

*In the name of God, most Compassionate, most Merciful*



Al Ihsan School of Excellence

**AI IHSAN SCHOOL  
PARENT & STUDENT HANDBOOK  
2019 - 2020**

**Hours of Operation**

Cleveland location:

Monday thru Friday 8:00 A.M. to 3:30 P.M.

Parma & Plaza locations:

Monday thru Friday 8:00 A.M. to 3:30 P.M.  
PRESCHOOL 8:30 A.M. – 3:30 P.M.

**School Contact Information**

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Cleveland, Ohio 44135

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**Second location**

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## Message from the School Board and Administration

Dear Parents,

Asalaamu Alaikum Wa Rahmatullahi Wa Barakatuhu.

Welcome to our 17<sup>th</sup> year at Al Ihsan School! We look forward to your partnership in the continuous improvement of our school. ASE needs your cooperation, support, and encouragement to succeed. Without the staff members, students, parents, and community, ASE will not have the support team it needs to develop a prestigious Islamic school. We are all here for the same goal, which is, to provide the best quality education for our youth.

As part of the improvement plan, our handbook is revised often to keep up with the numerous changes encountered throughout the school year. These changes are to benefit the professional development of Al Ihsan School. We will be implementing policies this year to focus on running Al Ihsan School as a professional and educational institution. These policies are developed to build a solid foundation in our Islamic School. Policies can be edited or updated throughout the school year. The school will send our parents an electronic copy if any changes are made. We hope all the parents and families of Al Ihsan School take the time to review this handbook and understand our rules, regulations, and policies. We appreciate your support and look forward to a successful educational year. Thank you for letting Al Ihsan School educate your child(ren) to be well-rounded students, citizens, and most importantly, righteous members of our Ummah.

Sincerely,  
The Al Ihsan School Board and Administration

**Racial Nondiscriminatory Policy**

The Al Ihsan 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Al Ihsan School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

**Policy Overview**

Asalaamualaikum. Welcome to Al Ihsan School of Excellence. We are looking forward to a successful school year.

- ❖ Al Ihsan School is a full time Islamic school dedicated to academic excellence and moral values of our children.
- ❖ Parents and students should become familiar with the Parent & Student Handbook and School Wide Discipline Policy by reading and discussing it together at home.
- ❖ The school reserves the right to modify these policies at any time throughout the year as seen fit for the best operation of the school. Parents will be notified of any changes when deemed necessary.
- ❖ Parents shall understand that tuition and fees must be paid according to the tuition schedule set by the school. Failure to do so will be met with parent notification, late fees and/or student suspension from school until tuition is paid.
- ❖ All students, parents, and staff shall uphold safety policies and procedures as outlined herein.
- ❖ Student attendance is mandatory and any absence must be reported by parents to the school according to school policy.
- ❖ Parents shall be kept informed of student progress. Please contact us anytime if you would like to discuss matters concerning your child.
- ❖ Students are expected to keep up with all assigned work and should be well prepared for assignments and exams.
- ❖ Students will wear school uniform during the day, as well as other times during school activities.
- ❖ Al Ihsan School, students, parents and staff will succeed when all parties cooperate and support one another. When we work together as a team, the children are the winners. Help us to make Al Ihsan School an excellent place for children to learn and grow.

### **Introduction**

Al Ihsan School is a non-public charter school approved by the Ohio Department of Education. With a commitment to high academic standards and high moral values, we strive to teach our students the positive contribution they can make to society by instilling principles of tolerance, cooperation, and public service.

### **About Al Ihsan School**

#### **Vision**

Al Ihsan School is committed to providing an outstanding education enriched by Islamic values. Through its innovative curriculum and adherence to research-based pedagogy, Al Ihsan aims to teach children to strive for excellence in every endeavor.

#### **Mission**

Al Ihsan School strives to work together with parents, students, and community to create an environment for academic excellence and moral values. We train students to:

- Think critically
- Engage in local and global issues from a strong moral standpoint
- Academically excel in an increasingly competitive world
- Become effective citizens in a democratic society

#### **Philosophy**

The community of Al Ihsan School puts the principles of Islam into practice to foster a genuine belief in the dignity, worth and personal responsibility of each individual. We seek to develop a positive identity within our students to prepare them intellectually, socially, emotionally, spiritually and physically to succeed in a pluralistic world.

We strive to impart the concept of stewardship over God's creation in which human life and the environment are cherished. Students learn to appreciate the importance of a good education paired with a commitment to life-long public service as a way to improve society and to fulfill one's religious obligations. In keeping with these precepts, Islamic education provides for the fullest possible development of the potentials and talents of our youth so that they can participate effectively in the cultural, social and economic life of society.

#### **Methodology ASE will...**

- Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.
- Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the school.
- Partner with parents to achieve consistency between the goals and practices of the school and the families of students that attend.



- Form strategic alliances with other schools and organizations that will enable ASE to become a world-class educational institution.

#### **Accreditation, Memberships, and Affiliations**

- ASE is chartered through the State of Ohio Department of Education.
- ASE follows or exceeds all Ohio State Operating Standards.
- ASE will continue to form partnerships with the greater Cleveland Community that share in our dedication to the education of young children and their positive role in society.

#### **Organization of Al Ihsan School**

##### **Al Ihsan School Board**

The Al Ihsan School Board is appointed according to the Al Ihsan School Board bylaws each year to oversee and function as the board of education for the school. School board members are volunteers from the community who bring a variety of talents and professional experiences to their positions. The current School Board is composed of the following:

**President:** Dr. Mouawia Ghiba

**Treasurer:** Br. Ayham Abazid

**Board Members:** Br. Navid Hussain,

Dr. Sami Mohammed, Br. Junaid Hasan

For concerns related to the daily operations of the school, parents are asked to contact the teachers and then the administration. In rare circumstances, where the concerns are not resolved by the administration, then the board members can be contacted. However, if the parents have suggestions/questions regarding the school's long term strategic planning or governance, they are welcome to contact the board members at any time.

## **Admission Policy and Enrollment**

### **Admissions Policy**

The ASE admission policy seeks to:

- Admit students that are committed to the mission statement.
- Admit qualified students with outstanding academic and positive behavioral characteristics.
- Show school readiness and compatibility with those students attending the program.
- Successful completion of placement tests.
- Acquaint students and their parents with school policy, environment, and expectations.
- Once a student is placed in a class, there will be no switching classes for any reason. No exceptions will be made.

### **Admission Priority and Requirements**

Admission priority will be given based on the following criteria when there are enough seats available:

1. Having a parent who is a staff member (as long as enough seats are available).
2. Having a sibling that is currently enrolled (must not have an outstanding balance). Please note: if a family comes to enroll and seats are not available in certain grades for the siblings, you will be put on the waiting list. Students will not be bumped to accommodate sibling enrollment.
3. Date of application (the earlier one registers with application plus other fees, the better chance to hold a seat). However, if many same-day applications are turned in, priority will be given based on birth dates.
4. Students on the waiting list for the current school year will not transfer over to the next school year. All families must re-enroll for the next school year.

### **Kindergarten Students**

All new students entering Kindergarten must reach the age of five years by September 30 of the year of enrollment. Kindergarten admittance will be determined by the child's performance on a school readiness exam. The following records must be received before the first day of school: birth certificate, immunization records, and emergency medical release form (in office). A physical exam is also required before the first day of school.

### **1<sup>st</sup> Grade Students and Above**

New applicants for 1<sup>st</sup> grade and above must be able to display academic success of at least a solid "C" in each subject and behavioral compliance in their last educational environment/school. Students entering a class must be no more than two years above a normal class age. All new students will be required to achieve a 70% competency on the entrance exam. Students with special needs may only be admitted if ASE can provide the resources needed to accommodate their needs. If ASE cannot accommodate students with special needs because of the lack of funds/resources, we may not be able to enroll them. Accepted students will be put on probation with the school for the 1<sup>st</sup> grading period and may be immediately dismissed from the school at any

time for valid academic, behavioral, or disciplinary reasons. Enrollment in the school requires full time attendance for all grades.

### **Restrictions**

1. After accepting a student, if it is determined that he/she has inadequate familiarity with the English language, the child may be transferred to a recommended ESL program outside of ASE. Presently, ESL classes are not available at ASE.
2. Children with emotional, behavioral and/or severe learning disabilities may only be accepted at ASE if programs are available to meet the needs of these children. Enrollment is not guaranteed.
3. After accepting a child, if it is determined that he/she has emotional, behavioral issues, and/or severe learning disabilities, etc., the student may be referred out of ASE to a program that is designed to meet his/her learning needs.

### **Enrollment Procedure**

<input type="checkbox"/> APPLICATION	Complete the application for admission and submit/mail it with the \$175 non-refundable fee along with a copy of your child's birth certificate and immunization card.
<input type="checkbox"/> ENTRANCE ASSESSMENT	Upon submission of the application, your child will automatically be registered for the entrance exam. The school office will notify you of the exam date. Entrance exams (excluding for Arabic and Quran) usually take place during school hours on Monday – Thursday.
<input type="checkbox"/> TRANSCRIPT RELEASE FORM	Get the form (release of student records) from ASE office and give it to the office in your child's previous school. Ask them to mail the transcripts to Al Ihsan School at the above address.
<input type="checkbox"/> SCHOOL TOURS	School tours are scheduled upon request Monday – Thursday. Please call the office to schedule a tour if you are interested.
<input type="checkbox"/> TUITION PAYMENT	A payment for the first month's tuition must be received in the school office by the first week of school.

### **Enrollment Examination Guidelines**

- All admission candidates will be tested at times and dates set forth by the school.
- If any admission candidate does not arrive on time for the test, we reserve the right to decline his/her application for admission.
- A passing score on the admission test for new enrollment is 77% or more in all testing areas, unless determined otherwise by grade level teacher(s).
- All new enrollees are on probation for their 1<sup>st</sup> full marking period with the school and may be dismissed from the school at any time therein for valid academic, behavioral, or disciplinary reasons.

### **Acceptance Procedure for Re-enrollment and New Enrollment**

Due to limited space and increasing enrollment, the following criteria have been adopted to determine admissions to ASE:

1. A re-enrollment/new enrollment application must be turned in by any families wishing to enroll their child(ren) by the date assigned by the school office. Late applications can be denied.
2. Any parents who wish to re-enroll their child(ren) must have their tuition balance paid off by the last day of June of the closing school year.
3. *Parents who have an outstanding balance starting July 1 of starting school year will not be able to re-enroll their child(ren) and will lose their spot, regardless of application status.*
4. Students who do not meet the admission requirements listed in the enrollment examination guidelines will not be admitted to ASE.
5. Returning students that have met Al Ihsan School's minimum academic/behavior standards will be re-admitted upon completion and submission of the re-enrollment packet by the given deadline.
6. New students that have met ASE minimum academic/behavior or standards based on their previous school records will be admitted upon completion and submission of enrollment packet by the given deadline and successful completion of the entrance exam of 70% or better.
7. In the case of limited space and equally qualifying applications, returning students will be preferred over new applicants (if tuition balance is paid off). New applicants who are equally qualified will be admitted according to the date of application.
8. Upon filling all vacancies, the remaining students will be placed on the waiting list ranked in accordance with the preceding steps. Students who equally qualify for admission at any level will be ranked according to the date their application was received.

Al Ihsan School recruits and admits students of any race, color, or ethnic origin to its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of 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 court or administrative agency ordered, or public school

district initiated desegregation. Al Ihsan School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### Fees

All fees are *mandatory and non-refundable*.

- **Application/Registration fees:** \$175 per child annually (one-time charge for re-enrollment and new enrollment)
- **Tuition late fee:** \$10 per month after 10<sup>th</sup> of each month per student (August 2019– May 2020)
- **Late pick up fee:** \$1 every minute per student after 3:50 p.m. (all locations). Charges will be automatically applied to monthly invoices.
- **Late Pick Up:** Families have until 3:50 to pick up their children as stated above. No exceptions will be made. Families are responsible for making arrangements to pick up students, the school will not be responsible.

### **Due Dates & Forms of Payment**

Monthly tuition installments are due by the 10<sup>th</sup> of each month. **The FIRST payment is ALWAYS due the FIRST week of school (unless stated otherwise) and every month after that will have a due date between the first ten days of the month.** Acceptable forms of payment include check, money order or cashier's check clearly be made out to "Al Ihsan School" and noted for tuition payment. Tuition payments must be given to school administration only. Please make sure to take a receipt for your records.

**\*Important: ASE will not accept post dated checks under any circumstances.** \* Please pay tuition on time.

### **Absences and Tuition**

Tuition is due in full every month, regardless of planned or unplanned absences. Even if students are absent due to sickness or family vacation, tuition is still due in full. If any parent decides to take time off from school (more than one week), tuition is due before the absence occurs before the 10<sup>th</sup> of the month. If tuition is not up to date at the end of each quarter, report cards will be held until payment has been made.

### **Returned Checks**

If any checks are bounced or we are unable to deposit them due to insufficient funds in your account, there will be a NSF fee that we will be unable to take off your account. This is money the bank charges the school for the returned check, which in turn the parents will have to pay back to the school.

### **Late Fees & Collection Policy**

ASE is working hard to keep the school running successfully. We want our parents to cooperate with us in all aspects of education, including tuition. Parents who do not pay on the due date for tuition will be charged a late fee. Parents who do not pay tuition in full by the end of the school year month of June will have their child(ren) withdrawn to allow other families to attend ASE who will pay tuition in a timely manner.

- Any payment received after the 10<sup>th</sup> of each month is considered past due and a charge of \$10.00 per month per student will be applied.

- ASE will not waive late fees. Please pay on time to avoid late charges.
- These late fees are not classified as paying interest rates because money is not being borrowed and there is no principal being calculated on a percentage of the tuition.
- Accounts that are not cleared by the end of the dated week of when tuition was due will have to be worked out with the administration.
- If the account remains unsettled or an alternative payment plan/arrangement is not agreed upon, students on the account will be suspended and report cards will be held until payment is received or appropriate arrangements have been made based on a quarterly schedule.
- No child will be re-admitted to the school if there remains outstanding tuition due from a previous semester or year for the following school year, regardless of any reason.
- All student records will be held with ASE until all tuition is current and up to date based on a quarterly schedule.
- For families who apply for financial aid and are waiting for a response, tuition payments are still due until you receive an approval.

PLEASE NOTE: While it is our intent to work with families to settle outstanding balances without disrupting a child's education, ASE is under no obligation to make alternative payment arrangements for any accounts.

**Tuition**

Tuition payment options are available for parents' convenience. The payment options are as follows:

Al Ihsan Tuition for 2019-2020
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Total No. of Children in school		Total Tuition per child				
		Total Tuition	10 Payments	2 Payments	1 Payment	
<b>1</b>	Preschool	5250	525	2575	5050	
	K-12th	4950	495	2425	4750	
<b>2</b>	Preschool	5100	510	2525	5000	
	K-12th	4800	480	2375	4700	
<b>3</b>	Preschool	5050	505	2500	4950	
	K-12th	4750	475	2350	4650	
<b>4</b>	Preschool	5025	502.50	2493.75	4950	
	K-12th	4725	472.50	2343.75	4650	
<b>5</b>	Preschool	4620	462.5	2235	4320	
	K-12th	4320	432	2085	4020	

Total no. of children	Total Discount	Discount per child
1	0	0
2	300	150
3	600	200
4	900	225
5	3150	630

No. of Children	Discount for 2 pmnt	Discount for 1 pmnt
1	100	200
2	100	200
3	150	300
4	150	300
5	150	300

*If any family has 5 children enrolled at the same time, the 5<sup>th</sup> child will be half off of the total tuition (The 5<sup>th</sup> child does not get a sibling discount since they get the half off discount). The half off discount is taken off of the eldest child's tuition total.*

### **Withdrawal**

In the case that a parent desires to withdraw a student from the school, the withdrawal form must be completed. We request all parents to withdraw students in a professional and respectful manner. ASE needs to know by a minimum of fifteen days before your decision to withdraw your child(ren). Each hard covered textbook must be returned to the appropriate teacher who will sign off on the withdrawal form. These textbooks are property of the state/school district so they must be returned before withdrawal. All outstanding balances must be paid in full, and the administration's signature must be obtained before the student stops attending classes. If not, days not attended by the student will continue to be counted as unexcused absences. Student's records will be released only after all outstanding balances are paid in full and necessary textbooks are returned. Once knowledge of a student's transfer to another school is acquired or a child fails to appear for five school days and his/her tuition has not been paid in full, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

If any family who has paid in full decides to withdraw during the school year, a prorated amount will be calculated.

**Two weeks notice for intent to withdraw:** Given that ASE is a non-profit organization and heavily dependent upon the payment of tuition, the direct loss incurred by a withdrawn student is very damaging. Therefore, ASE requires parents to submit written notice of intent to withdraw 2 weeks prior to the actual withdrawal date.

In the case of withdrawal:

- Tuition will be charged for the final 30 days whether or not the student is in attendance.
- Parents of students who are withdrawn without a two weeks notice will be responsible for paying the tuition for the entire month during which the student is withdrawn. Collection procedures will be applied.
- Upon withdrawal, the registration fee is forfeited and will be required if/when the student wishes to re-enroll.
- The book/supply fee is also forfeited and will be required if/when the student wishes to re-enroll.

### **Transferring**

In the event of withdrawing your child due to transferring to another school, ASE expects all parents to fill out the proper forms for withdrawal explaining why their child(ren) is leaving to transfer to another school.

- Fill out withdrawal form
- Pay any outstanding balances, including any fees
- Speak to school office about the release of school records (all records will be kept until tuition is paid off in full)
- Parents must also fill out the student release form at the new school so ASE can send proper paperwork. (Remember, no paperwork/records will be sent unless tuition is paid off in full)



**Attendance Policy**

For academic success, it is necessary for students to attend school on time and on a regular basis. It is the responsibility of the parent(s) to make that possible. Please leave earlier if you live far and know the commute is lengthy. Preplanning is the key to on time success.

**The following are tardy policies within one-quarter period:**

Any student who comes into the school building(s) at 8:05 AM and after will be considered and marked tardy.

The first period class will have participation points. 2 points for being there and on time, 1 point for being tardy. 0 points if they have an unexcused absence.

If the student comes late due to any reason, it is only excused as long as the office gets proof of the tardy. If no proof is shown, only 1 point will be given because the student came to school but was late with no proof. Half day absences will go into effect this year. If tardiness or early pickup or tardiness and early pick up combines to more than 2 hours, student will be marked half day absent.

This will affect your child's academic performance and will be reflected on the quarterly report cards.

**\*\*\* For Scholarship families – your child's attendance and/or tardiness may be reported to the department and your scholarship may be taken away by the state for truancy. \*\*\***

**To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the approved reasons. All excused absences will be documented. Documentation for excused absences will be maintained in the student file.**

**The following are absent policies within one quarter period:**

- 3 – 5 unexcused absences = 1 day out of school suspension each time
- 6 – 9 unexcused absences = 3 days out of school suspension each time and parent conference
- 10 and up unexcused absences = parent conference and possible withdrawal from school

\*\* All tardies and absences will be reported and recorded on student report card regardless of reason. \*\*

The only exceptions that will be made in regards to an excused absence will be the ones that are considered valid by the State of Ohio from the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code with proof of documentation for reason of absence.

**As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:**

**Illness or injury of the child.** The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

**Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

**Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.

**Death of a relative.** The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student.

**Medical or dental appointment.** The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.

**Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.

**College visitation.** The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.

**Emergency or other set of circumstances.** The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances.

In addition, as passed by the Ohio General Assembly (Ohio Revised Code 3321.041), the following is also an excused absence: **Out-of-state enrichment activities or extracurricular activities.** A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

Students will be allowed the same number of days of excused absences to make up homework, tests, quizzes, or projects. If unexcused absences occur, teacher is not required to give make up work due to parent's irresponsibility to inform school of absence(s) and student's grade can/will be lowered.

Each absence, whether planned or unplanned, has to be documented. Please fill out form each time your child is absent. The form is sent home and can also be found in the school office.

**Prolonged absences**

If a student is absent due to an illness, a detailed note from the licensed doctor who saw the child must be submitted to the office to be excused and allowed to make up work.

If a student is absent for many days due to a family vacation, please be aware that ASE reserves the right to hold the student from progressing to the next grade level due to an incompleteness of coursework and required enrollment days at school. When you take your child out of the classroom for a prolonged period of time due to a vacation, you are minimizing educational instruction from the classroom. Even if the child takes work with him/her, it is unbeneficial because he/she is not within a constructive learning environment.

Please take note: Students who are chronically tardy or absent can be asked not to return to school the following year if there is no/minimal improvement during the current school year.

Here is what the State of Ohio defines, which ASE will also implement in their attendance policy:

**Students are “chronic truant” if:**

- 7 or more consecutive school days absent without a legitimate excuse
- 10 or more school days unexcused absences in a month
- 15 or more school days unexcused absences during the school year

**Students are “habitual truant” if:**

- 5 or more consecutive school days absent without a legitimate excuse
- 7 or more school days unexcused absences in a month
- 12 or more school days unexcused absences during the school year

Any student who misses 1 full week of school has to have school consent and a written letter from parents informing the school about the absence. If a student is sick, a valid medical note/letter is required by a licensed doctor or hospital. If any student will have a planned absence for more than 1 week, the school administration must know at least 2 weeks in advance to grant permission of the absence. If the administration does not approve the absence, it will count as an unexcused absence(s), which can alter student’s status to be at the school. Emergency cases will be evaluated by the administration and/or school board.

**LATE PICK UP REMINDER - Students who are not picked up within 20 minutes (3:30 – 3:50) of dismissal will be charged \$1 per minute per student.**

## **Instructional Program**

### **Accreditation**

Al Ihsan School, Cleveland and Parma locations, is chartered by the Ohio Department of Education. ASE follows and exceeds the Ohio Academic Content Standards in the subject areas of English/language arts, mathematics, science and social studies.

### **Faculty**

The qualifications of the staff at ASE meet and exceed state guidelines for teachers in a non-public charter school. Teachers view themselves as positive role models toward meeting our mission. ASE has a diverse faculty and staff who bring a combination of educational training and experience. Our educators work hard in staying alongside each other of the most current teaching pedagogies for student performance and learning. We strive to model tolerance, cooperation, and public service to our students. We are focused on having a faculty that is licensed and certified in the appropriate levels as we continue to improve their teaching abilities through trainings, workshops, and conferences. All of our staff members are required to have a background check and fingerprints record on file as a precaution to ensure the safety of all our students. We are committed to follow all rules and regulations from the Ohio Department of Education as deemed necessary to have a highly qualified staff.

### **Courses & Curriculum**

Students attending ASE are trained to be proficient and to excel in the standard subjects of the mandated curriculum of the State of Ohio which are language arts, mathematics, science, social studies, and integrated technology. Students combine the modern subject knowledge with an understanding of Islamic Studies which include Hifz (Qur'anic Memorization), Qiraa (Qur'anic recitation) and the standard Arabic language. Students also participate in physical education once a week. Islam is integrated into all subject areas as best as possible.

### **Islamic Studies**

When Islam is taught as a body of information, rather than as a body of practice and experiences, the result is that many of our children see Islam as meaningless and irrelevant to their personal lives and experience. ASE believes that we must build character, as well as relate the knowledge of Islam, to daily life. Students are expected to know the 5 pillars, proper wudu, prayer, daily duas, mannerisms, and basic Islamic knowledge throughout the year and build on these traits in their lives.

### **Qur'an**

Quran and Hadeeth studies will deal with the need and significance of divine guidance, the finality of the Quran and Prophethood of Muhammad (peace be upon him). The significance of the Quran, its impact on individuals and the human society, its revelation and codification, its subject matter and approach and the principles and requisites of its study will be underscored gradually at the various levels. At the early stage, emphasis is placed on developing ability to memorize, read and recite the Quran.

The significance of Hadeeth in Islam, the codification process, major collections and Muhadeethen will be discussed. Memorization and study of Hadeeth will be emphasized. The habit of practicing the Quranic and Ahadeeth injunctions will be developed. Teaching of Arabic language and teaching the reading and recitation of the Quran should be separately developed as a component of this course. They should also learn about how the Quran was revealed, recorded and compiled, and the reasons for its authenticity.

### **Arabic Language**

ASE applies direct instruction of the Arabic language. Our program aims to teach basic reading, writing and speaking abilities to students. The program uses both modern and traditional Arabic vocabulary to acquaint students with modern Arabic, as well as classical vocabulary so that students can become familiarized with the Arabic language and to begin to read the Holy Quran.

The goal of ASE is to implement a high quality Arabic and Quran curriculum which will benefit our students to the highest level possible. We have developed a curriculum that will have standards for each grade level to ensure student success.

### **English**

The language arts curriculum at ASE represents a research-based approach to literacy development, promote writing as a process and provide expectations for students to become effective communicators. The curriculum is based on the Scientific Reading Method which includes phonemic awareness, phonics, vocabulary, reading comprehension, and fluency. The ten standards that define high expectations of literacy for ASE students are:

1. Phonemic awareness, word recognition and fluency
2. Acquisition of vocabulary
3. Reading Process: concepts of print, comprehension strategies and self-monitoring strategies
4. Reading Applications: informational, technical and persuasive text
5. Reading Applications: literary text
6. Writing process
7. Writing applications
8. Writing conventions
9. Research
10. Communication: oral & visual

### **Mathematics**

The mathematics curriculum at ASE prepares all students for success in the workplace and post-secondary education. Competency in mathematics includes an understanding of mathematical concepts, facility with mathematical skills, and application of concepts and skills to problem-solving situations. Students are able to communicate mathematical reasoning using mathematical and every day language. The six standards that follow represent the mathematics content processes all students should know and be able to use as they progress through school. They include:

1. Number, number sense and operations
2. Measurement
3. Geometry and spatial sense

4. Patterns, functions, and algebra
5. Data analysis and probability
6. Mathematical processes

### **Science**

The science curriculum at ASE focuses on creating students that will be able to be knowledgeable scientific participants in a global economy. The knowledge base of the science program includes science concepts, processes and ways of thinking. Students should be able to apply these skills and understandings to make informed personal decisions, to accurately communicate with a variety of audiences, to become lifelong learners, and to make successful transitions to postsecondary education and the workforce. The standards include:

1. Earth and space science
2. Life sciences
3. Physical sciences
4. Science and technology
5. Scientific inquiry
6. Scientific ways of knowing

### **Social Studies**

The ASE social studies curriculum tries to integrate Islam into each standard. Children will learn how to apply Islamic morals and values to be productive and active citizens. The standards are:

1. History
2. People in societies
3. Geography
4. Economics
5. Government
6. Citizenship rights and responsibilities
7. Social studies skills and methods

### **Physical Education**

Physical education is considered a healthy component of a balanced lifestyle. In addition to learning and practicing a variety of healthy recreational activities, physical education provides an opportune time for health and social counseling, as well as sportsmanship and team-building skills. We will try our best to provide gym.

### **Homework**

1. Request assignments if the student will be absent for more than one day. (Parents may call the school in the morning to ask that work be sent home with another student).
2. The student should complete assignments while confined, if he / she is well enough.
3. The amount of time given to complete make-up assignments will be determined by the teacher(s).
4. It is the student's responsibility to find out what work is to be made up and to make the teacher aware of what has been completed.

5. Reading and Quran work will be given on a daily basis. Other homework assignments will be given as deemed necessary by the teachers.
6. Late homework guidelines - Students will lose 0.02% of their assignment grade for each day that the assignment is turned in late for grades 1<sup>st</sup> – 3<sup>rd</sup>. Students will lose 0.10% of their assignment grade for each day that the assignment is turned in late for grades 4<sup>th</sup> and up. Please refer to the following chart.

**Grade Level 1<sup>st</sup> – 3<sup>rd</sup>**

<b>School Days</b>	<b>0.02 % lost</b>
<b>1</b>	<b>0.02</b>
<b>2</b>	<b>0.04</b>
<b>3</b>	<b>0.06</b>
<b>4</b>	<b>0.08</b>
<b>5</b>	<b>0.10</b>

**Grade Level 4<sup>th</sup> and up**

<b>School Days</b>	<b>0.10 % lost</b>
<b>1</b>	<b>10</b>
<b>2</b>	<b>20</b>
<b>3</b>	<b>30</b>
<b>4</b>	<b>40</b>
<b>5</b>	<b>50</b>

7. Homework time suggestions are given below –

<b>Grade Level</b>	<b>HW Minutes</b>
<b>KG</b>	<b>10</b>
<b>1<sup>st</sup></b>	<b>15</b>
<b>2<sup>nd</sup></b>	<b>20</b>
<b>3<sup>rd</sup></b>	<b>30</b>
<b>4<sup>th</sup></b>	<b>40</b>
<b>5<sup>th</sup></b>	<b>50</b>
<b>6<sup>th</sup></b>	<b>60</b>
<b>7<sup>th</sup></b>	<b>70</b>
<b>8<sup>th</sup> - 12<sup>th</sup></b>	<b>80-90</b>

Parents are encouraged to:

- Show interest in the schoolwork their children bring home
- Provide a suitable place to study, free from disturbances
- Assist children with their management of time
- Supply needed materials for completing any work

- Offer to clarify instructions and answer questions
- Ensure that the work is the student's (do not do the work for them)
- Check to see that work is being completed
- Stop working with your child if you become frustrated
- Encourage your children to do their best work and praise them for a job well done
- Stay in close communication with teachers
- Monitor the amount and type of television programs your children watch

### Grade Reporting

Academic and behavior progress is reported through quarterly report cards, progress reports and standardized tests.

#### **Report Cards**

Report cards are sent home at the end of each approximately 9-week quarter to record student progress throughout the year. Grades assigned on the report card are becoming a part of the student's official academic record. In addition, a progress report is sent home midway through each grading period. This report is intended to keep parents informed of their child's progress in order to target identified needs before the quarterly report card is issued.

#### **Grades**

Grades represent the percentage of goals and objectives for each class that were successfully met by the student. It is important to remember that teachers do not "give" grades; rather they report grades that are earned by the student.

#### **Grading Scale for Preschool and Kindergarten**

<b>O (100%-94%)</b>	<b>Outstanding</b>
<b>S+ (88%-93%)</b>	<b>Above Satisfactory</b>
<b>S (80%-87%)</b>	<b>Satisfactory</b>
<b>S- (70%-79%)</b>	<b>Below Satisfactory</b>
<b>N (0%-69%)</b>	<b>Needs improvement</b>

#### **Grading Scale for grades 1<sup>st</sup> & up**

A +	100 – 98
A	97 –95
A -	94 – 93
B +	92 – 90
B	89 – 87
B -	86 – 85
C +	84 – 82
C	81 – 79
C -	78 – 77



D +	76 – 75
D	74 – 72
D -	71 - 70
F	69 - 0

Weights and assessment procedures are set by the teacher and will be communicated to parents upon commencement of the course.

### **Honor Roll/Merit Roll**

Students who earn straight A's on a given report card will be listed on the Honor Roll, while students who earn a mixture of A's and B's will be listed on the Merit Roll. Students who show significant learning gains in academic, behavioral, and Islamic characteristics regardless of grades will be recognized as making significant improvement.

### **Standardized Testing/Assessments**

At least once in each school year, ASE shall administer a statewide and/or nationally standardized assessment to students. This is intended to provide a third-party objective measure of the school's success toward its academic goals. Such a test will, at minimum, measure achievement in the areas of English language and mathematics. ASE will periodically review and update our adopted standardized assessment to ensure maximum compatibility with our academic program.

### **Retention Policy**

Students are expected to maintain a grade of C (77%) or above in all classes taken at ASE. Any student who performs at less than a C for any two quarters in any of his subjects may be required to repeat the grade and/or not be promoted to the next grade. Test scores may also be used to determine grade level competency. The teacher, in collaboration with the administration and parents, will determine if such action is necessary. Quarterly reports will indicate any possibility of retention.

**UPDATED 2018/2019 School Year:** According to the 3rd Grade Reading Guarantee and Ohio Department of Education guidelines, students who do not meet the required scores will not be eligible for promotion to 4th grade. These scores also have to be submitted to both Ed Choice and Cleveland Scholarship Tuition Program and may affect the student's scholarship status.

If any student is retained at the end of the current school year, the parent(s) has two options. Option one is to keep the student in the same grade for the following school year. Option two is to withdraw the student and enroll them at another school in the next grade. If any student fails the current school year, a meeting will be held with administration, teacher(s) and parent(s) to determine academic plan. Al Ihsan School will not promote a student to the next grade if grades and other criteria are not met according to state, teacher and school standards. All cases will be taken based on individual child's needs.

### **Forms of Communication**

In order to provide an effective educational program, it is the policy of ASE to maintain close communication between the home and the school through the following means:

- 1. Meet and Greet:** Meet and Greet is a time to get acquainted with staff members and our educational programs when school begins. It is held annually during the first week of school. At this event, teachers introduce themselves and give a general overview of course content and classroom rules. Individual student progress is not discussed at this event, though a separate conference may be scheduled.
- 2. School Visits:** Parents are encouraged to visit the school. Volunteering to assist in preparing learning materials, helping to chaperone field trips, teaching special craft lessons, etc. is a useful way to visit and be involved at your child's school. Parents may also come to offer prayers with the children. To observe a class, the parents, visitors, and specialists must make arrangements with the principal. All visitors need to obtain a visitor's badge from the main office upon arrival at the school. A form is also to be completed.
- 3. Daily Planners:** Students have daily planners for the purpose of recording work and long-term project due dates. Parents should check and sign (if required) the planners daily in order to be aware of student learning on a daily basis. Some teachers have other methods of recording work which are considered daily planners.
- 4. Classroom Newsletters:** Some teachers will send home a weekly/monthly update with an overview of what will be taught and activities to be completed in class.
- 5. Report Cards and Progress Reports:** Report cards are sent home at the end of each quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, a progress report is sent home midway through each grading period. The report card envelope must be signed and returned the day following receipt. Signing is not an endorsement of the grades given, but merely verifies that the parent has seen the report.
- 6. Parent/Teacher Conferences:** Conferences will be scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading periods to discuss individual student progress. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a message to the teacher through engrade, the daily planner, a request in the weekly review folder, or by leaving a message in the main office indicating the best time and way to be reached.
- 7. Digital Academy:** Parents can review their child/ren grades online and can communicate with the child's teacher on a regular basis.

## **Records**

### **Confidentiality**

1. Student records are confidential and are protected by the *Privacy Act*. Only the school staff, School Board and/or the child's natural parents or legal guardians has access to the records.
2. Directory information on the child is not protected by the *Privacy Act*. Directory information can include name, address, phone number, age, weight, etc. Parents have to request the school not to release this information.

### **Access to Student Files**

Cumulative records are maintained for each student. The files may include such pertinent information as attendance records, academic records, quarterly tests, disciplinary referrals and actions taken, as well as medical and health information. The Family Educational Rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Access to records by persons other than the parents, students, and members of the school staff and School Board and/or authorized school consultants, requires prior written consent by the parent(s).

### **Change of Address or Telephone Number**

It is very important for the school to be able to contact parents by mail, telephone, or email (when possible). Valid emergency telephone contacts are critical at all times. Please notify the school of any change of address or telephone numbers immediately and keep an accurate emergency contact on file.

## **Daily Operations**

### **School Hours**

ASE has to operate for a minimum of 182 school days during the school year. Hours of operation are Monday – Friday from 8:00 a.m. to 3:30 p.m. for Cleveland and Parma branches. Preschool hours are 8:30 a.m. – 3:30 p.m.

### **Transportation**

Transportation is the responsibility of the parents. ASE does not provide bus service. Some districts provide a public district bus service. Al Ihsan is not responsible for notifying parents in regards to bussing. Families receiving transportation through their school district should the transportation department for more information.

**Arrival Time**

Students may arrive at school no earlier than 7:45 a.m. Arriving late to school will cause the child to miss out on valuable instruction. This may put the child behind in his or her schoolwork. Students with frequent tardiness in any given grading period will be subject to disciplinary action.

**Student Pick Up at Dismissal Time**

Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. We ask all parents to remain in their cars until dismissal. Students with a valid reason to leave school early (doctor's appointment, emergency) will be allowed to go. To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up line and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave a vehicle unattended in the pick up line, but must park in a designated parking spot.

- ❖ Students who are not picked up within 15 minutes (3:30 – 3:45) of dismissal will be charged \$1 per minute per student. Al Ihsan School gives an extra 5 minute window to accommodate families. We start charging after 3:50 PM.
- ❖ **Late Pick Up:** Families have until 3:50 to pick up their children as stated above. No exceptions will be made. Families are responsible for making arrangements to pick up students, the school will not be responsible.

If parents would like to designate a relative or family friend to pick-up their children, the school must receive a written note from the parent. Students will only be released to the people who are listed on his/her *Student Pick Up Authorization Form*. ASE will not let a child leave with a person who is not on the form or with a person whom the parent(s) has not informed the school about.

**Early Pick-Up**

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the main office. If the student is brought back within the same school day, the parent should check the student back in at the main office as well. Please inform the office and teacher if the student will be picked up early at least one day prior. A doctor's note is needed when student returns to school to allow for the excused early pick up. Students will not be released the last 15 minutes of school, if a child needs to be picked up early, please inform the office at least 30 minutes prior to pick-up.

**Absences**

If at any time a child is to be absent from class due to illness or a previously scheduled appointment:

- Parents must call in to report the absence of a child each day before 9:00 AM.
- Unconfirmed absences may require the school to call the home to check on the absence of a child.
- Upon returning to school, students must bring the form from the parent or guardian stating the reason for the absence. **\*\*Report of an absence forms are available in the office\*\***
  - Every absence requires the form to be filled out and will be kept in the child's school file.

- If you suspect that your child may have a contagious disease, check with your family doctor. A physician's note stating that the child is no longer communicable is recommended in all cases. All cases of contagious disease must be reported to the office. If you have any questions, contact the administration. If the administration is in doubt as to the possible contamination, the student will be sent home and parents will be requested to bring a written permission to return to school from your child's licensed doctor.
- **Twenty-five absences from any given class in one academic year may result in retention/withdrawal from the school.**
- We ask parents to not send their sick child(ren) to school without a proper diagnosis of an illness. Children should be kept home until they have not vomited or have had a normal temperature without fever reducer **for at least 24 hours** from the incident.

### **School Visitation**

The ASE encourages parents to visit our classrooms. Parent/teacher relationships can help all of us in close understanding of the child in his/her growth and development. ASE policy requires all visitors to check in at the office except during conference times. An appointment for your visit is requested at least one week in advance. That appointment should be made through your child's teacher and administration. All parents and visitors are required to report directly to the school office immediately upon arrival. Books, assignments, lunches, money, etc. should be left in the office to avoid disrupting the class. School personnel will deliver them to the students. Any parent(s) is allowed up to 3 total visits per quarter for no more than 2 continuous hours per visit. The 3 total visits per quarter is the limit regardless of how many children you have enrolled at the school. Visit reasons must be valid and in regards to the student's social and/or behavioral well-being. If any parent(s) has concerns where paraprofessionals need to be involved after the 3rd visit (psychologist, psychiatrist, therapist or specialist), permission must be granted from school administration. Due to the safety and privacy of other students, parent and/or paraprofessional visits in the classroom will be limited and/or stopped based on the administration's discretion. Any parent(s) who wishes to help as a volunteer has to receive approval from the administration first and based on teacher request.

### **Volunteers**

We look forward to our parents and members of the community volunteering in the following areas:

- Important - All volunteers need to get BCI and FBI Fingerprinting completed before volunteering as required by the Ohio Department of Education if they plan on being around the children.
- Field trips (when requested from the teacher)
- Playground / yard maintenance
- Organizing art projects
- Plan parties and special occasions
- Cleaning of classrooms, toys, play areas, organizing, moving furniture, etc.
- Photocopying for teachers

Students are not allowed to bring visitors to school unless it is a school related visitation. ASE cannot be responsible for students who are not enrolled at the school.

All volunteers must be fingerprinted to remain in the school building if volunteering is frequent. Volunteers should respect and observe Islamic attire while volunteering. Administration reserves the right to ask any parent to get fingerprints taken to volunteer at the school.

### **Medical Considerations and Emergency Procedures**

#### **Health Problems / Medications**

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written directions from the physician. A request for the Administer Medication Form (available from school office) must be completed and filed with the school. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.

Students are NOT allowed to have any type of medication, whether it is over the counter or prescription, in their lunch boxes, pockets, or school bags without the school being informed. Consequences will be given to those students who are in possession of any type of medication without the school having prior notice.

#### **Immunizations**

Every child entering school in the State of Ohio must be immunized against polio, tetanus, diphtheria, measles, mumps, and rubella. A second MMR (measles, mumps and rubella) is required before entry into kindergarten and seventh grade. Hepatitis C immunization is required for entry into kindergarten. Please inform the school if there are any concerns.

### **Student and School Emergencies**

#### **Student Need to Go Home**

When it becomes necessary for a child to go home due to injury, illness, suspension, or expulsion, the child's parents will be contacted. Then a parent or a responsible person designated by the parent must come to the school to get the child. That person must also sign the appropriate Early Pick-Up Form available in the school office. For their protection, children are not permitted to go home by themselves while school is in session. The school staff can administer only minimal first aid. If a parent is not available, the designated emergency person will be reached (*as per Student Emergency Form*). Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her Student Emergency Form. It is important to update this form regularly. Calling 911 or going to the hospital may be necessary and parent(s) will be informed if such action is taken.

#### **Emergency Dismissal**

ASE remains in session until the daily dismissal time unless there is an emergency in the building, or when inclement weather develops while school is already in session. We must ask all parents to please make sure certain that their child(ren) knows where to go when parents are not at home in case of emergency dismissal.

### **Inclement Weather Conditions**

Listen to local TV and radio stations for the latest information concerning the closings and delays of school. When ASE is closed, the TV station will list the school as “Al Ihsan School” or “Al Ihsan School of Excellence.” The school will try to send out information via email as soon as possible when school is closed. The school voicemail and website will also be updated in the morning to let the parents know if the school is closed. The school does reserve the right to be in session, regardless of what other school districts might decide to do for that day.

### **Tornado**

1. **DO NOT CALL THE SCHOOL** – we must keep the line open for emergency calls.
2. If parents prefer, they can pick up their child(ren) if there is an issued **TORNADO WATCH**.
3. Children will not be dismissed during a **TORNADO WARNING** until an all-clear has been announced by local fire/police department or authorized personnel.
4. Proper safety will be practiced in case of a tornado emergency during school hours when there is not enough time to have the students picked up.

### **Fire and Disaster Drills**

Students will practice safety drills routinely. In the event of fire or other disaster, an emergency plan will be put into effect to assure as much protection for the children as possible. Fire drills are practiced 1-2 times a month during different times of the day. All students are expected to follow the rules and not disrupt the drills. Any child who pulls the school’s fire alarm will be suspended for 5 days and it will be on student’s record due to the severity of the act. Inappropriate behavior during any safety drills will be given a consequence of detention and/or suspension based on administration’s or staff’s discretion. Students are not allowed to misbehave or go against school rules during any safety drills.

### **General Information**

#### **Snack, Lunch, and Cafeteria Information**

Parents/guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the parent's responsibility to provide a nutritious snack for grades Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> (for the mid-morning break), lunch, and beverage(s) for the child. The school cannot provide refrigeration or heating facilities. Students should not bring snacks or lunches that are too messy for the child to manage. For the safety of the students, please do not use glass containers.

Fast food is not permissible during school hours, as well as soda/pop. Do not bring in a lunch from fast food places for your child as a last minute choice. Administration has the right to request a parent to take a lunch

back if it is from a fast food place. The only place that is permissible is Subway. If necessary, please ask the administration about what is permissible for a lunch at school.

ASE has arranged for the availability of nutritious snacks and halal lunches catered by local Muslim restaurants and parents. All proceeds will be used for various school program funding purposes. Students who wish to purchase lunch will be able to do so as long as sufficient interest in this program remains.

During lunch time students from the same grade have the opportunity to visit with their friends and socialize. As with all other areas of ASE, proper student behavior will be expected and maintained. All students are responsible for assisting with cleaning the lunch area by throwing away trash and garbage in the designated area. All students are required to sit in their assigned areas. We encourage students to not throw away leftover food, but rather take it home.

### **Cafeteria Procedures**

1. Sharing or trading of lunches or snacks is not allowed.
2. Keep hands, feet and other objects to yourself.
3. No throwing of food to anyone or in the trash. Please place garbage in appropriate areas.
4. Stay seated at all times. Raise your hand if you need assistance.
5. Walk at all times.
6. When lights are out, silence!
7. Eat your own lunch.
8. You may not leave the cafeteria to return to your classroom without prior approval and escorted by teacher.
9. All students will assist in cleaning up paper and plastic from the floor to keep a clean cafeteria.
10. We go to recess when we are clean and quiet.

Those who do not follow school procedures will receive consequences.

### **Fasting**

Students are encouraged to fast in Ramadan where it is age appropriate. Catered lunches are not provided during Ramadan, however students who are unable to fast due to medical and personal reasons are provided with an area in which to eat if they wish to bring lunch from home. Staff members may not persuade students to fast, which includes shaming, taking/withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling to set positive examples of fasting.

### **Prayer Time**

Students at ASE offer Dhuhr every day and salaah al-Jumu'ah (where age appropriate) on Fridays at the mosque. Parents are invited to join us for this event as it makes a positive impression on the child. Salaat al-'Asr will not be included in the school schedule, even in the winter season, unless deemed necessary. If any parent or family member would like to pray salaah with their child, the administration and child's teacher must



know ahead of time. The parent or family member must also pick up the student from the office before salah and drop them off back at the office after salah to ensure the child's safety and whereabouts at all times.

### **Laptop/iPad**

Laptops and other technology may be made available to enhance the educational program at ASE. Laptops may not be used without supervision, or for the purpose of instant messaging, chats, games, drawing, music, videos, etc. Inappropriate use of the laptops will result in loss of access privileges. If any student causes damage to a laptop, the parent will be responsible to pay and replace for another one.

### **All Types of Electronic Devices / Cell Phones**

No student, under any circumstances, may have possession of a cell phone, 2 way pager, iPod, iPod touch, iPad, Nintendo DS, Game Boy, or any type of electronic device at school. The item will be confiscated and will not be returned until the end of the school year. The student will be suspended for possession of any type of electronic device, regardless of reason. The school must be informed if for any reason a student will have any of the devices, but not limited to, mentioned above.

### **Playground**

Students at ASE take physical education courses and also have access to the playground and gym equipment for recreational purposes when supervision is available. Such activities must be safe and supervised. If any student causes damage to school property, the parents may be asked to replace.

### **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 to replace it and the responsibility of the parent to pay for a replacement. All hard covered text books are to be returned at the end of the school year and other materials that are the property of ASE. All hard covered textbooks are the property of the state and school district.

### **Buying, Selling, & Promotional Advertisements**

The buying, selling, and/or promotion of products or services on ASE property is strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities at ASE, (ex. book fairs, PTT fundraising sales, student store, etc.). If for any other reason someone would like to advertise, permission must be granted by the School Board.

### **Lost Items**

ASE encourages all parents to label all clothing, book bags, lunch boxes, and supplies for their child. Any lost items turned into the office or found will be placed in the Lost and Found bin. After one month, if no one has claimed the item, it will be thrown out or donated. Lost books or planners not collected by that time will require payment of the cost of these items in full in order to be issued another one.

**Photographs, Use of Name, and Student Work in School Publications**

ASE may make use of student photographs, student names, and student work samples to promote the school to the community or to create school publications. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must fill out the proper form in the office. Failure to do so will not hold the school accountable for the publications.

**Field Trips**

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, parents will be notified. Parent authorization for field trips is mandatory and no student will be allowed to go without a completed permission slip. Students who will not participate in a given field trip should make arrangements to complete an alternative assignment and remain at home with an excused absence. Failure to make arrangements with the teacher prior to the field trip will result in an unexcused absence. Field trips are usually followed by an assignment relating to the trip. If students do not go on field trips, it will affect their grades for any assignments relating to the trip.

Students K-8 must wear loose blue jeans, gym shirts and gym shoes. Reminder, girls' shirts must be appropriate length with a long sleeve shirt underneath or sweater (no hoods) and hijab required for grades 3<sup>rd</sup> – 8<sup>th</sup>.

**Uniform Guidelines 2017 -2018****Dress Code**

Staff and students are expected to model proper examples of Islamic dress. To ensure modesty and a disciplined academic environment, all students will acquire and wear the necessary uniform items appropriate for their grade level. Students must remain in uniform at all times while on the school grounds, as well as during all field trips and other such school activities, unless otherwise authorized by the administration and/or School Board. The school reserves the right to refuse admission into class and school to any student out of uniform. In addition, it is the school's right to determine if an item being worn complies with uniform policy, including color of clothing (sweater, pants, jumper, socks, abaya/jalbab). Students who fail to comply with uniform requirements are subject to disciplinary action. Students are expected to follow the uniform policy. There will be no excuses as to why a student is not in correct uniform on a daily basis from the first day of school until the last day. The uniform specifications are as follows:

**Preschool**

- There is no uniform required for preschool students. However, please make sure students have appropriate attire for Islamic School.
- No open-toed shoes, sandals, heels, boots or flip flops are allowed during school.

- All girls must wear pants, leggings or shorts under skirts and dresses
- Hair must be pulled back or tied back
- Boys must keep hair above ear level and above neckline

### **Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> grade – Girls**

- Navy blue jumper only (must be long enough to pass the knees)
- Light blue shirt under jumper (short or long sleeves)
- Navy blue pants only under jumper
  - Navy blue leggings are optional (no tights)
- 2 piece white Al-Amira style hijab only (no exceptions) \*for salaah only
- Navy blue sweater (button or zipper) for climate control or covering arms \*for salaah only
- Black, white or navy blue socks
- Hair must be pulled back or tied back
- No long skirts, short skirts, or skorts are allowed
- No jeans, sweatpants, athletic pants, tight pants, hats, or t-shirts (without collar) are allowed during school hours.
- Navy blue hoodie with Al Ihsan logo is only allowed (purchased from HomeTown threads)

### **3<sup>rd</sup> and 4<sup>th</sup> grade – Girls**

- Navy blue jumper only (must be long enough to pass the knees)
- Light blue shirt under jumper (only long sleeves – Oxford or Polo style)
- Navy blue pants only under jumper
- 2 piece white Al-Amira style hijab only (no exceptions) and required to wear all day - no loose scarves or designs on caps
- Navy blue sweater (button or zipper) for climate control
- Black, white or navy blue socks
- Hair must be pulled back or tied back under hijab
- No long skirts, short skirts, or skorts are allowed
- No jeans, sweat pants, athletic pants, leggings, tight pants, hats, or t-shirts (without collar) are allowed during school hours.
- Navy blue hoodie with Al Ihsan logo is only allowed (purchased from HomeTown threads)

### **5<sup>th</sup> grade – Girls (UPDATED)**

**\*\*\* Abaya and Hijab needs to be put on before entering the school driveway/parking lot \*\*\***

- Plain navy blue only abaya (Can be purchased at EastEssence.com under ‘Al Ihsan School’ or here:<https://eastessence.com/products/uniform-abaya-adult-size?variant=22335957073968> )
- Girls are required to wear dark pants (black or navy blue) under abaya/jalbab
- 2 piece white Al-Amira style hijab only (no exceptions) and required to wear all day - no loose scarves or designs on caps

- Black, white or navy blue socks
- Hair must be pulled back or tied back under hijab
- No sweat pants, capri's or pajamas are allowed under abaya/jalbab.
- No, hats, shorts, skirts (short), or skorts are allowed during school hours.
- Jeans, yoga pants (black or navy blue), and leggings (black or navy blue) are acceptable under the abaya/jalbab only if the garment is long and one cannot see the jeans/yoga pants/leggings.
- Abaya must be purchased from East Essence
- Navy blue hoodie with Al Ihsan logo is only allowed (purchased from HomeTown threads)

**Middle School and High School (grades 6<sup>th</sup> and up) – Girls**

**\*\*\* Abaya and Hijab needs to be put on before entering the school driveway/parking lot \*\*\***

- Plain navy blue abaya only (Can be purchased at the Cleveland location or at EastEssence.com under 'Al Ihsan School' or here:  
<https://eastessence.com/products/uniform-abaya-adult-size?variant=22335957073968>)
- 2 piece solid white (no designs) colored Al-Amira style hijab only (no exceptions) and required to wear all day – no loose scarves or designs on caps
- Tuesdays they may wear any hijab of their choice (must be appropriate) for grades 6-8
- High School girls ONLY may wear any hijab all week. Must be appropriate and pinned correctly.
- Navy blue sweater (button or zipper) for climate control or covering arms
- Black, white or navy blue socks
- Hair must be pulled back or tied back under hijab
- No sweat pants, capri's or pajamas are allowed under abaya/jalbab.
- No hats, shorts, skirts (short), or skorts are allowed during school hours.
- Jeans, yoga pants (black or navy blue), and leggings (black or navy blue) are acceptable under the abaya/jalbab only if the garment is long and one cannot see the jeans/yoga pants/leggings.
- Navy blue hoodie with Al Ihsan logo is only allowed (purchased from HomeTown threads)

**Shoes – All girls**

- Plain black shoes, no white soles or color on any part of the shoe
  - No multi colored, pictures, glitter, stripes, gems, designs, light ups, etc.
- Any athletic shoes can be worn on gym day
- No heels and/or no wheels

**Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade & Middle School (grades 6<sup>th</sup> and up) – Boys**

- Navy blue trousers
- Light blue shirt (Oxford or Polo style only)
- Navy blue sweater (button or zipper) for climate control
- Black or navy blue socks
- Simple thobe (Islamic attire) on Fridays

- No jeans, sweat pants, athletic pants, tight pants, hats, shorts, or t-shirts (without collar) are allowed during school hours.
- Navy blue hoodie with Al Ihsan logo is only allowed (purchased from HomeTown threads)

#### **Shoes – All boys**

- Plain black shoes, no white soles or color on any part of the shoe
- No heels, high tops and/or no wheels
- Boys must keep hair above ear level and above neckline

#### **Hifz Program**

- All boys and girls enrolled in the Hifz Program must follow their grade level uniform requirements.

#### **Gym**

- All students in grades Kindergarten – 11<sup>th</sup> must wear gym shirt and gym pants on gym day. Gym uniforms can be purchased at HomeTown threads in North Olmsted.

#### **General Uniform Guidelines:**

- Uniforms must be kept neat, clean, and free from stains, wrinkles, holes, and bad odor.
- For safety reasons, please keep all pants and garments at ankle length.
- Sandals, open-toed, high-heeled shoes and/or skates are prohibited for all ages.
- Hats, bandannas, jewelry, watches & other clothing/accessories in addition to the uniform are prohibited by students in all grades.
- Make-up, nail polish, unconventional hairstyles, highlights in hair, designs in hair (boys and girls), fancy hair pins, perfume (females), and excessive cologne (males) are prohibited for all ages.
- Boys are not allowed to have long hair (please keep hair at ear level and above neckline), fancy hair styles or hair designs at Al Ihsan School.
- Alteration of uniform specifications for PE is at the discretion of the PE teacher and the administration.
- Compliance with the uniform policy is judged by the administration of the school and/or teacher.
- Non-compliance with the school uniform will be subject to disciplinary action as outlined in the school discipline policy.
- Students not wearing the right uniform will be sent to the office with a call home and may be sent back home.

**Reminder:** Parents are requested to write the student's name on every uniform garment. Al Ihsan School is not responsible for any lost or stolen uniform items. Uniforms with illegible names or no name will be disposed of at the school's discretion.

### **Cold Weather Days**

In cold weather, if children wear heavy boots to school, they should be prepared to change into normal uniform shoes. Clothing should be clearly labeled with the child's name. Boots and winter clothing should be loose enough to allow the child to dress him/herself. Students can bring a sweater to class, only hooded sweater allowed is a navy blue sweater with the Al Ihsan logo.

### **Requirements for Physical Education/Outdoor Recess for All Grades**

1. Children will be required to participate in weekly physical education activities.
2. Students must wear gym shoes on the days there is gym class.
3. All students will be given extra time to change into and out of appropriate gym attire if needed.
4. During the early spring and late autumn, all children should have a lightweight jacket or sweatshirt to use when physical education classes are held outdoors.
5. A written excuse from parents is required if a child is unable to take physical education on a particular day. Recess activities will be limited.
6. A doctor's note is required for a prolonged absence from Physical Education.

### **Student Behavior Expectations**

It is the responsibility of every student and parent to have read and be aware of ASE behavior expectations. All students should know the rules due to the drills practiced at school. This is no time to talk or goof around. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

### **Islamic Character Education**

The Character Education at ASE is of paramount importance and, as such, it has been made part of the school's mission. Students need strong beliefs, character, and morals in addition to knowledge to succeed in this life and the Hereafter. With that in mind, ASE has based its Character Education on the Book of Allah and the life of the Prophet Muhammad (peace be upon him). Believing that the source of all goodness is Allah, and that the Prophet Muhammad (peace be upon him) represented that goodness in his lifestyle, ASE curriculum strives to engender those divine values into the character of its students.

### **Means of Effective Character Education**

- **Empower students and hold them accountable:** The student is encouraged through positive reinforcement to develop him/herself as a Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and development of self-accountability by learning from one's own mistakes.

- **Public Service:** ASE is committed to teaching students to be active citizens by making a positive contribution to their society through public service and volunteerism.
- **Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic world-view of the child.
- **Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to please Him at all times.
- **Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah. For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.
- **Dress code:** Staff and students are expected to model proper examples of Islamic dress set by the school.

### Programs that Promote Character Education

#### **To show respect we will:**

1. Treat others as we wish to be treated. Keep hands, feet, and objects to ourselves.
2. Obey all adults, following directions the first time they are given.
3. Use appropriate language, both verbal and non-verbal.
4. Work together to keep our building and grounds neat and clean: classrooms, hallways, restrooms, cafeteria, and playground.
5. Observe all safety rules to and from school.
6. Stay off the playground equipment before and after school and when leaving or returning to school during the lunch period.

#### **To show responsibility we will:**

1. Come prepared to learn: arrive on time, bring a positive attitude, observe Islamic dress code, have all necessary supplies, and leave gum, candy, toys, and electronic game devices at home.
2. Come into the building and be ready to learn.
3. Walk quietly and safely in the hallways, on the steps, and in the classrooms.
4. Students will conduct themselves quietly in the Mosque and show proper Islamic manners.
5. Work and play in a way that does not disturb others.

### Discipline Policy

#### **Islamic School Discipline**

Definition(s) of discipline:

Discipline is controlled behavior designed to develop within an individual responsibilities for his her own actions in accordance with socially accepted conduct. Its ultimate objective is the development of a mature

individual capable of self-control and direction. Policies and practices of discipline will help achieve this broad objective while at the same time achieve the immediate objective of maintaining the desired degree of order in the classroom, in the school and at the school sponsored activities.

Al Ihsan stresses the importance of unity as parents and teachers must come together to understand and support one another. Discipline in the Islamic school is to be considered as an aspect of moral guidance. The purpose of discipline is:

1. To provide a classroom situation conducive to learning (for example, completion of academic assignments, homework)
2. To promote character training and self control.

An Al Ihsan student should be noted for his/her courtesy. True courtesy is born of Islamic charity and is prompted by consideration of others. School authorities have an obligation to expect wholesome respect from their students and a spirit of loyalty and consideration. Students should show obedience to each teacher in school, as well as to those people who serve in a supportive role. In turn, each student is treated by teachers and peers with dignity and respect. A student is treated equally with every other student and has the opportunity to develop his/her particular talents to reach the highest possible potential. We ask parents to help support and reinforce these goals through cooperation with the school community.

### **Code of Conduct**

Disciplinary action includes but is not limited to written or verbal warning, behavior contracts, detention(s), suspension and/or expulsion.

The following acts of misconduct by a student on school premises, or off school premises at any school sponsored activity, shall constitute sufficient cause for disciplinary action. These misbehaviors are not all inclusive.

1. Possession, sale, distribution, transmission, purchase, use or attempted use of narcotics, hallucinogens, controlled substances, alcoholic beverages, fireworks, matches, lighters, cigarettes, cigars, smoking paraphernalia and/or look-alikes, firearms, weapons or objects capable of copying weapons designed to do bodily harm. This also includes look-alikes of the aforementioned.
2. Theft – this includes anything that would be considered a felony or petty theft, such as that of pens, pencils etc. Anything a student takes that is not his/her, is considered theft.
3. Smoking/attempting to smoke (tobacco or other substances) while on school property, school related activity or while in the immediate vicinity of the school.
4. Damaging, defacing or destroying property (this also includes marking of textbooks, book, covers, and school property – inside or outside).
5. Using physical violence/fighting.
6. Bullying/harassment
7. Violations of school rules and regulations such as uniform and attendance.



8. Insubordination/failure to accept corrective action or discipline.
9. Vulgarity or profanity.
10. Disruption of the school environment or school related or school sponsored activities.
11. Abusive language toward school personnel, volunteers, students and /or visitors.
12. Immodest behavior.
13. Possession of any type of electronic device in or out of school activities without principal or administration consent. (included, but not limited to: cell phones, pagers, hand-held games, iPods, iPads, etc.). If any student brings in a cell phone for emergency purposes, the school is not liable for it if it gets lost or stolen. Students can keep it in the office for the day and take it before dismissal but if any student is using the cell phone for any other purposes, consequences will be given.
14. Repeated acts of misconduct.

### **Definition of Terms**

#### **Term 1 – “Detention”**

A student who receives a detention can be excluded from normal school activities with his/her peers for a period of time during the school day. The student will be in lunch detention for up to 20 minutes. Due to our parents coming from all around Cleveland, before and after school detention is difficult. Lunch detention is one way for students to understand the consequences of their actions. Detentions can and will be given by faculty or staff for failure to comply with school and/or classroom rules and teacher expectations or assignments.

#### **Term 2 - “Out of School Suspension”**

The temporary exclusion of a student from the school building is an out of school suspension. The principal and/or teacher(s) may agree to suspend a student from a field trip, student outing, or from a school sponsored sporting event as well. Out of school suspensions depend on the cause and severity of the reason for the suspension. Four detentions are equal to one out of school suspension. This will be considered an unexcused absence and will be marked as a suspension on student records, including report card. ASE reserves the right to refuse re-admittance of a student due to behavioral/disciplinary issues.

#### **Term 3 – “Expulsion”**

If any student does an act that is against ASE policies and the extent of the act is beyond imaginable, the student will be expelled. Any act under this category to be evaluated will be determined by the principal, School Board, administrator, and teacher(s). This means permanent exclusion of a student from Al Ihsan School for the remainder of the school year and the inability to re-enroll again for any future school years.

#### **Procedure for Expulsion**

Expulsion of a student from school is a serious matter. In some cases, the principal, administration and School Board may deem an action by a student so severe that it would result in immediate expulsion from school.

**Student Offenses**

ASE strongly believes in good conduct at school and any school related activity outside of the building. Discipline will not be taken lightly and students will have to have consequences for making the wrong choices. Every offense will have proper evaluation and consequence. The school will not tolerate student offenses that are setting a poor image of the school and those that students do not take seriously. The following is a list of consequences for certain actions. (These are just a few examples. The category for student offenses is lengthy but we have provided examples of the offenses that we have seen in the past).

**These are examples and are not limited to the ones just listed!**

**Detention(s) will be given for:**

**(number of days depends upon teacher and administration)**

Lying, stealing, cheating, gossiping, backbiting, spreading rumors, inability to show respect, continuous misbehaving at school/in classes, acting silly during school time/events, talking back to a teacher/staff member, medication in possession of student without valid consent from school, chewing gum in any class, name calling, spitting on school property/another student/at staff, drawing violent pictures, writing violent words/thoughts on school property, wandering the hallway when class has started, leaving school doors without permission from any staff member, opening the door without permission, visiting websites that are not allowed by the school, not coming to class on time, verbally fighting, not meeting classroom expectations, not following school rules, inability to turn in assignments, etc.

**Suspension(s) will be given for:**

**(number of days depends upon teacher, administration, and principal)**

Name calling, selling of non related school items without administration approval, possession of any type of drug, possession of any type of electronic device without administration consent (anything electronic falls in this category), possession of any weapons or toys that look like weapons, harming another student/staff member/adult in-out the building, physically and inappropriately touching a student/staff member/ adult in-out the building, using any words of vulgarity and profanity, verbal fighting, physical fighting, taking medication without office approval or supervision, going off school premises during school hours without permission, destruction/damage to school property (books/walls/restrooms/classrooms/furniture/cars/parking lot, etc.), misbehavior at any type of out-of-school activity, misbehaving or unwillingness to cooperate during school hours, any school drills, events, or trips, visiting websites not allowed by the school and updating statuses (on any type of social website/network), etc.

ASE does not tolerate any form of racism or threats towards students, teachers, staff members, parents, or community members. Students will be withdrawn automatically from ASE if racial comments, slurs, drawings, threats or intentional messages are displayed whether visual, verbal, or nonverbal. There is a zero tolerance policy in regards to racism and discrimination, as well as the safety of other students. All violations and consequences will be judged based on the severity of the situation and the student's age. However, the

school reserves the right to follow its policies in regards to dealing with student behavior regardless of student age.

**\*\*community service may also be an alternative to suspensions – administration approval\*\***

### **Extra Activities**

#### **100<sup>th</sup> Day**

Celebrating 100 days of school is always exciting at Al Ihsan! Students participate in many activities to reflect on how 100 days have gone by in the school year.

#### **Arabic Day, Islamic Studies Day, Quran Day**

The Arabic Department works diligently to prepare days of fun activities for Arabic, Quran and Islamic Studies! Each of these activities are assigned in different months during the school year.

#### **Culture Day**

Students will be able to dress in clothes from their culture and share items from countries they are from. Parents will help share their culture through pictures or presentations.

#### **Dress Down Days**

Students may be able to have dress down days throughout the year. Students may donate \$1.00 dollar and wear non-uniform clothes. These days help raise funds for various school events.

#### **Earth Day**

Students will enjoy learning about ways to save the Earth and take care of it. Activities will be planned throughout the day to engage students in learning about the Earth and ways to preserve it. Students can wear green and work on projects with individual teachers.

#### **Field Day**

The end of the school year devotes a day full of sports, food, and fun! The school day is held at a park where students get to enjoy outdoor activities. Proper student behavior is expected.

#### **Invention Fair**

Students in grades 6<sup>th</sup> -8<sup>th</sup> participate in an invention fair where various science inventions will be displayed and presented. Invention fair projects can/will be part of student's quarter grade. Students are required to present their projects as a part of their grade.

**Science Showcase**

Students in grades 3<sup>rd</sup>-5<sup>th</sup> participate in a science showcase where various science projects will be displayed and presented. Science showcase projects can/will be a part of student's quarter grade. Students are required to present their projects as a part of their grade.

**Spirit Days**

One week in October is Average Daily Membership week where Ohio takes student enrollment count to give funding to non-public charter schools. This week is full of different days so students are encouraged to come to school. The higher number is at the end of the week ensures a better outcome for state funding. Students do not have to pay to dress down during spirit week.

**Ramadan Week**

Ramadan week is going to be the first week of ramadan. During this week we want to get the students excited about the coming month and learn about why we fast and what we should do before, during and after our fast. We want to make this week as educational and fun as possible for the students.

**Please sign and return this page to your child's teacher no later than Friday, August 30th, 2019.**

I, \_\_\_\_\_, have read and understood the Parent-Student handbook for the 2019 – 2020 school year. As a parent I will work to meet and respect the guidelines set forth in this handbook. Al Ihsan School reserves the right to update the terms of this handbook as deemed necessary. I also understand that although there are many things discussed in the hand book, some things may not be covered in its entirety.

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Parent/Student Signature

Date