also be required:

- ❖ Social Security number for each child
- ❖ Birth certificate for each child
- ❖ Previous school records: end of year academic record card, FCAT and their standardized scores.
- ❖ Up-to-date Immunization and/physical Health Examination Records.
- ❖ Psychological/social/developmental reports, and any other relevant information
- ❖ Allergy and/or any medical condition
- ❖ Any other information
- ❖ The parent is required to provide proof of address.

MINIMUM AGE REQUIREMENTS

In accordance with the State Law (FL ST § 232.01) and Florida Kindergarten Council Standard 3.3.7, a student must be five years old on or before September 1st to enter Kindergarten.

KG

5 years of age on September 01 of the year of admission

Grade 1

6 years of age on September 01 of the year of admission

TRANSFER STUDENTS

Students on transfer to ISOM will be accepted in the grade he or she is transferred to with these conditions:

- ❖ Grade appropriate age
- ❖ Two month probationary period

During the probation period, the student must display a keen interest in learning with good conduct and adhere to the school rules and requirements.

Parents of transfer students must submit a request for report cards and other relevant documents from the previous school.

REGISTRATION

Registration is conducted in the spring for both new and continuing students. Continuing students are required to re-register in the spring for the next academic year. A registration fee and textbook fee is required at the time of registration and reserve a place for your child in the school. The registration fee is non-refundable.

If the administration finds it feasible, new students will also be admitted in the first month of the new school year as well as in the first week of the second semester/marking period. The new child entering in the beginning of the second marking period will be on transfer and will have to meet the criteria for transfer students.

STUDENT INTERVIEW

Students transferring to 5th grade through 8th grade and also attending OLA must have a satisfactory conduct history. All students transferring to 5th through 8th grades and also attending OLA must first submit to an interview before entering. A final decision on the student's admission will be reached after the interview and review of their past school records.

PAYMENT POLICY

- ❖ Registration fees are payable at the time of registration. All payments can be made by check or credit card or money order or cash.
- ❖ The annual tuition fees may be paid over a period of 10 months or 12 months. Payments are due on the 1st of each month.
- ❖ Tuitions are collected by the office. The school recommends that parents provide post-dated checks for the ten months at the beginning of the school year.

- ❖ If fees are not received by the tenth (10th) day of each month, a reminder call will be made to the parent. Student will not be allowed in class on the twentieth (20th) day of the month until the tuition is paid in full. Absence during this period will be considered unexcused. The parents are responsible for informing the director, in writing, of any difficulty in meeting their obligations.
- ❖ If a student is registered on or after the first fifteen (15) days, the parents are required to pay the entire tuition fee for the month.
- ❖ Students who register after the first month of the first marking period will be required to pay tuition fees on a pro-rata basis.
- ❖ Students who attend school for three (3) days of any month will be required to pay tuition for the entire month.
- ❖ If a student is withdrawn from school during the Academic Year, due to an extended absence, parents must repay the \$75.00 Registration Fee per child to re-register. **Only Exception to this rule is if a student is going to perform Haj.**

DELINQUENT ACCOUNTS

ISOM is a non-profit, educational institution. The expense of running the school is primarily derived from the tuition fees. The school has minimal cash reserves. Late payment of fees will seriously jeopardize the school operations and your child's education.

Students' report cards, tests, and health records will be withheld until all fees are paid in full. All delinquent fees from a previous year must be paid in full before the student is allowed to re-register for the new school year.

RETURN CHECKS

A charge of \$30.00 will be added to any check that was returned for insufficient funds or closure of account, or any other reason. All remaining payments for the year must be by cash, money order, or cashier's checks.

FINANCIAL AID

The stated policy at ISOM is that parents must complete all tuition requirements as stated in the registration information. Parents who are facing difficulty meeting their tuition obligations to the school may apply for Financial Aid. A written request must be submitted along with previous year's tax returns and other supporting documents.

SCHOOL RECORDS

Parents have the right to access, inspect, and review official records, files, and other important documents kept on file with respect to their children. This right does not include the removal and copying of materials from the record. ISOM maintains a permanent file for every student in which are recorded grades, awards, special notes as well as any violations or infractions. The purpose of recording all such information about a student is that it enables the school to be fair and just when evaluating a student's performance and/or needs and for the sending of a transcript to another educational institution upon request. This information is not available to the general public and can only be released to other schools when they formally request such records. The school director handles all such matters in connection with this issue.

The following indicates the policy in relation to students' records:

- ❖ Only the parent or authorized faculty member may have access to these files and records.
- ❖ Information with respect to the students will not be made available to a non-custodial person without a signed court release.

- ❖ The name change of a student must be supported by a legal document and it will be part of his or her permanent record.
- ❖ All school records will be withheld until all tuition and other fees are paid in full.
- ❖ Records will also be withheld until all books are returned or paid for.

Privacy Act - Florida State 228.093

The Family Educational Rights and Privacy Act became a Federal law in November of 1974; and it was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Only parents of students and authorized individuals having legitimate educational interests will have access to a student's records. However, prior consent of the parents or the eligible student(s) (over 18 years of age) will be required. You also have the right to exercise the waiver to access certain confidential letters or statements.

A parent, guardian may request an appointment to inspect and review the student's records if the student is under 18. The appointment may be made in person or by telephoning the school at (305) 408-0400. The school shall comply with your request within a reasonable period of time but in no case more than 30 days after your request has been made. When reviewing the records, you also have the right to explanations and interpretations of the records and the right to obtain copies of the records. A small charge may be made for copies of the records, but in no case should the charge exceed \$0.10 per page/per copy. Upon review of the records if you have reason to believe any of the information contained therein is inaccurate, misleading, or inappropriate, you have the right to challenge the information and make recommendations for changes. If the school personnel are in agreement with your recommendations, the necessary steps will be taken to amend or to correct the information contained in the records. If agreement is not reached, a hearing will be scheduled. This hearing will provide you with an opportunity to present your views and to give your reasons for challenging the records. You may bring with you to the hearing, at your own expense, any individual who may be of assistance to you. Following the hearing, should there be a failure to reach an agreement you have the right to appeal the decision to the School Board. In the event that your appeal fails at either of these

levels of the hearing procedure, you have the right to have entered into the student's record a statement of the issue as you see it.

If the matter has not been resolved and if you believe that this school system has not complied with the law, you have the further right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services in Washington, DC concerning School Education Records.

The rights pertaining to access and challenge described herein are transferred to the student upon the attainment of his or her eighteenth birthday or admission to an institution of post-secondary education.

If you have further questions, please contact the School Director.

ATTENDANCE & ABSENCE

Florida Statute 232.09 states that the parent/legal guardian of a child of compulsory school age is responsible for the child's daily school attendance. All school personnel, parents, other students and relevant state agencies are required to work collaboratively to ensure that the school attendance laws are obeyed, and make referrals to the legal agency for possible court action for truancy.

Parents are to inform the office in advance of their child's absence, except in cases of emergency. They are also responsible for sending a written note on the first day that the child returns after any absence. Students who are absent due to sickness for three (3) or more days must present a medical certificate on returning to school.

Absences are either excused or unexcused. Valid reasons for excused absences are as follows:

- ❖ Illness
- ❖ Illness of an immediate family member

- ❖ Death in the family
- ❖ Religious holiday of the child
- ❖ Required court appearance
- ❖ Doctor/dental appointment
- ❖ Suspension from classes
- ❖ 5 days for head lice infestation
- ❖ Special occasion
- ❖ Hajj or Umrah

A student on excused absence will not qualify for a “Perfect Attendance” award.

A student with more than 10 unexcused absences will be retained in their current grade.

A maximum of 10 excused absences will be allowed. Once a student exceeds this, he/she may be considered for retention in the current grade.

UNEXCUSED ABSENCES:

A child’s absence is considered unexcused if and when the parent/guardian did not inform the Office, either in writing or by a telephone call.

SPECIAL ABSENCES:

Special absences have to be approved by the School Director one week in advance of the commencement of the absence. Parents are to make their requests in writing to the School Director for approval.

The School Director must approve any long-term absence of students. Teachers are to give assignments (for this period) to the child for completion and submission on the first day of his or her return to school. Parents are to sign a note for the teacher to this effect. Failure to submit assignments and passing the exams will result in an automatic “no grade” for the marking period.

ATTENDANCE

The school year consists of 180 days. Official school hours are from 7:30 a.m. to 2:30 p.m. It is mandatory for all enrolled students to attend all aspects of the assigned curriculum, except upon written request from the parents. Students must report to the Home Room with ablution (wudu) by 7:25 a.m.

TARDINESS

Any student arriving after 7:30 am will be considered late. A record will be kept of all late arrivals. After 3 late arrivals, a one day suspension will be given to the student. It will be the parents' responsibility to make sure that all students make up the work that is covered on the day of suspension.

SCHOOL TIME & DROP-OFF AND PICK-UP

Drop-off and pick-up procedures are implemented to promote student safety and convenience. Please read the following schedule carefully to become familiar with our new routine.

Mon-Fri	Drop-off	7:15 – 7:25 AM
Mon-Thurs	Pickup (1 st -12 Grades)	2:30 PM
	(KG)	1:30 PM
Friday	Dismissal for all	12:30 PM

Please respect your child's learning environment by being punctual for drop off and pickup of your child and for the safety of all students by parking your vehicle in the parking area which is facing north. Parents and guardians are not permitted to escort students to their classrooms.

DISMISSAL

Students are dismissed daily (Monday through Thursday) at 2:30 p.m. Dismissal on Friday for all ISOM students is at 12:30 p.m. Parents are required to pick their children up at the roundabout. Parents that arrive early are not allowed to come to the PE shelter. They are requested to remain in their cars.

Parents who do not pick up their children 15 minutes after dismissal will be charged a fee of \$15.00 per 15 minutes/per child.

EARLY RELEASE

Early release days are listed on the school calendar. Students are dismissed at 12:30 pm on those days and should be picked up promptly. Any parent request for an early release on any other day must be made in writing to the school at least a day in advance. Students who must leave early from school should have their parents contact the school office. Phone requests will be honored only in emergencies. Parents or designated guardians should arrive in person and report to the school office to sign their child out before they can leave with the child.

No early release will be permitted after 2:00 PM (Monday through Thursday) as this disrupts the dismissal procedures.

DRESS CODE

UNIFORM POLICY

Each student is required to purchase a minimum of three (3) sets of school uniforms.

- **Boys**
 - Boys must wear the navy blue Islamic long shirt and Khaki dress pants with a belt (if needed). On Jummah (Friday) they should wear the white Islamic long shirt. These shirts may be purchased from <http://www.smauniforms.com>. The Khaki pants can be purchased from any local store.
 - Boys are also encouraged to wear a Kufi (head covering).
 - Boys are required to wear closed shoes or sandals with straps. No open toe shoes are permissible.
 - T-shirts without images and sweatpants may be worn for PE. Long shorts will not be allowed. Students should wear closed shoes for PE.
 - By the end of the first week of school, children must be sized so the order may be placed for the uniforms. Until the new orders arrive boys may wear their previous year's shirts, any Islamic dress, or any long sleeved dress shirt without images.

Personal neatness and cleanliness are important parts of the daily Islamic etiquettes.

Parents should be aware of the types of hairstyles that are forbidden by our religion. Al-Qaza' (lit. tufts), which is where part of the head is shaved and part is left. It was narrated from Ibn 'Umar that the Messenger of Allah (peace and blessings of Allah be upon him) forbade al-qaza'. Hence these types of haircuts are not allowed.

- **Girls in Grades KG to 4**
 - Girls in grades KG-4 must wear navy blue jumpers with loose fitting blue pants. Leg hugging tights are not allowed. They also need to wear a white full sleeved shirt under the jumper. These may be purchased from any local department store.

- Students must wear a white slip-on (amira-style) hijab, no other hijab types including those with pins are allowed.
- Long Shirt/tunic without images to the knees with long sleeves and loose fit pants are allowed for PE. These may be purchased from any department store.
-
- **Girls in Grades 5 to 12**
 - Abayas can be purchased through <http://www.smauniforms.com> or <http://www.eastessence.com>.
 - Students must wear a white slip-on (amira-style) hijab, no other hijab types including those with pins are allowed. Exceptions to the Amira style will only be made for the girls who wear Niqab with a written request from the parent.
 - Long Shirt/tunic without images to the knees with long sleeves and loose fit pants may be worn for PE. These may be purchased from any department store.

Girls need to wear closed shoes or sandals with a strap in the back. Slippers, open toe shoes and sandals with no back strap are not allowed.. Heels are not allowed.

Girls should not wear any make-up or perfume. Simple jewelry such as small bracelets, tiny earrings, and rings are permitted.

In addition, nails must be kept short and clean.

The uniform policy is strictly enforced and your child will be sent home if there is a failure to abide by the above policy. Unclean or torn uniforms will receive a written warning for all first-time violations. Your child will be sent home on the second violation. In the case of makeup, nail polish, and improper haircut, the parent will be called and the child will be sent home. They will not be allowed to return that day. Corrective action should be taken for the child to return the next day.

VISITORS

Students, teachers, and/or parents must have prior approval from the school office before bringing any visitor to ISOM. Visitors are expected to observe all school rules; and parents can visit the classrooms only with a “Visitor’s Pass” obtained from the office.

DISCIPLINE POLICY

In order to establish the best possible learning environment, guidelines of acceptable behavior in the classroom and on school grounds are to be followed consistently. Each teacher will set classroom rules. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. Insha Allah, this system will allow students to make appropriate choices which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior. Teachers will usually handle all disciplinary issues in their classrooms—except in cases where student(s) cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity. These cases will be referred to the School Director for disciplinary action(s). Please ask your child each day about his or her behavior. Insha Allah, these disciplinary procedures will help your child assume responsibility for his or her own conduct.

CONDUCT

The Prophet (pbuh) said, *“Righteousness is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about”*. [Reported by Muslim]

RATIONALE

The aim of this Student Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on the Islamic teaching derived from the Quran and the Sunnah of

the Prophet (pbuh). Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the School's expectations of student behavior.

THE ISOM DISCIPLINE POLICY APPLIES IN THE FOLLOWING SITUATIONS:

- ❖ During the regular school hours
- ❖ During School sponsored events.
- ❖ During events and activities associated with the School.
- ❖ During Salah and while in the Masjid.

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

DUE PROCESS OF RIGHTS

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

STUDENTS

- ❖ A notification of the violation.
- ❖ An opportunity to present his or her side of the story to the appropriate School personnel.

PARENTS

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

Students should try their best to be conscious of Allah (swt), be respectful, behave safely and appropriately, and be prepared to learn.

IN THE CLASSROOM

- ❖ Be a good listener.
- ❖ Think before speaking.
- ❖ Keep a neat and clean desk.
- ❖ Show care for all property.
- ❖ Avoid disturbing others in your class or in other classes.
- ❖ Leave everything in order at the close of the day.
- ❖ Use the best manners at all times.
- ❖ Greet your teachers and classmates with "*As Salamu Alaikum.*"

IN THE HALLS

- ❖ Always keep to the right when moving in the halls.
- ❖ Walk in the hallways and on school grounds at all times.
- ❖ Avoid crowding others while in line. Keep your voice at a whisper.
- ❖ Greet your teachers and classmates with "*As Salamu Alaikum.*"

AT LUNCH

- ❖ Practice proper mealtime manners at all times.
- ❖ The lunch area is an extension of the classroom, rules apply.
- ❖ Maintain a speaking voice while in conversation (no shouting).
- ❖ Each student is responsible for leaving tables and their ground area clean.
- ❖ Eat with your right hand.
- ❖ Say, "*Bismillah*" before you eat.
- ❖ Say, "*Alhamdulillah*" after you eat.

ON THE PLAYGROUND

- ❖ Students must follow playground rules.
- ❖ Students should share and take turns in using all playground equipment.
- ❖ Any student who incites, encourages, promotes or participates in a fight while at School, or at school-sponsored activity, shall be subject to disciplinary action.

IN THE MASJID

- ❖ Make dua as you enter.
- ❖ Perform the 2 rakats of “Tahiyat-ul Masjid”
- ❖ Avoid disturbing others, there is no talking.
- ❖ Use your best manners at all times.
- ❖ Pay attention and follow Salah properly.
- ❖ Stop talking when you hear the Adhan. In a low voice, repeat the Adhan after each call.
- ❖ Repeat the du'a for Adhan, after the Adhan is completed.
- ❖ Concentrate on your prayer, guard your heart.
- ❖ Say Dhikr after Salat and wait to be dismissed.

DURING ABLUTION (WUDU)

- ❖ Take turns.
- ❖ Keep the area clean and dry. Do not waste water.

IN THE RESTROOM

- ❖ Keep it clean and dry
- ❖ Finish quickly

INFRACTIONS

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

LEVEL 1 INFRACTION:

Conduct that impedes the orderly operations of the classroom or School

Level 1 misconduct is handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the School administrators until he or she has accumulated at least 3 documented Level 1 disciplinary actions and has held a conference with the student and his parent(s). Thereafter, the classroom teacher will refer the student to the Director if any further infractions occur. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary.

LEVEL 1	
INFRACTION	DISCIPLINARY ACTION
<ul style="list-style-type: none"> ● Disruptive Behavior: Conduct that causes or results in a breakdown of the orderly process of instruction and/or school activities. ● Littering: Throwing or dropping paper, trash or other material on the floor or ground. ● Refusal: Refusing to complete classroom/lab work, projects, or other assignments given by the teacher. ● Verbal Altercations: Engaging in verbal altercations. Insulting, taunting, or challenging another student under circumstances that could provoke a violent or disruptive response. 	<p>Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, oral or written notification to parent(s), student behavior contract, conference with student/parent(s), separation from peers, denial of class privileges, administrative referral, and or detention.</p>

<ul style="list-style-type: none"> Violating Classrooms rules 	
<ul style="list-style-type: none"> Use of electronic or other communication devices: No student shall use, display, or possess any electronic devices without approval on school property. 	<p>Detention and Conference with Director.</p> <p>1st Violation: Devices will be confiscated and parents will be asked to pick up the device after 3 school days for 1st violation.</p> <p>2nd Violation - Parents will be asked to pick up the device after 5 school days.</p>
<ul style="list-style-type: none"> Tardiness: Non-compliance with school uniform policy 	<p>Refer to Disciplinary policy under tardiness section.</p> <p>Refer to Uniform policy</p>

LEVEL 2 INFRACTIONS

Illegal and Serious Misconduct

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact with the student's parent(s) will be made either through a personal conference or phone conference. In the event that the two previous actions are not possible, then contact with the student's parent(s) will be made through written communication. This list of violations is not all inclusive, but only representative and illustrative. Any student who commits an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

LEVEL 2	
INFRACTION	DISCIPLINARY ACTION
<ul style="list-style-type: none"> Academic Misconduct: Plagiarizing, cheating, copying another person's work, attempting to gain unauthorized access to material, using submitting or providing data or answering dishonestly or by means other than those instructed by the teacher. Inappropriate language: Using any forms of cursing in any language 	<p>1st Offense : detention or 1 day suspension</p> <p>2nd Offense: 1-2 day suspension</p> <p>3rd Offense: 2-3 day suspension</p>

<p>and including hand or bodily gestures.</p> <ul style="list-style-type: none"> • Lying: Intentionally providing false or misleading information or communication. • Altering official documents: Forging, falsifying, or unauthorized alteration of a document. 	
<ul style="list-style-type: none"> • Damage or destruction of property: Attempting, threatening, or causing damage to school or property resulting in minor damage. 	<p>1st Offense: Under \$50 Restitution and/ or 1 day suspension. 2nd Offense: Restitution and/ or 1-2 day suspension 3rd Offense: Restitution and/ or 2-3 day suspension</p>
<ul style="list-style-type: none"> • Misuse of equipment: students using school online services for illegal, inappropriate, or obscene purposes. 	<p>1st Offense : detention , or 1 day suspension 2nd Offense: 1-2 day suspension 3rd Offense: 2-10 day suspension , police notified</p> <p style="text-align: right;">[Back to Table of Contents]</p>
<ul style="list-style-type: none"> • Insubordination: Refusing to comply with a request or directive from a faculty or staff. 	<p>1st Offense : detention , or 1 day suspension 2nd Offense: 1-2 day suspension 3rd Offense: 2-3 day suspension</p>
<ul style="list-style-type: none"> • Loitering: Being present in or about a school premises without supervision by a faculty or staff member 	<p>1st Offense : detention , or 1 day suspension 2nd Offense: 1-2 day suspension 3rd Offense: 2-3 day suspension</p>
<ul style="list-style-type: none"> • Truancy: Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedure, skipping classes or school. 	<p>1st Offense: 1 day suspension and conference with Director and parents.</p>
<ul style="list-style-type: none"> • Fighting: engaging in verbal or physical altercation, whether initiating or retaliating 	<p>1st Offense: detention, or 1 day suspension, conference with Director, written warning. 2nd Offense: 1-2 day suspension 3rd Offense: 2-3 day suspension</p>

<ul style="list-style-type: none"> • Bullying: Engaging in verbal, physical, emotional and / or threatening acts of harassment. 	1st Offense: Detention, conference with Director, written warning. 2nd Offense: 1-2 day suspension 3rd Offense: 2-3 day suspension
<ul style="list-style-type: none"> • Electronic access: Accessing, controlling, or disabling technological devices or services without authorization, this includes setting off the fire alarm. 	1st Offense: 1 day suspension, Detention and conference with Director 2nd Offense: 1-2 day suspension 3rd Offense: 2-3 day suspension

LEVEL 3 INFRACTIONS

Conduct that is serious, illegal, and potentially life or health threatening

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

LEVEL 3	
INFRACTION	DISCIPLINARY ACTION
<ul style="list-style-type: none"> • Intimidation or menacing incitement: Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct. 	1st Offense : 2-3 day suspension 2nd Offense: 3-5 day suspension and recommendation for expulsion 3rd Offense: open suspension and recommendation for expulsion

<ul style="list-style-type: none"> ● Arson: Utilizing unauthorized fire , smoke, or explosives which present a risk of danger to life or property ● Assault/Felony: Striking another person with a weapon (with the intent to inflict bodily harm). ● Bomb Threats or False Alarms: Making a knowingly false statement regarding the possession of or location of explosive or incendiary materials, activating the fire alarm system or making false “911”calls ● Breaking or Entering: Breaking into and /or entering any school building, facility, office rooms, storage space, or other enclosure without permission. ● Explosive Devices: Using possessing, attempting to possess , brandishing or concealing any destructive devices which includes but is not limited to any explosive , incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any device described above. ● Vandalism: Destroying, damaging, or defacing school or private property in a willful or malicious manner ● Extortion or robbery: Obtaining money, information, or property from another by threat, intimidation, or coercion. 	<p>1st Offense: 3-14 days suspension, recommendation for expulsion, and notification of the legal authorities.</p> <p>2nd Offense: expulsion and notification of the legal authorities</p>
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<ul style="list-style-type: none"> • The sale, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical controlling substances. Using selling, purchasing ,distributing , possessing or attempting to possess, mood altering chemicals or substances (including all counterfeit or look alike substances) distributing any narcotics , drugs, controlled substances of any kind , alcoholic beverages, or other intoxicants on school property, or at school functions and events. 	<p>1st Offense: 3-14 days suspension, recommended for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> • Theft : Stealing, attempting to steal, possessing, or transferring of school or private property, or participating in the theft or attempted theft of school or private property 	<p>1st Offense: 3-14 days suspension, and recommendation for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> • Possession or concealment of a weapon or dangerous instrument: Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, material, replicas, or any other items deemed to be dangerous including knives. 	<p>1st Offense: 3-14 days suspension, recommended for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> • Offensive Material: Producing, Possessing, or distributing materials that offend common decency or morals in the school community. 	<p>1st Offense: 3-14 days suspension and recommendation for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> • Reckless Endangerment: acting in a willful manner , and although not intending to cause harm , places others in jeopardy of injury, or results in the damage, destruction, or defacement of school or private property 	<p>1st Offense: 3-14 days suspension, recommended for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>

<ul style="list-style-type: none"> ● Gambling: Participating in or organizing games of chance to gain money or other items 	<p>1st Offense: 3-14 days suspension and recommendation for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> ● Legal but Dangerous Substances: Using, selling, purchasing , distributing, possessing or attempting to possess substance(s) capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia 	<p>1st Offense: 3-14 days suspension, recommended for expulsion</p> <p>2nd Offense: expulsion and notification of legal authorities</p>
<ul style="list-style-type: none"> ● Obscenities: Verbal abuse, vulgarity towards school or school personnel: Directing obscene, abusive, vulgar, profane harassment, insulting racial, sexual, and religious or ethnic slurs, written/verbal, toward school personnel or any other member of the school community. This shall include the use of obscene gestures or hand signs that willfully intimidate , insult, or in any other manner , abuse others 	<p>1st Offense: 3-14 days suspension and recommendation for expulsion</p> <p>2nd Offense: expulsion</p>
<ul style="list-style-type: none"> ● Gender fraternization /Any Behavior OR Committing acts that fall outside the Islamic teachings in this matter, unlawful relations according to the Qur'an and Sunnah either inside the school or outside. 	<p>1st Offense: 3-14 days suspension and recommendation for expulsion</p> <p>2nd Offense: expulsion</p>

SUSPENSION

Suspension is dismissal from classes for a period of time based on the actions of the student. A student who consistently refuses to follow a teacher's directives or consistently disregards ISOM regulations may be suspended by the Director.

A student may receive an indoor or out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the indoor or out-of-school suspension, a student is excluded with parental knowledge and is not allowed to attend classes, extra-curricular activities, school functions, or be on the school premises. Students will not be permitted to make up quizzes, tests or any class work for the days they are suspended during school hours. Any make-up work will have to be completed by the student at home. Tests and quizzes may be made up during the student's lunch break, recess or PE. All suspensions will be recorded in the student's permanent record.

DISCIPLINARY PROBATION

If a student earns three suspensions, he or she will be placed on disciplinary probation. He or she also may be placed on probation by the administration or the Education Board for committing a Level 3 infraction. If a student commits an offense deserving of suspension while on probation, he or she will be placed on an open suspension and their name will be submitted to the Education Board for possible expulsion. At the end of the third nine-week period, the administration will submit the list of all students on Disciplinary Probation. The Education Board then makes the final decision to readmit the students or not for the following school year.

HEALTH & SECURITY

GENERAL

Our children's health and safety are of major importance to us all. At the time of enrollment, every parent/guardian must bring in the HRS required health forms (Immunization records, good health form, and proof of TB test). All immunizations are to be kept up to date or your child will not be permitted to attend school. Parents should also ensure that their children come to school equipped to deal with the weather.

SICK CHILD AT SCHOOL

A child who becomes ill during the day will be isolated with a staff member. Parents will be notified and asked to pick up the child immediately. If a seriously ill child is not picked up promptly, emergency procedures will be put into effect.

You will be called if your child:

- ❖ Has a fever
- ❖ Has diarrhea
- ❖ Begins vomiting
- ❖ Has head lice or nits
- ❖ Displays symptoms of a communicable disease (heavy green discharge, reddened eyes, sore throat, and headache), abdominal pain, and suspicious rash or unusually lethargic behavior.
- ❖ Complains of an earache

It is the parent's responsibility to notify the school if the child is sick or if the child has any allergies. The parents must also state in writing what action the doctor has recommended.

DOCTOR'S AUTHORIZATION TO RETURN TO SCHOOL

A doctor's note is required for a child to return to school, especially for the Pre-K group, after 3 days of illness. A doctor's note will also be required the following conditions:

- ❖ If your child had a fever of 101 degrees or more during the previous 24 hours.
- ❖ Before any medication will be given including over the counter drugs.
- ❖ For a child returning to school after an illness that requires a prescription medication, the note must indicate that the child is not contagious and may return to school.
- ❖ For a child who has been sent home with diarrhea/ or vomiting and wishes to return to school the next day.
- ❖ For a child returning to school after a communicable disease such as chicken pox, strep throat or bronchitis.
- ❖ If your child has a heavy nasal discharge or a persistent cough.
- ❖ No student is allowed to take any medications without the prior permission of the office. Also, students needing to take medication should report to the school office during lunch or other break time to be observed by the school administrator. Students are not allowed to carry their medication around with them. It should be kept in the office.

Note: Although a child has a doctor's note, the child must be physically able to participate in a group setting in order to return to school. The final decision rests with the school administration.

ADMINISTRATION OF MEDICATION AT SCHOOL

No internal medication, orally or otherwise will be administered by any school personnel without the explicit written permission of the parent(s). All medications must be turned into and dispensed through the office and parents must sign the medication authorization form.

MEDICINE DISPENSING PROCEDURES

- ❖ All medicine must be in its original containers.
- ❖ Medicine will be given as prescribed by the doctor.
- ❖ A medication form must be completed indicating each day the medicine is to be given and exact dosage.
- ❖ All medicine cups or spoons must be included and labeled with the child's name.
- ❖ All medicines and forms will be collected and released by the administrator.

ILLNESS OR INJURY

Any type of illness or injury that occurs at school is to be reported immediately to the office. If it is a minor injury it will be treated and the child will be returned to his or her class. The parent will also be immediately contacted. The teacher will prepare and file the report in the incident/accident folder.

If the illness/injury is serious and a parent does not respond quickly, then the person listed as an emergency contact will be called. If no one can be reached the child's physician will be called. If necessary, 911 will be called.

It is critical that any change(s) in address, telephone number, doctor or emergency contact person should be reported immediately to the school's office.

EMERGENCY CONTACT

The parents are requested to complete an emergency contact form each year for each child. This information must be updated immediately with any change so as to ensure that contact can be made in the event of illness, accident, injury, incident, or emergency dismissal of school.

MEDICAL APPOINTMENTS

The parents should make every effort to schedule medical and dental appointments on non-school days. Parents are requested to advise the office the day before the appointment and the time which the students will have to be released.

NUTRITION

One of the five (5) killer diseases identified in the USA is obesity. It has been reported that more than 60% of Americans are obese. This has resulted in diabetes rising to epidemic proportions. This is alarming! We have to be conscious of what we eat and what we feed our children.

A child's performance in school is directly affected by his or her level of nutrition. In addition, the eating habits of our children have a major influence on their performance and health throughout their lives. We urge you to give your children a balanced, nutritious diet. It has been reported that junk food and lack of exercise are the major causes of obesity.

Students are expected to provide their own lunch during the school lunch period. There may be the possibility of providing a lunch service based on the demand. Lunches high in sugar and fat content are discouraged. Please supply healthy, (Dhabiha) Halal wholesome lunches and give your children a proper breakfast before bringing them to school.

CHILD ABUSE AND NEGLECT

The laws of the State of Florida require certain persons such as teachers, child-care workers, health workers, child counselors and administrator to report all known or suspected cases of child abuse. Ch. 415, Florida Statutes, protect any child, disabled or aged adult from abuse and neglect. Section 415.504 provides for a central abuse registry (1-800-96 ABUSE) in the Department of Children and Families to receive reports of abuse and neglect. Anyone who

knows or suspects and fails to report any case of child's abuse or knowingly prevents someone from reporting, or makes a false report is guilty of a second-degree misdemeanor.

IMMUNIZATION

Florida State Law requires that all children enrolling in any public, private, or parochial school must show evidence of immunization to communicable disease (e.g. measles, whooping cough, diphtheria, mumps, rubella, polio). Parents are to present immunization requirement forms DH680 (for immunization) and DH3040 (for health examinations) at the time of admittance on the first day of school. Any waiver to the requirements must be documented on DH form 680-Part B.

REQUIREMENTS

TYPE OF VACCINE	DOSAGE
Diphtheria, tetanus, & Pertussis (DTPs)	4-5
Polio (IPV/OPV)	3-4
Measles, mumps, rubella (MMR)	1-2
Haemophilus influenza type b (Hib)	4
Hepatitis B	Dosage takes a few months to complete. Students are admitted only after the first dose is completed
Varicella	2 (not required if history of disease is documented by the health provider)

SCHEDULE OF COMMUNICABLE DISEASES AND PESTS

DISEASE	INCUBATION PERIOD	COMMUNICABILITY	PERIOD OF EXCLUSION
Chicken Pox	13-17 days	1 to 2 days before rash and not more than 1 week before the crop appears	Not more than 1 week after eruption and all lesions have crusted
Head Lice	7-10 days	Until lice & eggs are destroyed	Until 1st treatment is done, 2nd treatment within 10 days

Hepatitis A	28-30 days	Weeks before; 2 weeks after symptoms appear	2 weeks being after onset or 10 days after jaundice
Hepatitis B	60-90 days	Several weeks before symptoms until blood is no longer positive	No exclusion required
Herpes Simplex	2-12 days	While lesions are present	No exclusion required
Herpes Zoster	13-17 days	1-2 days before rash, not more than 1 week after lesions appear	Until 1 week after lesions erupt and all lesions have crusted
Impetigo	4-10 days	While sores are draining	Under treatment, lesions healing, no new lesion
Influenza	24-72 hours	3 days from the onset	Until 3 days after onset
Meningitis	Depends on type	Depends on type	Until 3 days after onset
Mononucleosis	4-6 weeks	May be up to 1 year	Physician's approval
Mumps	18 days	48 hours before swelling, 6 days before glandular involvement and 9 days after swelling	Until swelling and symptoms disappear
Pink eye	Varies	During course of active infection	Until drainage clears (under medical care)
Disease	Incubation Period	Communicability	Period of Exclusion
Pinworms	4-6 days	As long as eggs are laid	1st treatment Complete
Ringworms	4-14 days	While lesions are present	Until medical treatment is received
Rubella	16-18 days	1 week before 4 days after rash appears	Until 4th day after onset of rash

Scabies	2-6 weeks	Until mites/eggs are destroyed	Complete 24 hours
Scarlet	1-3 days	During acute stage & after 2-4 days after rash	Until under treatment for 24 hours
Strep Throat	1-3 days	During acute stage & 2-4 days after rash	Until under treatment
Shigella	1-3 days	During the course of infection until feces clear	Until symptoms disappear
Whooping Cough	Within 10 days	7 days after exposure, 3 weeks, if not treated, 1 week after treatment	1 week after treatment, 3 weeks if not treated

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

ISOM follows the Miami-Dade County Public Schools with respect to the closing of schools due to emergency. If there is a specific threat, then an independent decision will be made. Inclement weather can cause emergency closings of the school. Please stay tuned to your local radio and TV for this information. Parents are required to pick up their children promptly if a closing is made. Days lost due to emergency closings may be made up before the end of the school year.

FIRE DRILL

Fire drill procedures are posted in the school explaining the method of exiting the building. Teachers will escort students to the designated safe areas/zones.

Numerous safety drills are carried out throughout the school year so as to streamline the procedures, as follows:

- ❖ The emergency signal will be given.
- ❖ Everyone will vacate the building.
- ❖ Students and staff will exit through the emergency doors in an orderly and quiet manner.
- ❖ The teacher will stand at the classroom door to ensure orderly movement.
- ❖ The teacher will be the last person to leave the room, making sure that no child is left behind.
- ❖ Each class will remain together at the designated area outside the building.
- ❖ Each teacher will take attendance and report any missing child.
- ❖ The Director/Administrator will give the “all-clear” signal.
- ❖ All classes will return, in an orderly manner, to their rooms.

HURRICANE AND TORNADO DRILL

These will be done periodically throughout the year. The following procedure will be observed:

- ❖ The emergency signal will be given.
- ❖ Everyone will move, in an orderly manner, to the designated areas.

ELECTRICAL OUTAGE

If the electricity goes out, students must remain in the classroom. Students and parents will be informed in the event that the school needs to be closed due to prolonged outage.

HOME AND SCHOOL RELATIONS

The home and school are intimately interdependent. This is a strong basis for a binding and dynamic relationship. Both the school and home are strong and focused entities working for the common goal of rearing and training our future leaders and citizens to the highest levels they can

achieve. We have a trust (Amana) from Allah (swt), in this noble task, for which we will answer. May Allah (swt) help us and bless us in this effort!

COMMUNICATION: NEED SOME TYPE OF COMMUNICATION METHOD

APPOINTMENTS FOR VISITS

Parents are welcomed to visit the school as often as they may wish.

- ❖ Volunteer
- ❖ Observe your child's performances/presentations in class
- ❖ Attend in-school competitions
- ❖ Read to your child's class

You are requested to:

- ❖ Schedule all such visits by appointment through the office
- ❖ Report to the office to check in
- ❖ You are requested to call and schedule an appointment to meet with teachers during their planning time.
- ❖ Avoid engaging the teachers in conversation during the drop-off and pick-up times. The teachers need to give their full attention to the students.

PARTIES

There will be no classroom parties unless approved one week in advance by the Director. Only Zabiha Halal food or drinks are to be served—**ABSOLUTELY NO BIRTHDAY PARTIES.**

PARENT INVOLVEMENT/VOLUNTEERING

There are several occasions during the school year when parents are particularly encouraged to attend:

FUNDRAISING

The operation of a school requires a great deal of financial resources. Parents are encouraged to participate in all fundraising activities and are requested to actively involve relatives, friends and other community members in these pursuits. May Allah (swt) accept our efforts and include us among those who have fulfilled their obligations towards our children's education. Ameen!

VOLUNTEERS

Volunteers are always needed in the school. You can become a volunteer if you are a parent or an adult who has skills and are willing to contribute to them (and your time) for the benefit of the school. Your efforts are greatly welcomed. You will be contributing in a significant way to boost the school facilities. A hadith of the Prophet (SAS) said: *“Every Muslim is obliged to do an act of charity every day.”*

PARENT/ADULT INVOLVEMENT - LEVELS

In addition to the above contributions, parents can be involved in a variety of different levels of the school. Here are 3 areas and the kinds of activities in which you can participate at each level:

Student Level:	<ul style="list-style-type: none"> ● Assist students with learning ● Reward students' achievements ● Listen to students' feelings and concerns ● Follow through on recommended actions by the teacher
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Classroom Level:	<ul style="list-style-type: none"> ● Participate in PTO conferences ● Assist with planned programs and activities ● Volunteer for special occasions ● Volunteer to contribute personal skills ● Provide support for efforts of teachers ● Volunteer for lunchroom, playground, or recess activities
School Level:	<ul style="list-style-type: none"> ● Participate in PTO activities ● Serve on task force of school committees ● Serve as resource person ● Provide questions to enhance learning ● React positively to school policies ● Assist in solving school-wide problems ● Encourage support for the school, its programs, and activities ● Publicize the good name of the school ● Assist in fundraising activities

GRADUATION

- ❖ ISOM celebrates the achievement of its students during our annual graduation ceremony.

ORIENTATION MEETING

In the week before school begins and to mark the start of a new school year, an Open House meeting is held. The parents of newly admitted and returning students are required to meet the teachers of their children and also to discuss matters and policies relating to the functioning of the school.

GRIEVANCE POLICY

Parents who have a major concern can complete a grievance form that is submitted to the Director. If the issue is not resolved at the administrative level, then the grievance form can be forwarded to the School Board.

PARENT ACKNOWLEDGMENT

Please be advised that the policies in this handbook are subject to change without prior notice, in the interest of ensuring that the service ISOM provides meets the ever changing needs of our students.

Please sign and return this page to the administration.

I/We acknowledge receipt of an e-copy of the ISOM Student-Parent Handbook and Covid 19 Student-Parent Handbook and agree to abide by the policies and guidelines outlined in the Student/Parent Handbook.

Student Name(s) _____

Parent Signature _____ Date _____