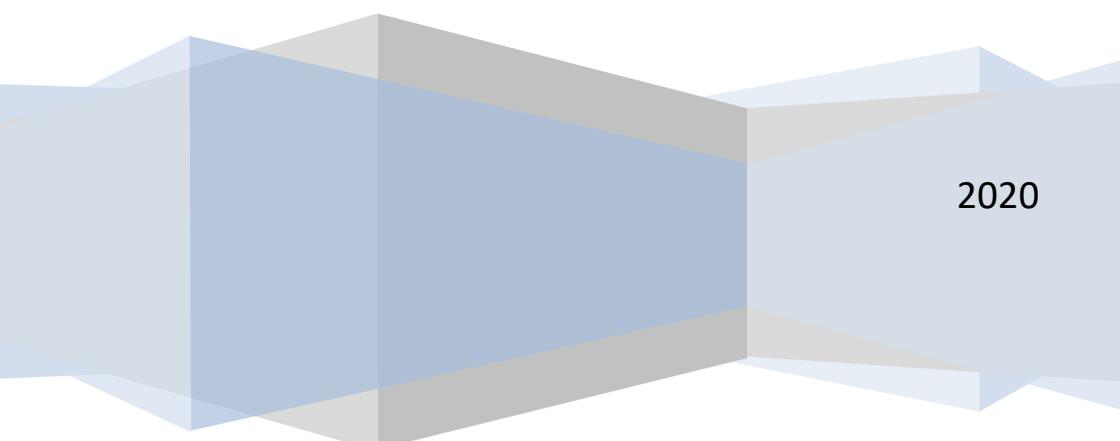


Salam School of Milwaukee

Salam School Students and Parents Handbook

Salam School Administration



2020

This document badly needs a Table of Contents

Commented [S1]: Like, badly! I did, btw change the date on the cover to 2020

Message from the Administration

Commented [S2]: Anything that should appear in both the ES and MHS handbooks, I'll highlight the heading in blue. Anything else, we should probably do separately.

Dear Parents and Students,

It is our pleasure to welcome you to Salam School. Our vision is to provide our children with a quality Islamic education. We are determined, with Allah's help and your support, to have a model school that will become an example of a quality Islamic School of which all of us will be proud. We believe our school's mission is crucial to the growth of Islam, especially in the development of our "Future Leaders" and the continuity of our traditions.

Salam School, supported by the Islamic Society of Milwaukee, is designed to provide our children with high quality facilities and an excellent educational environment. The children attending this school will receive stellar academic and Islamic education, enjoy the love and care of the Salam staff, and experience a positive upbringing in an Islamic environment.

Commented [S3]: I made some minor edits to the first 2 paragraphs to make it current.

This handbook will serve as a road map to the school. It contains general information and important rules that govern our school. We use the language of rules and regulations in the context of mutual concern. The handbook becomes a realization of our relationships and responsibilities that are carried out in our school community. **As the school continues to grow, changes and updates to the school rules noted in this handbook are made and sent directly to each family.**

As educators, we hold the vision of our world united in harmony, with each individual living life to his/her fullest. Salam School is where we begin.

The Program

Salam School dedicates itself to quality academic education in an Islamic environment. Our school helps shape the children's first and lasting ideas about themselves, their religion, their country, their culture, and the world. It helps preserve their American Muslim identity, gives structure, and meaning to basic knowledge and encourages our children to develop a love for lifelong learning. Our school's mission is crucial to the growth of Islam, especially in the development of our "Future Leaders" and continuity of our traditions. The program will make sure all students succeed and feel good about themselves. It will have an available staff member to oversee IEP and work one on one or in small groups with these students are a pull out. She or he will help the teacher modify the curriculum for the student so he/she will be able to reach their own developmental potential.

Commented [S4]: We don't do IEP's and this is also grammatically incorrect "are a pull out?"

Philosophy:

Boys and girls are Allah's trustees on earth, endowed with a soul, free will and intelligence. By Allah's mercy, we are call to seek inward and outward peace through submission to His will. Our submission is not limited to acts of worship performed solely for Allah, but involves relationship with all creation and thus all humanity.

We, therefore, are commanded to use our intelligence to study and ponder creation with all of its complexity and beauty and to educate all persons, starting with ourselves, about the message of Allah, the oneness of humanity, respect for self, others and accountability for our actions.

Vision:

Salam School is an Islamic educational institution adhering to the tenets of the Quran and the Sunnah, truly believing that Allah in the God, the one and only (Quran 112.1). There is no God but He...the Living, Self Subsisting and Eternal (Quran 2.255). Salam School dedicates itself to quality academic education in an Islamic environment. Salam School welcomes and respects students from all religions, economic, and cultural backgrounds.

Mission:

By empowering our students to achieve Islamic and academic excellence, Salam School seeks to develop citizens who embody the spirit of Islam and strive to improve their society through faith, perseverance and service to others.

Commented [S5]: Just a double check that these are right?

Goals:

The goals for Salam School are based on the Mission Statement, and are organized in the following areas:

Moral/Spiritual:

- To teach the basic tenets of Islam.
- To teach responsibility for one's one action.
- To provide the opportunity to share and practice the Muslim faith.

Social/Emotional:

- To understand the role of the family.
- To model respect for self and others.
- To maintain an environment nurturing a positive Muslim self-image.
- To teach an appreciation for cultural and racial diversity.
- To teach citizenship and one's responsibility to others.
- To embrace our role as American Muslims.
- To understand and develop our role as global citizens.

Educational:

- To strive for an excellent educational program that provides for the spiritual and academic needs of each child.
- To strive for an environment that includes a wide range of exploratory and socializing experiences and activities for all children.
- To teach basic skills and competency in accordance with each child's ability and Islam.
- To develop an aesthetic appreciation of the world.
- To develop technology as a tool for learning.

Commented [S6]: Why is it only BASIC skills?? and why is it ability and Islam?

Commented [S7]: This part of the list feels pretty light!

Physical:

- To provide a program that will encourage the development of healthy minds and bodies.
- To provide each child with the opportunity to participate in extracurricular and sport activities.

Parent-Teacher Association:

The primary purpose of Salam School's Parent-Teacher Association is to conduct fund raising activities, to help the school purchase needed materials or equipment as requested by staff and administration team. The secondary purpose of the Association is to plan and offer all-school social events throughout the year in order to foster unity and community spirit within the school.

Commented [S8]: I've modified the term used to refer to the PTA from what it formerly was: PTSG

Volunteer Service Commitment:

Each year, every school family is required to give 20 hours of volunteer service to the school. The requirement maybe met through a variety of activities, events, and fund-raising efforts that are directly related to the school's operation, as listed below.

Families may select which events and activities in which they want to participate:

- Working as an unpaid office, classroom, lunchroom or playground volunteer.
- Chaperoning field trips, dances, or other school events.
- Participate as a Room Parent

Participation in Fundraising Endeavors:

Examples: Market Day Distribution
 Suzie's Cheesecake Distribution
 Garden Flower Sale

Each school family will receive a card on which to record volunteer service hours. Hours noted for each service event must be initialed by someone in charge at that particular event. Completed cards should be returned to school once the 20 hour service commitment has been met or at year-end. A volunteer will document completed service hours, as all families will be held accountable for their service commitment. It is each family's responsibility to return signed volunteer service cards to the office in order to receive credit. Parents should keep a copy of their records.

Commented [S9]: I've never heard of this volunteer requirement and if it doesn't exist this whole section should go.

Buy-Out Option for Volunteer Service:

In lieu of volunteer service, a family may but out of the requirement by paying \$200 annually, or \$10 per hour of service not fulfilled.

Fundraising Commitment:

The 2007-2008 school budget depends on \$50,000 income from fundraising during the year. To reach this goal, each family needs to sell \$400 worth of products from any combination of designated fundraisers. All money raised through these programs directly benefits the school and children.

Commented [S10]: This section tied to 2008 budget goals should also go.

Note that items sold count toward the \$400 fundraising requirement, while hours worked at eligible fundraising events count toward the 20 hour volunteer service requirement.

Market Day

If Salam School chooses to use this fund raiser method only 20% of each order total counts toward the \$400 sales requirement per family.

Agreement to Parental Commitments

By signing an agreement, parents agree to accept all the commitments and terms as previously stated. Parents, also agree that their compliance with these terms will be monitored throughout the year and if at any time they fail to meet these obligations, they may be assessed as a non compliant recipient and not invited back next year.

Please complete the actual form at the back of the handbook and return it to school by Wednesday August 22, 2007.

Room Parents:

The primary purpose of Room Parents is to assist with school activities throughout the year, including small group tutoring, whole school projects like: science fair, natural history day, multicultural activities, creative expression in art or drama and thematic classroom activities. These parents will be a part of the classroom by teacher's invitation.

Commented [S11]: Not sure what this is referring to – if it has to do with fund raising, it should go. I don't think we want people tearing pages from this book – it would mean giving everyone a hard copy.

Commented [S12]: An ES thing? Check with Khawla.

Policies of Operation

Admission Policies:

Salam School does not discriminate on the basis of gender, religion, race, disabilities, national and ethnic origin in administration of its educational policies, admissions, athletic, and other school administrated programs.

All kindergarten students must turn four or five years of age on or before September 1st of the present school year. This will ensure that your children will be socially ready for the classroom setting and the developmentally appropriate experiences they will encounter while they are in that classroom.

The primary concern of Salam School is always for the welfare of its students and the successes they will obtain. Therefore, the school enrolls and welcomes a diverse student body.

In the admission of students, priority consideration is given to these criteria in the following order:

1. To all children currently enrolled.
2. To children of families with siblings currently enrolled in Salam School.
3. To children of the Muslim community.
4. To children from other Muslim communities within the USA or overseas.
5. To children of other religious affiliations.

Emergency Contact Information Form:

The Emergency Contact Information Form is one of the most important records requested by the school. Having current information on file is vital to the proper care of your child in the case of illness or injury during school hours.

- A new form for each child is required each school year.
- Please complete, date and sign the form
- The emergency contact should be someone who is available to provide transportation during the school day. More than one emergency contact must be listed.
- Be sure to indicate the name of the child's physician and which hospital the child should be sent to in case of emergency.

Tuition and Fees:

Tuition payments constitute only a portion of the total operating budget. Therefore, to assure that the school continues on a sound basis, tuition payments must be kept upon established agreements. Special arrangements may be made for unforeseen situations.

This payment does **not** include billing that may be accrued for any other program. Students will not be accepted for registration whose accounts have not been paid in full from the past school term. Statements of accounts owed will be sent to each family monthly. The school reserves the right to withhold the final report card of the child if ALL dues are not cleared. Any questions regarding tuition should be made to the Business Manager.

For students to continue their education at Salam School, returning students and new enrollees must complete the enrollment forms with verification of birth date and immunizations. Parents must submit the enrollment forms to the office within the official open enrollment dates which are:

March 1st-20th (1st enrollment period)

April 1st- 20th

May 1st-20th

June 1st- 20th

July 1st-20th

Commented [S13]: Are these dates still correct?

Enrollment will continue until we reach the acquired amount of students per classroom via DPI / Choice program regulations.

Students must be the required age by September 1st of the enrollment year. This means four years old for K4, five for K5, and six for first grade. Parents, who withdraw their children from Salam School, for any reason, may not be allowed to re-enroll during that school year.

Commented [S14]: Reference to age of K5 kids is redundant from above, pg. 7 second paragraph. One of the two should go.

Salam School is requiring all families to pay a \$25.00 dollars admission fees per child for computer link-up to Choice program. This fee is non- refundable and it must be accompanied with the application.

Commented [S15]: Accurate?

Non-refundable tuition:

Students that are enrolled for the school year but withdraw prior to the end of the school year may not be eligible for refund. Check with the Business Manager for details.

Book Fees:

Books for Salam School students are either purchased (consumable workbooks) or rented textbooks. All rented books are the property of Salam School and must be handled carefully. Parents will be responsible for the replacement of lost and damaged books. The cost will vary depending on the current book price.

Choice Voucher:

Salam School participates in the Milwaukee Parental School Choice Program. The Choice program allows students whose families live in the city of Milwaukee and meet income guidelines to attend Salam School at no charge. The Choice Program mandates that each application must include the following documents:

- Completed/ legible Choice application
- Birth certificate for all grades
- Immunizations records
- Tax papers for that specific school year
- A copy of current utility bill as proof of residence

Financial assistance through the PAVE Foundation is also available to families living in the City of Milwaukee who qualify under set income guidelines.

Please see the office for an application and list of income guidelines. Applications for financial aid must be made prior to the beginning of the school term and require income verification.

Communication – Concerns:

The student's teacher is the first point of contact for parents who have questions or concerns about their child's academic progress, behavior, attitude, or another school-related matter. If you feel the matter is still not resolved through discussions with the teacher, the next point of contact is the assistant principal, followed by the school principal.

Parent may contact a teacher or the assistant or school principal...

- By phone. When the principal or a teacher is unavailable for a phone call, it will be returned as soon as schedules permit but within 24 hours.
- In person. It is best to prearrange a before-school or after-school conference at a time that's mutually agreeable with a teacher and/or principal.
- By personal note. Ordinarily, a response to a personal note will be sent home the same day it is received.
- By e-mail.

Commented [S16]: Double check that this info is right: ONLY City of Milw? Pave Foundation? Other info?

Commented [S17]: This section is fine but why is it here? What is the organizational strategy to this whole thing? Alphabetical or something else?

School Hours:

We expect **all** students including the K4 students to arrive by 7:40 a.m. for morning assembly. Every day the students at Salam School will begin the day with character education and value training. Class instruction begins promptly at 8:00 a.m. Tardiness takes away from your child's social development, academics, and even lowers self-esteem because they are noticed by their peers as they come into class.

Commented [S18]: 7:35 in MHS

For four-year kindergarten, the timings for the morning session are from 7:40 a.m. to 11:15 a.m. For the afternoon session, the timings are 11:30 a.m. to 3:00 p.m.

Commented [S19]: Still correct?

Any student arriving after 10:00 a.m. or leaving before 1:00 p.m. will be assessed a half-day absence.

Parents are required to pick up your child (ren) promptly at 3:00 p.m. A 15 minutes grace period after your child's scheduled dismissal time will be permitted.

Afterwards, you will have to sign a contract for after school care. The after school program will begin at 3:30pm until 5:30 pm. The cost for after school care per week will be \$80.00 dollars or a \$20.00 dollars per day fee will be charged for this service. If you choose to go on the monthly basis it would cost \$200.00

Commented [S20]: This whole section should be reviewed by Sr. Khawla. The time is wrong for MHS but more important is this after school program segment.

Extended Care Schedule:

Extended Care is available for school students. For more information, call the school office at 282-0504.

Regular School Days:

Extended Care is available from 3:30 p.m. until 5:00 p.m. in the Activity Room; this room is accessible to the parking lot. No child (ren) will be allowed to roam around the school building. If your child (ren) is not with the teacher at all times we will not permit him or her to partake in the extended care service.

Early Dismissal Days:

On all days when school is dismissed at 11:30 a. m., Extended Care is available from early dismissal through the normal ending time of 5:00 p.m. Children should bring their own lunch and healthy snack from home.

Full-Day Holidays:

No extended care is available on any school day off connected to a holiday or holiday break such as: the two Eid breaks, winter and Spring breaks and Thanksgiving.

Commented [S21]: Double check this too since there's no program in the Activity Room unless there's also one at the ES.

Extended Care Billing Procedures:

1. At the beginning of each month, the responsible party (parent, grandparent, and guardian) will receive a calendar, which he or she should return indicating which days and times the child will need extended care that month.
2. Invoices for the actual hours of extended care provided will be sent home every other week.
3. Payment is due by the date indicated on the invoice (usually the end of the second week after the period covered in the invoice) A \$10 late fee applies to any late payments.
4. Unpaid balances may result in denial of Extended Care services, following a two-week notice.
5. No student will be accepted into the extended care program for the following school year until any unpaid balances are paid in full.

If after one hour you are not here to pick up your child (ren) the police will be called. Remember Salam School does not provide day care services or babysitting. If you need any of these services Reading Rainbow is across the street. They have van service that will pick your child (ren) up after school.

Commented [S22]: Ditto

Prayers:

Students assemble daily for Zuhr prayer, in the Masjid. 3rd to 8th grade students also assemble in the gym for Juma'a prayer every Friday. Salam School will conduct a separate Khutba (lecture), which correlates with our values or theme of the week or month. This instruction will be pertinent for Islam behavior and school conduct.

When the call for prayer is heard the students should be quiet, afterwards, the classroom teacher in which the students are in should line up the students and walk them down to the Masjid. Boys would go to the men prayer hall and girls go to the women prayer hall quietly, so other classrooms will not be disturbed. On Fridays, 3rd through 8th grade students will have their own Jumah prayer apart from the community. This gathering will take place in the gym with both boys and girls. All students should be in a line before walking out the Masjid doorway. Remind your students that quietness is important.

Commented [S23]: This should be reworded to reflect practices at both buildings.

Daily Attendance:

Regular and punctual attendance is critical for the maximum academic achievement of our students. A child can never make up a day missed at school even though some

assignments may be completed at a later date. The interaction and instruction that takes place in the classroom are regarded as valuable as written assignments. **Students should only be absent from school in case of illness.** Extended overseas trips are strongly discouraged due to the fact that it takes away from your child/ren academic learning and it affects the schools' overall attendance records. If you receive Choice voucher money for your children's education **you are allowed to have only 15 absences per school year. If you have more than 15 absences, you must either repeat the same grade again or you will be taken off of the Choice program and private pay will be enforced.**

Commented [S24]: I thought this number was a bit higher

In case of absence, parents should call the school office between 7:30 a.m. and 8:30 a.m. to inform the school of the absence or you may leave a message on the answering machine, if no one is available. Give the name of the student, along with the name of the student's classroom teacher and the reason for the absence. After one day of absence Salam School Administration will call the parents for explanation of the absence. **When a student is absent for three days, or more, the student should bring a note to school signed by the parent or a physician indicating the reason for the absence.**

Commented [S25]: We have an answering machine? Do we call if a kid is out? Do we only require a note when the kid is out for 3 days?!

- Students may not participate in any after-school activities on days they are absent from school due to illness.

Tardiness:

Students must be in their classrooms when the morning bell rings at 8:00 a.m. Parents are responsible for getting their children to school on time. The school records tardiness and students may lose their activity time to catch up with the missed work. Students who arrive after 8:00 a.m. should go directly to the school office for a tardy slip. **After two tardies the parents will be called to explain why the child (ren) has been late so many times.** Chronic tardiness is a poor habit and is unacceptable. This is not teaching your child(ren) good work ethics. If your child(ren) were employed the employer would not tolerate this type of behavior. Remember school is a job for your child(ren).

Commented [S26]: Should be omitted or edited.

If the tardiness continues on a daily basis a morning phone call at 6:30-6:45 a.m. will be placed to the home. This will encourage the student to get started for the day. Another strategy will be to have your child miss out on specials for the amount of time they are tardy. This may include gym, art, computer times and/or special events that may take place during the day.

Commented [S27]: I don't think we do wake up calls – do we hold kids out of Specials at the ES?

| | |
|-----------------------------|---------------|
| * Intermediate (Grades 4-5) | 30-60 minutes |
| * Junior High (Grade 6-8) | 60-90 minutes |
| * High School | Unlimited |

Commented [S32]: This should specify nightly, not weekly!

No teacher will give out homework early to students who will be leaving for a vacation that is taken during in-school time.

Homework is a responsibility of the student to be done on time (barring reasons such as sickness or vacation). If a student continues to abuse this responsibility, then he or she will be required to stay in to complete the work at gym, art, computers and recess. A notification slip will go home to be signed by a parent prior to the designated homework make-up day. Teachers will inform parents if missing assignments are becoming a problem.

Commented [S33]: Again, not a policy for MHS to have kids skip specials.

Early Dismissal:

Parents must inform the office of any medical or other appointments for their child at least one day in advance. Parents must also sign the child out in a special sign-out book in the office on those days. Parents should come to the office first to pick up their child.

The school office will call the class and ask your child to come down to the office for early dismissal. No parent will be allowed to go directly to the classroom to pick up their child.

If someone other than the parent is going to pick up your child(ren) please call the office or write a note explaining who will be picking your child up after school. Tell this person to stop at the school office first to confirm that he/she is that correct person picking your child(ren) up. Let this person know that the office secretary may ask him/her for an identification card. (A driver's license or pictured ID will be acceptable).

Salam School curriculum is a demanding one; we view class attendance as crucial to student success. To minimize the penalty of missed classes, we ask that elective medical and dental appointments be scheduled outside the school day, whenever possible.

Family Trips:

The school calendar provides a generous vacation schedule. Therefore, **we strongly discourage family trips during school days**, which result in students missing school. Such absences undermine the commitment to excellence and interrupt the student's work. **Extended vacation time of 15 days or more, means that your spot will not be held for your child(ren). Your child(ren) will be dropped from the Choice Program and your family will be on private pay.**

Incllement weather Policy:

Salam School services students from a wide area; there might be rare occasions when Salam School closes for the driving safety of our families. Cancellation of classes, or a delayed opening time, will be announced on the parent link and television stations WITI (6), WTMJ (4) and WISN (12) by 5:00 a.m. In the event that early morning weather conditions make travel to school hazardous and unsafe and school is not called off the parent makes the final decision for the child(ren) to attend. If school is open and your child(ren) does not attend that is considered an absence.

Commented [S34]: Both this section and the next should refer to the school website?

Parent Link:

Salam School has a communication service that gives information about school closing, delay openings, school events, absences, tutoring, school vacations and breaks and other school related announcements. In order to receive these messages, the school must have an updated telephone number in which your family uses. Any changes need to be reported to the office immediately, otherwise you will not receive the announcements.

Curriculum:

Our curriculum is organized to provide a loving, unique and Islamic environment for the care and education of our children. It is our goal to develop in each child a love for and understanding of God and Islam and to nurture an identity in each child as a confident and faithful American Muslim. The curriculum reflects the necessary components for a quality program. We focus on:

- * Social Awareness (respect, cooperation, and ability to share)
- * Character Education (excellent Islamic behavior and universal values)
- * Communication Skills (verbal and non-verbal)
- * Self-esteem (self awareness and positive self image)
- * Cognitive Growth (comprehension, critical thinking and problem solving)
- * Physical Growth (gross and fine motor skills)
- * Multicultural Education (awareness of diverse cultures)
- * Differentiated instruction (concrete, hands on, visual, auditory and kinesthetic learning)

These skills will be incorporated in an integrated curriculum. Integrated curriculum means that **all** specialists will teach the same themes, vocabulary, and character education throughout the year. This type of curriculum will enable student's different ways to comprehend a skill being taught. Each child is exposed to the Arabic, Islamic and English way of learning new material. Finally, spiral curriculum builds upon and connects to learned knowledge in all educational fields

Commented [S35]: I think this whole segment is unnecessary but certainly doesn't apply to MHS.

Standard Subjects:

The school curriculum follows the State of Wisconsin's framework, and exit expectations for each grade level. Our curriculum provides young learners with a solid educational foundation in the language arts (reading, spelling, creative writing, handwriting, and English grammar), mathematics, science, and social studies. Physical education and art are also important aspects of the program. A strong emphasis is placed on the importance of critical thinking in all the above areas.

Religious Studies Program:

Instruction is imparted in three basic areas: Islamic Studies, Qur'anic studies and Arabic Language. At Salam School, in grades (K4-8), students receive instruction in these areas with one specialist teacher for almost one hour per day. Using a series of text materials in Arabic, the teacher follows an integrated thematic sequence in which students develop their reading, writing and speaking ability. In Islamic Studies, the program emphasizes the integrated curricular themes each month from basic beliefs and worship, to stories of the prophets; to moral values and ethics. Verses from the Qur'an are selected according to these themes for children to understand and memorize as part of Qur'an and Studies curriculum.

Multicultural Education:

Multicultural education has the purpose of helping students acquire the knowledge, attitudes and skills they need in order to become active citizens in a democratic society. Throughout the curriculum at Salam School, students have the opportunity to explore and develop an appreciation for the diversity of our local, national and global community while maintaining their Islamic identity.

Part of the curriculum at Salam School specifically exposes students to the contributions of cultural and religious groups in United States history. Many of the topics recognized and/or discussed include but are not limited to national holidays. As educators, Salam School staff have a responsibility to promote an awareness of the religious and cultural diversity of this country. The Islamic Studies teacher will explain the religious aspects of the individual country being taught. Salam School is fulfilling state requirements. By doing so, Salam School provides students with the educational base they need to perform better on standardized tests. If religious differences are discussed an Islamic studies teacher will give instruction about this topic.

Music:

Music is one way that a student may be able to express him or herself. They can listen and learn new concepts by getting involved with music. As a result, the teachers will be using music within the classrooms to enhance and help master skills being taught. This

Commented [S36]: I think this section should differ between the two books. This can stay for ES but MHS should list the course req. to graduate or something similar.

Commented [S37]: Glad this is here but maybe instead of promising almost an hour a day, it should clarify that passing Arabic is req. for graduation and that these are classes that can't be made up online?

Commented [S38]: I think the last line of this section is outdated and this whole topic would benefit from a dose of, "you're gonna have to get along with these folks so you may as well learn something about them." IMHO

curriculum supplement boosts comprehension of Wisconsin State standards, as it develops self-expression and increases learning.

Educational Field Trips:

Field trips are intended to enhance the curriculum and enrich students' educational experience. In addition to regular class work, teachers complement students' education with a wide variety of hand-on activities, projects, assignments, and educational field trips. They are planned from time to time as an enhancement to the curriculum. These trips are part of the school program and are not optional experiences for students. Therefore, attendance is required on planned class field trips. The cost for field trips is divided equally among those attending, and must be paid in advance when required. Parents will be informed of the trip. Students should pack lunches for these trips.

Students who do not adequately follow school rules will be restricted from attending field trips and extracurricular activities such as: fun fair, sports day, etc. Behavior on any school-sponsored trip must be the very best and we expect students to recognize their place in the larger community and to act responsibly and respectfully toward their neighbors. **If acceptable behavior is not displayed on the field trip, the next field trip your child will not be permitted to go. If the field trip is close by, the teacher will call the school and an administrator will pick the student(s) up. The field trip is finished.**

Each unit will take one field trip per quarter or four per year. When planning field trips, teachers take into consideration the timing in relation to other school events. The classroom teacher will send parents advance information about any planned field trip, along with a permission slip to sign and return to school. Legal responsibilities warrant that a child may not participate in a field trip unless a signed permission slip is returned to the school for that particular trip. A child who does not return a signed permission slip will have to stay in school with supervised study. Teachers are given discretion to decide whether school uniforms are worn on a field trip.

Chaperones:

Parents are often recruited to assist as chaperones on field trips. Chaperones must follow these guidelines:

- Please arrive on time and check in at the school office.
- Refrain from smoking and alcohol consumption during the field trip.
- Help the teacher to maintain order during the trip.
- Please do not purchase gifts or food for students (especially small groups assigned only to you) without consulting the teacher.
- Please do not bring younger children along, since your focus must be on the safety and well-being of the school children.

Commented [S39]: Not always bag lunching it.

Commented [S40]: Not sure if this is entirely the policy for the MHS and the whole tone of this section is a bit informal and "yell-y"

Commented [S41]: That's not a hard and fast rule.

Commented [S42]: Nope, not an option at MHS. I'd rather the kid stay home. There's no staff to sit with one kid.

Commented [S43]: I don't think this happens too often at the MHS level so I'm not sure if this should be in the MHS book or not.

Commented [S44]: Seems like there should be more to this list like a background check or something?

Every effort is made to integrate themes from different disciplines in the instructional minutes.

In addition to these basic educational components, the middle school grades are concerned with preparing the adolescent to be successful in high school. The school provides an environment that encourages independent thinking, creativity, originality and action. The learning environment is student-centered, emphasis is placed on value-based education, creativity, imagination, inquiry, discovery, critical thinking, decision making, cooperative learning and alternative modes of learning that meet the needs of the students.

Movie Policy

Videos shown during the school day will have an educational value and genuinely fit into the lesson plan. Teachers will be aware of the ratings established by the Motion Picture industry. Parents must sign a permission slip for their child(ren) to view a movie with a PG13 or higher rating. Movies with no educational value may be shown only for parties or earned rewards.

Occasionally videos will be used to support the unit or themes being taught in the class. **Unnecessary and excessive use of videos is prohibited.**

Technology:

Salam School has an excellent computer lab for the students to use. It is extremely important that all students adhere to and follow the rules and regulations of the lab. If rules are broken your child will be asked to leave the lab. **No child(ren) will be permitted to use the internet without teacher supervision. Also students are not allowed in the lab after 3:00p.m. If students must use the internet, the teacher is required to give the computer teacher the web sites to locate information being research.**

Use of the school's computer resources is a privilege and all users are expected to conduct their online activities in an ethical and legal fashion. Users should not view or transmit threatening, harassing, pornographic and obscene material. In addition, users must be careful to make sure that they do not use or transmit copyrighted or trademarked materials without first obtaining appropriate permission with the assistance of school officials. Use of copyrighted or trademarked materials without appropriate permission violates state and federal laws. Misuse of these resources may result in disciplinary action, including the suspension or revocation of these privileges.

Commented [S45]: This section seems to have come out of nowhere and targets MS as if HS didn't exist. I'd dump it.

Commented [S46]: This time is not accurate.

Social Development:

The social and spiritual development of all students will receive significant emphasis. The projected number of students in the middle school grades is large enough to provide positive social interaction but small enough to allow a well-disciplined environment with adequate personal attention. Here, students will be enabled to study and explore the social forces surrounding them in their daily lives from an Islamic value based perspective. The individual needs of younger students will also be met in an environment that focuses on their unique social and spiritual developmental needs.

Commented [S47]: I can barely tell what this even means. It may be crucial to include but then we need to update and be more specific.

Students with Special Needs:

Special needs are defined as characteristics or behaviors in a child that requires additional supportive services and interventions from the LD/CD teacher and the regular education teacher. If a written IEP is provided the teachers will create leveled lesson plans that will enable your child to succeed and grow in knowledge at his or her personal developmental rate. These lesson plans will be updated once a year, to facilitate the student's learning, which will move him/her closer to grade level. Individual instruction will be given to the exceptional educational learner with in the classroom or pull out for specific skills that need to be worked on. Some of the characteristics or behaviors that may require additional services are:

Commented [S48]: This whole section needs revision as we don't do IEP's or M-teams etc.

Crisis Referrals:

- * Suicide talk and gestures
- * Child abuse/neglect
- * Abuse relationships
- * Drug/ Alcohol dependency or co-dependency
- * Health needs
- * Grief/Loss issues

Non-Crisis Referrals:

- Academic Deficiency (Listening and comprehending skills)
- Learning Problems (LD, CD, Organizational Skills, Processing Problems)
- Family Concerns
- Speech/Language
- English as a Second Language

Special needs are identified by:

- Parent/guardian referral

- Teacher observations and lists of interventions
- Surveys conducted by teacher and special education coordinator
- Standardized test resulting in which students score below the 39th percentile

Any supportive services or interventions needed to meet these special needs students will be referred to the special education coordinator.

Multidisciplinary Team Process (M-Team) Referral:

Commented [S49]: Doesn't exist, we should omit.

A referral is made after the teacher has exhausted all intervention strategies that are documented and explain why these interventions did not work. A referral is not equated with a diagnosis. Parent/guardian, school staff, or administration of the school can originate initial referrals.

Once a referral list is generated, the case manager will determine the team composition that may include: Regular teacher, Title 1 teacher, School Social Worker, Special education coordinator and any outside of school testing documentation that a parent might provide. Input is also obtained from parents/guardians and family physicians. Parents are encouraged to identify the needs of their child. Principal and supportive personnel will give input for the educational needs of the student being tested.

Lunch Program:

Students have the option of buying hot lunch or bring a cold lunch from home. Students bringing a cold lunch can buy milk any day that hot lunch is offered.

Children need healthy meals to learn. Salam School offers healthy meals, every school day, as supported by the Department of Health and Nutrition. Free, reduced and paid lunch is provided for Salam School students on a daily basis. Each parent must submit a lunch application to the school office for his or her child(ren). Money for students who are reduced or paid lunch must be submitted by the 1st of every month.

All students are expected to follow meal-time etiquette and abide by the following lunchroom rules.

1. Enter and leave the lunchroom in an orderly fashion. No running.
2. Remain seated at their table until dismissed to return trays and throw away garbage.
3. Talk with an "inside voice".
4. Finish eating before going outside for recess.
5. Clean up tables and floor areas and if applicable, push chairs under the table before leaving.
6. Get permission to use the restroom or leave the lunchroom.
7. Food stays on the plate. If food is dropped notice the custodian for clean-up. There is NO sharing of food.

Commented [S50]: Why not?

8. Stand in line to get any condiments, pushing and shoving will cause you to eat the food without additional toppings

Soda Policy

During school hours, students are not allowed to drink soda. This applies to soda brought from home as well as soda purchased from the on-site vending machine.

Commented [S51]: This is mentioned twice, both here and below.

Free or Reduced-Fee Lunch Program

To apply for free or reduced-fee meals, a parent must fill out an application available in the school office. The information provided on the application will be used to determine eligibility and may be verified at any time during the school year by school officials. Applications may be submitted at any time during the school year.

Healthy Snacks

Salam School follows DPI Wellness Program for healthy snacks. After school students will be selling healthy snacks that go along with the Wellness Program. Healthy snacks includes but not limited to: fruits, granola bars, 100% juices, baked crackers, potato chips and pretzels, nuts, seeds, trail mix and dry fruits.

Commented [S52]: What about Nachos? Bake sales? Coke and Sprite?

Nutrition Education

Our goal will be to influence students' eating behaviors. Nutrition influences a child's development, health, well-being and potential for learning. To afford the students the opportunity to participate fully in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all member of the school community to create an environment that supports lifelong healthy eating habits.

- Classroom activities will incorporate appropriate lessons in nutrition through Health/Physical Education and Science.
- Students will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.

Nutrition Standards for Food/Beverages at School

The set policies and standards that recognize the need for healthy choices while on school property. The staff will work on maximizing nutritional value, decrease fat and sugar content in foods and beverages provided for children, and monitor portion size.

- The first place for this education will be in the lunchroom. Our policies for hot lunches will emphasize and foster healthy food choices. We will provide a pleasant eating environment for students and staff. Students will be allowed frequent drink breaks and/or the choice of using a water bottle during the day.

Commented [S53]: How about we abide by DPI laws re: food and that's that?

- When using food as a part of class or student incentive programs, staff and students will be encouraged to utilize healthy, nutritious food choices.
- We will reduce student access to foods of minimal nutritional value.
- Fresh fruits and vegetables will be offered regularly. Portion size will be accurate for age of child. We will cut back on fried foods and fat contents and our desserts will incorporate fruit to help decrease the sugar content.
- **During school hours, students will not be allowed to drink soda or chew gum. This applies to soda and gum brought from home. Parents will also be asked not to include soda in cold lunches or lunches purchased from fast-food restaurants.**
- Salam School's administration will set guidelines that are sensible for foods served at parties and events, keeping in mind the need for policies for peanut and other allergies present in the school.

Commented [S54]: Oops!

Physical Activity

Salam School provides physical activity opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short and long term benefits of a physically active and healthful lifestyle.

- Our Extended Care program will also allow for physical activities after school for students in the extended care program.
- We will foster and communicate all available opportunities for community, private, and schools based physical activity, such as teams, events, camps, programs etc.
- The Physical Education curriculum will emphasize lifelong fitness and wellness as a personal goal for each student.
- Students will be given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free-time, and the integration of physical activity into the academic curriculum.
- We will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Tutoring and Summer School Program:

There are several structured tutorial programs available. Among them are the summer school, weekend schools and tutoring two evenings a week at Salam School. Salam School will offer Math, Science, Social Studies, Forensics Clubs, Creative Expression Club and Literature Circles. These clubs will challenge and enrich students that are at grade level or above.

Commented [S55]: This should appear in both books but be VERY different btw the two.

Commented [S56]: Clubs need to be reviewed and tutoring updated to reflect Success.

A written agreement will be handed out to each student interested in partaking in the academic clubs being offered. The classroom teachers will give a list of students that need to be tutored the two days during the week and/or weekends. These learning sessions are not for the at grade level or above students.

Our summer school program is set up for students that are struggling with academic concepts and skills at their grade level. This program is in session for six weeks, during the times of 8:30AM to 12:30PM.

Transportation:

While Salam School is unable to directly provide transportation for student, carpooling arranged among parents in one way to meet transportation needs.

Parents of students living more than two (2) miles from Salam School and residing in the city of Milwaukee, are eligible for transportation reimbursement through the Milwaukee Public School System. Parents who are legally separated Salam School divides the transportation reimbursement according to the legal decree set up by the court. See the Salam School office for details.

Enrichment:

Salam School offers a variety of enrichment activities to supplement the main core of our academic program. These include school wide:

- Science Fair
- National History Day
- Spelling Bee
- Newspaper
- Academic Olympics in Reading and Language Arts
- Quran Contest
- Islamic—Value/ Character Education Day
- Multicultural Day
- Peer Mediation Council
- Ansar
- Community Service
- Sports Day
- Project Citizen
- Forensics
- Arabic Day
- After school clubs and literature circles
- Creative Expression Contest (Drama, Streamers, Art, Poetry)

Commented [S57]: This list needs to be reviewed.

Our classroom centers are designed to complement classroom studies and to offer a variety of educational materials to students and teachers.

Traffic Guidelines:

The following guidelines are established to minimize the traffic congestion during arrival and dismissal times as well as increase the level of safety for our students, families and neighbors.

Please follow these guidelines if you have a student at Salam School:

1. Drive 10 miles per hour while entering and exiting.
2. Do not make a left turn on 13th street when exiting.
3. Do not leave your car unattended in the driveway.
4. Utilize available parking spaces. Parking is not allowed in the driveway.
5. Do not Double Park.
6. Pull your car up as far as possible when using the driveway. Do not stop in the middle of the driveway.
7. Drop off and pick up students at the back of the parking lot. Students should not be dropped off at the school entrance.
8. Remember that dismissal is at 3:00p.m.; however it takes the students 5-10 minutes after dismissal to go to their lockers and gather their belongings. In order to minimize the congestion, we ask that you arrive closer to 3:05p.m.
9. Use the crosswalk. Do not leave children unattended while crossing the street.
10. Do not leave children unattended in the parking lot area.
11. Drop and pick up your children on time.
12. Driver must stop at all STOP signs to avoid accidents.

Personal Items:

For grades 1-9 toys, comics, electronic games, CD players, make-up, jewelry, perfume, mobile phone and other inappropriate items are not permitted at the school. If brought to school, the teacher will take those items from the child. They will be confiscated and returned at a later date.

Labeling:

Book bags, lunch boxes or bags and personal items should be clearly and permanently labeled with the student's full name. Clothing items, like scarves, sweaters, mittens, hats must also be labeled clearly. A label may also be placed inside the student's uniform and shoes. This is absolutely necessary to make sure each student can keep track of his/her belongings. Remember to label school

Commented [S58]: Why is this here amid academic stuff? Clearly this whole segment is outdated and should reflect practices at both buildings.

Commented [S59]: Not mobile phones!

supplies like (folders, notebooks, binders, glue sticks, and bottles, markers, crayons and even pencils or pens.)

Commented [S60]: Seems very true for ES, not so much for MHS.

Lost and Found:

Commented [S61]: I guess this could be in both books but then it would need to reflect MHS practice in that book.

A lost and found area will be maintained near the office. Of course the labeling of all coats, jackets, sweater, lunch boxes and other personal items will prove very helpful in reducing the number of items never claimed. Parents are urged to stop by and check these items occasionally. Please encourage your children to check the lost and found for their missing items.

The school will make every effort to safeguard personal belongings brought by the child, but will not be responsible for lost or broken items. Expensive or irreplaceable items such as jewelry, watches, cell phones or cameras should not be brought to school. As a result, once a month the school will give the unclaimed articles to the needy.

Many textbooks have been lost in the past few years. The administration asks that you write your child's name and homeroom number in each book. This will prevent lost or stolen school materials that you will have to pay the replacement cost.

Visiting:

Parents are welcomed to observe in the classroom for fifteen minutes at the most. However, they need to make an appointment with the teacher via the main office. They must not disturb the classroom with their presence. All visitors must check in at the office, receive a visitor badge, before going into the classroom or school premises. The teachers have been advised not to respond to parents who do not have a visitor pass. This is for safety purposes and also to avoid disruption of teaching.

Commented [S62]: 15 minutes, huh?

For special need children, a parent might be asked to volunteer the whole time that his or her child is present at Salam School. The parent must sign in at the office and get a visitor's badge everyday he or she is present.

Birthdays:

We do not encourage celebration of birthdays in school. However, we do realize the significance of this day for the child and the parent. This day is special and the child needs to know that. Parents of students in K4-3rd grade may bring in treats to be shared with all classmates. No decorations or distribution of invitation cards is permitted. Parents need to inform the teacher at least one week in advance, if they plan on bringing treats. Your treats can be cookies, small cupcakes or brownies. Salam School will not allow cakes.

Commented [S63]: Is this worth including in the Handbook?

Parties:

Salam School policy is to limit excessive parties in classrooms. Four scheduled parties will be allowed throughout the year. These will be for Eid ul Fitr, Eid ul Adha, Culture Day and one at the end of the year. Treats may be shared for Isra Miraj and the advent of Ramadan. Remember NO CAKES ALLOWED!!

Commented [S64]: What's with the anti-cake thing?!

Vacations:

Winter Break: Students receive a ten-day break during part of December and January.

Commented [S65]: Sometimes more?

Spring Break: Students receive one week break during March or April.

Summer Vacation: Beginning early June to late August.

School Holidays:

The school takes certain holidays each year. On these days the school remains closed. The following holidays are observed during the academic year.

Labor Day
 Thanksgiving Day
 Memorial Day
 Eid ul-Fitr (3 days as indicated on the calendar)
 Eid ul-Adha (3 days)

Summer Office Hours:

Salam School office is open for the most part of the summer. The office is opened from 8:30 a.m.-12:30 p.m.

ACADEMIC POLICIES:

Class Size and Groupings:

The school shall be placed in a group of peers based on age or grade level and/or special needs as determined by the staff. Elementary classes will be formed consisting of 18 to 25 students. With 22 considered the average size. For the primary grades K4-5th there will be an aide with the master teacher. This aide will teach small groups so all children will be on grade level. In the middle school two floating aides will assist teachers and students that are below grade level.

Special need students that have an IEP or a behavior modification plan will be assisted by the Exceptional Education Coordinator or the Title 1 teacher. This intervention will take place within or outside of the classroom depending on what the instructional plan maybe. The individual student will determine what type of intervention strategy should be used.

Students that have English as a Second Language will be pulled out of the classroom and worked with in small group or one on one interaction. This will be determined by the academic needs of the student.

Homework Policy:

Homework is considered a reinforcement of what's taught at school. Parents are responsible for providing a quiet, well-lit comfortable place for the child to complete his/her homework assignments. Parents should make sure children give proper attention to the neatness and accuracy of the work being performed. However, parents must not do the children's work for them. Homework is an independent activity in which the child reinforces skills learned at school. Parents may assist their children in a limited way. Parents should be prepared to sign homework papers at the teachers' request. Parents must also follow through with homework assignments that require their direct involvement. Teachers may send special notes home indicating when this is necessary and parents are expected to respond accordingly.

Students in grade K4 through grade two will be given special assignment folders or binders for home school communication and assignments. The classroom teacher will provide the specifics within the first few days of school for parents.

Students in grades three through eight are required to use an assignment notebook. This notebook will be used for assignments, hall passes, parent/teacher communication and consequences for not doing homework. If a student loses their assignment notebook it will be their responsibility to purchase an additional one from the school office.

Commented [S66]: Both this paragraph and the one above are outdated – we have no IEP's or ESL.

Commented [S67]: I think this topic was covered above, and more succinctly, though it should probably be moved to this section.

Commented [S68]: Where's 9-12?

If students choose not to do their homework they will miss out on gym, art, computer, and recess for that day. Instead they will do their homework during these times and writing an explanation why they did not do their home. Included in the explanation is how they plan to improve or decrease the episodes of not being compliant with the rule of doing homework. Furthermore, if this becomes a habitual problem your child will not be permitted to attend the next field trip. In its place he/she will practice doing homework to reinforce the skills that have been taught during the past four weeks.

Commented [S69]: This whole policy needs to be reexamined.

Testing:

Testing as an evaluation and review of the student's learning is an integral part of the academic program. Formal and informal tests will be administrated throughout the school year. Parents/guardians are encouraged to assist their children in studying for these tests.

The administration is optimistic that all teachers will communicate amongst each other to prevent overlapping of administering subject exams and tests. This will reduce the stress that comes with taking tests.

Standardized tests are given to students in the spring. The entire battery of Terra Nova skills test is administrated to grades K-8, grades 4th and 8th will also be taking the WKCE tests. These tests are helpful indicators of achievement of basic skills or reading, language arts, mathematics, social studies, and science. Regular pupil attendance is required during the testing period. **If the student is not present during the testing period he/she will be asked to miss out on specials so he/she can make up the test. If it is a standardized test period we will allow you one day to make up the parts that you missed, otherwise we will send in the test with empty spaces. This means that your child(ren) did not know the answers.**

Commented [S70]: Oops, don't have that anymore!

Progress Reports and Report Cards:

Progress reports are issued biweekly on Edline. A report card indicating achievement and effort is issued to every student in grades K4-8 each quarter. Parents/guardians are required to attend a conference to receive and discuss these reports after the first marking period. The quarterly report is an important indication of the student's daily progress. Additional conferences may be scheduled for other marking periods depending on the progress of your child(ren). A spring conference will be mandatory so you can discuss your child(ren) strengths and weaknesses.

Commented [S71]: Gradelink – this whole clause is outdated and doesn't include 9-12.

Grading:

Report cards are issued four times a year. Scores on daily activities, classroom participation, homework, projects, quizzes, and tests are combined to determine a

progress grade for each quarter. A three-point scale is used in kindergarten to third grade. This scale is used to indicate rate or progress in subject matter or skill. It shows a child's own growth in curriculum areas without comparing the achievement of one child to that of others.

| | |
|---|-------------------------|
| + | Outstanding Performance |
| S | Satisfactory |
| I | Improving |
| N | Needs Improvement |

Student achievement in grades 4-8 is evaluated by letter grades (A-D, U), with plus (+) and minus(-) noted and recorded on transcripts and calculated for the grade point average (GPA). Grade point averages for honors and class ranks are determined using the following chart:

| Level Grade: | %Grade | Grade Point |
|--------------|--------------|-------------|
| A | 94-100 | 4.0 |
| A- | 90-93 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.7 |
| C+ | 79-77 | 2.3 |
| C | 76-73 | 2.0 |
| C- | 72-70 | 1.7 |
| D+ | 69-67 | 1.3 |
| D | 66-63 | 1.0 |
| D- | 62-60 | 0.7 |
| U | 59 and below | 0.0 |

Note: ESL and special education students with an IEP's are given modified grading and testing preferences. Students are evaluated n their effort and progress in a particular subject. When the student has reached a level of proficiency he/she will be evaluated using the above scale.

Retention:

A teacher may retain a student using the following procedure:

1. At the end of the first marking period, teachers should discuss the student and his/her problem with the parent/guardian and the administration. A plan for remedial action should be developed.

Commented [S72]: 9-12?

Commented [S73]: No weighted scales?

Commented [S74]: We don't have IEP's and 504 kids aren't on a different grading scale they just get consideration.

2. At the end of the second quarterly marking period, the teacher should discuss the possibility of retention with the parent/guardian. The parent/guardian, the teacher, and the administration must sign a written form.
3. The parent(s) /guardian(s), the teacher and the administration should meet to discuss the final decision.
4. The parent(s)/guardian(s), the teacher, and the administration must sign retention decision.

Textbook Policy:

Students will use the textbooks in class under teacher directed instruction. They may also use these books for homework assignments that reinforce the learning that takes place in the classroom.

For additional reinforcement in a particular subject area, students are encouraged to read supplemental materials from the school or local library. To improve overall reading skills, students are also advised to read literature on a daily basis.

Academic Awards:

Each year it is our goal to recognize the students who show outstanding educational growth, improvement, commitment and intellectual development in their academic subjects. It is also the goal of Salam School to promote high self-esteem through Islamic citizenship and positive self-concept. We consider it important to recognize these students for their efforts. Achievement is very much connected to regular study habits and seriousness in completing assignments. We want to see every student reach his or her potential by striving hard.

We acknowledge students for their achievements each year by giving them awards that represents their accomplishments. Awards are based on cumulative GPA including all subjects in all four reporting periods. The awards given are:

Honor Roll

| | |
|----------------|----------------|
| Gold: | 3.8-4.0 |
| Silver: | 3.5-3.7 |

Islamic Citizenship

Academic Achievement

Most Improved

Principal's Award

Commented [S75]: This whole section is out of date, we no longer do gold/silver or Islamic Citizenship etc.

**Perfect Attendance
Character Education Award**

In addition to academic achievement, the school recognizes efforts towards good citizenship, perfect attendance and significant improvement. Awards are also given to students receiving the highest points in each subject area. Principal award is given to a student meeting academic achievements, Islamic citizenship and perfect attendance.

Commented [S76]: Wow, Academic Policies went by REALLY fast. The transportation policy was longer. There should probably be a good number of policies added here.

In the Name of Allah, the Compassionate, the Merciful

Discipline Procedures

Salam School



“Where Faith and Learning Come Together”

Salam School Student Code of Conduct

IMPORTANT

Salam School Personnel:

PLEASE REVIEW THIS BOOK WITH YOUR STUDENTS, SO THAT THEIR FAMILIES ARE AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL AND DURING SCHOOL – SPONSORED ACTIVITIES. Since parent(s) can be held responsible for the actions of their children, it is important that they are aware of the rules and the consequences if their children break the rules. However, parents also have the right to advocate for their children.

Therefore, the school must have a proof that every student and every parent has had a chance to review this code of conduct.

Sign and return the Acknowledgment Form to the school within 3 days of receipt of the Code of Student Conduct 2008-2009 to confirm that you have received the book and are aware of the rules therein.

Your signature does not mean that you agree or disagree with the rules.

A copy of the Acknowledgment Form is provided in this booklet and should be retained for your records.

Please note that this document may be updated several times throughout the school year. The most updated version can be found on the Salam School website. Also, Salam School Administration reserves the right of updating this code whenever it sees fit.

*Whenever the term “parent” is used, it also refers to either or both parents, any person in a parental relationship to a student, or any person in a supervisory place of a parent.

Commented [S77]: Maybe it's just me, but I don't like the visual of noting the mercy and compassion of Allah (SWT) in 12 point font and then Discipline Procedures in like 64 point font.

Commented [S78]: YIKES!!

Salam School Student Code of Conduct 2010-2011

Commented [S79]: Uh oh!

(Please Sign and Return this page)

PARENT/STUDENT ACKNOWLEDGMENT FORM

Salam School Student Code of Conduct 2008-2009

This booklet lists the rules for Salam School students. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules. Return this form to school within 3 days of receipt of the Code.

Student Name (PRINT): _____ Student Signature _____

Parents Signature: _____

Date: _____

(Please keep this page for your Records)

PARENT/STUDENT ACKNOWLEDGEMENT FORM

Salam School Student Code of **Conduct 2008-2009**

This booklet lists the rules for Salam School students. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules or reviewed on the school’s website. Return this form to school within 3 days of receipt/review of the Code.

Student Name (PRINT):

Student Signature:

Parent Signature:

Date:

Commented [S80]: Why’s this here twice?

SALAM SCHOOL
STUDENT CODE OF CONDUCT
2010 – 2011 SCHOOL YEAR

Philosophy

Salam School is not only a place to learn and to practice various academic skills; but also a place for students to understand and observe appropriate Islamic behavior and conduct. Appropriate Islamic behavior and conduct are based to a large degree upon the students' learning to exercise self-discipline and self-control. This includes learning to respect the rights and properties of others and doing what is necessary to follow rules and regulations, which have been formulated from an Islamic perspective, to ensure a better life for them and those around them.

The disciplinary rules have been established to promote such an Islamic character and to maintain an atmosphere that encourages learning for all students. These rules have been made to ensure fairness and equity for all students. It is impossible for good teaching or learning to take place unless there is order.

Students must keep in mind that teachers are responsible for their overall welfare and safety. As a result, teachers are given the authority to maintain proper student behavior as outlined herein.

The teachers and administrators at Salam School reserve the right to decide whether or not a student's behavior is in violation of the established rules of Code of Conduct and Islamic values. The goal is to take corrective action that will be counseled by their peers. In some cases, parents will be referred to professional counselors. The purpose is to provide the best possible assistance for a student's needs. Students in violation of school rules and policies will receive consequences. While students must learn to bear consequences of their actions, they are encouraged to do supplication, dua' and ask Allah (SWT) for forgiveness. The concept of seeking forgiveness and being forgiven is an Islamic concept that will be incorporated while dealing with all students.

Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities. Corporal punishment is completely banned under all circumstances at Salam School.

Rationale

This Code of Conduct is designed to enable students to grow "Islamically," educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The students will be in an environment where concerned teachers set FIRM, CONSISTENT, and POSITIVE limits. The intention is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior.

Commented [S81]: This whole segment should probably occur earlier but do we need this philosophy at all?

Commented [S82]: Not that I care, but we should probably either indent paragraphs or skip a line.

Attendance Policy

To enable students to learn, it is necessary for them to attend school on a regular basis. Wisconsin School Board states that each and every student must attend school for a minimum of 175 days. It is the responsibility of all parents to ensure that they will take necessary steps to make it possible for their child(ren) to be in school on a daily basis. The following is the attendance policy adopted by Salam School:

Timings: School timings are Monday – Friday. Elementary 7:40 am – 3:05 pm, Middle and High School 7:40 am – 3:20 pm.

Students who make it to school after 7:45 a.m. will be marked tardy. Students coming in after school has started need to report to the office for a tardy pass.

Arrival and Departure: The School does not open to students until 7:20 a.m.; there is no supervision before 7:40 a.m. Students must be picked-up from school before 3:30 p.m.

Tardy Policy: students must arrive to school on time. Specifics are as follows:

PKG – 5th grade: Homeroom teachers will maintain daily attendance records of their students. Attendance will be taken the beginning of first period. The teacher will call or send an attendance list of absent students to the office by 8:05 a.m.

6th – 12th grade: Teachers will take attendance in their classes each period on Ed-line. The first period teacher needs to call or send an attendance list of absent students to the office by 8:05 a.m.

Please note that at the fifth (5) tardy, students will serve one (1) hour detention.

Commented [S83]: This is covered in at least one other place.

Commented [S84]: Times are incorrect

Commented [S85]: Gradelink

Commented [S86]: This policy and the whole segment seems out of date.

Explanation of Terms

Excused tardy is a tardy that has been excused by the Principal and or respective Assistant Principal, due to extraneous circumstances.

Unexcused tardy is a tardy that has not been excused by the Principal or Assistant Principal.

Compulsory Attendance: Wisconsin School Board states that each and every student must attend school for a minimum of 175 days.

Excused Absence is when the Principal or Assistant Principal has excused the student due to a required field trip, weather conditions, documented illness (physician's note of treatment), religious holiday, and/ or death in the immediate family (3 days).

Any 6th-12th student who is absent for more than ten (10) days (of combined excused and unexcused absence) per semester will not receive credit for the semester.

Any PKG-5th grade student who is absent for more than twenty (20) days (of combined excused and unexcused absence) per school year will be in danger of failing that school year.

Parents must notify the school office when their children are unable to attend school or are tardy due to an illness or family emergency. Parents have the option of faxing, sending a note, or calling the school office before 9:00am. If parents forget to notify the school then their children will be marked as an unexcused absent. For illness, a doctor's note will be needed if a child is absent for more than three (3) days.

Commented [S87]: Here's another policy I don't think we follow.

Commented [S88]: Maybe this too? Either way, we should only have this explained one place in this booklet.

Commented [S89]: This policy was explained previous but this one includes faxing.

Missed homework: Any child who is absent is accountable for arranging to complete missed assignments, quizzes and tests. In case of PKG-5th grade students, parents will need to monitor completion of missed assignments. Middle/ High school students must make up work within 2 days of absence. For extended absences (more than a week), the student has 2 weeks to complete make up work.

Prolonged Absences: Detailed doctor's note must be submitted to the Principal for approval and for arrangement to make-up missed assignments, tests and quizzes. An example of a prolonged absence would be Hajj: Up to eighteen (18) consecutive days can be taken for Hajj. Parents must obtain prior approval. Other days cannot be combined to exceed eighteen days.

Please Note: Chronically tardy students can be asked not to return to school for the following year if there is no improvement during the school year in daily attendance. Salam School Administration reserves the right to review and repeal any segment of the Attendance Policy.

School Uniform Policy: The uniform for Salam School has been modified for 2008-2009. Please find below the modified uniform code. All school uniform apparel must be purchased from vendors selected by Salam School. The goal and mission of the new policy is to have all Salam School students dressed uniformly.

Commented [S90]: This policy is explained elsewhere more accurately.

Commented [S91]: How does the 18 day limit here fit with the other statements that say a kid can only miss 15 days?

Commented [S92]: I like this! We should quantify this and publicize it.

Commented [S93]: Not true for boys' clothes.

| | Boys/Elementary | Girls/Elementary | Notes: |
|------------------|---|--|--|
| Monday | Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional) | Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th) black sneakers | Hijab for girls in grades 2-4 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls. |
| Tuesday | Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional) | Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th)black sneakers | Hijab for girls in grades 2-4 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls. |
| Wednesday | Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional) | Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th)black sneakers | Hijab for girls in grades 2-4 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls. |
| Thursday | Navy Blue Pants, White shirt with buttons, white socks, black | Navy Blue jumper/white dress shirt, navy blue pants under jumper, | Hijab for girls in grades 2-4 is only required for prayer. A navy blue |

| | | | |
|---------------|---|---|---|
| | sneakers or dress shoes, navy blue sweater (optional) | white socks, white hijab (2nd-5 th)black sneakers | cardigan sweater is allowed for boys and girls. |
| Friday | Navy Blue Pants, White dress shirt with buttons, white socks, dress shoes, navy blue tie or kufi | Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5 th) black dress shoes | Dress shirts, dress shoes and tie or kufi are mandatory on Friday. "Hoodies" are not allowed any day. |

Commented [S94]: This should be reviewed by Sr. Khawla. I like the no hoodies policy ;)

| | Middle School Girls | Middle School Boys | High School Girls | High School Boys |
|----------------------------------|--|--|--|--|
| Monday, Tuesday, Thursday | Burgundy Tunic, Burgundy Pants, white hijab, clean socks. | White dress shirt, black slacks/trousers, clean socks. Trousers must have black belt. | Green Tunic, Green pants, white hijab, clean socks. | White dress shirt, black slacks/trousers, clean socks. Trousers must have black belt. |
| Wednesday | Out of uniform day | Out of uniform day | Out of uniform day | Out of uniform day |
| Friday | Burgundy Tunic, Burgundy Pants, white hijab, clean socks and dress shoes. | White dress shirt and tie, black slacks/trousers, clean socks and dress shoes. Trousers must have black belt. | Green Tunic, Green pants, white hijab, clean socks and dress shoes. | White dress shirt and tie, black slacks/trousers, clean socks and dress shoes. Trousers must have black belt. |

Commented [S95]: Do we really want to go to the mattresses over belts? This policy doesn't show any difference's for Seniors. I did update the MHS boxes to show current practice including belts.

Notes about uniforms:

Please purchase sizes that are loose fitting for the girls.

Please make sure that uniforms are clean and pressed.

All clothing must be Islamically appropriate and loose fitting.

Hijab for girls in 4th and fifth grade is mandatory daily; for girls in 2nd and third it is optional daily but mandatory for daily prayer.

Additional Dress Code Guidelines

- **Shirts must be tucked in at all times.**
- Only plain white T-shirts may be worn under uniform shirts.
- A collared shirt must be worn under school sweatshirts and sweaters.
- Students must wear socks or stockings. No bare feet inside shoes.
- Shoes must have a closed toe and closed back.
- Sandals, flip-flops, high heels and platform shoes are not allowed.
- Shoe laces must be tied.
- Shoes must be appropriate for the school setting and not pose any safety issues.
- Coats, hats and hooded sweatshirts (other than approved school sweatshirts on Special Days may not be worn during class time.)
- Hair may not be cut or dyed in a drastic style as determined at the discretion of school officials.
- Stud-type earrings may be worn, although no other body-piercing jewelry may be worn.
- No tattoos may be displayed.
- No nail polish or false fingernails.

Commented [S96]: We don't enforce that.

Commented [S97]: or that

Commented [S98]: Uh oh!

- No perfume, lipstick, blush, eye shadow, mascara, glitter or other makeup may be worn, with the exception of skin-toned acne medication or concealer.

Commented [S99]: Ooh, some girls will be glad to hear that!

Interpretation and implementation of any part of this school uniform/dress code policy will be at the discretion of the principal in consultation with the teachers. Parents will be notified when their child does not meet the guidelines or is out of uniform, and if necessary, will be called to bring appropriate clothes for the student to wear.

Salam School suggests that you purchase at least two uniforms in case one becomes soiled or dirty. As Muslims we must keep our personal clothing and bodies clean at all times. Be proud of who you are!

If your child(ren) comes out of uniform, you will be called to bring the appropriate attire for learning. This clothing must be brought to school when you are notified; otherwise, your child will be asked to leave the classroom until his or her uniform is beneficial for learning.

Commented [S100]: Do we do this in all but the most dire cases?

“Free Dress” Dress Code:

Students will have the privilege of at least one free dress day per week. Free dress, however, depends on the student’s responsibility when choosing appropriate clothing. If a student does not follow the dress code according to our values, he/she will have a parent called to let them know that their child is out of uniform. This is called a uniform notice, and free dress privilege will be suspended. Even on free dress days your child(ren) should **never** wear open toed shoes or slippers.

Commented [S101]: Not really true.

Uniform Notices:

With every uniform code comes the expectation of compliance by all students. The parents’ support in reminding children of the expectations of the school dress code is invaluable and necessary. If your child comes to school out of uniform the parent will be called and a change of clothes must be delivered to the school. This is your uniform non-compliance notice. If your child’s uniform does not come within an hour of the phone call him/her will be taken out of the classroom until you arrive. The makeup work that was lost while waiting for the uniform will take place during your child(ren)’s gym, computer, art, and/or recess times.

Commented [S102]: Also not how we do this.

Cleanliness and Uniform Compliance:

A code of cleanliness is expected for all students. Hair must be properly combed or brushed. Girls in K4-2nd grade must pull their hair back, so it does not go in their face. Students should bathe or shower every day. For older students in 3rd-8th grade introduce them to deodorant and the importance of its use. Nails should be trimmed. **No nail polish on nails.** Clothing should be clean and free from noticeable stains. Shirts

Commented [S103]: Seems like this stops too early!!

and blouses should be neatly pressed. Shoes should be cleaned regularly. **No jewelry. Jewelry is not part of the uniform. If your child comes in with jewelry the teacher will take it from him/her and give it back at parent/teacher conferences. If you have pierced ears you may wear one set of earrings only. No dangling earrings are permitted. If this is not in compliance the teacher will ask your child to remove the earrings and give them to him or her. They will be given back to your child(ren) at the end of the day.** Makeup takes away from your natural beauty therefore adding to your appearance is prohibited. If makeup is found on your child it will be **confiscated**.

Commented [S104]: Not sure we really take jewelry until conferences but we don't confiscate makeup.

bullying??

1. INTRODUCTION

All children and young people have the right to a safe educational environment free from harassment and bullying. This policy is implemented in partnership with the school's discipline policy and serves the entire school from grades PKG through 12th.

Commented [S105]: Now for something completely different . . . evidently the bullying policy? This whole topic is also covered starting on about page 55.

2. DEFINITION

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten or discriminate against another individuals or group. It is usually unprovoked, happens again and again as part of a pattern of behavior and can continue for a long period of time. It always reflects the abuse of power, with one (or more) person (s), a victim and the other, a bully. It is the acquisition of power over others who are deemed powerless.

Bullying includes:

Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats of violence.

Verbal: Name calling, derogatory references to family name, sarcasm, innuendos, spreading rumors, persistent teasing.

Emotional: Excluding, tormenting, ridicule, humiliation.

Intrusive: Email, video-text, text messaging, or electronic posting designed to upset or abuse.

Racist: Racial taunts, graffiti, gestures.

Sexual: Unwanted physical contact or abusive comments.

3. AIMS

- Inform students and parents of our expectations in order to ensure a productive partnership, where everyone has a role to play in stopping bullying
- Maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted
- Promote a secure and happy, caring environment where kindness and helpfulness are expected and respected

- Praise and reward positive behavior which benefits others and the community as a whole
- Teach students to respect themselves and others and promote self-esteem
- Reduce the emotional and mental distress of any bullying and allow all students the right to enjoy their time at school

4. STRATEGIES

- Help students through advice and counseling to make the right choices and not succumb to peer pressure
- Listen to all parties involved in incidents and always take allegations from victims seriously
- Reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved
- Foster by example the values we as a school believe in
- Investigate all incidents as fully as possible
- Use a range of strategies which challenge bullying behavior
- Include within the curriculum, opportunities to discuss and consider bullying and other forms of anti-social behavior
- Identify bullying behavior at the early stages and work toward behavior modification before the problem becomes more serious

5. REPORTING BULLYING

As a school we will:

- Encourage victims and witnesses to speak up with anonymity, if necessary
- Treat incidents seriously however trivial they may seem at first glance
- Be alert, as an entire staff, for changes in behavior, attitude and well-being and report these changes immediately to the appropriate administrator.

6. RESPONDING TO BULLYING

As a school, we will strive to:

- Take all bullying problems seriously
- Deal with each incident individually and to access the needs of each student separately
- Regard all incidents as potentially serious and investigate them thoroughly
- Ensure that bullies and victims are interviewed separately
- Obtain witness information

- Keep a written record of the incident, investigation and outcomes
- Inform staff as necessary, about incidents
- Ensure that action is taken to prevent further incidents. Such action may include:
 - Imposition of sanctions
 - ✓ Class C Infraction consequences
 - ✓ Obtaining a sincere apology and informing parents of both the bully and the bullied
 - ✓ Provide support for both victim and bully

DISCIPLINE CODE

Allah the Almighty says: “Surely Allah is Ever an All-Watcher over you.” (4:1)
 The Prophet (may Allah bless him and grant him peace) said: “The heaviest thing to be placed in the balance of a believing slave on the Day of Judgment will be good behavior.” (Narrated by Ahmad and Abu Dawud)
 “The most perfect person in his faith among the believers is one with the best behavior.” (Narrated Ahmad and Abu Dawud)
 Al Hassan (may Allah be pleased with him) said: “Good character is represented by a pleasant and delightful face, loving benevolence, and stopping harm.”

RIGHTS OF STUDENTS

- All students whether they are on or off campus possess the same fundamental constitutional rights as any other citizen of the United States of America except as limited by law.
- Attend school unless removed due to disciplinary consequence
- Attend a school which is safe, secure and peaceful
- Enjoy the full benefit of their teacher’s effort, without interference from disruptive students, and be informed of the school rules and regulations.

RESPONSIBILITIES OF STUDENTS

- To develop a sense of accountability to Allah (SWT)
- To be self-disciplined
- To abide by the teachings of Islam to develop Islamic character
- To help develop a sense of community within the school
- To attend school punctually and regularly in accordance with our Attendance Policy
- To pursue the required course of study and come to school prepared to work
- To conform to the regulations of the school policy and state law
- To obey promptly all the directions of the teacher and others in authority
- To be diligent in study and pay attention in class
- To be respectful to the teacher and others in authority
- To be kind and courteous to schoolmates

Commented [S106]: So is this a different Discipline Code?
 It's part of the overall procedures?

- To refrain from the use of profane and vulgar language
- To come to school clean and neat
- To observe health and safety standards
- To request help when needed
- To be tolerant of schoolmates regardless of differences
- To report information to school staff regarding the health and safety of the entire school community

PARENTS RIGHTS

- Parents have the right to be informed regarding their children's achievement, behavior and attendance.
- Parents have the right to expect an education appropriate for their children in a safe environment.

PARENTS RESPONSIBILITIES

- To teach their children to respect
 - ✓ the Islamic code of conduct,
 - ✓ school rules,
 - ✓ local, state and federal laws,
 - ✓ school property and the property of others,
 - ✓ their fellow students,
 - ✓ school personnel,
 - ✓ and community
- To help develop a sense of community within the school
- To transport students to school daily and on time
- To pick students up from school daily and on time
- To provide necessary study materials
- To provide a suitable environment for study at home
- To provide supportive action by ensuring that children have enough sleep, adequate nutrition and appropriate clothing before coming to school
- Respond to any school communication when requested
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children
- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children
- To cooperate with the school by supporting school personnel in academic, social, and other school programs
- To maintain consistent and adequate control over their children and to support reasonable control measures as applied by school personnel

Commented [S107]: email!!

RIGHTS OF TEACHERS

- To expect and receive the attention, effort and participation of the students attending their classes
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

RESPONSIBILITIES OF TEACHERS

- To consider the personal worth of each individual student as a single, unique, important human being, and establish an atmosphere in which productive learning can take place
- To attempt to equip each learner with the knowledge, skill, attitudes and values required for successful living, and provide activities which increase self-esteem
- To assess divergent ideas, opinions and expressions objectively and deal with them in a balanced, unbiased manner
- To consistently critique their own performance with the objective of an ever-growing professional stature
- To keep parents and students informed via timely or periodic reports, including all pertinent data related to the student's school experience
- To initiate and enforce individual classroom rules consistent with school policies
- To teach the Islamic standards of behavior and to hold students accountable for their actions at all times

RIGHTS OF ADMINISTRATORS

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail
- To make decisions on all issues confronting school, primarily on the basis of what is best for the students
- To hold students accountable for their actions and to take prompt and appropriate action toward those in violations
- To expect that all school employees recognize and fulfill their role in terms of campus control

RESPONSIBILITIES OF ADMINISTRATORS

- To provide leadership that will establish, encourage and promote good teaching and effective learning

- To provide support for teachers as they carry out their discipline responsibilities
- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship
- To make a determined effort to stay attuned to expressions of students, staff, parent, and community concerns and to react with sensitivity toward them
- To request assistance from the district's support services and community agencies and resources in all cases indicating such action
- To design and implement district and site plans that ensure a safe and orderly school environment
- To communicate unverified student absences to parents

SCOPE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, it outlines a range of appropriate responses for certain inappropriate behaviors. School administrators retain the discretion to address student misconduct that is not specifically included in the policy. However, poor academic achievement is not considered an act of misconduct. Therefore, the Discipline Policy may not be used to discipline students for poor academic progress or failure to complete assignments.

ENFORCEMENT OF STUDENT CODE OF CONDUCT

- During regular school hours
- Before and after school hours
- During transportation to and from school sponsored events and activities
- During any school sponsored events or activities
- On school property
- While using the school Network or any computer or information technology devices
- When the action of a student affects the mission or operation of the school

The Student Code of Conduct provides a variety of interventions and consequences to address student misconduct that ranges from the least severe to the severest. Before any intervention or consequence is issued, administrators shall consider all mitigating circumstances that include, but are not limited to, the following:

- The student's age, health, maturity, and academic placement
- The student's prior conduct and record of behavior
- The student's attitude
- The level of parent/guardian cooperation and /or involvement
- The student's willingness to make restitution
- The seriousness of the offense
- **The student's/parent's willingness to participate in professional counseling.**

Commented [S108]: Interestingly, this list predates cyberbullying which is something we deal with a lot – maybe we should clarify?

Commented [S109]: This is an odd one to bold!

IMPLEMENTATION OF THE STUDENT CODE OF CONDUCT

- Disciplinary consequences are not intended to hinder academic performance of Salam School students.
- For all suspend-able offenses, parents will be notified and the student will be removed from class immediately.
- Teachers shall follow fair warning procedures in class for students expressing behavior that is disturbing the class environment before issuing a referral to the school administration. Following are the disciplinary measures taken, before the student is referred to the school administration:
 1. First offense a verbal warning is given.
 2. Second offense the teacher will write the student's name on the board.
 3. Third offense a check mark shall be put next to student's name.
 4. Finally, a discipline referral will be written accompanied by a phone call to the student's parents from the referring teacher describing the student's actions and future behavioral expectations.
- Certain behaviors, outside 'regular' class disruptions may warrant immediate referral and/or removal from class without warning.
- Technology/electronics violations and inappropriate posting or sharing of information will not require warning before referral or removal from class
- The student will be given consequences for his/her misbehavior as seen fit by the school administration and in accordance with the code. Notification to the parents will be by phone, and in cases of suspension, will also be in writing. Some of the possible consequences are defined below.

Commented [S110]: This entire elaboration of the scope of the code, the enforcement of the code, the implementation of the code seems verbose and detracts from getting to the point, which is a critical point. IMHO.

Commented [S111]: Not sure this policy is or even should be adhered to in all cases.

POSSIBLE INTERVENTIONS AND/OR CONSEQUENCES OF MISBEHAVIOR

When students do not follow the rules and expectations outlined in this policy, one or more of the following actions may be taken until the problem is resolved:

- Lunch detention will be served for 20 minutes. A student serving lunch detention is required to bring a bagged lunch and have it in hand at the end of the period before the detention is to be served. Arriving late to detention is considered as missing the detention. A missed lunch detention will be rescheduled and parents will be notified that any subsequent missed lunch detention for that incident may result in suspension. Please note, that after six lunch detention, misbehavior warranting detention will result in suspension.
- In-school suspension will be held in a designated area, and the student will not attend regularly scheduled classes. During that time a student may be required to complete a conflict resolution document and a behavior expectation plan. The student will sit quietly doing their work for all 7 periods of the day, including lunch and snack. The student will be required to bring a bagged lunch with him/her along with all needed educational materials by the beginning of first period. The student will be informed of the suspension at least one day before

Commented [S112]: Nice idea but we don't currently have this or in-school suspension, coming up next.

Commented [S113]: Snack??

servicing it. It is the sole responsibility of the student to approach their teachers and gather all class work and homework. Tests and quizzes may be administered during the suspension if requested by the teacher. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note that after three suspensions, misbehavior warranting suspension may result in possible proceedings for **expulsion**.

- External Suspension will almost always be used for multiple day suspensions and in cases where the administration sees fit. In case of immediate suspension, the student will be given time for makeup work. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note that after three suspensions, misbehavior warranting suspension will result in possible proceedings for expulsion.
- Informal conference is a conference conducted between a student and a staff member. Informal conferences may not constitute parent contact.
- Formal Conference is a conference conducted between the student, his/her parents or guardian, appropriate school personnel, and other appropriate personnel as designated by the school or parents.
- Expulsion: The Salam School Advisory Committee (SSAC) has the authority to expel a student for serious and/or repeated offenses. Both the student and the student's parents or guardian shall receive appropriate notices and will be informed of the procedures for hearings or expulsions. Expulsion hearings will follow due procedural process.
- School social worker Intervention may be required by the administration.
- Conflict mediation where all parties sit down and ensure future harmony.
- Probationary Contract
- Removal from class by teacher
- Full restitution by parent(s) for damages done by student
- Confiscation of inappropriate items
- Appeals of decisions made by the principal should be put in writing and addressed to the chairman of the School Advisory Committee.
- The Salam School Administration, and discipline coordinator, along with the Salam School Advisory Committee, will investigate infractions that may result in expulsion. The student and the parents will be able to present their case in front of a committee. The school Advisory Committee will be the body that makes the final decision after reviewing the investigation **findings**.

Commented [S114]: This last sentence is VERY interesting!

Commented [S115]: Some of this info seems unnecessary while other parts should stay.

Disciplinary Infractions and Possible Interventions and Consequences

CLASS (A) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that least seriously disrupt the orderly education process. These infractions are most likely addressed and resolved at the time and place in which they occur. They include but are not limited to the following:

- Eating or drinking in class without teacher permission
- Running and/or disruptive behavior in or around the school
- Loitering during class periods
- Bringing distracting items to school including, but not limited to, toys, playing cards, games, audio recorders, headphones, laser pointers/pens and other laser devices.

INTERVENTIONS AND CONSEQUENCES**FIRST VIOLATION OPTIONS**

- Informal Conference, teacher and student
- Call to parents by teacher
- Confiscation of inappropriate items

REPEATED VIOLATIONS OPTIONS

- Formal conference with parents and teacher
- Referral to administration (after formal parent conference)

Commented [S116]: The infractions A-D herein have been updated by me as of 6/24/19 but there are some highlighted areas awaiting final approval/review. Also, while this should appear in both handbooks, the updates herein are for MHS. Sr. Khawla might want to modify them for ES.

CLASS (B) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that disrupt the orderly education process. They include but are not limited to the following:

- Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, or throwing objects. Verbal or written statements that intimidate or demean another person
- Buying or selling legal, personal items e.g. toys, games, or other items under \$20 in value.
- Insubordination towards a staff member
- Not telling the truth
- Uniform policy violation
- Unauthorized cell phone use

Commented [S117]: The areas in yellow are changes Sr. Zehra and I would like to make. This point differentiates insubordination to a kid's teacher from that of a staff member, say Sr. Naila or Br. Shabaz.

INTERVENTIONS AND CONSEQUENCES

FIRST VIOLATION OPTIONS

- Detention
- Formal conference between teacher and parents
- Removal from class by teacher
- Confiscation of cell phone until end of school day

CELL PHONE POLICY

Cell phones need to be turned off on school premises between the times of 7:40 a.m. and 3:50 p.m., and stored in the locker. Cell phones seen outside of the locker (or cell phones beeping or ringing) will be confiscated and turned over to administration unless a teacher has asked students to bring such devices and the teacher has secured administrative approval for the activity. The first time a cell phone is confiscated from a student, it will be returned to the student at the end of the school day. It will be returned at the end of the NEXT school day the second time, and will only be given to a parent the third time.

REPEATED VIOLATIONS OPTIONS

- Formal conference between administration and parents
- External suspension
- Probationary contract
- Expulsion

UNIFORM POLICY VIOLATION NOTES

A student in blatant violation will be sent to the office where parents will be notified to pick up the student or bring in a uniform. Students may be asked to buy a tie or hijab for \$10.

CLASS (C) INFRACTIONS

These acts of misconduct include inappropriate student behaviors that seriously disrupt the orderly education process. They include but are not limited to the following:

- Copying/Cheating homework and/or class work assignments
- Academic dishonesty including cheating on quizzes and tests, plagiarism, giving or receiving test/quiz questions or answers from someone else, and obtaining or retaining a copy of a test/quiz or scoring key
- Forgery
- Gambling
- Possession of stolen property
- Mutual combat, fighting, and other violent engagements
- Attack/unprovoked assault
- Bringing vulgar materials to school
- Skipping classes
- Un-Islamic interaction with someone of the opposite gender
- Leaving school property without permission/truancy
- Theft, extortion, or robbery of personal or school property
- Destroying or defacing school, Masjid, or personal property
- Profanity/vulgarity/obscene language/racist remarks/lewd conduct
- False accusation against any student or adult
- Information technology policy violation
- Smoking or possession of tobacco
- Vaping or possession of e-cigarettes or vaping paraphernalia
- Bullying—verbal or physical harassment
- Buying or selling any items over \$20 in value.
- Aiding/abetting in any of the above

INTERVENTIONS AND CONSEQUENCES FIRST AND REPEATED VIOLATION OPTIONS

- External suspension (1-5 days)
- Removal from class by teacher
- Probationary contract
- Ineligible for athletic competition
- Restitution
- Expulsion

All cases of suspension will be reviewed by the Principal's Discipline Committee for a final decision. All evidence shall be presented at an informal conference with the student. The student shall be given the opportunity to present his/her defense.

Notes:

- Missed classes due to disciplinary action will not be made up
- Zero tolerance for cheating on any exam
- Zero tolerance for bullying (see Anti-Bullying Policy)
- Minor plagiarism (failure to cite sources) will result in no higher than a "C" grade for the first infraction, and with a zero for any subsequent infractions,

throughout a student's career at Salam School. Full/major plagiarism will result in zero at all times.

- A log will be kept to verify which students have detentions and a record will be kept of disciplinary action taken for each student. This will be maintained by the administration.
- Loss of privileges may also be applied depending on the severity of the infraction.

Salam School has a zero tolerance policy for all serious violations (especially Class D infractions)

Commented [S118]: These red points just need discussion before they are in, modified or out.

Commented [S119]: Here ends the latest revision.

Computer and internet privileges will be issued to all enrolled Salam School students. Students' use of a personal Salam School network and internet account is a privilege—not a right.

A. Authorized Use

The use of a student's account must be in support of education and research.

B. Network Etiquettes

Students are expected to abide by the generally accepted rules of network etiquettes. These include, but are not limited to, the following:

- Maintain the security of the network by keeping information, especially passwords and accounts private.

- Refrain from behavior or activity that damages or disrupts the performance of the network.
- Use the network for approved legal activities that have educational relevance.
- Honor all rules of copyright and personal property.
- Avoid the spread of computer viruses.
- Students are not allowed unauthorized communication tools including accessing email, chatting, instant messaging, newsgroups, etc., from the Salam School internet.
- Students may not go to any sites not academically related or permitted by the teacher.
- Refrain from playing games, checking stocks, surfing sports/videos/e-bay/etc., sites.
- Printing only what is necessary for school work.
- Bringing unauthorized items into the computer lab, including food, drinks, etc. is not allowed.
- Tampering with hardware or computer cables is prohibited.

Commented [S120]: Might be outdated?

C. Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any network connected to the internet.

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the internet, or any network that is connected to the internet.

This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

D. User ID Violations

Once a Network User ID is issued, the user is responsible for all actions taken while using that User ID. Sharing of a User ID with another person is prohibited.

E. Electronic Mail Violations

Salam School students are not allowed to use electronic mail at the school. They are also not allowed to access their personal mail from school.

Commented [S121]: We've given them all a school email so I think this is outdated.

F. File/Data Violations

Deleting, examining, copying or modifying files and /or data belonging to other users is prohibited.

G. Consequences of Policy Violations

An attempt to violate the provisions of this policy may result in revocation of the user's internet access, privileges and/or network account.

H. Additional Consequences

Salam School disciplinary action, including suspension or expulsion, and/or other appropriate action may be taken.

I. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or the internet, you may notify the IT Dept personnel and principal. Do not demonstrate the problem to other users. Do not use other individual accounts at any time. Attempts to log on to the internet as another user will result in cancellation of user privileges. Any user identified as a security risk or having a history of computer related problems may be denied access to the internet.

J. Disclaimer

Salam School makes no warranties of any kind, whether expressed or implied, for the internet services it is providing. Salam School will not be responsible for any damages suffered.

COMPUTING AND TECHNOLOGY**Policy Contract**

I have read and understood the Salam School's Computing and Technology Policy and will abide by the Policy and use technology responsibly and ethically. Should I commit any violation, I understand that my access privileges may be revoked, school disciplinary action at the sole discretion of the Salam School administration may be taken, and both civil and criminal prosecution under the law may be pursued against me.

Student's Name: _____.

Student's Signature: _____ Grade Level: _____.

Date: ____/____, 2008

As the parent or guardian, I have read and discussed the terms and conditions for Internet access as set forth in Salam School's Computing and Technology Policy. I

Commented [S122]: This is the second time in the book that a form appears. Since I don't think we want to give every family a printed handbook every year, just have the kids sign off on a form, I would omit the forms in this book.

understand that this access is designed for educational purposes and that my child is expected to act responsibly and ethically in regards to the use of technology. Violation of this policy can have serious repercussions, including but not limited to, loss of access privileges, school disciplinary action, and both civil and criminal prosecution under federal or state laws.

Parent/Guardian's Signature: _____

Date: ___-/___/, 2008

Please return this completed form to the school office by **November 15, 2008**. Students are not allowed to use Salam School computer equipment or to have Internet access until this form is returned and on file in the Technology Department.

Salam **School Elementary** says **NO to Bullying!**



Bullies are a concern at every school and here at Salam School there is no exception. In order to prevent bullying in school, we have spent time discussing what bullying is and what consequences should be for bullies.

A **Salam School Code of Student Conduct 2008-2009** will be distributed to all students after final revisions have been made. Parents will be required to sign it to guarantee that they have read it and are aware of the school's policy regarding student conduct. Please be on the lookout for this document in the upcoming weeks.

Bullying has been defined as...

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten or discriminate against another individual or group. It is usually unprovoked, happens again and again as part of a pattern of behavior and can continue for a long period of time. It always reflects the abuse of power, with one (or more) person (s), a victim and the other, a bully. It is the acquisition of power over others who are deemed powerless.

Bullying includes:

Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats of violence.

Verbal: Name calling, derogatory references to family name, sarcasm, innuendos, spreading rumors, persistent teasing

Emotional: Excluding, tormenting, ridicule, humiliation.

Intrusive: Email, video-text, text messaging, or electronic posting designed to upset or abuse.

Racist: Racial taunts, graffiti, gestures.

If a student has bullied another child consequences will follow. The consequences will be...

- 1st offense-Write a sincere apology letter to the victim that is signed by both parents and student
- 2nd offense-Conference with teacher, parents, child, and principal
- 3rd offense-Students will not be allowed to go on the field trip for the quarter the incident occurred in
- 4th offense-Conference with teacher, parents, child, and principal and an out of school suspension

Commented [S123]: This is strictly an ES policy?

PS: It is within the authority of the school administration not to follow the order of occurrences above. The school administration may suspend or expel a culpable student as it sees fit.

Please sign below and return to school to acknowledge you have read and discussed this serious issue with your child. Please remember that all children and young people have the right to a safe educational environment free from harassment and bullying.

Parent Signature

Date

Student Signature

Date

Salam School Athletic Code of Conduct

As a member school of the Wisconsin Interscholastic Athletic Association (WIAA), it becomes our responsibility to abide by its constitution and by-laws related to eligibility and conduct if we are to remain in the association. Article XXVII - General, of the by-laws, reads as follows relative to conduct of athletes:

"A school shall have a code of conduct for its athletes, and it is recommended that the code (a) designate the period of time involved in a suspension in advance of the school year and (b) be developed with the involvement of students, coaches and administration and adopted by the Board of Education.

- 1) A student is required to follow the school's code of conduct on a year-round (12 month) basis.
- 2) In-season violations of the school code shall result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts (a) involving use of alcohol, (b) use including chewing, of tobacco and/or (c) use, possession, buying or selling of controlled substances.
- 3) Salam School will determine minimum penalties for violation of any other provision of its code of conduct, including (a) all out-of-season offenses and (b) any other unacceptable conduct contrary to the ideals, principles and standards of the school and this Association.
- 4) The minimum penalty for acts outlined in Nos. 2 and 3 (b) above which occurs after a school begins WIAA tournament competition is immediate disqualification of the students for the remainder of the total tournament series in that sport.

The Athletic Code that follows is presented to you so you are aware of the rules and penalties as they relate to your son's or daughter's participation in interscholastic activities. We ask that you retain a copy of this Code of Conduct and that you sign the last page and have your son or daughter return it to school. *Students will not be allowed to participate in the interscholastic program, both practice and contest, until this signed section is on file in the school.*

You should also be forewarned that a potential for injury exists to any participant through their participation in the interscholastic athletic program.

Commented [S124]: Starting here, I think this whole Athletic section should be reviewed by Dave and Kass and replaced or kept or edited by them. Could it just be on the website or given to athletes?

Section I
General

A) STATEMENT OF PHILOSOPHY

We must consider all those involved in the interscholastic athletic program as important parts of our complete high school curriculum. Sports play a major role in our society in general and are a focal point in the lives of many individuals and families. The roles of the participant, family member and spectator are all to be considered. This program should provide certain opportunities, and emphasize definite aims and objectives which are consistent with the total school program. We must strive to teach those involved in WIAA Interscholastic Athletics to be as efficient, as good, as strong, and as skillful as he or she can possibly be. There is no greater opportunity to teach an individual the price of success, the meaning of defeat, the role of teamwork, and to affect behavior, than through interscholastic athletics. Sports also provide the ingredient in our educational institution that knits the school together. Participants referred to throughout the contents of this document shall include athletes, managers, trainers, and statisticians.

B) STATEMENT OF PURPOSE

To establish and promote a code for students based upon mental and physical health, social responsibility, and leadership.

1) MENTAL AND PHYSICAL HEALTH

To reinforce the importance of avoiding dangerous decisions, resisting negative pressures, seeking assistance whenever needed, and supporting existing laws. This is especially important in the case of situations involving alcohol, tobacco, and mood altering drugs.

2) SOCIAL RESPONSIBILITY

To provide opportunities and expectations for students in the areas of commitment, dedication, loyalty, sportsmanship, strength of character, citizenship, order and discipline as well as a realization that consequences must be faced when rules are broken.

3) To give students the understanding that participation in athletics is a privilege, not a right, and with that privilege comes the opportunity to live up to the expectation that student-athletes are to set and maintain high standards of conduct in and out of school.

C) STATEMENT OF RESPONSIBILITIES

The participant's greatest responsibility is to be a credit to their parents, school, community, and themselves. Therefore, it is required that the participants:

- 1) Display high standards of social behavior.
- 2) Display high standards of sportsmanship.
- 3) Display proper respect for those in authority, including administration, faculty, coaches, and officials.
- 4) Display a real spirit of cooperation and togetherness.
- 5) Display proper attitudes toward their appearance.

D) STATEMENT OF ELIGIBILITY

In order to represent Salam High School in any interscholastic competition, a student must meet all eligibility and scholastic requirements of the Salam High School and the Wisconsin Interscholastic Athletic Association. Listed below are some of the more applicable:

- 1) The participant's parent/guardian must attend an annual meeting conducted by the athletic department before a student will be permitted to participate.
- 2) The participant must be doing passing work in all those subjects that meet every day of the week and grant credit per semester, or year. This standard applies separately to each term, with 1st and 3rd terms being calculated as an end of the term progress grade, and 2nd and 4th terms as semester grades. A failure list will be compiled by the office after each term within five school days, at which point grades will be considered final in regards to eligibility. This policy does not apply to a student who for the first time in his/her high school career receives a single "F" for any term listed above.
 - a) A student who receives one "F" only (for his first offense) would be ineligible for a four week probationary period. The student must practice and follow all team and school rules, but will not be allowed to suit up or play in any contests during the probationary period. At the end of the four week probationary period, a grade check is done and if the student still has an "F or D" he/she will be ineligible for practice and participation for the rest of the term. If he/she passes all of his/her classes, at a "C" or above, the student may become eligible for the rest of the quarter.
 - b) A second offense during a student's high school career would be ineligible for the term; there will be no probationary period.
 - c) The probationary period begins on the date the failure list is compiled in the office. This normally would be one week after the end of the term. The probationary period of four weeks will be defined as fifteen (15) school days as per WIAA Academic Eligibility, Section 3 (a) (5).
- 3) Transfer students who meet WIAA eligibility requirements will be academically eligible to participate without restriction for the first term of attendance. Upon enrollment, transfer students will be held to Salam High School Athletic Code standards.
- 4) The participant must be a legal resident (living with parents or legal guardian) of Salam School Community, he/she and his/her parents must be physically residing in Salam School community or a student who has been accepted at Salam High School under the School Choice provision under Wisconsin State Statute. Additionally, the student can only participate with the permission of the parent or legal guardian.

- 5) The participant cannot become 19 years of age before August 1 of the coming school year and expect to participate. The WIAA has the power to grant exemptions under the appeal process.
- 6) The participant must pass and turn in a physical examination card or an alternate year athletic permit card to their coach before participating in any practice sessions. Parents and athlete must sign.
- 7) The participant may only receive an award which is symbolic (non-merchandise) in nature such as trophies, medals, ribbons, etc., but they may not receive such merchandise items as jackets, sweaters, equipment, balls, watches, rings, billfolds, etc., regardless of their value. The monetary value of the award must comply with WIAA limitations.
- 8) The participant must have a completed Parent-Student Acknowledgment Form on file in the school before they will be allowed to participate in interscholastic athletics.
- 9) Any sport assessment fee must be paid, along with any other fee, before participation in a sport.

E) Statement of Insurance

Students participating in sports are covered, in part, by the Salam School student accident insurance policy. In order to be eligible for benefits a student must be treated by a licensed physician within 30 days of the date of injury.

IMPORTANT REMINDER- anyone who is injured during practice or a game must not only report his/her injury to his/her coach, **but the injury must also be reported to the main office so an insurance form can be filled out.**

Section II

Rules - Penalties - Enforcement

An athletic program must have some minimum of regulations which are essential for both the protection and well being of a participant in interscholastic competition and should be of such degree as to insure the survival of an effective school program. Follow therefore, are the published rules, penalties, and enforcement sections of the code as decided and agreed upon by a representative committee composed of students, school board members, coaches, parents and school administration:

No individual athlete shall be permitted to be in possession of, or use alcoholic beverages, tobacco, nor shall they be in possession of, involved in the sale of, or use of any illegal drugs and/or drug paraphernalia. In addition, no athlete shall be involved in any type of unacceptable conduct.

A) Use of Alcoholic Beverages-Tobacco-Anabolic Steroids Mood Altering Chemical and Drugs

during the entire year a student shall not use, consume, possess, buy sell or give away any alcohol, tobacco products, anabolic steroids, or any other controlled substance.

1) AODA Violations

Students involved in violations related to alcohol and other drug abuse (AODA) shall be subject to Class "D" consequences of Salam School Code of conduct. He/she will be suspended immediately from school and expulsion procedures will be pursued within a period of less than ten days. As a result, the student forfeits the privilege of participating in any Salam School Athletic activity.

B) Unacceptable Conduct

General conduct shall be such as to bring no discredit to the participant, their parents, school or team. Such actions may or may not involve the legal authorities. Should a question of misconduct arise, the principal shall conduct an investigation of the alleged misconduct, and may or may not convene the Athletic Council prior to making the assessment of penalty. Penalties for general misconduct may be made more severe at the discretion of the Athletic Council.

- 1) The investigation of misconduct will involve the head coach of the participant's sport, the coach at the level in which the athletes participate, the participant and his/her parents/guardians or other persons requested by either the participant his/her parents/guardians.
- 2) Should the Athletic Council be convened by the principal, it will evaluate all evidence and arrive at a decision by majority vote for the penalty to be assessed.
- 3) Any appeal, once a penalty has been set by either the principal or the assembled council, shall be referred to Step #3 of Section IV Right of Appeal.

C) Penalties for Violation/s

1) **First Offense**- The athlete will be suspended from participating in 1/4 of the games matches or contests of the season in which he/she is presently participating. If the violation occurred with less than 1/4 of the current season remaining, the remainder of the suspension will be carried into any post-season tournament if the athlete would otherwise have been eligible to participate in the post-season tournament contest. In the absence of the post-season tournament competition, the suspension will be carried into the next season in which the athlete participates.

a) **Tournament Violation**-Violation's occurring during the post-season tournament shall result in disqualification from the entire tournament series in that sport as required by Article XXVII, paragraph B-4 in the WIAA Constitution.

b) **Regaining Eligibility**-Once the athlete has served his/her period of suspension, he/she is eligible to once again participate.

c) **Loss of Awards**-An athlete not able to successfully complete the season because of suspension for a violation will forfeit any special awards which may have been earned during the season. To successfully complete the season means an athlete must be eligible to participate in the final pre-tournament season contest in that sport. Letter awards earned during the season will be presented to first offenders who comply with the honesty clause which is stated hereafter. An athlete who violates for the second time in a career will not be awarded a letter for that season in which the violation occurred.

d) **Post-Season Competition**-An athlete who does not successfully complete the season will not be eligible for post-season tournament play even if the last regular

season contest would have completed the athlete's suspension for a previous violation.

e) **Continuation as Team Member**-In all cases, suspended athletes will be required to attend all meetings and practices and functions as any other athlete during the period of their suspension.

f) **Penalty Reduction for Honesty**-For the first offense should the athlete, when first asked at the initial investigatory meeting, whether he/she engaged in conduct which violated the Athletic Code, admits to having participated in such conduct, the penalty for the first offense will be reduced 50% for violations. Subsequent violations of the code will be treated as any other repeat violation of the Athletic Code and the normal penalties for such violation shall be imposed.

2) **Second Offense**-For a second violation, an athlete is suspended from participation in 1/2 of the contests of the season in which he/she is currently participating. If the violation occurs with less than 1/2 of the current season remaining, the remainder of the suspension will be carried into any post-season tournament in which the athlete would otherwise have been eligible to participate. In the event this stipulation does not apply or does not fulfill the required number of contests, the suspension will be carried into the next season in which the athlete participates.

3) **Third Offense**-The athlete will be suspended from all interscholastic activities for a period of 12 months from the date of the third infraction.

4) **Fourth Offense**-The student athlete will no longer be able to participate in the interscholastic program.

5) **Reinstatement After Third or Fourth Offense**-Following the third or fourth offense, a participant may regain eligibility by undergoing treatment/counseling as an in/out-patient in a rehabilitation program. This does not apply for AODA violations but may include such things as anger management treatment and other rehabilitation services.

a) Following treatment/counseling, a participant may be reinstated upon entering into a written contract with the participant, parent/guardian, principal and athletic director which indicates a renewed willingness on the part of the participant to adhere to principles of the athletic code. A single violation of that agreement will result in a permanent suspension from participation in the athletic program.

Sample Reinstatement Contract

It is the mutual understanding of all parties that I, _____, will honor this contract for the remainder of my high school career. The terms of the contract are as follows:

1.) This contract is only applicable after either the third or fourth offense of Section II (Rules-Penalties-Enforcement) of the Salam Athletic Code of Conduct and has successfully completed the accepted ... counseling programs and an in/out-patient of ... rehabilitation program.

2.) The acceptance of this contract allows the student-athlete to participate fully in athletics from the date of signing.

3.) The student athlete shall follow all aspects of the Salam Athletic Code of Conduct without fail.

4.) Any violation of the Salam Athletic Code of Conduct means immediate and permanent dismissal from all athletic participation for the remainder of the student's high school career.

The undersigned agree to all terms stated in this contract.

| | | | |
|-----------------------|-------|-------------------------|-------|
| _____ | _____ | _____ | _____ |
| Student Athlete | Date | Athletic Council Member | Date |
| _____ | _____ | _____ | _____ |
| Parent/Guardian | Date | Athletic Council Member | Date |
| _____ | _____ | _____ | _____ |
| Principal | Date | Athletic Council Member | Date |
| _____ | _____ | _____ | _____ |
| Director of Athletics | Date | Athletic Council Member | Date |

In order to erase an athletic penalty the participant must successfully participate from the first day to the last day of the season. Success will be determined by the coach of the sport.

D) School Policies

- 1) Any unexcused absence on the day of a contest will prohibit the participant from practicing or playing on that day.
- 2) Participants excused for the A.M. classes may participate in the contest or the practice of the day. Those absent from P.M. classes on the day of a contest may not participate unless medical permission is granted or special permission is given by the Principal for legitimate reasons.
- 3) All athletic participants are expected to ride to and from all contests on transportation provided by the school and under the guidance of the coaching staff unless special permission is granted, in advance, by the coach of the sport or the school administration. Permission may be granted only in conformity with school policy as it relates to the school insurance provisions: participants will be released **ONLY** to parents/guardians or school employees. Relative and/or friends of the family are not allowed to transport participants. Permission must also be in writing and signed by a parent/guardian or school employee in person at the site of the contest.

E) Penalties for Violation

The coach **may not** permit the participant who violates this rule to dress or participate in the contest of the day. Failure of the coach to comply will result in the case of an ineligible player resulting in a team or individual forfeiture. The participant who fails to comply with this rule will be ineligible to participate in the next four ensuing contests, with carry over penalties.

F) Training Rules

- 1) A student may not practice for, or participate in, interscholastic athletics until the school has written evidence on file in its office attesting to (a) parental permission each school year and (b) current physical fitness as determined by a licensed physician, no less than every other school year with April 1 the earliest date of examination. It is recommended that a student also have dental fitness attested by a licensed dentist.
- 2) Proper food and regularity in sleeping habits are essential to an athlete. Participants are expected to comply with the requirements as set by the coach of the sport. The coach is responsible for establishing the penalty if this requirement is not followed.
- 3) All participants are expected to attend all sessions and games. Permission must be granted in advance by the head coach of the sport if you are to be excused. Injured athletes who are able to attend practice sessions shall be expected to do so, unless special permission is granted by the head coach. The coach of the sport is responsible for establishing the penalty if this requirement is not followed.
- 4) Once a sport season has started, the switching of participants from one sport to another or participating in two sports within a season (e.g., basketball or volleyball) may be done only by mutual agreement between the two coaches involved.
- 5) Participants are required to follow additional rules as established by the individual coach of the sport.

G) Enforcement and Reporting of Rules and Regulations

Any report of violation of training rules and regulations given to the Principal by the athletic director, coaching staff, any member of the faculty, law enforcement official, parent, or reliable source, indicating sufficient evidence will be investigated. The participants will be informed of the alleged violation and the penalty will be assessed as per Athletic Code. Once the penalty has been assessed, the Principal or his designee shall notify the parents, in writing, of the violation, the date of the violation, the penalty assessed, and any other pertinent information. This information will be sent by mail. If the participant denies the allegation the Principal or his designee will investigate further and if a penalty is assessed the participant may appeal, in writing, to the athletic council for a hearing under step 1 of Section IV, Right of Appeal, of the Athletic Code. The participant's penalty begins and remains in force until the written appeal is received by the Principal or his designee in his absence; after which the participant remains eligible until the Council meets and renders its decision. The Right of Appeal shall be followed throughout the administration of the Code of Conduct.

Section III
Composition and Operation of the Athletic Council

The Athletic Council shall consist of one boy and girl to represent student interscholastic athletics, the athletic director, two head coaches appointed by the athletic director of a sport in which the participant is not involved in at the time of the violation and the Principal. The boy and girl representatives must be major letter winners as athletic participants in a sport and elected by other major letter winners in boys and girls athletics. In the event that a member cannot be presented at a meeting, a representative from the department or group having the absent member shall be appointed by the athletic director. In the event of the athletic director's absence, the Principal shall appoint such a member or group. The Director of Athletics shall be the chairman of the council.

The entire council will evaluate all evidence and shall arrive at a decision by majority vote. There shall be one vote cast by each member of the council. Discipline will be administered according to the penalties set forth in the penalty section of this Athletic Code of Conduct.

Section IV
Right of Appeal

The right of appeal is a procedure that the school recognizes as a necessary part of any discipline procedure. The steps outlined below are the procedure for participants and their parents or guardians to follow in appealing a decision relating to discipline and the eligibility to participate in the athletic program. It should be understood that the participants and parents or guardians will be expected to follow these steps in the event legal action should be initiated at some later date.

Step1: After a ruling of ineligibility, resulting in suspension from athletics has been made, a participant may appeal the decision in writing to the Principal provided the appeal is received within seven (7) calendar days from the first day such ineligibility shall take effect.

Step2: The principal within seven (7) calendar days of receipt of such written appeal shall set a date for a hearing with the Athletic Council. (Except for rule #4, general conduct which goes directly to step #3 of this section.)

A) The participant will be provided with an opportunity to testify and present evidence on his/her behalf at the hearing.

B) The participant's parents or guardians will be provided with an opportunity to testify and present other evidence on the participant's behalf.

C) Following the hearing the participant and the parents or guardian will be notified, in writing, of the decision of the Council.

D) Minutes of the hearing, including the decision will be put in writing, and a copy of these minutes will be made available upon request to the participant and his/her parent or guardian.

*** During any appeal the athlete appealing will be considered on Probationary status until the Athletic Council rules on the appeal, at which time the athlete will either be ruled ineligible or reinstated.

Commented [S125]: Here ends the Athletic section.

Health

State Law Requirements:

Wisconsin State Law requires that all children entering a Wisconsin **elementary** school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. **In order for a child to enter school, this form must be completed, signed, and on file prior to admission at the school the child will attend.** Parents/guardians who are in non-compliance with this law will be contacted by the district attorney.

Communicable Disease:

Children who have a communicable disease (ringworm, pink eye, measles, mumps, flea bites, chicken pox, strep throat or scarlet fever) may not attend school until they have a written note from the doctor.

If a student contacts lice, he or she will not be allowed to return to school until after he or she is treated. A child must bring to the school office the empty lice treatment package to show that treatment was done. Encourage your child(ren) not to share combs, brushes, hats and scarves.

The Milwaukee City Health Department recommends that each student have a "Child's Health History" form on file. Parent/guardians are given these forms at the time of registration and they must be promptly returned.

Due to budgetary cutbacks, the City of Milwaukee Health Department has reduced the number of school nurse visits. The school nurse has limited contract with the schools; therefore, one should not assume that the services of a nurse would be provided on a weekly basis. Medical irregularities should be presented to your family physician. Support and referral procedures shall be available for students.

Illness during School Hours:

If a child is sick in the morning, the school expects him/her to remain home for the day. Sometimes children come to school already ill and often the school is unable to reach the parent/guardians.

Commented [S126]: I think everything under the Health topic should be covered in both books though there might be some modifications btw the two.

If a student becomes sick in school or suffers an injury, parents/guardians will be contacted. It is **mandatory** to have all working and up to date information on file. Phones must be available in case of an emergency. Emergency contact people must be current and able to come to school to pick up the child if the parent is unable. Remember **all information on file must be in working order. If your numbers are disconnected, we have no way of getting in touch with you. If it is a life-threatening emergency we will call 911, as a parent you must be notified of this so medical care can be administered. That is why it is very important to have all your contact information up to date and working.**

Commented [S127]: Not for illness, but in general, contact info needs to include emails too.

No student may leave the school building because of sickness without first reporting to the school office.

Injuries and Accidents

Any injuries that happen on school premises are to be reported to the school office. Teachers have basic first aid kits in their classrooms to care for minor injuries. If an injury appears to be serious, a school staff member will contact the parent, and together they will determine whether paramedics should be called. If a parent cannot be reached immediately, a school staff member will determine whether paramedics are called. Parents will always be called in the event of a known head injury.

If the school principal or designee in charge is unable to reach the parent or emergency contact and paramedics recommend that the child be brought to a hospital, he or she will be transported to the hospital listed on the Emergency Contact Information Form. Parents will be liable for any fees or other expenses associated with transporting their children to the hospital. An accident report must be filled out for all accidents occurring on school property or during school-sponsored events. Accident reports are to be kept on file in the school office.

Medication for Students:

In order for the child to take medication during the school day, the parent/guardian must sign the Parents/Guardian Medication Consent Form.

School personnel may not administer medicine. If a child must take medication they must be able to administer the dose themselves. All medications will be kept in the school office. It is essential that a note from the physician and parent/guardian accompany all medication. If a doctor's statement and parent/guardian permission form do not accompany the medication, the student will not receive it. **All medication that is given will be logged every time medicine is administered.**

Prescription Medication

If a child must take a prescription drug during the school day, the following two forms (available from the school office) must be completed:

- **Physician's form authorizing administration of the medication**, completed and signed by the child's physician. The physician form must include all dosages instructions and specify the time period for which the drug is to be administered. The physician should also list any side effects of the medication. A new form is required every school year. Physician forms may be faxed to the school (the school's fax number appears at the top of the form).
- **Parent's form authorizing school personnel to administer the medication.**

No medication will be dispensed at school until both forms are completed and on file with the office. Students are not permitted to carry medication to school. Parents must bring the medication to the school office, where it will be kept in a locked cabinet. All medications must be in their original container with a prescription label having the following information:

- Child's full name.
- Name of drug and dosage.
- Time(s) to be given.
- Physician's name and phone number.

To the extent it is age-appropriate; students are responsible for reporting to the office for their medication at the designated time(s) rather than relying on school personnel to watch the clock.

If the drug is to be discontinued or the dosage changed from the original instructions, the school requires written notification from the physician. Parents will be notified at the end of the school year to pick up any remaining medications. Any medication not picked up within one week after the school year ends will be properly disposed of.

Non-Prescription Medication

The school keeps acetaminophen (Tylenol or a generic equivalent) on hand to administer as needed, subject to parental consent and administration guidelines. Parents may also supply their own over-the-counter medications labeled with the child's name and specific dosage instructions. Just like prescription medications, non-prescription medications supplied by the parents will be kept in a locked cabinet in the school office. A parent consent form must also be completed for over-the counter medication. The consent form can last for the whole entire year without calling the parent at home. In addition, parents will be notified each time their child requests medication, unless the parent have indicated on the form that they do not need to be notified.

Commented [S128]: This doesn't sound like the protocol in the MHS office

Inhalers

Students may self-administer inhalers while at school only under the supervision of school personnel. A student who carries an inhaler on his or her person must have a Salam School Release Form for Student Inhaler Use, completed and signed by the student's physician, parent, principal and home room teacher.

The form states that the student understands the purpose of the inhaler and has been instructed in how to use it appropriately, including how often. The school is responsible for safeguarding the student's inhaler.

Telephone Policy:

Students are allowed the use of the school office phone for emergency purpose only. Permission for use should be obtained from the administration or authorized staff member. Otherwise, students will be charged .35 cents per call.

Parent Involvement:

Parent/Guardian involvement is essential and required for an effective school community.

Importance of Home-School Communication and Outreach Activities:

Parent/guardian-school communication is an integral part of the education process. Unless parents/guardians, teachers, and administration are mutually cooperative, the support environment necessary for optimum learning is denied to the child. The school recognizes that parents are partners in the education process, and the parents have both the right and the responsibility to share in decisions about their child's education and development. Furthermore, parents are given the opportunity to participate in the outreach activities provided by the school. These activities are intended to support, nurture and instruct parents in their role as the primary educator of their children.

Parents/Guardian, Student, Teacher Conferences:

Parent/guardian, student, teacher conferences are held three **twice** a year. When a conference is scheduled, attendance by both the parent/guardian and the child is mandatory. If the child doesn't attend, it will be counted as an absence. If a parent/guardian fails to attend scheduled conferences, progress reports or grades will not be issued.

While these are a scheduled time for parent/guardian, student, teacher conferences parents/guardians or teachers may arrange additional meetings at convenient times for

Commented [S129]: Why is this here? Earlier we told them they HAD to volunteer so this is superfluous at best and contradictory at worst. I'd drop it.

Commented [S130]: Is this clause necessary? Seems obvious?

Commented [S131]: Really??

Commented [S132]: Not true?

all involved. Teachers will not be interrupted by phone calls or unarranged conferences during class time (8:00 a.m. to 3:30 p.m.). Messages may be left with the school secretary.

Parents/guardians are always welcome to visit, but these visits are to be arranged in advance at a time mutually agreed upon by the administration, teacher and parent/guardian.

Fundraiser Expectations:

Fundraisers are a necessary part of maintaining and supporting school expansion and other projects. Parent support is appreciated.

Commented [S133]: Do we do these? Do we need this?

Parent/Guardian Volunteers:

There are many ways that parents/guardians can actively participate in the school. Volunteering as a room parent, playground monitor, tutoring, chaperoning a class field trip, collecting and ordering monthly book orders from Scholastic or sharing an expertise (a skill) with the school or classroom; parents are also encouraged to involve themselves in the student's activities and learning whenever possible.

Commented [S134]: Yet another clause about volunteering??

Parent/Teacher Association:

Salam School has a parent/teacher association that works closely with school administration. Elections are held every year; all parents are encouraged to become members of the PTA. You are supporting the future for your child. While a member of this organization, your voice and concerns will be heard and addressed as long as it coincides with the Wisconsin State Standards and the developmentally appropriate practices required for learning.

Commented [S135]: This was covered pages ago – why is it here again?

Athletic Program

Commented [S136]: This was also covered previously why is it here again?

As part of the athletic program at Salam School, we all have obligations to take an active role in our children's sports-related experiences. The Athletic and Administration Departments have published by-laws to guide and manage the program. Key guidelines include:

- **Children's health is a priority.** All children in grades 5-8 who participate in sports need to have a completed physical exam form on file with the Athletic Director, reporting on an examination from no more than two years prior. Anyone without the proper form on file will not be allowed to participate in practices, league and/or tournament games.
- **Academics come first at Salam School.** A student must maintain a grade point average (GPA) of 2.0 or better to participate in school sports. If the GPA falls

below 2.0, the student will be suspended from sports (practices and games) for 10 consecutive school days. During the suspension, the student will be monitored and required to bring the GPA up to a passing level in order to become reinstated on his or her team. The school principal will inform the Athletic Director of required suspensions and any reinstatement to the athletic program requires the principal's approval. Special circumstances may be addressed on a case-by-case basis.

- **Salam School regulations will be followed.** Students that are on a behavior modification plan, peer mediation plan or must attend character education mentoring and he or she does not fulfill their obligation, may not participate in the sports program provided by the school. These students did not meet all the requirements that apply to student athletes.
- **Families need to help raise the needed funds.** For each child participating in school sponsored sports, each family will have the option to either
 - Get a sponsor to back the team, or place an advertisement in the school news paper to cover the costs for the after-school games and activities.
 - Set up a concession stand to sell healthy snacks and drinks.
 - Or pay a one-time fee of \$60 per child that participates in sports.

The family's child(ren) who choose not fulfill the commitment for sports activities will be suspended from sports until payment is received or sponsorship and volunteerism is displayed.

Commented [S137]: This amount is inaccurate. This whole section seems like it's a repeat and could be dumped.

Character Education—Islamic Values

Study of Islamic values and character education is done within the school classroom. Every child is expected to participate in ongoing Islamic education instruction, Grade K4-12 either through Salam School or Weekend School. A broad Islamic curriculum and character education is achieved providing a student attends consecutive years of instruction.

Commented [S138]: Huh?

To prepare students for a well-developed character and strong Islamic values the student must follow the code of conduct and the role modeling done by the prophets.

If a student finds him/herself not following the rules and regulations of the school, he or she will have to attend **mandatory** Islamic and character education sessions to help him or her work through the behaviors that are troublesome for the school environment. Teachers will notify the parent of the unacceptable behavior being exhibited. A **mandatory** parent meeting will be held with the Islamic and character education mentors so a developmentally appropriate intervention behavioral plan can be established. The Islamic and character education advisors will send an outline of intervention strategies used to help the boy or girl overcome the inappropriate

behavior. Every quarter the mentors will reevaluate the progress being made. A parent meeting will be held to update the family of their child's behavior.

Child Custody

When a student is the subject of a court order that restricts the placement of contact of either parent with the child, the parent with primary physical placement of the child must submit a copy of the court order. This is especially important so that school officials can ensure emergency contact information remains current.

If a court has issued an order affecting the physical placement of a child pursuant to Wisconsin Statute 767,24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wisconsin Statute 118.125(2) unless one parent has been denied periods of physical placement with the child by the court under Wisconsin Statute 767,24(4). In that case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2)(m).

Child Abuse and Neglect

Under Wisconsin Statute #48.981(2) school personnel who have reason to suspect that a child has been or will be abused or neglected must report the facts and circumstances of the situation to the County Department of Health and Social Services or to the Sheriff or City Police Department.

Coming late at dismissal is considered neglect and a teacher can call any of the Departments above to notify them of parental disregard for their child(ren).

Junk food (lack of a well-balanced diet for lunch) and poor hygiene is also signs of neglect on the part of the parents.

Grievance Procedures for Parents

The student's teacher is the first point of contact for parents who have questions or concerns about their child's academic progress, behavior, attitude or other school-related matters. If you feel the matter is still not resolved through discussion with the teacher, the next point of contact is the school principal, followed by the advisory board.

In Salam School, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our school. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of Salam School's Vision and Mission statements. If resolution

Commented [S139]: I'm not aware the IS dept. has mandatory meetings with kids or parents. This whole section seems outdated.

Commented [S140]: For the sake of consistency, maybe this section should be cut/pasted from the mandatory reporter section of the staff handbook?

Commented [S141]: Yikes – a bit judgy?!

Commented [S142]: This was covered on pg. 9 – one of the two needs to go.

occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting,
- The name and position of the employee with whom the disagreement exists,
- Factual information and background regarding the disagreement and
- Specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involves secondary school, please go to Step 3. If resolution does not occur and the potential concern involves elementary school proceed to Step 2.

Step 2

If resolution does not occur in the informal meeting or in Step 1 and the concern involves elementary schools or school programs; the parent(s)/guardian(s) will provide the administration with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1.

The administration will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The administration will convene the parties in an attempt to reach mutual agreement.
2. The administration may contact the Advisory Board, Islamic and Character education mentors for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The administration may direct the local grievance to the Islamic and character education mentors to proceed with a review of all details and submit a recommendation.

Step 3

If there is no resolution through Step 2, issues of concern will be heard by the principal and advisory board. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy

of the letter noted in Step 1 to the committee. The committee, who is impartial to the issue at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded.

Commented [S143]: This version seems much more specific – do we want that or do we prefer generality?

Addenda

SALAM SCHOOL

4707 S. 13th Street
Milwaukee, WI 53221

SUSPECTED ABUSE AND/OR **NEGLECT**

This report is a confidential personal notation and is not to be included in the academic or behavioral files.

Child's Name _____ Child's Date of Birth _____

Child's Address _____ Child's Sex _____

Child's Grade: _____

Parent/Guardian or Responsible Party of Child _____

Address of Parent/Guardian or Responsible Party of Child

Present Location of Victim:

Date of Referral _____ Time of Referral _____

Referred By: _____ Title: _____

Method of Referral _____ Agency Notified _____

Reason(s)/Circumstances Leading to Referral

Commented [S144]: Maybe this should be somewhere, but in the Parent/Student handbook? Staff handbook would make more sense.

Action Taken

Follow-up of Agency to Which Referral was Made

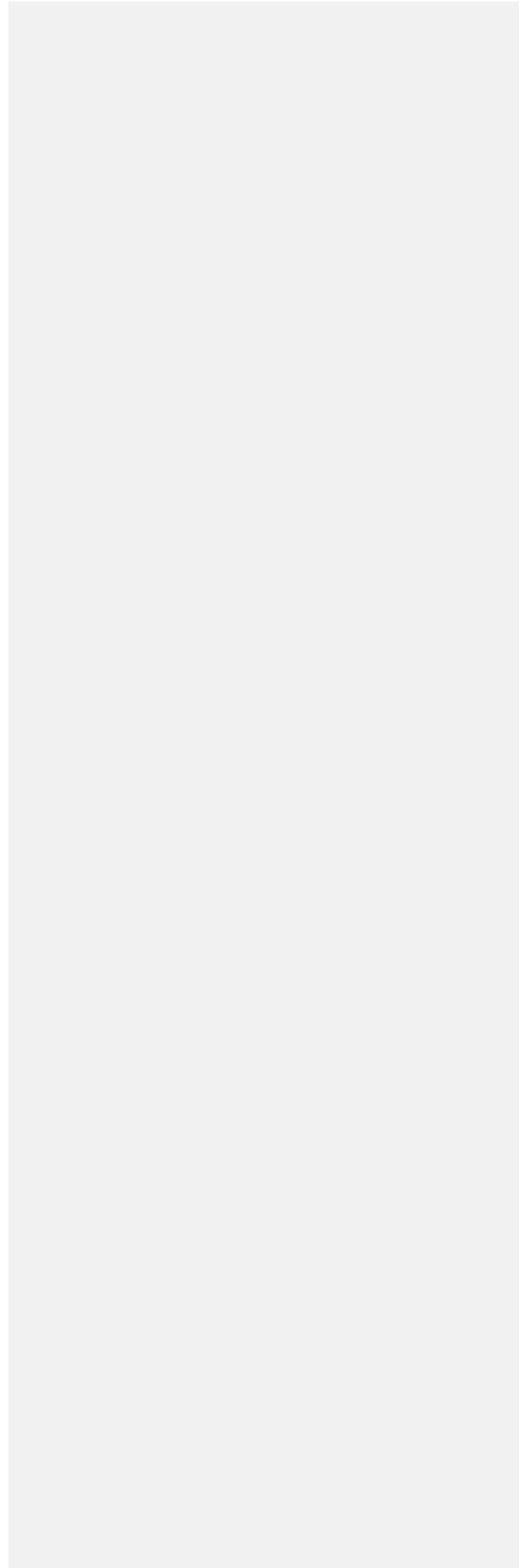
Principal Signature

Commented [S145]: Lots of formatting messed up.

Parent/Guardian Consent Form

78

1. Consent for School- Based Supportive Services



I hereby consent to have my child listed below to participate in the following supportive services arranged by Salam school:

Commented [S146]: Not sure what this is

- Classroom consultation
- Group activities
- Individual consultation
- Child-parent consultation

I understand that my child's participation in these activities is intended to help his/her overall development and education.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of school official (principle, teacher)

Date

Administrator's Signature: _____

SALAM SCHOOL

***Addendum to Salam School Computing and Technology Policy
Laptop Loan Program Contract***

Commented [S148]: I'm not aware we have a laptop program at the moment but when we do, we should review this segment. Till then, I think we dump it.

Definitions:

Salam High School established the Laptop Loan Program to provide an extra incentive for its very gifted students to continue to excel. After a specific student has fulfilled certain academic and behavioral requirements, the school may elect to issue this student a laptop on a semester loan basis.

Terms & Conditions

General Laptop Loan Policies:

1. Laptop will be checked out to a student at school's discretion.
2. This discretion, however, is subject to laptop availability.
3. Once a laptop is checked out to a student, the laptop becomes the responsibility of that student.
4. This laptop loan service is a privilege and can be revoked at anytime by the school administration.
5. If the loaned laptop was lost or damaged, the parent or guardian of the student has the responsibility of reimbursing the school, with the full cost of the Laptop (\$500).
6. The laptop should not be left unattended.
7. Any physical damage to the computer should be brought to the Technology Department's attention immediately.
8. Student is responsible for all costs associated with damage to the laptop during the checkout period.

9. Laptop is loaned to be used for academic purposes solely.
10. Laptop cannot be used by other siblings in the family.
11. Laptop cannot be used by friends of the student.
12. The loan period expires one week before the end of the school year. The end of the school year is clearly published in Salam School's Calendar. Upon expiration of the laptop loan period, the student shall promptly bring the laptop back to the school.
13. The Technology Department will then inspect the laptop for damage, and depending on the returned laptop condition will either:
 - a. Issue the student an all clear form, releasing him/her from any liability.
 - b. Assess a fee for any damages found.
14. If the laptop was returned late, there will be a late fee charged by the school.

Hardware policies

- 1. The student shall not install or remove any hardware from the laptop computer.**
- 2. The student shall not upgrade any hardware part from the laptop computer.**
- 3. All needed hardware maintenance and service should be done by the school Technology Department.**

Software policies:

1. No software can be installed/uninstalled from the Laptop.
2. Laptop should be brought to the Technology Department every second week of the month for installing updates and general checkup.
3. Students are prohibited to download any music, games, software, audio/visual works from the internet.

Policy Contract

I have read and understood the Salam School's Laptop Acceptable Usage Policy and will abide by the policy and use technology responsibly and ethically. Should I commit any violation, I understand that my laptop privileges may be revoked, school disciplinary action at the sole discretion of the Salam School Administration may be taken, both civil and criminal prosecution under the law may be pursued against me and payment for such may be assessed.

Student Name: _____

Student Signature: _____ Date: _____

Grade: _____

As the parent or guardian, I have read and discussed Salam School's terms and conditions for Laptop Acceptable Usage Policy set forth in Salam School's Computing and Technology Policy. I understand that the provision of a laptop is for educational purposes and that my child is expected to act responsibly and ethically in regards to the use of technology. Violation of this policy can have serious repercussions, including but not limited to, loss of access privileges, school disciplinary action, both civil and criminal prosecution under federal or state laws and payment for damages or lost laptop will be assessed.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

MEDICATION FORM

Commented [S149]: Do we use this? If so, fine – if not, should we or should we dump it?

Upon request of the student (in grades 7-12 only), pain reliever medication will be provided by authorized school personnel.

Tylenol or similar acetaminophen medication will be offered.

Student
name _____

Grade _____

YES _____ I DO give consent for my son/daughter to be given pain
reliever during school hours.
Parent
signature _____

NO _____ I DO NOT give consent for my son/daughter to be given pain
reliever during school hours.
Parent
signature _____

Off-Campus lunch contract

Commented [S150]: This page shows the most recent version as of 6/19, drafted in 2018. Again, I don't know if any forms need to be in the handbooks.

Expectations and provisions:

- 1) Students must leave at the start of lunch (11:12) and return in time for their next class (11:57).
- 2) Students may walk/drive only with other Salam School students.
- 3) Students are expected to show a HIGH LEVEL of appropriate Islamic behavior in the community.
- 4) Students can NOT bring left-overs or other food back into the building.
- 5) Students MUST sign in and out in the Main Office every time they leave for off-campus lunch.

Consequences:

- Failure to comply with the expectations above will result in privileges being revoked.
- If failure to comply is wide spread, Administration reserves the right to revoke privileges for all Seniors.
- Students returning late after lunch will be marked tardy.

Disclaimers:

- Salam School assumes no legal responsibility for students' behavior or injury while off campus.
- Students will NOT be supervised by Salam School staff while off campus.
- Signature of student and parent below indicate full understanding of the terms of this agreement.

I _____ give my child _____
(Parent/guardian name) *(student's name)*

Permission to leave the school building for off-campus lunch.

(Parent signature) *(Date)* *(Student Signature)* *(Date)*

Out of Uniform Parent Letter**Commented [S151]:** DO we use this?

Dear Parents:

In respect to our Islamic modest dress code, we stress that girls coming to school on out of uniform days should not wear tight jeans or tight shirts. Both Pants and shirts should be loose. In addition, shirts should reach past mid thigh. We found that your daughter was not dressed to our code on **1/6/2010**.

This letter serves as a final warning. In case of recurrence, your daughter will not be able to come out of uniform for the rest of the school year. Your signature below indicates that you have read and understood the above. Please sign and return with your child tomorrow 1/7/2010.

Parent signature _____

Salam School Administration

SALAM HIGH SCHOOL COMMUNITY SERVICE VERIFICATION FORM

Student _____

Grade _____

Brief description of Community Service performed:

Name of Supervisor for the Community Service:

Date and hours spent in Community Service

| Date | Hours |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(If more space is needed use back of sheet)

*****To be filled-out by

Supervisor*****

Was the student on time for the service? _____

Did the student perform the service to your satisfaction _____

Any other comments:

Signature

Date

Commented [S152]: Is this what Lorri uses? Do we want it to be here b/c kids always seem to get it from Lorri or on the bulletin board?

NOTICE TO STAFF AND PARENTS

SALAM HIGH SCHOOL SERVICE HOURS (COMMUNITY AND IN-SCHOOL)

Completing service hours is a mandatory requirement for 9th-12th grade students as part of promotion to the next grade, and graduation. Volunteerism is another means to shape our students into decent, compassionate citizens who find fulfillment in helping others. Below are guidelines to be followed:

9th grade----10 hours per year (6 hours out/4 hours in)

10th-12th grades----20 hours per year (12 hours out/8 hours in)

Recommended to complete 10 hours----1st semester (Sept–Dec); 6 out, 4 in
10 hours----2nd semester (Jan–May): 6 out, 4 in

Service Hours must be completed during the school term only and by May 15th of each year.

NOTE: Students who fail to complete 10/20 hours must report to school the week after promotion or graduation (or designated week) to be assigned other school duties, including cleaning, for 10/20 hours (5 hour shifts---8 am – 1 pm) until mandatory service is finished. Failure to complete these 10/20 hours will result in holding student's report card and/or transcripts.

Commented [S153]: I'm not sure what the out/in refers to
Are these requirements still current?

Commented [S154]: That's interesting!!

Commented [S155]: I don't think we do that but maybe we should have some back-up plan to a kid not doing all their hours?

Br. Ibrahim Jaber (IT Dept) will list, for this year, community service organizations on-line under the Salam School Website <http://www.salamschool.net/> for the students to choose from. Information will include:

- Explanation of the Service Hour Program, responsibilities and expectations, and how to document completed service.
- Detailed information about service organizations.
- Contact person and phone numbers of organizations.

Mr. Forecki (guidance counselor) will keep track of monthly sign-ups and documents of completed hours and conference those students who are not complying with our mandatory service program.

Students who want to perform service hours other than the ones listed **MUST GET PRE-APPROVAL FROM MR. FORECKI.** Failure to do so will cancel out the hours. An official Request Form will be available to the student who is interested in fulfilling hours at a place other than listed. Failure to do so will cause the hours to be discredited.

Students are responsible for reporting to the supervising adult and obtaining signature of the supervising adult on a VERIFICATION SERVICE SHEET. Failure to do so will cause the hours to be discredited. Student **MUST** return signed sheets within the **FIRST WEEK** to Mr. Forecki's office.

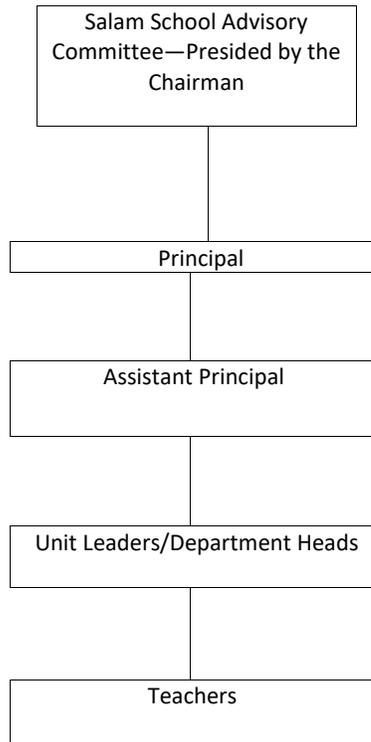
- Verification Sheets and Request Forms can be obtained in Mr. Forecki office, and will be posted on the school website so students can print them at home if need be.

For efficiency, teachers and staff need to email the names and completed hours of those students who work for them to Mr. Forecki (CC Sr. Lorri Amin) instead of signing a Verification Sheet. Verification Sheets can be reserved for off-campus community work.

Sr. Lorri Amin will continue to coordinate and post “one-time” service opportunities on the HS board outside Room 103. Please notify or email Sr. Lorri of all services that could use student help.

Commented [S156]: This whole section seems out of date.

Salam School's Chain of Command



Commented [S157]: Do we need this in the Parent/Student handbook? If so, maybe it should be more prominent?

PS: The chain of command above simply advises of the protocol to be followed as far as directives and conflicts resolutions are concerned. However, it does not restrict the parties therein from information-sharing. Salam School strongly advocates for creating a learning community that enjoys a free-flow of information and experience sharing. It must be also noted that the chain above purposely excludes the administrative staff members. They work closely with the administration—principal and assistant principal— and solely report to it.

Consultation Activity

Commented [S158]: ???

Name of Student: _____ Date: _____

Type of Session: (Individual, group, family, classroom): _____

Difficulty Addressed: _____

Progress in Session: _____

Challenges in Session: _____

Classroom Consultation/Activity: _____

Signature of Consultant/I

Salam School of Milwaukee
Salam School of Milwaukee
Salam High School Course Completion Requirements for
Graduation

In order for a student to become a candidate for Salam High School Diploma, he/she must complete 27 credits of the courses below, including 5 credits of English (excluding journalism, public speaking and etymology), 4 credits of foreign language (including at least 2 credits in Arabic), 4 credits of social sciences, 4 credits of science, 4 credits of mathematics, 2 credits of Islamic studies 1 ½ credits of physical education and a ½ credit of health. The following pace of the program is mandatory for the 9th&10th grades, whereas it is highly suggested for the 11th&12th grades.

- ✓ 9th grades (total of 8 credits): foreign language 1, biology 1, English (world lit. and freshman comp) 2, geography 1, math (algebra1/geometry) 1, computers 1, PE ½ & IS theology ½.
- ✓ 10th grades (total of 8 credits): foreign language 1, chemistry 1, English (Brit lit. and etymology) 1½, world history 1, math (geometry/algebra2) 1, computers 1, PE ½, IS theology ½ and elective ½.
- ✓ 11th grade (total of 8 credits): foreign language 1, physics 1, English (American lit.) 1, US history 1, math 1, PE ½, IS theology ½, Health ½ and 1½ electives.
- ✓ 12th grade (total of 5½ credits): foreign language 1, science 1, English (senior comp) 1, social sciences 1, math 1 and IS theology ½.

- ☐ In addition to the credit requirements above, the candidate student must complete a minimum of 60 hours of community service (20 per each grade-10th, 11th and 12th). Also, the candidate student must attend two school retreats/~~camps~~.

Commented [S159]: Guidance should review this for accuracy based on current policy. Also, I'd like this whole section to be much more up front in the handbook for MHS.

Commented [S160]: We sure don't require TWO camps – maybe not even one. Somewhere we should include the requirement that of the 60 hours, 20 (I'd argue more!) need to be outside the Islamic community.

Salam High School follows the cohort model, especially in the 9th and 10th grades. Despite the mandatory subject sequence, students get to choose, in collaboration with faculty members, whether to place the honors track or the standard track. However, they are able to choose some of the subjects as elective in both 11th and 12th grades. The course offering is constructed in this manner, in order to build the students' academic ability before they are given the chance to choose which course to pick.

The total credits in the whole program are 30½ credits. Salam School grants its high school diploma upon finishing at least 27 credits of the 30½ credits provided 13 credits are completed in Salam High School Program. Subsequently, Salam School will not admit transferees seeking placement into 12th grade.

Transferees seeking placements up to 11th grade may be admitted into Salam High School upon passing the placement exams and after a careful evaluation of their transcripts.

Transferees are given credits for courses they have completed in other high schools/ accredited learning institutions, so long as those courses are compatible/equivalent to the courses offered in Salam High School.

Even though Salam High School's transcript will include all the courses completed by the candidate, including courses completed in other schools/accredited learning institutions, the GPA on the transcript will reflect the courses completed in Salam High School *only*. This may exclude the AP courses that the candidate has completed in other schools/accredited learning institutions and for which he/she passed their respective AP exams with at least a 3-point score.

Students have to score "D-" or above for the successful completion of any course. Further, teachers' recommendations are necessary for students to enroll in certain classes. Also, their advice is vital on crediting students for course completion. Students may opt out of Islamic studies courses provided they enroll in other courses to meet the credit quota required for earning Salam High School Diploma.

Other restrictions may apply.

Commented [S161]: What?? IS is optional??

SALAM SCHOOL STUDENT RECORDS

POLICIES AND PROCEDURES

Former Salam School Students:

Salam School files former students' school records in its archive located in the main campus. The files include: the enrollment applications, birth certificate, medical records and discipline records, as well as their academic reports, standardized test scores, progress reports and student contracts. Parental notes can be found in these files as well if applicable.

These records are confidential and stored under lock and key. They are only accessible to members of the administration.

Procedures for Maintaining Records:

Once a student withdraws and the school transfers his/her records the files are taken out of the main office and stored in the school's archive. If the student later returns to Salam School, the file is then restored in the active student files in the main office. Salam School then completes the file of the student for the duration he/she spent in the other school(s) by requesting the records directly from the respective school(s).

Commented [S162]: This seems unnecessary to explain.

Policy/Procedure for Release of Student Records to Parents:

The school will only release student records to legal guardians of that specific student. The parent must stop by the main campus office to place their request. The school will only release copies of their current report card and standardized test results. The information is given to the parent in a sealed envelope within twenty-four hours of their request. If a student is transferring to another school, the school must receive a release of records request in order to forward the rest of the file.

Policy/Procedure for Transferring Student Records to MPS/Other Schools:

Once a release of records request is received in the main office, the school notifies the parent/guardian of that student to confirm his/her withdrawal. If confirmed, the school drops the student from the enrollment roster and mails copies of Salam School records and the original MPS cumulative folder (if applicable) to the requesting school. The original files are then stored in the archive area.

SALAM SCHOOL EMERGENCY RESPONSE CONTRACT

You are an important part of keeping our school safe. If an emergency or crisis occurs, you are expected to completely obey and follow ALL procedures and orders from the staff or emergency personnel who are securing our school. Preparation for an emergency is a serious, intentional practice to train you to be safe and get you out alive, Insha'Allah. During the first weeks of school, teachers will go over the specifics. Your cooperation is critical.



FIRE DRILL:

Each time the fire alarm sounds, *everyone* is required to evacuate the building quickly **AND silently**. This must be done without fail according to Milwaukee laws. It will be practiced throughout the school year. Falsely setting off the fire alarm is prohibited by law, as are bomb threats or other threats that may affect safety. Violators will be subject to school disciplinary action as well as consequences from the Fire Department, Police Department, and the judicial system.

INTRUDER ALERT LOCK DOWN "CODE RED":

If an emergency occurs where your safety is better ensured by remaining in the building, a safety LOCK DOWN procedure will be implemented. The office will alert a "CODE RED" via the P.A. System. You and classmates will be locked in your classroom with the teacher until it is safe to leave. **No one leaves until an "all clear" is announced.**

BOMB THREAT:

If a bomb threat is made, the Administration will alert the proper authorities. If the threat is genuine, you will be immediately instructed to evacuate the school. Follow the same procedure as you would for a Fire Drill. **DO NOT touch any suspicious packages.**

TORNADO DRILL:

If a tornado sighting is in our area, the office will alert the school via the P.A. System for students and staff to walk immediately to an assigned, designated area on the lower level of the building. There you will be commanded to assume a protective posture (face wall, kneel down low, cover head with arms). **It is essential you cooperate.**

I have read and understood all the procedures to be followed in case of an emergency, and agree to abide by them at ALL times.

Student Signature _____ Date _____

Commented [S163]: I don't think kids need to sign off on this and the procedure, if we keep it in the booklet should be much earlier.

Salam High School Service Hours Program

SERVICE HOUR CONTRACT

Completing service hours is a mandatory requirement for 9th-12th grade students as part of promotion to the next grade, and senior graduation. Volunteerism is the cornerstone of the program and another means to shape our Muslim students into young adults who are decent, compassionate, faithful citizens who find fulfillment in helping others by giving their time and talents.

OPPORTUNITIES:

Students are made aware of community service opportunities on a continuous basis throughout the school year. Announcements, flyers, a bulletin board, and posters are either distributed and prominently displayed in the hallways. Morning Address assemblies afford the opportunity to present a number of options to the student body. The student is then responsible for acting upon the information. **Service is not limited to the options presented at school but must be pre-approved by the Guidance Counselor or Service Coordinator prior to the activity. REQUEST FORMS are available for this and must be handed in 1 week before the event.**

DOCUMENTATION:

Students must provide proof of community or in-school service from the sponsoring outside organization on a Verification Form documenting: (1) name of the organization, (2) description of service performed, (3) date(s) and number of hours of service, and (4) signature of the supervising adult. Forms may be obtained from the Guidance Counselor if needed. **Forms must be returned NO LATER THAN ONE WEEK AFTER the volunteer service has been completed.**

CONTRACT:

Each student entering grades 9-12, and a parent, will be required to sign a contract stating that the purpose, requirements, conditions, opportunities, and documentation are fully understood and agreed upon. Parent and student signatures on contract are required at time of registration.

SERVICE HOURS:

Students who complete a total of 10 hours (9th grade) or 20 hours (10th-12th grades) of service will receive a Salam High School Service Recognition Certificate which will be filed and included in each student's portfolio. Public recognition will be made during the senior year at the graduation ceremony. Students can find a list of approved service organizations posted on www.salamschool.net--or-- on a designated bulletin board.

STUDENT RESPONSIBILITIES—RECORDING HOURS FOR CREDIT:

Salam High Guidance Counselor will keep track of monthly sign-ups, document

completed hours, and conference those students who are not complying with our mandatory service program. Students who want to perform service hours other than the ones listed **MUST GET PRE-APPROVAL FROM THE GUIDANCE COUNSELOR**. Failure to do so will cancel out the hours. An official **REQUEST FORM** will be available to the student who is interested in fulfilling hours at a place other than listed. Failure to do so will again cancel out the hours.

Students are responsible for reporting to the supervising adult and obtaining signature of the supervising adult on a **SERVICE VERIFICATION SHEET**. Failure to do so will cancel out hours. **Signed sheets MUST be handed in within the FIRST WEEK to the Guidance Counselor's office.** **Verification Sheets and Request Forms** can be obtained in the Guidance Counselor's office, and will be posted on the school website so students can print them at home if need be.

HOW MANY HOURS DO I NEED?:

- 9th grade----10 hours per year (6 hours out/4 hours in)
- 10th-12th grades----20 hours per year (12 hours out/8 hours in)

Recommended to complete 10 hours----1st semester (Sept–Dec); 6 out, 4 in
10 hours----2nd semester (Jan-May 15th); 6 out, 4

INVALID HOURS:

Service hours done for individuals, friends, neighbors, relatives, businesses, campaigns, or companies; work done for other obligations (NHS, Boy Scouts, Student Council, job); or work for which you are paid are invalid. These are important forms of service and work but **DO NOT** meet the program requirements! In addition, all service projects must be *for the organization*, **not a personal project for an individual** who happens to work at a valid organization.

DEADLINES FOR COMPLETION OF HOURS:

Service Hours can be fulfilled during the summer months for the following school year OR during the school term. Hours completed during the summer must be documented on a Verification Form signed by the supervisor, and submitted to the Guidance Counselor by September 1st. Failure to do so will void any service completed. **ALL HOURS MUST BE COMPLETED BY MAY 31st OF EACH YEAR.**

FAILURE TO COMPLETE SERVICE HOURS:

Students who fail to complete 10/20 hours must report to school the week after promotion or graduation (or designated week) to be assigned other school duties, including cleaning, for 10/20 hours (5 hour shifts---8 am – 1 pm) until mandatory service is finished. Failure to complete these 10/20 hours will incur a hold on the student's report card and/or transcripts.

****Seniors will not attend graduation ceremony or receive a diploma until all service hours have been completed.***

PLAN AHEAD:

Service hours are connected with Islam and our Character Education Program and therefore must be completed with excellent behavior. Service for others is one of the greatest gifts you could give of yourself to mankind. **Begin performing your service hours immediately.** It is difficult to foresee what challenges may arise for you during the school year, so please take advantage, **volunteer early.** If you choose to save your hours for the last 6 weeks of the year, you run the risk of having a very difficult time finding any service sites or opportunities.

QUESTIONS:

Contact your Guidance Counselor or Service Coordinator. **Please know that the Guidance Counselor or Service Coordinator are the only staff guaranteed to answer correctly any questions you may have regarding the service program. If you have a question answered by anyone else, you run the risk of receiving an invalid answer which will eliminate any hours completed.**

Please represent ISLAM AND SALAM HIGH SCHOOL well in all of your efforts!

*****Sign below and return with school registration form*****

I (We) understand the Salam High School Service Hour Program expectations and consequences should failure occur to complete required hours.

Student signature (print): _____ Grade Entering: _____

Student signature: _____

Parent signature: (if child is under 18)

Date: _____

Allah (Almighty God) is the Witness

Commented [S164]: This whole segment is a repeat of pp. 86-89!!



Salam School

4707 South 13th Street
Milwaukee, WI 53221
Phone: 414-282-0504
Fax: 414-282-6959

“Where Faith and Learning Come Together”

SALAM SCHOOL STUDENT RECORDS

POLICIES AND PROCEDURES

Commented [S165]: This was just said 5 pages ago!!

Former Salam School Students:

Salam School maintains former students' school records in its archive located in the main campus on the lower level in the records storage area. The files include: the enrollment applications, birth certificate, medical records and discipline records, as well as their academic reports, standardized test scores, progress reports and student contracts. Parental notes can be found in these files as well if applicable.

These records are confidential and stored under lock and key. They are only accessible by members of the administration.

Procedures for Maintaining Current Students' Records:

Salam School keeps the currently enrolled students' files in the main campus office. These files are kept under lock and key in file cabinets. The files include: the enrollment applications, birth certificate, medical records and discipline records, as well as their academic reports, standardized test scores, progress reports and student contracts. Parental notes can be found in these files as well if applicable.

These records are confidential and stored under lock and key. They are only accessible by members of the administration.

If a staff member requires to view a particular student's previous academic record, the teacher must sign the Student File Viewing Sign In Sheet that includes the name of the student, the grade, the viewing teacher's name, the date and the office staff's initials. The office staff will then pull out the specific documents pertaining to that teacher's request.

Student's cumulative portfolios that include samples of their work can be found in their homerooms with their homeroom teacher under lock and key. These files move up with the students as they are promoted to the next grade level.

Procedures for Maintaining Withdrawn Student Records:

Once a student withdraws and the school transfers his/her records (see policy below), their files are taken out of the main office and stored in the school's archive in the lower level of the main campus under lock and key. If the student later returns to Salam School, the file is then restored in the active student files in the main office.

Policy/Procedure for Releasing Student Records to Parents:

The school will only release student records to legal guardians of that specific student. The parent must stop by the main campus office to place their request. The school will only release copies of their current report card and standardized test results. The information is given to the parent in a sealed envelope within twenty-four hours of their request. If a student is transferring to another school, the school must receive a release of records request in order to forward the rest of the file.

Policy/Procedure for Transferring Student Records to MPS/Other Schools:

Once a release of records request is received in the main office, the school calls home to notify the parent/guardian of that student to confirm his/her withdrawal. If confirmed, the school drops the student from the enrollment roster and mails copies of Salam School records and the original MPS cumulative folder (if applicable) to the requesting school. The original files are then stored in the archive area located on the lower level of the main campus. The original release of records request form from MPS/Other School is then initialed and dated by office personnel. The form is then kept in the appropriate binder. A written notice is then sent home informing the parent/guardian of the transfer. As part of the school's transfer policy the school will send the Department of Public Instruction (DPI) a copy of the consent forms for each transferring student consenting to the transfer to an affiliated organization.

Please forward all records including attendance, academic and behavior records (including Individual Education Program records), test scores and health records to:

Salam School
4707 S. 13th Street
Milwaukee, WI 53221

Thank you for your cooperation. If you have any questions, please call 414-282-0504.

Sincerely,

Wanis Shalaby
Principal



Salam School

4707 South 13th Street
 Milwaukee, WI 53221
 Phone: 414-282-0504
 Fax: 414-282-6959

“Where Faith and Learning Come Together”

Release of Student Records to Parent/Guardian

| | | |
|----------------------------|------------|---------------|
| Student Last Name Grade | First Name | Date of Birth |
|----------------------------|------------|---------------|

Please Check the Document Needed:

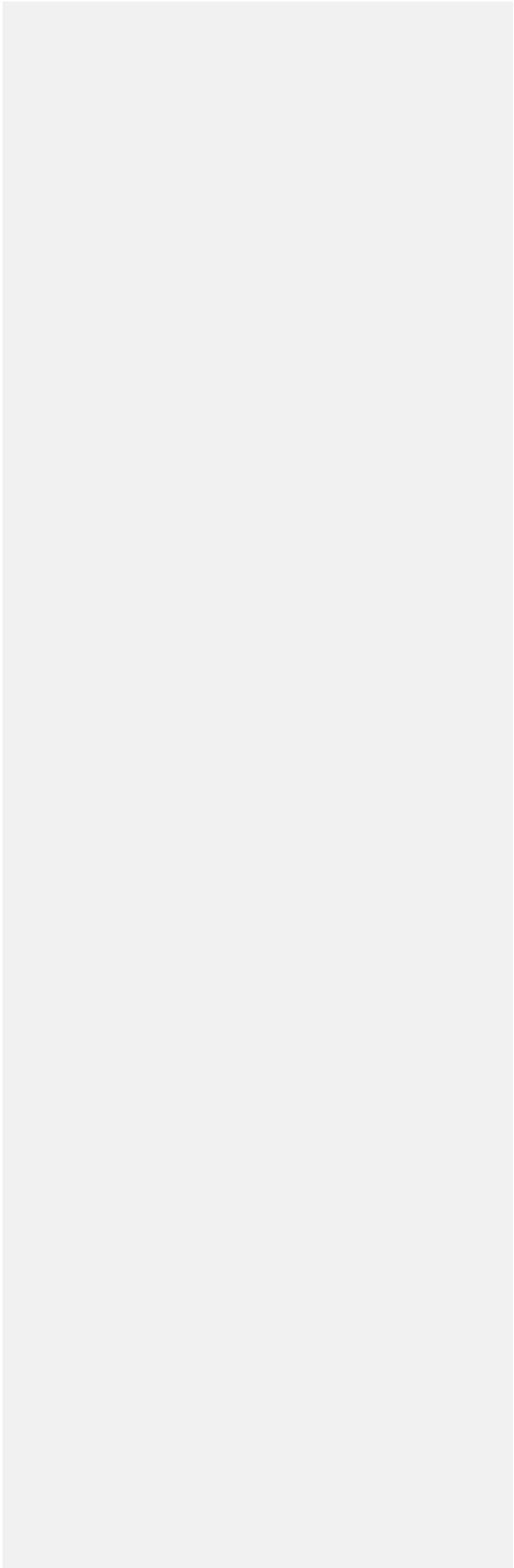
- Report Card (Please specify grade level/s needed) _____
- Copies of Standardized Test Results (Please specify grade level/s needed) _____
- Proof of Enrollment for current school year

Please Note: All requested documents require a 24 hour notice for them to be processed. Documents will be given to the parent/guardian whose signature is below.

Documents should be picked up at the main campus office.

Parent Name (Print)

Parent Name (Signature)
Date





Salam School

4707 South 13th Street
Milwaukee, WI 53221
Phone: 414-282-0504
Fax: 414-282-6959

“Where Faith and Learning Come Together”

Notice of Transfer of Records

Dear Parent/Guardian:

This letter is to inform you that Salam School has transferred a copy of your child’s (listed below) cumulative school record and folder to the requesting school (listed below). The original files will still be maintained at Salam School in its archives.

Child Last Name First Name Date of Birth

Name of Requesting School: _____

Date File was sent:

If you have any questions please call the school office at 414-282-0504.

Sincerely,

Wanis Shalaby

Principal

Commented [S167]: All these forms may be needed in the office, but I don't think they're needed here.

Salam Elementary, Middle and High School Student Injury Protocols

Commented [S168]: This is covered on page 68 – one of the two versions should go. This one seems more specific and distinguishes btw ES and MHS.

MAJOR INJURIES (Sprains, fractures, head injuries, heavy lacerations, seizures, etc.):

1. **ES:** If a child sustains a serious injury, please bring or have an adult bring the child to the office *if the child is able to move*. Contact 911 if the child cannot move or is unconscious. All classroom phones at the elementary school have 911 dialing capabilities. Clear all the children from the vicinity of the injured child. An adult should stay with the child at all times.
M/HS: As above, if injury is sustained in the building, page the office. If outside at recess, use a cell phone to contact 911 and send someone to inform the office.
2. Call for the school administrator and/or notify school office.
3. Contact parents or have office call them immediately after if it is a major injury as above, please use common sense and do not panic. Remain calm. If unable to contact parents, call the emergency numbers on the student emergency card and inform of incident and that parents have not been reached.
4. Teacher who observed the accident or homeroom teacher should write an incident report and submit it to the office after emergency medical attention has been sought and child has been stabilized.
5. In the incident report, please be as detailed as possible in your description of the incident. Do not name other children. The administration has to complete the bottom portion of the incident report and sign it. A copy goes into the child's record and a copy is sent home.

MINOR INJURIES (Scrapes, minor cuts, bruises, scratches, etc)

1. If the injury is minor, please bring or have another adult bring the child to the office for first aid.
2. Contact the parents to inform them of the injury and how it was handled.
3. Write up an incident report regardless of how minor the injury.
4. Submit incident report to the office, office staff can sign and place one copy in the child's record and another copy should be sent home.

*****With any injury sustained on school premises, parents must be contacted and an incident report must be written.***

ACADEMIC PROBATION PLACEMENT

Commented [S169]: I'm sure this isn't the most recent version of this form so a newer one should be dropped in.

To the Parents/Guardians of _____ Grade _____

Current GPA for the school year _____

Enclosed, please find your child's second quarter report card. In order to be a student in good standing in Salam School, a student **must earn a cumulative GPA of no less than 2.0.** Your child's current academic performance does not meet these expectations.

Therefore, your child is being placed on Academic Probation. During this period of Academic Probation the following requirements and conditions must be met:

1. The student must earn no less than a "C" grade in **ALL** his courses during the probationary period.
2. The student's GPA must maintain a **minimum cumulative GPA of 2.0.**
3. The student must demonstrate exemplary conduct. **(No disciplinary referrals will be tolerated.)**
4. The student can remain a member of a Salam athletic team and participate in practice but **may not participate in any game** during the probationary period.

Please be aware that you and your child will be receiving biweekly reports of his/her progress during the period of academic probation, which will be sent home with your child. Furthermore, it is suggested that you discuss with his/her teachers and the Guidance Counselors, strategies that your child can employ to be successful in his/her coursework, especially those in which he/she has difficulty.

Should not a student complete his/her course(s) successfully at the end of the year, he/she will be required to attend summer school at Salam School, or at any other accredited school, or online to pass the necessary subjects. Failure to comply with the requirements and conditions stated above may result in your child repeating the course(s) or being asked to leave Salam School.

If you need to discuss this matter further please contact Mr. Shalaby, **Mr. Kaddoura**, Mr. Forecki, or Sr. Zehra Tahir.

Commented [S170]: Here's one way of proving that ;)

Principal's Signature
date

Guidance Counselor's
Signature date

Student and Parent/Guardian please sign below and return this document to the school. Your signature indicates that you understand the seriousness of this situation, the requirements and conditions that must be met and the consequences that may result in failure to meet these requirements and conditions.

 _____ date Student's Signature

 _____ date Parent's Signature

ACADEMIC PROBATION PLACEMENT

Commented [S171]: And it's in here twice?

To the Parents/Guardians of _____ Grade

Current GPA for the school year _____

Enclosed, please find your child's second quarter report card. In order to be a student in good standing in Salam School, a student **must earn a cumulative GPA of no less than 2.0**. Your child's current academic performance does not meet these expectations. **Therefore, your child is being placed on Academic Probation.** During this period of Academic Probation the following requirements and conditions must be met:

1. The student must earn not less than a "C" grade in **ALL** his courses during the probationary period.
2. The student's GPA must maintain a **minimum cumulative GPA of 2.0**.
3. The student must demonstrate exemplary conduct.
(No disciplinary referrals will be tolerated.)
4. The student can remain a member of a Salam athletic team and participate in practice but **may not participate in any game** during the probationary period.

Please be aware that you and your child will be receiving biweekly reports of his/her progress during the period of academic probation, which will be sent home with your child. Furthermore, it is suggested that you discuss with his/her teachers and the Guidance Counselors, strategies that your child can employ to be successful in his/her coursework, especially those in which he/she has difficulty.

Failure to comply with the requirements and conditions as stated above, OR failing any two of the following subjects: Language Arts, Reading, Math, Social Studies or Science will result in the students being required to attend summer school at Salam School, or at any other accredited school, or online to pass the necessary subject(s). Failure to do so may result in the student being retained in the present grade or asked to leave Salam School.

If you need to discuss this matter further please contact Mr. Shalaby, Mr. Kaddoura, Mr. Forecki, or Sr. Zehra Tahir.

 _____ date Principal's Signature

 _____ date Guidance Counselor's Signature

Student and Parent/Guardian please sign below and return this document to the school. Your signature indicates that you understand the seriousness of this situation, the requirements

and conditions that must be met and the consequences that may result in failure to meet these requirements and conditions.

Student's Signature
date

Parent's Signature
date

BEHAVIORIAL PROBATION PLACEMENT

Commented [S172]: Also probably not the most recent.

To the Parents/Guardians of _____ Grade _____

This is to notify you that your child's behavior has been unacceptable and in violation of the rules and expectations of Salam School. As a result, your child is being placed on "Behavioral Probation". The reason for this probation is the occurrence of numerous suspensions or the committing of a serious transgression.

The behavioral probationary period will last for the remainder of this semester. If your child receives another referral or commits a serious breach of behavior during the period, the penalty will be severe and may include multiple-day suspension or expulsion.

Furthermore, the student can remain a member of a Salam athletic team and participate in practice **but may not participate in any game** during the probationary period.

If, however, your child exhibits good behavior during this period, he/she will be taken off the "Behavioral Probation" at the end of this semester and will then become a student in good standing.

It is recommended that you discuss the seriousness of this situation with your child and impress upon him/her the need to follow school rules and expectations and exhibit proper behavior especially in an educational setting.

Failure to comply with the requirements and conditions stated above may result in your child being asked to leave Salam School.

If you need to discuss this matter further please contact Mr. Shalaby, Mr. Kaddoura, Mr. Forecki, or Sr. Zehra Tahir.

Commented [S173]: Right again!

Principal's Signature
date

Guidance Counselor's Signature
date

Student and Parent/Guardian please sign below and return this document to the school. Your signature indicates that you understand the seriousness of this situation, the requirements and conditions that must be met and the consequences that may result in failure to meet these requirements and conditions.

Student's Signature

date

Parent's Signature

SALAM SCHOOL ACADEMIC PROBATION POLICY

- In order to be a student in good standing at Salam School, students must earn no less than a 2.0 cumulative GPA.
- Failure to do so will result in students being placed on Academic Probation.
- During this period of Academic Probation the following requirements and conditions must be met:
 5. The student must earn not less than a "C" grade in ALL his/her courses during the probationary period.
 6. The student's GPA must maintain a minimum GPA of 2.0.
 7. The student must demonstrate exemplary conduct.
(No disciplinary referrals will be tolerated.)
 8. The student can remain a member of a Salam athletic team and participate in practice but may not participate in any game during the probationary period.
- Parents will receive biweekly reports as to their progress during the period which will be sent home with your child
- The student's academic progress will be reviewed every four weeks to give them an opportunity to get off academic probation and resume athletic privileges.
- In the **Middle School**, failure to comply with the requirements and conditions stated above, or failing any two of the following subjects: Language Arts, Reading, Math, Social Studies or Science will result in the students being required to attend summer school at Salam School, or at any other accredited school, or online to pass the necessary subject(s). **Failure to do so may result in**

Commented [S174]: This should probably be updated and should probably proceed the form. Though again, why we include forms is a bit of a mystery to me.

the student being retained in the present grade or asked to leave Salam School.

- In the **High School** students will also be required to attend summer school at Salam School, or at any other accredited school, or online to pass any course(s) that has/have not been completed successfully. Failure to do so may result in the student repeating the course(s) or being asked to leave Salam School.
- At the end of the school year, the Guidance Department will make a list of all students from the future 7th, 8th, 10th, 11th and 12th grade with a cumulative GPA of less than 2.0.
- Students from future 6th and 9th grade will be excluded because it is their first year in their respective Middle School and High School marking period.
- The Guidance Department will forward this list to the Athletic Director who will apply the Academic Probation restrictions to all students who enroll in August for the fall season.

SALAM SCHOOL BEHAVIOR PROBATION POLICY

- A student whose behavior is unacceptable and in violation of the rules and expectations of Salam School may receive a referral, detention or suspension according to the Salam School Discipline Code.
- Any student who has received four suspensions will be put on a Behavior contact if he/she earns a fifth suspension, or if he/she commits a serious transgression.
- The behavioral probationary period will last for the remainder of the semester.
- **If the student receives another referral or commits a serious breach of behavior during the probationary period, the penalty will be severe and may include expulsion.**
- Furthermore, the student can remain a member of a Salam athletic team and participate in practice **but may not participate in any game** during the probationary period.
- If, however, the student exhibits good behavior during this period, he/she will be taken off the "Behavior Probation" at the end of this semester and will then become a student in good standing.
- **In the case of students with a record of multiple behavior infractions since the 2009-10 school year**, a meeting will take place with the student, and the

Commented [S175]: Also needs to be updated and precede the form if the form stays at all.

Guidance Department, and they will be warned that any future class C or class D infraction will result in their **IMMEDIATE** placement on Behavior Probation.

Salam High School
Homework Policy
2011-2012

Commented [S176]: Clearly out of date!

| HW Submitted | Grades |
|--|-----------------|
| On Time | Up to A+ (100%) |
| 1-2 Days Late | Up to B+ (87%) |
| 3-4 Days Late | Up to C+ (77%) |
| 5 Days – The 2 nd Update after the HW due date. | Up to D+ (67%) |
| After the second update after the HW due date. | No Grades (0%) |

The grading policy above is subject to administrative discretion. School administration may override the policy for certain students without publicizing a reason.

ISM SAFE ENVIRONMENT POLICY

It is the policy of the Islamic Society of Milwaukee (“ISM”) that its places of worship and facilities should be places of safety and that its employees and volunteers, including its Executive Committee, Board of Trustees, Executive Director and imams, adhere to the highest standards of Islamic conduct and behavior. Therefore, the following Safe Environment Policy is adopted:

1. Integrity. Leadership roles at ISM possess inherent power with corresponding obligations, responsibilities and limitations.

1.1 ISM leaders must recognize that there is power inherent in their roles that may afford influence over another. They must be sensitive to that relative power and never use it inappropriately. They must protect the interests of those with lesser power, especially minors, mentally, physically or emotionally incapacitated, or otherwise vulnerable individuals.

1.2 Sexualized interactions with persons (other than within the marital relationship) are never part of the leadership role, and may incur reporting requirements for misconduct.

2. Conduct in Counseling. Counseling by ISM leadership is a specific type of interaction with its own corresponding guidelines. Counseling includes both counseling by imams and other qualified individuals.

2.1 Any counseling conducted by an ISM leader must be within the parameters of his or her training or expertise.

2.2 It must always be clear to both the ISM leader and the person being counseled that a counseling relationship is in process. Counseling relationships are characterized by meetings at appropriate times and places, supported by a calendar record of contacts, regardless of need for ultimate confidentiality. Counseling should not occur at times or places that would be ambiguous or misleading to the person being counseled. If the ISM leader is a volunteer with a separate licensed profession for which counseling services might be provided, such as doctor, therapist or lawyer, or the person being counseled might reasonably believe that the ISM volunteer has such expertise, it must always be clear to both the ISM leader and the person being counseled whether the counseling taking place is being done in the ISM leaders capacity as a volunteer or in some other capacity. As a general rule, any counseling done by an ISM leader in a capacity other than as a volunteer must be approved by the ISM imams in advance and the person being counseled must be aware of that the ISM leader is acting in a capacity other than as a volunteer for the ISM at all times.

2.3 ISM leaders must be cognizant at all times of the significance of boundaries in counseling relationships. They should avoid unnecessary social contact with persons being counseled during the course of counseling. Physical contact with persons being counseled can be misconstrued and should be avoided. They must never engage in sexual conduct with those whom they counsel.

2.4 When an ISM leader’s independent judgment is compromised (e.g., by prior or concurrent personal or professional relationships, when he or she becomes personally involved, or when he or she becomes an advocate for one person against another), the ISM

Commented [S177]: Not sure why we need this but I guess if ISM wants it in we just need to be sure it’s up to date.

leader must advise the party/parties that he or she can no longer provide counseling and make a referral to other counselors.

2.5 Any form of counseling requires knowing the limits of one's competence, and making appropriate referrals as needed.

3. Conduct with Minors. All interactions with minors deserve special attention.

3.1 Minors should always be viewed as not having the capacity to make free and voluntary decisions. Wherever they are and whatever they do should be with the explicit knowledge of their parents or guardian.

3.2 In general, two adults should be present in situations involving minors. If this is not possible under exigent circumstances, the following guidelines should be observed:

- a. When meeting with a minor, the office door should have a window or be left open with an adult somewhere in the vicinity. Do not meet with a minor if there are no other adults in the general vicinity.
- b. Never visit a minor's home without at least one other adult present.
- c. Avoid driving alone with a minor on a regular basis, or for great distances.
- d. All outings with minors, such as retreats, youth trips, sports-related activities, and overnight trips, require at least two adults.
- e. Sleeping quarters may not be shared with minors, unless accommodations are bunk-style with multiple adults and multiple minors in the same room, each having a separate bed.
- f. Locker rooms or other dressing areas must not be shared with minors unless another adult is present.
- g. Avoid accompanying children into restrooms without another adult present, unless it is unavoidable.

3.3 Physical force or demeaning language should not be employed in disciplining minors. Physical force should only be used to protect oneself, another innocent party, or a child who is out of control.

3.4 Caution must be exercised in using physical displays of affection, such as hugging, with minors. This gesture has different meanings for different people. Consider the age of the child, the situation, the setting, and your relationship with the child in all cases, as well as whose needs are being met.

3.5 Adult chaperones of youth group activities should maintain a professional presence at all times. Activities, topics or vocabulary that cannot comfortably or appropriately be used in the presence of parents or another adult should not be employed with minors.

3.6 Adults are prohibited from engaging in un-Islamic conduct or behavior of any nature whatsoever with minors. Furthermore, un-Islamic behavior should never take place in the presence of one or more minors by an adult who is functioning in an official ISM capacity with minors.

3.7 If an ISM leader or volunteer finds him/herself in an embarrassing, strange, or possibly compromising situation, it should be reported immediately to the ISM President, ISM Vice-President or any member of the ISM Board of Trustees, in order to obtain consultation and assistance.

4. Conduct with Members of the Opposite Sex.

4.1 Islam generally prohibits a man and woman to be alone with one another in a place of seclusion. The Prophet (peace be upon him) cautioned against this when he said: "Never is a man alone with a woman except that Satan is the third party with them." In general, a woman should always be accompanied by a mahrem when meeting in seclusion with a male ISM leader or volunteer.

4.2 Where a mahrem is not possible, another adult should be present. If this is not possible under exigent circumstances, then observe the following guidelines:

- a. When meeting with a member of the opposite sex, the office door should have a window or be left open. Do not meet with a member of the opposite sex if there are no other adults in the general vicinity.
- b. Never visit a member of the opposite sex's home without at least one other adult present.
- c. Avoid driving alone with a member of the opposite sex on a regular basis, or for great distances.
- d. All outings with members of the opposite sex require at least two other adults of each sex.

5. Response to Misconduct

5.1 Misconduct of an Illegal Nature. ISM leaders, employees and volunteers are required to report, to both the proper civil and ISM authorities, any behavior by another ISM leader, employee or volunteer where there is a credible suspicion of illegal conduct.

5.2 Islamic Misconduct. In cases where there are clear indicators of un-Islamic, but not illegal actions by an ISM leader, employee or volunteer, notification is to be made to a supervisor, an imam or other proper ISM authorities.

5.3 Sexual Misconduct. ISM leaders must be knowledgeable of the laws of the State of Wisconsin regarding sexual assault, sexual abuse, and sexual exploitation, and the reporting requirements of the ISM and of civil law which apply to such misconduct.

- a. All allegations and concerns involving the sexual abuse of a minor or vulnerable adult, or sexual exploitation, as defined by Wisconsin laws, must be reported promptly to the appropriate civil authorities.
- b. The ISM President, ISM Vice-President and ISM Board of Trustees is available, as needed, for assistance and consultation on all issues of sexual misconduct, including the notification of proper civil authorities regardless of whether the alleged behavior is past or present.