

# Baraka Islamic School



## **Baraka Islamic School**

*Sharing the gift of knowledge*

PARENT STUDENT HANDBOOK  
2025 - 2026

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## Parent Student Handbook

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Dear Parents,

Assalaamu Alaikum Warahmatullahi Wabarakatuhu!

On behalf of Baraka Islamic School Board of Education, staff, and administration, we welcome you to BI School. We are pleased that you are a part of our community at Baraka Islamic School and, insha'Allah, with your involvement, cooperation, and support this year will be a success.

Baraka Islamic School is an active full-time Islamic school. It was formed by a caring community to enable our students to gain their highest level of individual achievement while being self-reliant, self-disciplined, and keen to learn for the pleasure of Allah. We are currently located at the Islamic Society of Northeast Ohio - North Canton Mosque. This collaboration helps to foster a sense of community through collective worship and other activities. Currently the school serves Kindergarten through 2<sup>nd</sup> grade. We serve a diverse student population whose parents come from many different ethnic and racial backgrounds.

The Parent-Student Handbook has been prepared to help answer questions that students and parents usually have concerning school policies, procedures, and activities. This handbook also details expectations of student conduct and the rights and responsibilities of our students, parents, and staff.

Please review this handbook with your child. Both students and parents are expected to know and abide by the information contained within the handbook. After reading the handbook, please sign the acknowledgment form in the front of this book and return it to the school office.

If you have any questions, comments or concerns, please do not hesitate to talk with your child's teacher or contact the school office.

Jazak Allahu Khairan!

BI School Board of Education

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## **Vision Statement**

Baraka Islamic School vision is to seek the pleasure of Allah (God) through instilling the principles and values of Islam into the hearts and practices of its students, so they become positive role models in their societies.

## **Mission Statement**

The mission of the community of Baraka Islamic School is to provide our students with an Islamic academic environment in which they can grow and learn as whole individuals intellectually, spiritually, socially, and physically. This environment will help each of our students develop a strong Islamic character, knowledge of Islam and dignity in his or her identity as a Muslim. At the same time, it will offer our students the ultimate in academic excellence, so that they are prepared to meet the challenges of modern-day life and well equipped to take an active and positive role in the world in which they live.

## **Philosophy**

The community of Baraka Islamic School subscribes to the principles of Islam, including a genuine belief in the paramount importance of the dignity, worth and personal responsibility of all individuals. The basic purpose of Islamic education in America is to improve this society through application of Allah's (God's) instructions and Prophet Muhammad's (SAW) practices and values. In keeping with the aforementioned precepts, Islamic education maintains the mission of providing for the fullest possible development of each participant's potential and talents so that they participate effectively in the cultural, social and economic life of this society.

The community of Baraka Islamic School acknowledges that each student is different in terms of his or her educational needs and desires. Therefore, he/she should be dealt with on an individualized basis. Programs are designed and differentiated to serve this diversity.

Participation in meaningful Islamic education programs will elicit Islamic behavior and attitudes and will effectively aid students in strengthening a humble self-image, creating positive attitude, and developing a host of skills needed to excel in today's highly complex and technical society.

## **Racial Nondiscrimination Policy**

The Baraka Islamic School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate based on race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to the court or administrative agency ordered, or public school district-initiated desegregation.

The Baraka Islamic School will not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

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### **Admissions**

Applications for the school year should be submitted no later than **August 31<sup>st</sup> deadline**. Late applications will be given priority on a first-come, first-served basis. If there are no spots available, the child will be placed on a waiting list.

Applications must be completed fully and returned to the office. Parents must make an appointment for their child/ren to be interviewed and assessed. This must be done prior to school opening.

Admission will be based on whether Baraka Islamic School can provide adequate services for your child/ren.

A child is eligible for entrance into kindergarten if he/she attains the age of five on or before September 30<sup>th</sup> of the year in which he/she applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

### ***Admission to Kindergarten***

#### **Kindergarten Registration**

The following guidelines shall be followed for the registration of all kindergarten students.

- A. Children must be five (5) years old on or before September 30<sup>th</sup>.
- B. Children must be registered by their parent(s) or guardian(s). Guardians must present proper certification of legal guardianship and, when applicable, a parent must provide a copy of any custody arrangements.  
If a birth certificate is not provided, the parent must complete Form 5111 F3 and submit with the specified documentary evidence. If the courts have established custody, a copy of the court order must be provided.
- C. Children transferring from another public or private kindergarten who do not meet the age requirements may be admitted.
- D. All registrants shall receive a kindergarten screening as determined by the principal. The screening test will be used to identify the child's strengths and weaknesses but is not used to determine a child's acceptance to Baraka Islamic School.

### ***Early Entrance Criteria***

#### **A. Rationale**

BI School shall provide early admission to kindergarten for qualified students.

### **B. Application**

Referrals are made by school principal or directly by parent request at the time of spring registration.

The evaluation shall be made prior to the enrollment date.

At that time, the parents are advised as to the nature of the exception program and immediately following the evaluation they are counseled regarding their child's particular strengths and weaknesses and his/her possible chance for entrance.

### **C. Selection Procedures**

Multiple criteria are employed. These include:

1. Superior ratings (95% percentile and above) on individual intellectual measures and no significant deviation in specific cognitive or perceptual areas.
2. Social maturity at least equal to the child's advanced mental status and fifth year birth date between October 1<sup>st</sup> and January 1<sup>st</sup> for Kindergarten.

The evaluation shall be made by the school district where the child is residing no later than August 1<sup>st</sup>.

Upon completion of the evaluation and the decision by the Evaluation Team, a meeting will be conducted with the parents to inform them of the decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten program.

If early admission is granted, kindergarten children will be monitored early in the year to allow for possible changes in kindergarten placement. When a placement change is contemplated, the district's school psychologist and other certificated/licensed personnel will administer additional standardized tests. The principal, the child's classroom teacher, and the district psychologist will review the data and render a placement judgment. Following this review, the findings will be shared with the parents.

### ***Late Admissions***

The Late Admission Policy pertains to students who will be entering BI School after the start of the school year.

- BI School will assess new students to determine the appropriate grade level for which they belong, regardless of their age or previous grade completed.
- The parents will be informed of the grade level that their child will be placed in, and they can decide whether or not to place their child in BI School.
- For the children who place in lower grade levels than what is expected, the parents will be provided with the learning objectives that their child must be

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proficient in by the beginning of the following school year. At this point, the parents have the opportunity to provide the support/tutoring needed to assist their child on their own time and expense.

- Prior to the start of the following school year, the child will be assessed again to determine if they can be moved up a grade or not.

**The following forms must be received before the first day of school:**

- General medical information form
- Emergency Contact Card
- Emergency medical information
- Immunization records
- First month's tuition paid in full
- Signed 'Technology Access' form
- Signed 'Website Consent' form
- Signed agreement to abide by student/parent handbook

### ***Student Withdrawal***

Parents who wish to withdraw their child/ren from the school must give immediate written notification. Parents are responsible for payment of tuition fees. All records will be released upon settlement of any outstanding financial obligations.



### Tuition and Fees

**Regular fees include:**

Application fee of \$100 which **does not** go towards tuition

- Materials fee of \$100 for KG – 2<sup>nd</sup> grade
- Tuition, per the following tuition schedule:

Grade Level	Tuition Amount
Kindergarten through 2nd Grade	\$7,500

### ***Payment Schedule***

Annually: Payment due in **August**

Semi-annually: Payments due in **August** and **January**

Three quarterly payments: Payments due in **August, November, and February**

Monthly Installments: Payments due each month **August** through **May**

### ***Payment Methods***

Baraka Islamic School accepts the following methods of payment:

- Credit Card
- Check
- Cash

### ***Late Payment Fees***

Timely payment of tuition is essential to our operations. Tuition is due on the first day of every month and delinquent on the tenth day. Late payments will be addressed as follows:

- If tuition is 15 days delinquent, a late fee of \$25 per student will be charged. Parents will be notified in advance that their account is past due, requesting that they bring the account current to avoid the late payment penalty.
- If tuition is 30 days delinquent, an additional late fee of \$25 per student will be charged. Parents will be notified in advance that their account is one month past due, requesting that they bring their account current to avoid any additional late payment penalty. Parents will also be notified that their children will not be permitted to attend classes after they are 60 days delinquent, until appropriate financial commitments are met.

### ***Scholarships***

**General BI School Scholarship (Internal to BI School):**

- General scholarships are subsidized by the **General Scholarship Pool of Funds**, which is funded through donations.
- General scholarship is subject to availability of funds in the General Scholarship Pool of Funds. Having a low income does not automatically guarantee the availability of a scholarship.

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- Applications for general scholarships are open at time periods specified by the **BI School Scholarship Committee**. Ask the Front Office for details.

**Earmarked Donation Scholarship:** An individual donor is entitled to earmark a donation for a scholarship to a specific student, with no maximum limit.

### General Information

#### ***school Hours***

school hours are:

Monday – Friday ..... 8:00 am – 3:15pm

#### ***Drop-off and Pick-up***

Students must be dropped off between 7:45am and 8:00am. Students may **NOT** be dropped off before 7:45am, as there is no staff on duty.

The pick-up/dismissal time is from 3:00 - 3:30 pm. Students will be dismissed from School door # 2 leading to the parking lot. Please pick up your child during this window. In order to ensure the safety of our students, please drive slowly and follow the pick-up procedure below:

1. At 3:00 pm, cars will line up along the fire lane. Please follow the line and pull as far forward as possible into the loading zone to make room for others picking up their children and to help with the flow of traffic. We will have your child ready as soon as we see your car. We also ask that your child enter the vehicle from the passenger side of your vehicle and not walk between vehicles to the driver's side. Once the child is safely boarded, please exit that lane. Please do not back up or pull out of the fire lane unless specifically directed.

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2. If you have a need to come inside the school after dismissal, please first pick up your child, park your car into the designated parking area, and then come into the building along with your child. You assume responsibility for your child while you're on school premises after dismissal.
3. On occasions when you plan to come inside the school just before dismissal, first park your car into the designated parking area. You assume responsibility for your child after dismissal.
4. If you would like to socialize with other parents during or after dismissal, you are more than welcome to do so; however, please first pick up your child and park your car into the designated parking area. Your child should remain in the car during this time.
5. All students who remain on campus after 4:15pm Monday-Thursday, or after 1:15pm on Fridays, will be signed into **After-school Childcare** until an authorized person picks them up. Please note there is a fee associated with After-school Childcare. The cost for after-school care per family is:  
  
    \$5.00 for the first 1-5 minutes  
    \$1.00 for each additional minute after the first 5 minutes
6. Parking in the fire lane or handicap spots is illegal, and vehicles will be ticketed and/or towed.
7. Any parent authorizing another adult to pick up their child must inform the office well before the end of the school day. In this case, the person picking the child up from school must provide identification upon arrival at the school.

## ***Student Dress Code***

### **Kindergarten through 2<sup>nd</sup> Grade**

#### **I. General Guidelines school colors:**

Shirts - solid white, navy blue or baby blue

Pants - navy blue and black

- a. Attire must be neat, clean, and appropriate for school wear. All clothing must be worn right side out.
- b. Clean and neat athletic shoes are acceptable if they are safely tied. No cowboy boots, combat boots, or work boots.
- c. T-shirts representing student activities may be worn. No other T-shirts may be worn.
- d. Full-length pants are required for young men and acceptable for young ladies. Docker-style pants in black or dark blue are preferred.
- e. All pants must be worn naturally around the waist (no low-rise). Jeans are not permitted.
- f. Hair must be of one naturally occurring hair color.
- g. No bib overalls are permitted.
- h. Attire specifically intended for athletic or casual wear is not to be worn (sleeveless tank tops, beachwear, shorts, jogging suits, military apparel).
- i. No visible piercing is allowed except for earrings for young ladies.

#### **II. Boys Uniform Regulations**

- a. Young men are encouraged to wear collared shirts. Turtlenecks, mock turtlenecks, and Henley (front-buttoning knit) shirts are acceptable.
- b. Pants must be clean, neat, in good condition. Excessively baggy pants are not permitted.
- c. Hair must be neatly groomed at all times and not be longer than collar length.

#### **III. Girls Uniform Regulations**

- a. Pants are preferred due to recess and physical education activities. Long dresses or skirts (to the ankle) may be appropriate for special occasions.
- b. Blouses and shirts should be modest in appearance. Tunic (knit) tops may not be worn. Crop tops (above the abdomen) and net shirts are not permitted. Sheer blouses are not permitted.
- c. Hair must always be clean and neat. Extreme hairstyles, colors, or decorations are unacceptable.
- d. Spandex leggings or form-fitting pants are not acceptable.

### **Disciplinary Procedures for Appearance Code Violations:**

1. Teachers will notify principal when a student violates the appearance code.
2. If a student is unable to correct attire that day, he or she may spend the day in in-school suspension. Parents or guardians will be notified of the infraction.
3. The school reserves the right to ask students to withdraw if flagrant violation of the appearance code is regular and continuous.

### **Dress-Up Day Dress Code**

Students will be allowed to wear casual clothes on the **1<sup>st</sup> Wednesday of every month** as long as they are dressed modestly and follow the Islamic dress code.

On “Hipster Hijab Day” every Wednesday, students would be allowed to wear hijabs of any color and style so long as it doesn’t interfere with learning.

### ***Food and Drinks***

Students must bring a packed lunch to school daily. Kindergarten through 2<sup>nd</sup> Grade students should pack a healthy snack in addition to their lunch. The lunch / recess period is 40 minutes in length for each student. Students are provided 20 minutes to eat lunch as well as 20 minutes for recess.

Students may not eat or drink in class unless permitted to do so by the classroom teacher. Candy and soda (carbonated soft drinks) are strongly discouraged.

**Chewing gum in school is prohibited.**

**Baraka Islamic School is a Nut-free institution. Foods containing nuts or sesame seeds (including tahini sauce) are not permitted into the school at any time. Sharing food is prohibited since some students may have severe food allergies.**

### ***Emergency Procedures***

Baraka Islamic School complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law throughout the school year. When drills are in session, remember the following basic rules:

1. Exit as instructed during fire drill.
2. Seek shelter from tornado as instructed.
3. Follow the lockdown instructions.

### ***Emergency school Closings***

Blackboard Connect is a mass callout system that will be used to notify all BI School families of any school closing or delays. An automated message will be

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sent to all registered phone numbers, home, or cell, provided to the school at the beginning of the school year. Additionally, an email, notifying parents of the school cancellation or delay will be sent. Please make sure all contact information is current.

In the case of the school closings due to inclement weather, there will also be postings on FOX Channel 8 and radio WHBC 1480.

### ***Library/Bookmobile***

Students have regularly scheduled library periods and are free to check out books. A fine will be issued for each overdue book. Charges for lost or damaged books will equal the replacement cost of the book. Bookmobile will be available bi-monthly. Bookmobile is a privilege for students, and it may be taken away at the teachers' and/or principal's discretion.

### ***Field Trips***

During the course of the year students will participate in field trips. Parents are encouraged and welcomed to participate. Field trip announcements and permission slips will be provided in advance. Parents **MUST** return the permission slips and pay the field trip fees, otherwise, their children cannot participate.

### ***Book Care***

Textbooks and other materials may be loaned to students for their use. If textbooks or other materials are damaged, lost or stolen it is the responsibility of the student. It will be the responsibility of the parent to buy a replacement.

### ***Belongings / Lost and Found***

To protect the property of students, BI School encourages the following:

- a. All items of clothing and other belongings must be marked with the child's name.
- b. Students must not bring valuable items to school.
- c. If any item is found, it should be delivered to the office where it will be kept in lost and found storage for a period of time.

### ***Supplies***

Students are expected to come prepared for class each day. Each student must have his/her own paper, pen and/or pencils, notebooks, and other supplies necessary for various classes. A 'Generic Supplies List' is sent home during the summer, and it is the parents' responsibility to send in the supplies on the first day of school. Textbooks are issued to students at the beginning of the school year. These books must be returned or paid for (in case the child loses them) by the end of the school year.

### ***Birthdays***

At Baraka Islamic School, birthday recognition will be kept to a minimum. Please

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arrange with your homeroom teacher if you would like to recognize your child's birthday in the classroom.

### ***Parent Teacher Association (P.T.A)***

P.T.A is a service organization established to aid and enrich the school. We recognize that the education and welfare of our children is not just the job of one or two interested groups, but also the responsibility of everyone. Studies report that those students, whose parents are active and involved in their school, have a much better chance of achievement. Active and involved parents are communicating to their children and to their school that education is very important. We encourage our parents to join the P.T.A.

### ***Volunteers***

To continue providing a quality program that offers excellent activities and events, we depend on the continued commitment and support from parents. We look forward to our parents volunteering in and around the school. Parents are encouraged to discuss volunteering opportunities with the school administration. Volunteers have been asked to abide by the following rules:

- Volunteers must commit themselves to arriving promptly and regularly on their assigned days.
- Volunteers must notify appropriate staff members or school administration, well in advance, if they cannot be there at the appointed time.
- Volunteers must sign in upon arrival and sign out upon leaving, in the school office.

### ***Messages and Visitations***

We ask that parents limit messages to medical emergencies and very urgent matters. It is impossible for us to hand deliver messages that we receive during the school day. We request that messages do not include such things as reminders of appointments, babysitting arrangements, and similar matters of daily routine. We simply cannot guarantee delivery of messages that are not of an emergency nature. Listed below are the procedures used on a daily basis to get messages to students:

1. Messages from parents will be taken at the school office.
2. Messages will be hand delivered only in the case of a medical or other extreme emergency.
3. Students will not be pulled from class to answer a phone call, including lunch or study hall periods.
4. Students are not allowed to use school phones unless it is an emergency.
5. Cell phones are not to be used during school hours. If a student must have a cell phone at school, then the parent must notify the principal. The student will not be able to use the cell phone unless they have the principal's approval.

### ***Visitors***

Visitors, particularly parents, are welcome at school. For the safety of BI School students and staff, each visitor must use the intercom on the outside of the building and be recognized before they can enter through the main entrance. All parents and visitors are required to report directly to the school office immediately upon arrival. Any items that are being dropped off for a student must be left in the office and will be delivered to the student by BI School personnel.

Parents who would like to observe their child's classroom should state their purpose and seek permission from the principal in advance. Students may not bring visitors to school without seeking prior permission.

If parents/guardians wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/guardians/staff or disruption of the learning process. Parents/guardians are not allowed to enter the classrooms while school is in session unless arrangements have been made for the parents/guardians to volunteer.

Parents picking up their child during school shall remain in the front lobby until someone in the office escorts their child to them.

Students may not bring visitors to school to attend classes with them.

### **Student Attendance Policy**

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. In accordance with statute, the principal shall require notification from the parent of each student of compulsory school age whom has been absent from school or from class for any reason. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

### ***Excused Absence***

Ohio Revised Code lists the following reasons for an excused absence:

- Personal Illness.
- Illness in the family necessitating the presence of the child.
- Quarantine of the home.
- Serious illness, death, or funeral of a relative.
- Necessary work at home due to the absence or inability of parent(s)
- Observance of a religious holiday. (Any student of any religious faith shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.)
- Emergency or set of circumstances that in the judgment of the school principal constitutes sufficient cause of absence from school.

Parents are required to take the following steps:



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- Parents must notify the school within one hour of the start of the school the day a student is absent unless the school has been notified in advance of the absence. If the parents do not contact the school, the school will make every reasonable attempt to contact parents/guardians at home or at work.
- Please send a note to the front office explaining the absence within one day of the child's return to school. Parents may call to get their child's homework ONLY after they have missed two days of school.
- If a student is to be dismissed early for a doctor's appointment or for another valid reason, the parent must inform the school in advance. The parents must meet the student in the school office before the student will be excused. A student needs to be signed out in the office by the parents before leaving school prior to dismissal at 3:45 p.m.
- If a student is dismissed for a doctor's visit, then they must return with a doctor's excuse. If a doctor's excuse is not presented, the dismissal will be considered unexcused.
- A student who accumulates more than 10 personal illness days in a school year will be considered chronically absent. All subsequent absences will require a doctor's excuse and/or court documentation otherwise the absence will be considered unexcused.

### ***Excessive Excused Absences***

Parents will be notified by phone and/or mail regarding accumulation of excused absences. These calls/letters are simply to keep you up to date on your child's attendance. Contact will be made accordingly:

- 3 days excused – call home
- 5 days excused – call home
- 7 days excused – letter sent home
- 10 days excused – letter sent home

Students who accumulate more than 10 absences in a school year, regardless of the reason, will be required to provide a doctor's note, or court documentation for all subsequent absences after 10 absences from school or the absence will be unexcused. Excessive accumulation of unexcused absences will result in a student being declared truant. The school may file a complaint against the student or parent according to the Ohio Revised Code.

### ***Truancy and Unexcused Absence***

A student shall be considered truant each day he/she is absent without a reasonable excuse. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action may be taken as follows:

- In-school restriction, post-school restriction or Out-of school suspension
- No credit recorded for work missed.
- A record of the truancy will be kept on file.

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- Parents will be notified by letter of unexcused absences at 5, 7, 10 and 15 unexcused absences.
- Truancy mediations will be held with parents.

### ***Tardiness to school***

All students are required to arrive at school on time. Tardiness causes disruption and all tardiness is unexcused.

- If students arrive after the beginning of the school day without a doctor, dentist or court documentation, they will be considered tardy.
- Missing the bus, getting up late, or being dropped off late are not acceptable excuses for tardiness to school.
- Any student arriving after 8:15 a.m. without a valid reason will be considered tardy. When calculating absences, five (5) tardies equal one unexcused absence within a grading period.
- If a student arrives after 10:00 A.M. without a valid reason, the student will be absent (1/2) day.
- If a student leaves before 2:00 P.M. without a valid reason, the student will be absent (1/2) day.
- Arrival after 12:00 p.m. without a valid reason will count as a full day's of unexcused absence.
- school will take steps to remediate tardy behavior. principal will contact the parent after the student has received 5 unexcused tardies in a single grading period. Parents will be required to meet with the appropriate homeroom teachers and/or the principal if the number of tardy days within a grading period exceeds 10.

### **Student Progress**

The school year is divided into four grading periods. Parents can monitor their child's progress throughout the grading period through Digital Academy, an online learning management system. The school will provide parents with access codes for logging into Digital Academy. Teachers will regularly update the Digital Academy with student homework and test grades throughout the grading period. At the end of each quarter, Digital Academy calculates the total scores for each student and generates a report card.

Report cards will be sent home at the end of each quarter. They are to be signed and returned promptly. Report cards will be held if tuition or other fees are in arrears at the end of each grading period and/or school year.

### ***Grading Scale***

**Kindergarten through Grade 2** is skills-based and will receive letter grades and there will be no plus/minus system used. The report card will show both the letter grade and the percentage. Below is the grading scale that will be used to calculate the letter grades for kindergarten – 2<sup>nd</sup> graders:

- A (90 – 100%)
- B (80 – 89%)
- C (70 – 79%)
- D (60 – 69%)
- F (0 – 59%)

### ***Pupils' Cumulative Records***

Students are evaluated at the beginning of the school year. Thereafter they are evaluated through each grading period through tests, class assignments, homework, and teacher observations.

Student records are confidential. Only school staff and the child's parents or legal guardians are permitted access to the records. **Please notify the school office immediately upon change of address, phone, custody, etc.**

No student information shall be released to other parties unless approved by the parents or legal guardians.

### ***Appointments, Conferences, & Communications***

For a successful educational experience, the relationship between parents/guardians and school staff is of great importance. There are two parent-teacher conferences held annually to further discuss student progress. Parents are not to interrupt class in order to consult with a teacher. If a parent desires a conference with a teacher, the parent must send a note directly to the teacher or call the office for an appointment. Teachers or the principal should not be called at home. If you wish to speak to a teacher, please call the office and leave a message for the teacher. Parents are not to go to the classrooms before school, at dismissal, or at any other time during the school day without seeking proper approval from the principal.

As an additional communication method, a monthly calendar of events will be published.

### ***Promotion and Retention***

Promotion from one grade to another normally occurs at the end of the school year. Students are promoted to the next grade by completing grade level criteria established by the curriculum. At other times, however, some students are placed in the next grade or retained in their current grade.

The following criteria will be used to determine a student's placement into the next grade or retention in the current grade:

- Student's ability in language and math

Students who have not met the above promotion requirements will not be promoted to the next grade. Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

### ***Third Grade Reading Guarantee***

The Ohio Department of Education recently adopted legislation that includes the Third Grade Reading Guarantee law. This law impacts students, school, families, and districts in many ways. Among other requirements, all students entering third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade. According to the law, all students in grades K-3 will be given a reading diagnostic assessment prior to September 30. Students who do not meet the benchmark goal according to this assessment will receive reading intervention in addition to Common Core instruction. This intervention will be specific to the needs of your child. Your child will be assessed multiple times throughout the year to monitor growth and progress in reading. A letter will come home with your child each time the assessment is completed along with your child's testing results. Students who do not meet the appropriate level of reading competency by the end of grade 3 will be retained.

### ***Homework Policy***

Homework is a vital part of the learning process. It is BI School's philosophy to require meaningful homework for students, and the rule of thumb for Middle school students is 20-30 minutes per core subject per night. There will be some nights when students will have more, or less, homework than others. There will also be nights when periodic homework is required for non-core subjects. Since homework is an extension of the curriculum taught in the classroom, parents are encouraged to:

- Provide a proper environment for the completion of assignments
- Support the authority of the teacher assigning the work
- Show an interest in the child's work
- Check homework for neatness and completeness
- Give individual help when necessary
- For younger students, read with or to your child for 15 minutes each day

**Suggested time allowances for homework are:**

Grade Level	Time Allowance
KG and 1 <sup>st</sup>	30 - 45 minutes per night
2 <sup>nd</sup>	60 - 90 minutes per night

Homework is assigned to students to allow them to practice and master important skills that they have learned in school. It also teaches them responsibility. As such, homework at BI School is counted as part of a student's grade in each class. Teachers check planners to see that the homework was written at the end of each class. Parents must look over the planner each day in order to ensure that their child is keeping up with the assignments.

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When homework is turned in on time, the student will be given full credit for his/her

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work. If an assignment is turned in late, it may or may not be accepted and with or without a penalty as per the classroom homework policy. In cases of student illness/absence from school, one extra day will be allowed for each day missed. Students who refuse to turn in homework may be assigned to a weekly study hall period, in which they will be expected to complete their missing assignments.

With the understanding that occasionally a student may be unable to complete homework due to unexpected circumstances, we have created the “homework pass” system. At the beginning of each quarter, every student will be given 3 homework passes. These passes may be used to turn in homework one day late and still receive full credit. They may be used for any class but may only be used once. No additional passes will be given after the 3 passes are used, so students are advised to save them for emergencies only. As an extra incentive for responsible behavior, those students who have not used their 3 passes all quarter may redeem them for one free Friday sandwich and drink on the last Friday of the quarter.

## **Discipline and Code of Conduct**

### ***Purpose***

BI School to teach self-discipline as the highest discipline. We are committed to providing a safe learning environment for all children. A discipline policy is designed to ensure that every student thrives in the best possible learning environment for growth and academic learning. Our goal is to instill in each child self-discipline and responsibility for self and for the learning environments of others. Each student must be willing to accept the results of behavior for which he/she is responsible. At the beginning of the school year, each teacher will outline classroom rules intended to provide the best learning environment for all students and consequences for positive and negative behavior.

BI School believes in Whole Child development. We place equal emphasis on a child’s spiritual, mental, social/emotional, and physical development. In addition to academic development, we believe it is equally important for every child to develop a strong moral character and life skills that are reflective of the teachings of Qur’an and Sunnah. With this goal in mind, BI School has established a code of conduct that fosters an Islamic environment that is safe and conducive to learning.

### ***Kindergarten through 2nd Grade***

In order to secure the best possible learning environment, each classroom teacher will establish guidelines of acceptable behavior and class rules at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices to ensure a proper Islamic environment in the classroom.

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In special cases in which the students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, the students will be referred to school administration for immediate suspension and placed on Disciplinary Probation. Each student will always begin each day with a "fresh slate". Please ask your child each day about his/her behavior.

Student Conduct Reports and/or detentions will be issued at the discretion of the classroom teacher. Detention will be based on the nature and severity of the offense and will be served with the teacher either before or after school. Parents will be required to sign and return a notice of their child's detention assignment. A file will be created and maintained by the classroom teacher and any correspondence and phone calls to parents must be fully documented and placed in the student's file.

BI School has a zero-tolerance policy for conduct that is serious or illegal and is potentially threatening to life, health or mortality. These are categorized as Level 3 misconducts. A student charged with a Level 3 violation will be subject to an open suspension and a recommendation for expulsion to the BOE and/or legal action. The proper authorities will be notified in the event that a student commits any illegal act.

Disciplinary actions may be imposed out of sequence if the circumstances surrounding the misbehavior, including the students' past record, seem to warrant a more severe penalty. Parent(s) or guardian(s) will be required to meet with school administration and the proper authorities. The list of Level 3 violations can be found on pages 21 – 23. This list of violations is not all-inclusive. A student committing an act of misconduct, not specifically listed, is still subject to disciplinary and/or legal action. Infractions included in Level 3 may be placed on students' permanent records.

### ***General Provisions***

- a) BI School will hold daily, weekly and/or monthly assemblies in which the students will learn about discipline, orderly behavior and group activity, in addition to a discussion of other topics. All students are required to attend these assemblies.
- b) Our basic rules are for the safety of the children and the enrichment of their learning process. The policy below states what is expected of all students with respect to behavior but does not limit the disciplinary actions that can be taken by the proper authorities.
- c) BI School Board of Education (BOE) reserves the right to change any aspects of this policy at any point. The parents and students will be informed, in writing, of these changes and are expected to abide by the changes/new policies.
- d) The five basic principles of our Discipline System are:
  - 1. Every student shall act as a responsible Muslim.

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2. Every student has the right to learn.
  3. Every teacher has the right to teach.
  4. A student SHALL NOT in any way prevent a teacher from teaching and/or conducting his/her duty as a teacher as required by these rules and Islamic Guideline.
  5. A student SHALL NOT in any way prevent another student from learning and/or conducting his/her duty as a student in accordance with these rules and Islamic Guidelines.
- e) At and throughout all stages of the discipline plan, students will be guided and advised on the best way(s) to behave, considering the following Islamic principles: Reverence for Allah, repentance (Taubah), respect, justice, and patience. Reverence and love for Allah will be the guiding principle in correcting and preventing inappropriate behavior. Students will be given opportunities to repent after misbehaving. This includes Seeking forgiveness from Allah and from the people they have wronged and promising not to repeat the misbehavior. Exercising patience may prevent the need for implementing more severe consequences. References will be made to verses from the Qur'an and lessons from the Sunnah of the Prophet Muhammad (PBUH).
- f) Each offense will receive the next level of punishment based on previous offense.
- g) The Administration reserves the right to impose disciplinary actions outside of the sequence listed in the policy based on the severity of the case.

### ***The Rights and Responsibilities of BI School Students***

<b>Students have the Rights to:</b>	<b>Students have the Responsibility to:</b>
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear or inhibition	Conduct them in such a manner as to promote a positive educational environment  Not interfering with the orderly conduct of classes and activities; not force others to participate, and not violate the rights of persons who may disagree
A copy of the Handbook	Read and abide by the rules and regulations of BI School and sign the Student Acknowledgement Form
Privacy in their person and possession unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by student.	Not carry, conceal or bring onto school property materials which are inappropriate, or which may disrupt the educational process



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Receive respect from school personnel and other Students	Show respect for school personnel and other Students
Due process procedures according to school policies	Read and understand the Due Process rights
Participate in school functions and extra-curricular Activities	Meet academic qualifications, other criteria and/or Standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the school rules and regulations	Assist school personnel by reporting misconduct

### ***Student Expectations***

Students are expected to:

- Model behavior that emulates a level of respect and dignity to all members of the school community
- Attend classes and schoolwide events during school hours
- Be prompt to school and class
- Be attentive in class
- Be responsible for own actions and decisions
- Be honest
- Ask for help when needed
- Promote a positive culture in the school where all members of the school community feel welcome and safe
- Recognize that all conduct is governed by school rules and also the teachings of Islam
- Abide by national, state, and local laws as well as the rules of the school
- Refrain from conduct that violates the Student Code
- Refrain from bringing and/or using prohibited items in school
- Help maintain a school environment that is safe, friendly, and productive
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background

### ***Area Rules***

#### **1. Masjid/Musallah Rules**

- Sit properly in the Masjid.
- Keep quiet and respect the Masjid.
- Be prompt for prayers.

#### **2. Classroom Rules**

- Listen to the teacher and/or other students without interruption.
- Follow directions and participate in class activities/discussions.
- Keep hands and feet to yourself and keep feet off school furniture.
- Stay in place and do not slouch.



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## Parent Student Handbook

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### **3. Lunchroom Rules**

- Walk slowly and in an orderly fashion into and out of the community hall.
- Line-up in an orderly and quiet fashion in the serving line.
- Eat only in the cafeteria assigned area.
- Keep food off the floor.
- Stay at one table until you are finished eating.
- Talk quietly and only with those students at your table.
- Clean up your area after finishing your meal.
- Return to class only when dismissed by your teacher or the teacher on duty.

### **4. Yard/Playground Rules**

- Be prompt in leaving the yard/playground to get to assembly or class.
- Always stay within the school property.
- Speak to others politely and without raising your voice.
- Stay off of trees and fences.
- Stay out of classrooms before and after school, during recess and PE, unless you have permission.
- Stay out of parking areas.
- Observe and obey safety rules.
- Listen to and obey teachers and/or other adults on duty.
- Keep schoolgrounds clean and clear of all personal belongings and/or garbage.
- Remain in dismissal area until pick-up or guided inside by teacher on duty.
- Refrain from bringing gum to school.
- Treat all students and adults with respect.
- Walk only on the sidewalks.

### **5. Bathroom Rules**

- Clean toilet seat after use.
- Boys are to sit, not stand, when using the bathroom.
- Clean yourself with water, as per the Sunnah.
- Wash your hands with soap when you are finished.
- Do not stuff tissues or any other items in the dryers.
- Do not play with the water sprinklers.

### **6. school Property Rules**

- Keep all school furniture and property free of damage.
- Keep all school furniture and property free of graffiti.
- Show responsibility and respect for school equipment.
- Follow allowed access rules for computers.

### **7. Field Rules**

- The field cannot be used when gates are locked. Trespassers will be prosecuted to the fullest extent of the law.
- Jumping over the fence for any reason is forbidden.
- Verbal altercations, cursing, and fighting are strictly prohibited.

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- Any damage occurring on the field beyond normal wear must be reimbursed by the perpetrator, who may be expelled indefinitely (assuming it is an BI School student).
- Proper athletic clothing and footwear has to be worn at all times while using the fields.
- Only playing members are to be admitted to the field. Spectators have to use outside seating area.
- Finally: Have fun! That is what the fields are intended for.

### ***Discipline***

The steps of discipline outlined in this policy are to be used as guides. Depending on the severity of the incident, the principal may administer less discipline than what is outlined or advance the student to the discipline step he or she deems appropriate. Two (2) types of discipline are possible: informal and formal:

#### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- a) Verbal warning
- b) Writing assignments
- c) Change of seating or location
- d) Lunch time and/or recess detention
- e) In-school restriction
- f) Student/teacher conference
- g) Notification of parents by phone/letter
- h) Loss of privileges

#### **Formal Discipline**

Formal discipline removes the student from school. It includes detention, in-school and out-of- school suspension, expulsion, and permanent exclusion.

Suspensions and expulsions may be carried over into the next school year.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing prior to removal, at which time the student will be notified of the charges and given the opportunity to respond. If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the legal system.

### ***Detention and Suspension***

Detentions will be held during and after school. During detention and suspensions, students will be expected to complete all of their regular school work and will not be allowed to interact with students and their class and the school.

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## Parent Student Handbook

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Detentions are given for level 1 infraction, and some minor level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to school administration. School Administration then makes the final decision to implement the detention, depending on the circumstances and infraction.

Suspensions will be in school or out-of-school, depending on administrative decision. Students will be expected to complete and submit all missed work and will be expected to make up any missed quizzes or tests upon their return to the regular classroom. If the students are in In-school Suspension, quizzes and tests will be taken on the same day as the other students but in the principal's office.

### ***Expulsion***

After ten days of out-of-school suspension during one school year, or after certain severe infractions, expulsion may be recommended. Expulsion is for the remainder of the academic year or as decided by the BOE. If the expelled student wishes to return the following academic year, he/she must re-apply and meet all of the conditions for admission. If the principal feels that a student deserves expulsion, he/she will:

- Place the student on suspension for 10 days, pending BOE's decision.
- Notify parents of these actions and pending decision.
- Submit a recommendation for expulsion to BOE for final decision.
- Notify parents of BOE's decision, once decision has been reached.

### ***Due Process***

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

#### **STUDENTS:**

1. A notification of the violation will be given to the student.
2. The student will be provided with an opportunity to present his/her side of the story to the appropriate school personnel.
3. Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
4. Students will be asked to write an account of what happened.

#### **PARENTS:**

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

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**Disciplinary Records** are part of the student's confidential records and can only be accessed by the student, his/her parents, the administration and the BOE of BI School. The school reserves the right to forward these records to transfer school based on the pertinence and severity of the offenses in the records.

### ***Conduct that Hinders Orderly Operations of Classroom or***

**school** Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaged in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive Level 1 disciplinary actions, and has held a conference with the students and parents. Thereafter, the classroom teacher may refer the student to the principal through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the teacher believes outside assistance is necessary.

The list of violations below is not all-inclusive. A student committing an act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action according to BI School's discretion.

The consequences for these offenses will be as follows:

1. Verbal reprimand
2. Oral or written notification to parent(s)
3. Warning and parent conference
4. Administrative referral
5. Denial of class privileges
6. One day BI School In-school Suspension

Behavior	Definition	Consequences
1. Disruptive behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.	Behavior will be reported on digital Academy for the parent to acknowledge
2. Tardiness to class or salaah (prayer) and/or lunch	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher/not reporting to the prayer.	Tardiness is recorded in attendance folder, verbal reprimand, detention given for every fifth tardy

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3. Verbal altercation	Engaging in minor verbal confrontation including insulting, taunting or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Formal apology required. Behavior will be reported on digital Academy for the parent to acknowledge
4. Violating classroom and/or area rules	Not following the classroom and/or area rule.	Points will be deducted towards loss of privilege.
5. Make-up possession and/or use	Possessing cosmetic products (lotions, perfumes, nail polish – even clear, Kohl/eye liner, color contacts, etc.	Make-up products will be confiscated and kept in office until picked up by parent. Behavior will be reported on digital Academy for the parent to acknowledge.
6. 6. Violating uniform code	<ul style="list-style-type: none"> <li>• Being out of uniform means:</li> <li>• Not wearing the required uniforms</li> <li>• Not being clean</li> <li>• Being sloppy in appearance.</li> <li>• Wearing unapproved jewelry and/or accessories</li> <li>• Not having short, clean fingernails</li> <li>• Not having a short haircut (boys)</li> <li>• Not wearing proper shoe wear</li> </ul>	Jewelry and/or accessories will be confiscated and kept in office until picked up by parents. Lunch detention after a warning has been issued.
7. Outside of class without a pass	Being out of class without proper authorization.	Points will be deducted towards loss of privilege.
8. Lying/	Concealing the truth w/out causing harm to others	Points will be deducted towards loss of privilege. Behavior will be reported on digital Academy for the parent to acknowledge

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9. Possession / Use of cell phones, electronic devices and/or games/iPods, etc. w/out permission	No student shall use, display, or possess any electronic device without formal justification and prior approval of the principal. Cell phones are not allowed in the school and must be checked in the front office. In case of cell phones, they can only be used in case of an emergency with a school official present.	Devices will be confiscated and kept in the office until picked up by parent(s) Devices will be taken and kept until the end of school year. Behavior will be reported on digital Academy for the parent to acknowledge.
10. Littering	Throwing or dropping paper, trash, or other material on the floor or on schoolgrounds.	Student required to pick up any litter and clean any spilled/dropped material(s)

### ***Grievance Procedure***

Parents/guardians may in writing submit any grievances concerning the disciplinary action taken by the school administration or any other matter to BOE. BOE will review the grievance and will respond in writing. Parents/guardians may request a meeting to present their grievance to the Board directly. However, the Board may choose the manner of their response.

### ***Disciplinary Probation***

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

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of the 4<sup>th</sup> quarter. Students with poor discipline records for that school year will be referred to the BOE even if they have not been placed on probation.

BI School reserves the right to refuse readmission for the next year to students with poor discipline records. BI School also reserves the right to refuse admission/readmission to students whose parents have exhibited inappropriate Islamic (includes verbal and physical abuse, sexual abuse, using profanity, etc.) behavior toward any staff member or student at BI School.

### ***Expulsion Procedure***

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

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

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

### **Student Well-Being**

Student safety at school is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire drills, safety drills, and tornado drills and accident reporting. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

### ***Health Care***

Control of communicable illnesses among children is a prime concern. In order to protect other children, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- **Temperature:** 100 F orally or above. Your child may return to school when the temperature has been normal (98.6) for 24 hours.
- **Vomiting and/or Diarrhea:** Your child may come to school after being free of vomiting/diarrhea for 24 hours. Call your child's doctor if symptoms continue for more than 48 hours, your child has a fever, or his/her condition worsens.
- **Rashes:** All rashes must be diagnosed and/or treated for your child to remain in school.
- **Bacterial infections:** Your child may return to school after taking prescribed antibiotics for 24 hours.

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- **Pink Eye:** If your child has thick mucus or pus draining from the eye (pink eye) he/she can attend school after medical assessment/treatment. If an antibiotic is prescribed, the child must be on the medication for 24 hours in order to return to the school.
- Unusual or unexplained loss of appetite, fatigue, irritability or headache.

The school secretary, who is licensed in CPR and First Aid protocol, will assess children who become ill at school. If, based upon this assessment, it is determined that a student exhibits any of the above listed symptoms, the student will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing them.

If your child becomes ill or injured at school, we will notify you immediately. In most cases, we will ask you to speak to your child and decide, with us, if it is best for him/her to leave school. If you work and cannot get here, you must make arrangements ahead of time for someone who could pick your child up in these circumstances. (A child can only be picked up by those who are authorized on the emergency list).

It is absolutely essential that we have an emergency medical form completed and signed by parents or guardians and current telephone numbers where you or someone else authorized to pick up your child can be reached in an emergency. If your home or work number changes or the number of one of your emergency contacts changes, be sure to notify the school immediately.

Routine injuries are treated with soap and water, band-aids and ice only.



### ***Immunizations***

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to your child's pediatrician. Immunizations should be recorded by month/date/year.

### ***Allergies and Specific Health Problems***

Parents/guardians are responsible for informing the school of their child's specific health problems, especially allergies to bee stings or peanut butter. In case of bee sting or peanut butter allergies, the parents/guardians are responsible for providing the school with the appropriate medication and a doctor's statement about how the medication is to be administered.

### ***Regulation for Administration of Prescription Medications***

1. Written requests must be obtained from the physician and the parent/guardian before the school administrator may administer any medication. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.
2. The administrator must receive medication in the original container in which the doctor or pharmacist dispensed it.
3. New request forms must be submitted each school year and as necessary for changes in medication order.
4. Whenever possible, the medication and signed permission forms should be brought to school by the parent/guardian.
5. Accurate records of the administration of medication will be kept on file for one year.
6. A student shall not carry his/her own medication, nor shall a student administer his/her own medication unless she/he does so under supervision by the school administrator after completing a request form.
7. Medication must be stored in a locked area by the school administrator unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
8. Over the counter medications will not be given without completion of a request form by the parent/guardian. Medication permission may be faxed to the school.
9. The school Board designates the school administrator to administer medicine only after reviewing the applicable request form, including physician's instructions.

10. If a teacher is taking his/her class on a field trip the teacher may dispense the prescription medication only if a physician has signed the appropriate form.
11. Notwithstanding the foregoing, a student may carry and administer his/her own medication via inhaler if a request for the student to do so per form REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION TO BE DELIVERED BY INHALER is completed by a physician and a parents/guardian in advance.
12. Cough drops or throat lozenges' can only be dispensed with parent's authorization.

### ***Regulation for Use of Inhalers***

The intent of this policy is to provide a medical override in response to a LIFE-THREATENING situation. Students who use their inhalers on a set schedule need to come to the school office where the inhaler will be stored. Only inhalers to be used "as needed" may be carried by a student, and then, only with this completed form on file in the school office.

Inhalers should be properly labeled with your student's name and the name of the medication clearly visible. If a rotohaler or spinhaler is used, the extra capsules of medication will be kept locked in the school office. One capsule of medication will be kept in the inhaler and replaced as needed. If a lost inhaler is found, it will be returned to the school office and the parents/guardians notified.

Please be sure your student understands the danger of using his/her inhaler too frequently. Also, discuss with them how their inhaler will be stored; carried so it will not be lost or accessible to another student. A new request form must be submitted each school year and as necessary for changes in medication order.

Medication forms may be picked up at the end of each school year so that your student may begin carrying his/her inhaler on the first day of the new school year (with properly completed medication form on file).

## **Channel of Communication and Problem Escalation**

### ***Purpose***

The purpose of this procedure is to detail the channels of communication and the problem escalation process that Baraka Islamic School (BI School) requires the parents to follow to ensure an expedient and effective response to their concerns.

### ***Procedure***

#### ***Level #1 (Teachers)***

Parents should discuss any matters of concern involving their child with the teachers first. If the concerns are specific to a subject, parents should discuss them with the appropriate teacher responsible for that subject. Any general matters

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concerning the child should be discussed with the child's homeroom teacher. For accountability and transparency, parents are strongly advised to communicate their concerns to the teachers via email. The principal of Barak Islamic school [principal@barakaschool.org](mailto:principal@barakaschool.org) should also be included in this communication. At this level, however, the principal will not intervene unless the teacher(s) working on the issue feels the need to involve the principal. The teacher will respond to the parents' concerns within two working days. If the matter requires further discussion, additional inquiries, and/or a parent-teacher conference, the teacher will inform the parents about the next steps. If the teacher needs additional time to look into a specific matter, he or she will communicate that to the parents and will continue to keep them posted on the progress. Similarly, parents should also respond to any communication from the teachers promptly.

### **Level #2 (principal )**

The parents may initiate an escalation when, after working with the teachers through the process outlined above, their concerns remain unresolved, they disagree with the potential resolution, or if they are dissatisfied with the level and timeliness of the support they received from the teacher(s). Any general matter involving the school may also be escalated directly to the principal. Parents are strongly advised to communicate their concerns to the principal via email [principal@barakaschool.org](mailto:principal@barakaschool.org) or in writing. The principal will respond to the parents' concerns within two working days.

We leave it up to the parents to use their best judgment when deciding what matters are critical and what are non-critical. If the parents deem a certain matter as "critical", the principal will ensure that their concerns are given a higher priority and addressed appropriately in a timely manner. In such exceptional cases, parents are advised to copy BI School Board of Education [board@barakaschool.org](mailto:board@barakaschool.org) on their communications with the principal. At this level, however, the BOE will not intervene unless the principal deems it necessary to consult with the BOE.

The principal, after reviewing the matter, may refer the parents to work with the appropriate teacher(s). If the matter requires further discussion, additional inquiries, and/or parent-principal or a subsequent parent-principal -teacher conference, the principal will inform the parents and the appropriate teacher(s) about next steps. If the principal needs additional time to look into a specific matter, he or she will communicate that to the parents and will continue to keep them posted on the progress. Similarly, parents should also respond to any communication from the principal promptly. All formal parent-principal conferences will be documented, and a copy of the minutes will be provided to the parents and the BOE.

### **Level #3 (BOE)**

The parents may initiate an escalation when, after working with the principal through the process outlined above, their concerns remain unresolved, they

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## Parent Student Handbook

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disagree with the potential resolution, or if they are dissatisfied with the level and timeliness of the support they received from the principal. Parents may directly email their concerns to the BOE [board@barakaschool.org](mailto:board@barakaschool.org). Alternatively, parents can meet with one of the two parent members of the BOE and detail their concerns. The parent members will address their concerns with the BOE.

After consideration, the BOE may request more information, mediate a meeting between the appropriate parties, or schedule an in-person meeting with the parents. This will be communicated to the parents through the BOE liaison. If the parents feel that their concerns are still not addressed, they can take them directly to the Chair of the Board of Education. The Chair will in turn present and address the concerns with the BOE.

### ***Expectations for Communication***

Any concerns not presented through the above process will be rejected and the concerned party will be instructed on the appropriate process. It is then their responsibility to resubmit their concerns through the proper channel of communication outlined above. All communication between parents and BI School should be civil and respectful. If BI School receives a communication (in person or electronically) that the administration deems inappropriate, the school will request a redirected communication, or will restrict communications accordingly.

### **Handbook Revisions**

Baraka Islamic School has the right to amend this handbook as it sees fit. A revised handbook or an insert to the handbook will be provided to the current parents the beginning of each school year. It is incumbent upon the students, parents, and guardians to acquaint themselves with the most current handbook.

### **Board of Education**

Baraka Islamic School Board of Education (BOE) is the sole governing body of BI School. The Board defines and establishes all policies and procedures. The composition and function of the BOE is detailed in BI School's Bylaws. BOE meetings are held monthly.