

In the Name of Allah, the Compassionate, the Merciful



PARENT- STUDENT HANDBOOK

Al-Salam Day School (ADS), The Early Childhood
Center (ECC) & Al-Salam College Preparatory
High School (ACP)

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“And your Lord is the most Bounteous, who teaches by the pen, taught man that which he knew not.”

Qur’an 96: 3-5

INTRODUCTION

It is our great pleasure to welcome you and your family to Al-Salam Day School (ADS). At ADS we are dedicated to making sure that your children receive the finest Islamic and academic education we can possibly provide. In choosing to enroll your children at ADS, we realize you are entrusting us with a great *amaanah* (trust). Our administration and staff take this responsibility very seriously. We believe we can provide opportunities for your child to grow and succeed. However, our success rate will be greatly multiplied with your support and involvement. InshaAllah, by forming a strong and positive partnership between educators and parents, our children can experience exponential growth and success in both their *Deen* (Islam) and *Dunya* (this world). Here at ADS, we are excited and enthusiastic about providing a warm and nurturing learning environment for your children. Please help us to assist your children on their individual paths to success. You can begin this process by reading this handbook from cover to cover.

Along with general information on the philosophy, goals, mission and policies of our school, this handbook outlines the expectations the administration and staff have for you and your children. As parents and guardians, we strongly urge you to please share this information with your children. Regardless of age, students perform better and experience more positive learning experiences after clear expectations have been communicated to them. By reviewing the rules and regulations which govern our school, you will be paving the way for a smooth and successful school year for your children.

Please remember to pray for your child and those who are working to educate him/her so that this school year can be the best year yet, inshaAllah.

EDUCATIONAL OBJECTIVES

MOTTO: *MY LORD! INCREASE ME IN KNOWLEDGE! TaHa: 114*

PHILOSOPHY: ADS believes in providing an Islamic and educational foundation for our children. This foundation is rooted in the belief that every child has the right to the best quality of education available. We believe collaboration among all stakeholders will ensure students’ educational and character success. By guiding them through the development of their Iman and Taqwa, our children will gain the knowledge of meaningful classroom instruction and apply them to experiences in the community.

MISSION: The mission of ADS is to provide a safe, nurturing, and inspirational Islamic environment that enables our students to achieve academic excellence and prepares them to be morally and socially responsible citizens guided by the teachings of the Qur'an and Sunnah.

VISION: The vision of ADS is to empower students to become model citizens and leaders committed to Islamic principles, life-long learning, and steadfast service to the local and global communities.

SCHOOL WIDE GOALS:

Al-Salam Day School's Six (6) Educational Goals:

1. Providing students with a challenging program with high academic standards and a positive environment conducive to learning.
2. Incorporating critical thinking, analytical reasoning, effective communication, and problem solving skills leading to positive changes.
3. Directing students to build positive leadership capabilities, and to acquire essential life-skills to enable them to succeed and to become contributing citizens of a global community.
4. Providing students the tools to engage in ethical decision-making and to apply Islamic principles based on the Qur'an and the Hadith in their daily lives.
5. Enhancing the students' understanding of the Qur'an and the Hadith through instruction in the Arabic language.
6. Instilling in students universal values of honesty, respect, and self-discipline, and encouraging them to demonstrate these values through their actions.

ADS CORE VALUES:

A = Accountability: Islamic value of being accountable toward assigned tasks (Amaanah) for the pleasure of Allah (swt): Responsibility

D = Dedication: Islamic value of self-sacrificing devotion to Islamic work in sincerely seeking only final reward and approval from Allah (swt)

S = Service: Islamic value of influencing the lives of Allah's creation positively for His pleasure

CURRICULUM

The educational program of ADS has been developed with the aim of preparing strong and responsible Muslim citizens. To develop this concept in our students, the curriculum of all subject areas is being woven in with Islamic principles and knowledge. Presently, we have a core curriculum in mathematics, physical science, computer science, language arts, social studies, physical education, fine arts, Deen (religion), Quran, and Arabic.

OUR SCHOOL HISTORY

Al-Salam Day School (ADS) is a member of the Islamic Schools League of America (ISLA). It is run by the Islamic Foundation of Greater St. Louis, and began operating in 1990, at Masjid Bilal, located in the heart of St. Louis. In March of 1995, it moved to Dar- Ul-Islam Masjid on Weidman Road. The school has flourished from its humble beginnings of 24 students, and grew to its present strength of nearly 300 students. ADS conducts classes beginning at the Pre-School level and continuing on through 12th grade.

ADS is accredited through the Missouri Non-Public School Accrediting Association (MNSAA), Council of Islamic Schools of North America (CISNA), and Advanc-ED. **ADS is proud to be one of the first 10 schools in North America to be accredited by both Advanc-ED and CISNA.**

ORGANIZATIONAL STRUCTURE

ADS has been structured under the umbrella of the Islamic Foundation of Greater St. Louis. The school is governed by the Al-Salam Day School Board, which reports to the Board of Directors (Majlis-Al-Shura) through the Education Committee of the Foundation. The School Committee is entrusted to oversee the general direction of the school.

The ADS Board makes decisions, which directly affect the daily running of the school, as well as overseeing long term school improvement. The chairman of the board is appointed by the Majlis Al Shura, and the remaining members are appointed by the chairman.

Board meetings are scheduled regularly. The schedules for regular meetings are available in the school office. Meetings are open, except for executive sessions. Concerns that cannot be resolved through normal communication with teachers or the principal may be presented to the School Board for review.

The day-to-day operations are conducted by the Principal, who is also a member of the School Board. In addition, the principal works closely with the Heads of the Departments (HoD) (a representative appointed by the principal from each department: Islamic Studies, ECC, Elementary, and Middle/High) in making decisions that help run daily operations and challenges within ADS and the Early Childhood Center. The HoDs meet weekly to discuss upcoming events, resolve issues, and make suggestions for the long-term improvement of the school.

COMMUNICATION

HOME to SCHOOL COMMUNICATION

Ways to Keep in Touch

The learning environment of the child is enhanced by communication between the parents or guardians and the school.

ADS has many occasions throughout the year which foster Parent/School interactions. Some such events are Open Houses, Curriculum Night, PTO sponsored activities, school competitions, awards ceremonies, science fair, and etc. Parents are strongly encouraged to attend and participate in all of these events. Parents are also expected to attend all parent-teacher conferences.

ADS also uses other methods of keeping parents/guardians informed of what is happening at school:

- ADS NEWSLETTER: ADS sends out an electronic weekly newsletter. Please look for this, as it holds important information about the school, upcoming events, deadlines, and highlights student recognition. To subscribe to our weekly newsletter, visit our website and enter your name and email address, then click on the subscribe button.
- EMAILS & LETTERS: Other communications may come as emails and letters. Please be sure to read the information carefully and reply as soon as possible when needed.
- ADS WEBSITE: The ADS website is also a great source for information and updates.
- Rediker: For specific information on your child's progress, parents/guardians are asked to utilize Rediker, where you may also make an appointment to meet with your child's classroom teacher. Staff members may be contacted through Rediker.
- BY PHONE: Parents may also leave a message with the administrative assistant. The message will be passed on to the staff member as soon as possible. Classes will not be disturbed to pass on a message unless it is an emergency.
- TEXT MESSAGING: Parents who wish to be reminded of important upcoming events or of school closings due to inclement weather may sign up through our text messaging alert system. You may quickly sign up by visiting our website and clicking under "School Text Alerts".

Non-Custodial Parents

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school about court orders regarding his/her children; otherwise, the school will assume that both parents are custodial parents. Notification by the custodial parent must be in writing and a copy of the court order must be provided to the school.

CONCERNS

When Parents Have a Concern

1. The classroom teacher is usually the first person to contact to address a concern or to solve a problem your child may be having.
2. In case a parent or guardian is not satisfied with the solution, or is unable to solve the problem with the classroom teacher, the parent should ask to meet with the Head of the Department (HoD). The HoD will schedule a time to meet with the parent or guardian to discuss the issue.
3. If the parents/guardians are not satisfied with the Head of the Department's decision, they may appeal to the principal.

VISITORS

Parents

We welcome parents to visit the school. Parents should make arrangements with the classroom teacher a few days prior to coming in. Visitors should schedule an appointment in advance and check in with the office. At the office, visitors will sign the visitor log book, and get a visitor badge before proceeding to the classroom.

Other Schools

We welcome visits from other schools in an effort to build relationships with the community at large. The organizing representative from the school should contact the Principal and discuss the time and date of the visit. We ask that the visit be scheduled at least 2 weeks ahead of time so as to make sure all preparations can be made in a timely manner.

Muslim Community Members

We encourage other members of the Muslim Community to come visit ADS during the special events held such as Spelling and Geography Bees, Science Fair Projects Display Day, Eid Festival Day, and other such events. Grandparents and other family members are especially encouraged to attend these events to show their support and encouragement for their beloved ones.

Young Visitors

ADS does not encourage young visitors such as siblings, friends, cousins, etc. to visit and spend the day at ADS. Past experiences have taught the staff that unnecessary disruptions in class tend to increase, thereby affecting the level of learning within the classroom.

Young visitors may be allowed to shadow your child's class only if the parents of the young visitor are interested in enrolling at ADS. In order for the shadowing to take place, the parents of the potential enrollee would need to discuss this with the administration at least a week before the date of shadowing is scheduled.

ADMISSION POLICY

ADS is an independent Islamic institution open to students of all cultures and backgrounds. ADS believes in providing an environment for learning free of discrimination.

The language used in teaching at ADS is English. Therefore, all children must be able to speak, read, write and understand English according to their grade levels. Those who are not yet able to do so are encouraged to attend other schools where special programs such as ESL (English as a Second Language) are available.

Admissions and accommodations for students with disabilities will be made on a case by case basis after review by ADS administration and the school board, in order to ensure that all the needs of the student can and will be met.

Please note that priority in enrollment is on a first come, first serve basis.

A. Criteria for Admission to Preschool

1. Child must be **3 years old by August 31st**. A copy of his/her Birth Certificate must be provided as proof.
2. Child **must be toilet trained**
3. Child must be immunized and have a copy of the child's immunization records must be provided as proof

B. Criteria for Admission to Kindergarten

1. Students must be **5 years old by August 31st**. Copy of the Birth Certificate is required.
2. A copy of an up-to-date Immunization Record Card must be provided.
3. A signed copy of a complete physical exam done by a physician must be provided.

C. Criteria for Admission to 1st Grade

1. Students must be **6 years old by August 31st**. Copy of the Birth Certificate is required.
2. A copy of an up-to-date Immunization Record Card must be provided.
3. All other students must provide a copy of their Birth Certificate and up-to-date immunization records.

D. Transferring Students

All students transferring to ADS must request their previous schools to transfer their records to ADS. ADS reserves the right to retest the child and consequently may ask him/her to repeat the same grade, or place the student one grade below age level if necessary. If the child has had incidents of bad behavior on his or her record, and was dismissed for this behavior, he/she may not be accepted into ADS.

Please note: Students transferring in from other schools must make an appointment to meet with ADS administration before beginning the transfer process.

Registration requirements for all students

1. Birth Certificate
2. Current Immunization Records
3. Proof of Legal Custody (when applicable)
4. Completed Online Application for New and Re-Enrolled students
5. Transcript from previous school/program and placement test (charge of \$50 for placement test)
6. \$100.00 Registration Fee (non-refundable)
7. 5% of the annual tuition fees upon enrollment as a non-refundable Deposit
8. \$50.00 Financial Aid Application (non-refundable)

Signing discipline and Handbook forms to show both have been read by parent/guardian

ADS reserves the right to deny or revoke admission for students if the school determines that the student or his/her parents provided false, misleading, or incomplete information on the application forms or during the appointment with administration. If a child is denied admission to the school, the parents may make a written appeal to the school board.

TUITION POLICY

ADS is a private school and relies on tuition for its operation and existence. ADS does not receive state or federal aid. It is you, the parents of our students, who can ensure the success of ADS. The following list of components may help in understanding the fee structure of ADS.

A. Registration Fee (\$100.00 per student)

All parents/guardians of every student must pay the \$100.00 registration fee for each child. There is no discount or waiver on registration fees unless the school announces a certain promotion which normally runs for early enrollment.

This fee covers, in part, the following items: (This is a sample list. All items are not included.)

- Processing the enrollment application on the administration level
- Paying for mailing information, transfer of records, etc.
- Guaranteeing commitment of the parent/guardian toward ADS

B. 5% Non-Refundable Deposit: This deposit is part of the annual FULL tuition fees. Parents who do not apply for Financial Aid would pay this 5% upon enrollment then 5% of their annual tuition fees on August 1st then they pay 10% on a monthly basis for nine months starting August 1st till May 1st of the next year. Parents who apply for Financial Aid, the 5% Deposit is required and is NOT part of their discounted annual tuition fees or monthly tuition payments. The School's Board will decide on their Financial Aid applications and monthly payments.

C. Tuition

ADS begins in August and ends in May. Tuition is charged from the beginning of the school year until the end.

Tuition for Infant care, toddler care and Pre-Kindergarten students ages 3 & 4

Tuition varies depending on full-time and part-time status.

See webpage for details. <https://alsalamds.org/tuition-fees/>

Tuition for students in grades KG-5= \$6,100 per year

Tuition for students in grades 6- 12= \$6,200 per year

Payment Options

Two payment options are available.

- Pay the full tuition for the year with a 3% discount for paying up front or
- Monthly Payment Plan
 - Check-o-matic (ACH), which automatically withdraws the funds from a checking account on the 1st of the month
 - In case of overdraft, a **minimum** of \$30 will automatically be assessed
 - There will be a 3% Credit Card service charge if parents choose to pay the monthly tuition fees by credit card.
- **Monthly payments must be made by the 1st of every month, or there will be a \$30 late fee penalty.**

Please Note: Parents who have scheduled family trips or vacations during the school year are responsible for paying the tuition for the month they will be out of town.

Financial Aid

ADS is a firm believer in quality Islamic education for all children of all socio-economic backgrounds. For this reason, Financial Aid packets are available for parents to fill out for the following school year. **The priority deadline for financial aid is July 1st.** Please download these documents from our website or ask for a copy of the documents at the ADS main office.

D. Withdrawal after Registration

- Students who withdraw before the beginning of the school year after finishing the registration process will lose their registration and book/supply fees.
- Students who withdraw after school begins will lose registration and book/supply fees, and will also be responsible for tuition until the end of the month in which the withdrawal will take place. (Even if it is one day into the month, tuition will be charged for the full month). Families must give 30 days notice prior to withdrawing in order to stop tuition payments.

Please note: If a child loses or damages books or supplies, it is the responsibility of the parents or guardians to replace the lost or damaged items. Parents/guardians will be charged all costs associated with replacing or reordering items.

ROLES AND RESPONSIBILITIES

ADS ADMINISTRATION & PRINCIPAL'S ROLE

According to Islamic teachings, every group must have an Amir (leader). The leader of daily operations at ADS is the principal. All teachers and support staff are directly accountable to the principal. The principal has numerous responsibilities, including but not limited to:

- Modeling Islamic values and morals that help students grow up to be good moral citizens.
- Providing a high quality education in academic subject areas, including language arts, math, physical science, social-sciences, Quran, Arabic and Deen.
- Emphasizing the importance of Islamic values, manners and discipline.
- Keeping the lines of communication open between and among parents, teachers and administrators.
- Providing the best-qualified available teachers.
- Choosing the best available text and reference books.
- Providing the best and safest learning environment possible.

FACULTY & TEACHER'S ROLE

The teaching staff at ADS is committed to the pursuit of excellence in education. The teacher's role is instrumental in the path to a student's success. A few of the characteristics you can expect to see our teaching staff exhibit are:

- Being in class before the students arrive
- Being prepared for class
- Beginning the day with a positive attitude and greeting the students with a smile
- Presenting the curriculum in accordance with the high standards, values and mission of ADS
- Correcting and returning assignments within a reasonable amount of time
- Assigning a reasonable amount of homework purposefully designed to enhance skills and content learned in class
- Respecting the child's physical and emotional needs
- Keeping the parents/guardians informed on their child's progress
- Returning parents'/guardians' phone calls/emails within a 24 hour time period

PARENTS' ROLE

Without the active participation, support, and cooperation of parents and guardians, it will be difficult for ADS to fulfill its mission and goals. In an effort to best serve our students, ADS asks that all parents/ guardians make every effort to fulfill the following responsibilities on a regular basis by:

- Encouraging your child to come to school with a smile and a positive attitude
- Encouraging your child to show respect and courtesy to all; whether young or old
- Providing your child with a healthy breakfast in the morning and giving him/her a healthy snack and lunch for school
- Sending your child to school in proper uniform
- Bringing your child to school **on time 7:50-8:10** and picking them up **on time 3:15-3:30**
- Providing your child with the tools/supplies necessary for success in school
- Reading all notices sent home, reviewing your child's homework daily, and signing/sending back materials in a timely manner
- **Believing in your child's capabilities, and encouraging him/her to work independently** on projects and special assignments such as science projects, posters, presentations, etc. (Your child must know you feel he/she can do a great job on a project, independent of your help in every detail)
- Communicating with the teacher any concerns you may have about your child.
- Keeping a sick child at home
- Supporting the school by attending parent-teacher conferences, fundraising events, field trips, and PTO events.

STUDENT'S ROLE

As Muslims we should always do our best to be disciplined and live by the highest ideals. Our example is in the character and behavior of our beloved Prophet Muhammad (S). Every aspect of our lives revolves around the basic concepts of honor, righteousness, and trust. At ADS every student is expected to conduct himself/herself in a manner that is befitting a Muslim. A high standard of behavior is expected at all times. At ADS, **students will:**

- **Begin** their day **with a smile and Bismillah** (with the name of Allah)
- Always **be prepared** and try to **do their BEST** every day
- **Use the BEST language**, (no "put downs", profanity, or rudeness, either written or verbal) toward other people
- Use appropriate materials, gestures and sounds at ADS
- **Interact in the BEST way** (physically and verbally) with other students and authority figures, so as not to offend or hurt anyone
- **Respect school property** and neither break, damage, nor deface school property (including the building, grounds, materials and furnishings)
- **Respect the personal property** and school material of teachers and other students
- **Help others** in the learning process by **happily following** all class and school **rules**, and not causing disruptions

- Work independently on projects **or special assignments** with minimal help from **their parents and others**
- Will tell the offender who is harassing him/her to stop the inappropriate behavior and will report the incident to a staff member immediately

SCHOOL PROCEDURES & OPERATIONS

ADS School Hours

ADS official school hours are from 7:50 am - 3:30 pm Monday - Friday.

ADS (grades KG-8)

Students at ADS should be dropped off daily between 7:50 and 8:10 am (as morning assembly begins at 8:00 am) and picked up between 3:15 and 3:30pm.

Al-Salam College Preparatory High School (Grades 9-12)

Students at ADS should be dropped off daily between 7:50 and 8:10 am and picked up between 3:15 and 3:30 pm.

ECC School Hours

Early Childhood Center (Daycare and preK)

ADS Early Childhood Center official school hours are from 7:45 am -3: 15 pm.

- Students at the ADS Early Childhood Center should be dropped off no earlier than 7:45 am as supervision is not available to students who are not already enrolled in the Before Care Program.
- Students should be picked up between 3:15 pm and 3:30 pm unless they are enrolled in an After-Care Program.

Please note: Children who come to school after 9:30 am will not be allowed to go to classrooms unless they have a note from the doctor's office. The note must be on a doctor's official letterhead.

ADS Drop off / Pick-Up / Parking

ADS DROP OFF:

Parents should drive through the drop-off line in order to drop off their children each morning. Please wait for a staff member to allow your child to exit the car safely. The drop off time is from 7:50 to 8:10am. Morning assembly begins promptly at 8:00 am. **The front door of ADS lock at 8:10 am.**

ADS LATE DROP OFF:

- When arriving late, parents must park their cars in a parking space and not in front of the door.
- Parents must accompany their children to the office and sign the tardy log. **After 8:10 am, parents are not allowed to enter the classrooms, unless accompanied by a staff member.**

ADS PICK UP:

- Parents should pick up their children by waiting in their cars **in the pickup line only**. Parents should not exit their vehicles and block the pick-up lanes during this time.
- If students are going to be picked up before dismissal time, the ADS office should be notified before 2:00 pm, and the children should be picked up from the office no earlier than 3:00 pm.
- Students should have a valid reason for leaving early (such as a doctor's appointment) or pre-approved absences from the administration. Special arrangements/accommodations cannot be made for students leaving early without bringing in a doctor's note the following day or without pre-approval from the administration, especially if it is for a parent picking a child up after Friday prayer.
- Absence from a course may cause a drop in the student's performances, and in extreme cases may be reflected in his/her report card.

ADS LATE PICK-UP:

Students remaining after 3:30 pm will be sent to the After School Care program, and parents or guardians will be called and also charged a late fee. This applies to all students except those enrolled in ADS approved and supervised after-school programs. ADS will not send unsupervised students to the masjid or the gymnasium until a parent/guardian picks the student up. Only students registered in after-school programs will be allowed in the gymnasium.

ADS Late Pick Up Procedure:

Please note this is subject to change during the school year:

- Late Students who are not picked up by parents/guardians by 3:30 pm will be sent to the main office. The office secretary will call the parent/guardian.
- At 3:40 pm, students who have not been picked up will be escorted by the receptionist to the After-Care room.
- Parents/Guardians picking up students after 3:30 pm must park in a parking space (and not block the driving lane), walk into the After-Care room, and **must sign the student out**. Please let us know in advance if an individual other than the parent/guardian/emergency contact is picking the student up.
- Parents may pay the late fee on the spot or by Friday of that week.

ADS Late Pick-Up Fees:

Please note this is subject to change during the school year:

- A late pick- up fee of \$5 per student will be assessed every 15 minutes for the first half hour (i.e. \$5 from 3:45-4:00 pm, \$5 from 4:00 pm-4:15 pm).
- A late fee of \$5 will be assessed every 10 minutes thereafter (4:16 pm and after).

ECC Drop Off / Pick Up / Parking

We ask that parents limit their morning and afternoon social time with other parents on the ECC premises due to the small size of the parking lot. Please be considerate of other parents picking up/dropping off their children.

ECC DROP OFF:

- Parents and caregivers of all students must accompany their children to the classroom to sign them in when they drop them off at 7:45 am.
- **Children who come to school after 9:30 am will not be allowed to go to classrooms unless they have a note from the doctor's office. The note must be on a doctor's official letterhead.**

ECC PICK UP:

Parents and caregivers of children at the Daycare/ Preschool/ KG must sign their children out when they pick them up at the half day or full day dismissal time.

ECC LATE PICK UP:

ECC Late Fee

- For part time students, dismissal starts at 12:30 pm. A late fee of \$5.00 applies after 12:40 for every 15 minutes.
- For full time students, dismissal starts at 3:15 and ends at 3:30. A late fee of \$5.00 applies at 3:30 for every 15 minutes.
- The Late fee also applies to children in the Daycare who have not been picked up on time.

Emergency School Closing

Emergency closings due to weather, broken pipes, etc. will be announced on the following:

- Parents may sign up to receive text messages through ADS Emergency Text Notification System
 - Emails and an announcement through Rediker will be sent as soon as the decision is made.
- Parents are encouraged to check news stations for school closure.**

*In case of an unpredictable situation like a storm approaching or a water pipe breaking, parents will be asked to make arrangements to pick up their children within the hour.

Snacks and Lunches

Parents/guardians are asked to pack a snack for their children to help them get through the morning. Please pack healthy snacks and stay away from candy, cookies, and other sweets. ADS encourages parents to pack healthy snacks such as fruits, vegetables, almonds, trail mixes, etc.

- Lunch may either be brought from home, or can be bought in the main office in advance via a pre-paid lunch card. Pre-paid lunch cards can be for one day or multiple days.
- Lunch tickets must be bought in the ADS office before school begins. The lunch count is given to the lunch room no later than 9:00 am. **Students will not be able to purchase a same day lunch after 9 am.**
- Soda is **NOT** allowed as a snack or lunch item.

Allergies:

- Please inform the classroom teacher if your child has a serious allergy to any food items.
- In addition, parents should fill out the health form (included with the annual registration documents) and the medicine administration form which gives ADS permission to administer medication through the permission of the parent/guardian. ADS will not administer medication without the expressed written consent of the parent/guardian.

Sickness:

- In the event a child becomes sick at school with a fever or other symptoms that are either contagious or disruptive to the student and other students' learning, the student will be referred to the office to determine if the child can take any medication and the parent will be called to pick up the child.
- Sick students should not attend school and will be allowed to return to in person learning when they are fever free for 24 hours and/or experience an improvement in symptoms.

ATTENDANCE POLICY

Punctuality is one of the characteristics of a good Muslim. It is also one of the keys to student success. Please be sure to bring your children to school on time. Missing 22 or more school days in a year may prevent promotion to the next grade level.

Attendance Records will be maintained by classroom teachers on Rediker and will be recorded on the student's permanent record.

Notification of Absences

- Failure to attend school will be considered an absence

- Parents are required to notify the school of a child's absence by 9:00 am by phone or email. In case notification is not given, the school staff will call home.

Absences

Students are required to attend school according to the state law of Missouri unless there is a legitimate reason for an absence (illness, death in the family, etc.)

Excused Absences

- Due to illness or quarantine
- Medical, dental, or optometric appointments
- A death in the family
- Emergency situations

Excused Absences with Prior Written Consent and Approved by the Principal

- Funeral services (for families out of town, etc.)
- Appearances in court
- Special circumstances (which are approved by the principal)

Unexcused Absences

- Missing class due to problems in transportation
- Missing class without notification to the school
- Missing class due to family vacations or trips
- Missing class without a valid excuse or reason
- Absence for which prior approval was necessary but was not obtained
- Babysitting

Make-Up Work

- In the case of an **Excused Absence**, students are required to complete the missing work, and will be given 2 days for every day of absence to complete the work.
- Students with an **Unexcused Absence** will not be given any extra time to complete the missing work, and will receive a grade of zero (0) for the missing assignments.
- In case of extended absences due to emergencies or critical situations, the Principal, classroom teacher, and parents will come up with an individual plan to help the student complete the missing work and turn it in on a timely basis.
- In the case of **Extended Absences** due to family trips or vacations, the students will not be allowed extra time to complete missing assignments. The student will be assigned a **No Grade** on Rediker.

Extended Absences

- If a student is absent from school for more than 5 consecutive days, the parents may be asked to have a meeting with the Principal or Administration to discuss its effect on the student's academic progress.

- In case of extended absences (more than one week) due to family vacations or trips, parents may be asked to officially withdraw their child(ren) as students of ADS and re-enroll them when they return. This action will only be taken if the student is missing a substantial amount of school during his/her trip. **ADS will have no responsibility to cover material missed during that time.**

The family will be asked to sign an official document stating they understand and bear complete responsibility for the following:

- Students will NOT be assigned a grade for that grading period. Instead the records will show **NO GRADE** in the place of each assignment and/or students will be withdrawn from the class.
- Students will not be asked to turn in assignments during the time of extended absence. However, parents will be responsible for making sure students catch up on the concepts and skills they missed during the extended absence. This must be done either before or after school hours using online sources and textbooks. The ADS staff cannot share in the responsibility of helping the student catch up on the missed lessons.
- Once re-enrollment has occurred, the student will continue to be assigned grades according to the work turned in after re-enrollment.
- Extended absences may cause a drop in the student's performances, and in extreme cases may be reflected in his/her report card.

Please Note: Tuition will still be charged for students who are traveling abroad during the school year.

End of School Year Absences

- Students in grades K-11 who leave for summer break **before** the last 10 instructional school days will not receive any special accommodations.
- The last term grade will be calculated according to the assignments turned in. Assignments missed due to early departure will be entered in as a grade of zero.
- **Please Note:** Parents/Guardians are **strongly encouraged** to schedule vacations to coincide with assigned school breaks so as not to disrupt student performance.

Tardiness

- ADS students should arrive to school by 7:50 am every morning
- Students arriving after 8:10 am are considered tardy. **The doors will be locked by 8:10 am.**
- All tardies will be recorded and entered onto report cards for that grading period. This will remain on the student's permanent record.
- Students who are tardy must **walk in with their parents/guardians**. Parents will need to sign the Tardy Log at the front desk.
- Students who are tardy will not qualify for "Student of the Week" for that week as being on time (attending morning assembly) is one of the criteria for being considered as "Student of the Week".

Excused Tardies:

- Illness, dental, optometric, or doctor's appointments, court hearings, etc. Excused tardies do not count against the students. Parents/guardians should submit a doctor's note when possible.
- Teachers will work with students to make sure the content/skills missed (by late arrival) are understood

- Students will be given extra time (the amount of time missed by arriving late) to complete any quizzes or tests being given in class for that subject

Unexcused Tardies:

- Oversleeping, transportation problems, babysitting for siblings, etc.
- It is the Parents'/guardians' responsibility to make sure the content/skills missed (by late arrival) are understood
- Students will **not** be given any extra time to complete quizzes or tests being given in class for that subject (time missed due to unexcused late arrival)
- Students (grades 1-11) who are tardy will be issued passes to enter their classrooms. **No students will be admitted to class without a pass.** Kindergarten students may be walked to class by their parents and a staff member. Parents are asked to refrain from entering the classroom once classes have begun.
- Students who receive **3 tardies in a 6 week period** will receive a write-up or reprimand, and will need to meet with an administrator and the classroom teacher to come up with a plan to solve the problem.
- Students who **receive 5 tardies in a 6 week period** will automatically have their subject grade for that class dropped by one letter grade (10%) and a detention will be assigned.
- If the problem persists, this may lead to more serious consequences.

DRESS CODE & UNIFORM REQUIREMENTS

All students in grades KG-12 are required to wear clean, neat, and well-pressed uniforms. Cleanliness is one of the characteristics of a good Muslim. Please visit our website to see the uniform brochure with pictures and information on how to purchase acceptable uniforms.

General Requirements

Heads

Girls:

- All girls' scarves must be clean and worn appropriately.

- Girls in grades KG-3 must have a scarf with them to wear for Salah every day.
- Students in 4th-5th grades must wear a **white** scarf daily as part of their uniform.
- Students in 6th - 12th grades may choose to wear a hijab in the following school colors **only**:
 - Blue, Green, Black, or White
 - May be a chiffon or jersey material hijab, **must** be wrapped appropriately.

Boys:

- Traditional haircuts for boys, i.e., no designs, braids, dreadlocks, etc.
- Clean kufi for boys allowed

Feet

- Enclosed tennis shoes, sneakers, or gym shoes, **no sandals or open styled shoes** are allowed (example: clogs, flip flops, etc.)
- Clean socks

Physical Education/Gymnasium

- Students may bring navy sweatpants for physical education.
- Plain T-shirts, ADS t-shirts, and T-shirts with Islamic themes can be worn for PE.
- T-shirts advertising messages or pictures are unacceptable. T-shirts can be worn under the uniform.

Girls' Uniforms

KG-3rd Grades

- Blue Peter Pan Blouse
- V-neck pleated plaid jumper (Blue/Gold) (details on website)
- OR long sleeve shirt dress for grades KG-3 (details on website)
- Navy blue cotton pants (no jeans or tights)
- Thigh length sweater (navy blue)
- Jersey knit crew neck cardigan sweater (navy blue)
- Fine-gauge knit cardigan sweater (navy blue)
- See requirements under “Heads” for girls’ scarves.

4th-5th Grades

- Abaya purchased from ADS only (details on website)
- white hijab only

6th – 11th Grades

- Abaya purchased from ADS only (details on website)
- See requirements under “Heads” for girls’ scarves.

12th Grade (Senior Privilege)

- Clean, modest Abaya chosen by student
- Hijab color chosen by student

Boys' uniforms

Jackets, sweatshirts, plaid shirts, coats, hats, etc. are to be removed and stored in lockers or on hooks once classes begin.

KG-5th Grades

- Oxford Shirt (BLUE long or short sleeve)
- Navy blue pleated double knee pants.
- Navy blue jersey knit V-neck cardigan

6th-12th Grades

- Oxford Shirt: 6th-8th (GREEN long or short sleeve); 9th-12th (BLACK long or short sleeve)
- Tan Khaki pleated double knee pants.
- Secondary boys may choose to wear a traditional thobe in the following school colors **only**:
 - Blue, Green, Black, or White

BREAKING DRESS CODE

Students whose clothing does not match the dress code will not be able to attend class. Parents will be contacted to either pick up their child from the main office or bring the proper items of clothing required. Only students who have received special permission from the administration on approved days to dress out of uniform may do so.

Field Trips

Students must be in uniform on field trips unless otherwise indicated on the permission slip.

Dress Up Days & Eid Celebrations

Throughout the year various days will be designated as dress-up days (Example: Fundraiser or Eid Celebration). On dress up days students can wear Islamically appropriate clothes of their choice. However, they should be dressed in an outfit that they may pray in. (Tops for girls must be loose and long enough to cover the hips, clothing must not be see-through).

GRADING POLICY AND ACADEMICS

GRADING POLICY

ADS has established a grading system which consists of letter codes. In grading, the role of the teacher is to record the grades earned by each student as accurately as possible.

- **Pre-School grading system (evaluation codes may differ on report card).**

S: Students have demonstrated “**Satisfactory**” achievement.

N: Student “**Needs reinforcement**”.

I: Student is “**Improving**” in his or her performance.

- **Kg-5th Grade Standards-Based Grading Scale**

4: Signifies the student has demonstrated consistent and **superior** understanding and achievement. the quality of the student’s performance is 90% and above.

3: Signifies the student has demonstrated **above average** achievement. The quality of the student’s performance is 80% -89%.

2: Signifies the student has demonstrated a fulfillment of the basic objectives of the subject in a **satisfactory** manner. The quality of the student’s performance is 70%-79%.

1: Signifies the student has not achieved the basic objectives of the subject. It is **unsatisfactory** and below average. The quality of the student’s performance is 60%-69%.

1: Signifies **failure** to master requirements of the subject. The quality of the student’s performance is 59% and below.

1: Signifies the student cannot earn a grade because his/her work is **incomplete**. This letter is assigned only in unusual (family vacations during the school year, and other reasons) or critical circumstances (in case of an emergency situation which requires long time care, or other reasons).

Averages	Points	Standards- Based Grading Scale
90-100%	4	Advance Demonstrates consistent and superior understanding and achievements
80-89%	3	Meets expectations Demonstrates above average achievements

70-79%	2	Satisfactory Partial meets the target. Demonstrates partial understanding, or can perform portions or targets with assistance.
0-69%	1	Unsatisfactory Little or no mastery. Cannot demonstrate mastery, even with instructional assistance.

6th -8th grade grading system

The following is the correspondence between letter grades and numerical ones.

F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
59	60	63	67	70	73	77	80	83	87	90	93	97
And	61	64	68	71	74	78	81	84	88	91	94	98
Below	62	65	69	72	75	79	82	85	89	92	95	99
		66			76			86			96	100

▪ **High School grade grading system [9th-12th grades]**

Weighted Point System

All high school grades are included in the computation of the grade point average. Grade point average is figured on the traditional 4.0 system. [A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0]

Honors Weighted Point System

All high school honors grades are included in the computation of the grade point average. Grade point average is figured on an honors system of calculation. [H = 5.0, A = 4.5, B+ = 4.0, B = 3.5, C+ = 3.0, C = 2.5, D+ = 2.0, D = 1.5, F = 0.0]

H=97-100, A=90-96, B+ = 87-89, B = 80-86, C+ = 77-79, C = 70-76, D+ = 67-69, D = 60-66, F = 59 and below

Promotion

At ADS the academic policy is that all students must complete the requirements of every subject to be promoted to the next grade level.

Promotion depends on the following criteria:

- At least 80% attendance.
- Minimum final grades of “2” (KG-5th) or “D” (65%) in all subjects for grades 6th-12th

Students who earn an average of “1” (Kindergarten-5th) or “D-” in (grades 6th-12th) in most subjects will not be promoted to the next grade level until they retake placement tests for the specific subject/s. The tests will be available for students during the summer. The promotion of the students to the next grade depends on how well the student performs on the placement test, the teacher’s satisfaction with the student’s performance, and the teacher’s recommendation to pass to the next grade level. In some cases, the teacher may ask for students to get private tutoring or take specific summer school classes. The parents/guardians are responsible for showing proof that these extra steps were taken to improve their child’s performance.

Retention

A student not meeting the promotion requirements listed above will be retained at the current grade level:

- Any student who earns three F’s **for three core subjects** will automatically stay in the same grade
- Re-tests will not be granted in this case. A conference must be set up with the parents, teachers, and the administration to discuss the student’s academic problems.
- Any child that fails one grade level (see first point), 2 years in a row cannot be readmitted to the school.
- Missing 22 or more school days in a year may prevent promotion.
- 8th grade students should pass **all subjects** with a minimum of a D average. If a student fails to meet this academic requirement, the student will not graduate and will not be able to participate in graduation exercises.

Advancement

Parents or guardians wishing to have their child skip a grade level should request this in writing. The parents/guardians should ask for an academic review of their child’s performance for the current and previous years.

The following conditions are used to make a decision on this matter:

- Consistent academic excellence in all subject areas for two or more years (straight A’s 97% or better in every subject for 2 years or more).
- Standardized test scores at least two levels above in grade equivalency (standardized tests show the student is above his/her grade level by at least 2 years)
- Maturity to match the grade the student wishes to skip.
- Recommendations of the current teachers and the teachers of the advanced grade level.
- The child must complete all steps of the acceleration program including IQ testing.
- Minimum scores of 95% on cumulative subject tests for the grade(s) that the student would be skipping (Students would take tests for every subject in the grade being skipped, and must score 95% or better on every test.)

Additional fees may need to be made for advance placement.

HOMework (HW) ASSIGNMENTS

The purpose of the homework policy is to help students develop the habit of studying alone, to reinforce classroom instructions, and to encourage parents to become involved in their child's schooling.

Completing homework assignments regularly will help the students increase their levels of understanding of subject material, and sharpen their skills learned in the classroom. At ADS homework assignments are different for each grade level. Sometimes they can be skill worksheets, or memorization exercises, doing research, writing book reports, and other projects. All homework assignments must be completed. An idea of the amount of homework your child may be bringing home daily is listed below.

Preschool to Kindergarten	15 to 20 minutes a day
1 st to 3 rd Grade	25 to 45 minutes a day
4 th and 5 th Grade	1.5 hours a day
6 th to 12 th Grade	1 ½ to 2 hours a day

Please note: The more cooperative the student is completing assignments in the classroom, the less HW s/he should have after school hours.

RECORD KEEPING

Student records are calculated by teachers and maintained office personnel. Records are kept in strict confidence. Parents have a right to inspect and review all their child's official records. All requests for records should be in writing, and made at least one week ahead of time. Due to the right to privacy, Islamically, as well as legally, Al-Salam Day School will not release the record of any student without written permission from the legal parent or guardian of the child except, as required by law. Parents should submit a written statement if a change needs to be made on a child's permanent record.

TRANSFERS

Parents transferring their child to another school also must complete an official withdrawal form or submit a formal document to terminate any contract arrangements with ADS and to allow for the release of the student's records.

STANDARDIZED TESTING

ADS tests its students several times a year through MAP (Measures Academic Practice) standardized achievement tests. The main purpose of the standardized testing is to help teachers in planning individual and group instructions by giving them a better idea of the competency levels of their students. The test also gives ADS extra

information about a child's background knowledge and skills, as well as a general idea of the child's developmental levels.

Students are required to take the tests. If a student misses part of the test, he/she will not be able to complete it, and his/her test will not be sent for grading. Parents/guardians, please do your best to bring your child in for standardized testing on the dates assigned.

Standardized test scores will be sent home to parents once they arrive. Parents who have not received their child's scores may request a copy from the main office.

CONCERNING ACTIONS, ITEMS, & BEHAVIOR

ITEMS OF CONCERN

We live in a technologically advanced age, and because of that, our children have a lot of toys and gadgets they use to make life more enjoyable and easy. While these gadgets can be wonderful, they sometimes distract our children and take them away from the learning process. With that in mind, we request all parents/guardians to please share the following information with your child.

Students are **not allowed to bring** the following items to school **unless requested/permitted by a teacher**.

The usage of the following items are **NEVER** allowed during school hours and will be confiscated by ADS staff;

- Cell phones, air pods, smart watches
- Hand-held video games or computer games
- Inappropriate pictures/magazines
- Firecrackers and poppers
- Cosmetics, perfumes, or colognes. (**Please note: Deodorants are allowed**)
- Make-up & nail polish
- Skateboards/Roller blades
- Live animals
- Toys (That aren't for Show & Tell, etc.)
- Other items that may become disruptive and could be added to this list during the school year

Cell Phone Policy

As we strive to create an optimal learning environment for our students, we are implementing a new policy regarding the use of phones, smart watches, and air-pods during school hours.

No Phones at School Policy:

Students are not permitted to have phones, smart watches, & air-pods during school hours. If a student must bring a phone to school, it must be dropped off at the front office daily, where it will be securely locked in a cabinet. If a student is found with a phone during school hours, the phone will be confiscated and held for one week. Parents may choose to retrieve the phone earlier by paying a \$100 fee.

This policy is designed to minimize distractions and ensure that students remain focused on their studies throughout the school day. We believe that reducing phone usage during school hours will contribute to a more effective and engaging learning environment for all students.

We appreciate your understanding and support in helping us enforce this policy.

If you have any questions or concerns, please do not hesitate to contact the school administration.

Thank you for your cooperation.

By working together as parents and educators to set limits for our children, we are positive this will, InshaAllah, help our students to do even better and achieve greater success.

BEHAVIORS TO STAY AWAY FROM

InshaAllah, the aim of Al-Salam Day School is to build a school environment of Iman and Ihsan. In order to make this a reality, we encourage our students to think, speak, and behave in the best manner, and **stay as far away as possible** from doing the following;

- Name calling (including racist remarks)
- Arguing with one another
- Talking unnecessarily and without the permission from the teacher
- Running instead of walking through the building
- Forgetting to keep hands and feet to themselves
- Borrowing items from neighbors without permission
- Being disorganized or messy
- Disrupting class with actions, words, or noises
- Breaking uniform rules
- Bringing items to school that are prohibited (or without permission from teacher)
- Disobeying the rules of the classroom and school
- Playing during Wudu and Salah times
- Foul language or references to foul language

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of our Islamic schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, and/or Board of Directors. In extraordinary circumstances where the minimum consequence is judged by the principal or designee to be manifestly unfair or not in the interest of the school, the principal or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property. The school may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. Certain acts of students may result in restorative conversations or restorative work occurring between the student, affected parties, building administrators, counselors, or administrators as determined by the building principal.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any school activity, or being on or near school property, unless permission is granted by the principal or designee. When appropriate, the school may prohibit students from participating in activities or restrict a student's access to school property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade.

Support Plan

School staff will work to help students develop self-awareness and self-management skills, use social awareness and interpersonal skills, and demonstrate responsible behaviors in personal, school and community contexts in

alignment with Islamic teachings. Student support plans may be needed to help students learn from their behaviors and support them as they strive to meet ADS’s Character Competencies. Support plans will be created when student data indicates the need for additional assistance in meeting identified competencies. Members of the collaborative team developing a support plan may include, but are not limited to, the student, the student's parents/guardians or family, teachers, administrators, counselors, and school personnel. Appropriate support from community-based agencies may also be included in developing a support plan if parent/guardian The plan may include ways to restore relationships and repair harm. During the creation of the plan, the team may identify and address those harmed by the student misconduct, their needs and what is required in order to heal and put things as right as possible.

Prohibited Conduct

The following are descriptions of prohibited conduct that go against core Islamic values, and potential consequences for violations Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will document violations in the student's discipline file pursuant to Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire; causing or attempting to cause an explosion; participating in an act that results in a fire on school property or school transportation or at a school-sponsored activity or event.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Bullying and Cyberbullying (See BP_Racism if Racism is involved) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, racism, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Disrespectful Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of school policy or is otherwise rude, vulgar, defiant, insulting, harmful, embarrassing, degrading, offensive, defamatory, or considered Islamically inappropriate in educational settings; conduct or speech that materially and substantially disrupts classroom work, school activities or school functions: refusal to comply with directives or directions (insubordination) of ADS staff; repeated refusal to follow school rules or abide by support and behavior plans developed for students.

First Offense:	Principal/Student conference, restorative work, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault")

1. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Inciting or organizing a fight; causing, attempting to cause, or promoting others to act in an angry, harmful, or violent manner; verbally or physically posturing to fight.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, national origin, ancestry, or disability. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating or hostile acts.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, national origin, ancestry, or disability. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion
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Inappropriate Physical Contact – Any physical contact that is unwanted or disruptive but falls outside the definitions of assault, physical displays of affection, and sexual activity. Inappropriate physical contact includes, but is not limited to, horseplay, play fighting, and throwing objects.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property; possession of property belonging to the school, a school employee or another student without the permission of the owner.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco/Intoxicants/Drugs

Possession or use of any tobacco products (or any drug/intoxicant usage), smoking paraphernalia, electronic smoking devices, or other nicotine-delivery products on school property, school transportation or at any school activity.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the School, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

RACISM - BOARD POLICY

General

In order to promote a safe learning environment for all students, ADS prohibits all forms of racism. The school also prohibits reprisal or retaliation against any person who reports an act of racism among or against students.

Excerpt from the Prophet (PBUH) last sermon: "All mankind is from Adam and Eve, an Arab has no superiority over a non-Arab nor a non-Arab has any superiority over an Arab; also a White has no superiority over a Black nor a Black has any superiority over a White except by piety and good action. Learn that every Muslim is a brother to every Muslim and that the Muslims constitute one brotherhood. Nothing shall be legitimate to a Muslim which belongs to a fellow Muslim unless it was given freely and willingly."

Definitions:

Racism: [prejudice](#), discrimination, or [antagonism](#) by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or [marginalized](#).

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of racism. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of racism in the principal's absence or at the principal's discretion.

Reporting Racism

School employees, substitutes or volunteers are expected to intervene to prevent student racism, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of racism of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to racism, or who have witnessed or have knowledge of racism, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

Investigation

Within two school days of receiving a report of racism, the principal or designee will initiate an investigation of the incident. The investigation shall be completed within ten school days of the date the report of racism was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether racism or harassment occurred and, if so, whether additional discipline is warranted in

accordance with the school's student discipline code. The principal will generate a written report of the investigation and findings, including witness testimonies. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of racism. All reports will be kept confidential in accordance with state and federal law.

Consequences

Students who participate in racism or who retaliate against anyone who reports racism will be disciplined in accordance with the school's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, restorative practices, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal. Procedure on consequence implementation is as followed:

First Offense: In-School Suspension Procedure:

1. Parents are notified
2. Meeting with Parent and Student
3. Five days In School Suspension
4. Completion of Racism packet
5. Review of Packet with administrator
6. Exit Interview

Second Offense for Racism:

1. Parents are notified
2. 5 - 20 Day Out-of-school suspension
3. Mandatory Community Service (15 hours)
4. No Sports or After School Activities

Third Offense

1. Parents are notified
2. Documentation Presented to the Board in a formal hearing
3. Out of School Suspension for 30- 180 Days

HEALTH

EMERGENCY CONTACTS

Parents/guardians must give the ADS school office the following information:

- o Name, address and phone number of a relative, friend or neighbor to be used in case of an emergency. The emergency contact should be a person who can pick up your child from school and make decisions on your behalf in case of an emergency when you cannot be reached.
- o Contact numbers at work and cell phone numbers for both parents.

Teachers and office personnel are not permitted to administer medications without submitting an official form by a parent/guardian giving consent to the office and teacher for administering medication. This special written agreement, listing the permissible individuals authorized to administer medication, must be submitted to the office for pre-existing or newly diagnosed conditions, including allergies.

ADMINISTERING OF MEDICATION & HEALTH FORM

This official “Administering Medication” form was part of the registration /application documents parents filled for the new school year. To request a new form, please ask for one from the ADS office. Once a form has been submitted, the medication must be stored in the office for dispensation. No child should have any kind of medication, including aspirin/Tylenol, upon his/her person.

- o A list of all illnesses, allergies or other special considerations for your child. This health form was part of the application and registration documents for the new school year.

Emergency Situations or Accidents

In case of an in-school accident, the nearest staff member or office staff will decide if there is a need for an ambulance. Office staff will notify the parents. The staff will call 911 if they think the situation is serious enough, even if they cannot contact the parent.

In case of an injury, the student will either be sent home or to a hospital based on the severity of the injury. Either the parent’s car will be used, or an ambulance. An accident report will be completed by the office staff or principal and filed in the school office.

In case of a life-threatening situation, the school has a right to call 911 before contacting parents.

If a child exhibits any of the following—has a fever, throws up in class, etc. the child must be picked up by either the parent or the emergency contact within two (2) hours of the parent being informed.

MEDICAL REGULATIONS FOR COMMUNICABLE AILMENTS

Usually all it takes is one sick child to spread a communicable ailment to the entire class.

To protect our students from getting sick and losing learning opportunities, we ask parents to help us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) under the arm.
- Signs of a newly developing cold or severe coughing.
- Diarrhea, vomiting or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability or headache.

- A rash (unless the child brings a note from a doctor stating that it is not contagious).
- Lice – Per ADS policy, children diagnosed with lice must bring a doctor’s note on an office letterhead stating that the child’s condition is no longer contagious.
- Conjunctivitis (Pink Eye: inflammation, drainage, itching and redness of eye). Children with conjunctivitis should be seen by a doctor and must stay home for at least the first 24 to 48 hours. Children must bring a doctor’s note that the child’s condition is no longer contagious.
- Severe sore throat as in the case of strep throat until antibiotics have been taken and the contagious stage is over

EXCLUSION FROM ACTIVITIES

A written note, a phone call, or email from parents is required if a child is to stay inside the school during recess/physical exercise time.

CHILD ABUSE POLICY

In accordance with Missouri law, a staff member who has reasonable cause to believe that a student may be suffering from abuse or neglect is required to report such belief to the Department of Social Services (DSS). In such a situation, the staff member will notify the principal.

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

1. “Abuse” is any physical or emotional injury or sexual abuse inflicted on a child that causes harm or substantial risk of harm to a child’s health or welfare.
2. “Neglect”, including malnutrition, is any conduct such as abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education, or mental or remedial care required by law.

Closing Remarks

At ADS, our school board, administration, and staff are all dedicated to providing opportunities for your children to help them grow and prosper in all aspects. We are committed to pursuing those academic and Islamic practices which will bring out the best in our students. We are confident that by working together as educators, parents, and supportive community members, ADS will InshaAllah continue to be a blessing for the Muslim community of the St. Louis metropolitan area. Please make dua for the continued success of ADS in our efforts to educate our children in a manner which pleases Allah (SWT).

Again, welcome to, Al-Salam Day School, an ‘Ibadah and Dawah based institution. We sincerely hope that your child will find it enjoyable here. It is our dua the children will appreciate the peace and security associated with the Islamic way of life.

May the peace and blessings of Allah (SWT) be upon you and your family.

Please note: Student Handbook may be updated at any time if pertinent information changes or new situations arise.

-END-



Al-Salam Day School
Please Read, Sign & Return
Parent-Student Handbook Signature Page
2024-2025

I acknowledge that my child and I have received a copy of the Al-Salam Day School Parent-Student Handbook. I realize the importance of thoroughly reading the entire contents and making both my child and myself aware of the information contained within the ADS Handbook. I understand that it is my responsibility to ensure that my child will adhere to the guidelines and policies set forth by the administration, faculty, and staff of Al-Salam Day School. I also understand that my child and I will be held accountable to the policies, procedures and protocols as set forth in the ADS Handbook.

Name of ADS Student (Please Print Clearly)

Student Signature and Date

Name of ADS Parent (Please Print Clearly)

Parent Signature and Date