



**AL IHSAN SCHOOL
PARENT & STUDENT HANDBOOK
2023 - 2024**

Hours of Operation

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

Parma & Plaza Campuses: Monday thru Friday 8:00 A.M. to 3:30 P.M.
PRESCHOOL 8:30 A.M. – 3:30 P.M.

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Al Ihsan School Board

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

President: Dr. Mouawia Ghiba

Treasurer: Br. Ayham Abazid

Secretary: Dr. Sami Mohammed

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

Message from the School Board and Administration

Dear Parents,

Asalaamu Alaikum Wa Rahmatullahi Wa Barakatu

Welcome to our 22nd year at Al Ihsan School! We look forward to your partnership in the continuous improvement of our school. ASE needs your cooperation, support, and encouragement to succeed. Without the staff members, students, parents, and community, ASE will not have the support team it needs to develop a prestigious Islamic school. We are all here for the same goal, which is, to provide the best quality education for our youth.

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

Sincerely,

The Al Ihsan School Board and Administration

About Al Ihsan School

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

Vision

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

Belief Statements

- We believe that a Islamic atmosphere and opportunities to pray as a school are a priority.
- We believe that an environment of respect is facilitated through learning and applying Islamic values.
- We believe that, as educators, it is our role to model, teach, and foster likeness of Islam in our daily teaching.
- We believe that parents are the primary educators and should support and instill the mission of the school.
- We believe that students should be encouraged to reach their full potential and become life-long learners through opportunities for collaboration, critical thinking, communications and creativity.

Mission

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

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

Philosophy

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

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

Methodology ASE will

- Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.
- Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the school.
- Partner with parents to achieve consistency between the goals and practices of the school and the families of students that attend.
- Form strategic alliances with other schools and organizations that will enable ASE to become a world-class educational institution.

Accreditation, Memberships, and Affiliations

- ASE is chartered through the State of Ohio Department of Education.
- ASE follows or exceeds all Ohio State Operating Standards.
- ASE will continue to form partnerships with the greater Cleveland Community that share in our dedication to the education of young children and their positive role in society.
- ASE is part of the College Credit Plus program (CCP) through the Ohio Department of Education as part of their High School required program.

Racial Nondiscriminatory Policy

The Al Ihsan School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Al Ihsan School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Policy Overview

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

Admission Policy and Enrollment

Admissions Policy

The ASE admission policy seeks to:

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

Admission Priority and Requirements

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

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

Kindergarten Students

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

1st - 12th Grade Students

New applicants for 1st grade and above must be able to display academic success of at least a solid "C" in each subject and behavioral compliance in their last educational environment/school. Students entering a class must be no more than two years above a normal class age. All new students will be required to achieve an average score on the entrance exam. Students with special needs may only be admitted if ASE can provide the resources needed to accommodate their needs. If ASE cannot accommodate students with special needs because of the lack of funds/resources, we may not be able to enroll them. Accepted students will be put on probation with the school for their 1st year and may be immediately dismissed from the school at any time for valid academic, behavioral, or disciplinary reasons. Enrollment in the school requires full time attendance for all grades.

Restrictions

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

Enrollment Procedure

<input type="checkbox"/> PRE ENROLLMENT	Complete the pre enrollment application which included submission of <ul style="list-style-type: none"> <input type="checkbox"/> Most recent report card <input type="checkbox"/> Standardized Test Scores <input type="checkbox"/> Teacher Recommendation form which include academic and behavior feedback must be submitted directly from child’s current school Al Ihsan School will contact families as seats become available.
<input type="checkbox"/> APPLICATION	Complete application for admission with the \$200 non-refundable fee along with a copy of your child’s birth certificate and immunization card.
<input type="checkbox"/> ENTRANCE ASSESSMENT	Upon submission of the application, application fee and reviewing student pre-enrollment records, your child may be contacted for the entrance exam. The school office will notify you of the exam date. Entrance exams usually take place during school hours on Monday – Thursday (exam does not include Arabic and Quran).
<input type="checkbox"/> TRANSCRIPT RELEASE FORM	Get the Release of Student Records form from the ASE office and give it to the office in your child’s previous school. Ask them to mail the transcripts to Al Ihsan School at the above address.
<input type="checkbox"/> SCHOOL TOURS	School tours are scheduled upon request Monday – Thursday. Please call the office to schedule a tour if you are interested.
<input type="checkbox"/> TUITION PAYMENT	A payment for the first month’s tuition must be received in the school office by the first week of school.

Enrollment Examination Guidelines

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

Acceptance Procedure for Re-enrollment and New Enrollment

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

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

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

Tuition

Due Dates & Forms of Payment

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

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

Tuition Payment Options

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

Al Ihsan Tuition for 2023-2024				
	Total Tuition per child			
	Total	10 Installments	2 Installments	1 Installments
	Tuition	Payment	Payments	Payment
Preschool	\$5,600	\$560	\$2,750	\$5,400
K-8	\$6,165	\$616.50	\$3032.50	\$5,965
High School	\$8,407	\$840.70	\$4,153.50	\$8,207

Fees

All fees are *mandatory and non-refundable*.

- **Application fees:** \$200 per child annually (one-time charge for re-enrollment and new enrollment)
- **Tuition late fee:** \$10 per month after 10th of each month per student (August 2023– May 2024)
- **Late pick up fee:** \$1 every minute per student after 3:50 p.m. (all locations). Charges will be automatically applied to monthly invoices.

Absences and Tuition

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

Returned Checks

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

Late Fees & Collection Policy

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

- Any payment received after the 10th of each month is considered past due and a charge of \$10.00 per month per student will be applied.
- ASE will not waive late fees. Please pay on time to avoid late charges.
- These late fees are not classified as paying interest rates because money is not being borrowed and there is no principal being calculated on a percentage of the tuition.
- Accounts that are not cleared by the end of the dated week of when tuition was due will have to be worked out with the administration.
- If the account remains unsettled or an alternative payment plan/arrangement is not agreed upon, students on the account will be suspended and report cards will be held until payment is received or appropriate arrangements have been made based on a quarterly schedule.
- No child will be readmitted to the school if there remains outstanding tuition due from a previous semester or year for the following school year, regardless of any reason.
- All student records will be held with ASE until all tuition is current and up to date based on a quarterly schedule.
- For families who apply for financial aid or scholarship and are waiting for a response, tuition payments are still due until you receive an approval.

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

Withdrawal

In the case that a parent desires to withdraw a student from the school, the withdrawal form must be completed. We request all parents to withdraw students in a professional and respectful manner. ASE needs to know by a minimum of fourteen days before your decision to withdraw your child(ren). All ASE material loaned to the student (including books and technology) must be returned to ASE prior to withdrawal. All outstanding balances must be paid in full, and the administration's signature must be obtained before the student stops attending classes. If not, days not attended by the student will continue to be counted as unexcused absences and may affect student grades. Student's records will be released only after all outstanding balances are paid in full and necessary materials are returned. Once knowledge of a student's transfer to another school is acquired or a child fails to appear for five school days and his/her tuition has not been paid in full, the withdrawal procedure will take effect and the collection on the account will proceed accordingly.

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

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

In the case of withdrawal:

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

Transferring

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

- Fill out withdrawal form
- Pay any outstanding balances, including any fees and tuition
- Speak to school office about the release of school records (all records will be kept until tuition is paid off in full)
- Parents must also fill out the student release form at the new school so ASE can send proper paperwork.

Attendance Policy

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

Tardies

The following are tardy policies within one-quarter period:

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

The first period class will have participation points.

- 2 points for being there and on time
- 1 point for being tardy
- 0 points if they have an unexcused absence

If the student comes late due to any reason, it is only excused as long as the office receives a valid reason for the tardy. If valid reason is not given, only 1 point will be given because the student came to school but was late with no reason. Half day absences will be considered if tardy or early pickup combine to more than 2 hours. This will affect your child's academic performance and will be reflected on the quarterly report cards.

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

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

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

LATE PICK UP REMINDER

Families have until 3:50 to pick up their children as stated above. No exceptions will be made. Families are responsible for making arrangements to pick up students, the school will not be responsible.

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

Absences

Every absence, whether planned or unplanned, has to be reported to the office. Please notify the office via phone call or email each time your child is absent before 9am. All absences are unexcused after 9am. Parents will get a Digital Academy notification of their child's absence. Parents/Students are responsible for requesting assignments if they will be absent for more than one day. (Parents may call the school in the morning to ask that work be sent home with another student).

Students that are not present at school for reasons other than those stated on the next page will receive an unexcused absence. All work including tests, done during this absence will receive a grade of zero.

Excused Absences

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

****Students will be allowed the same number of days of excused absences to make up assignments, tests, quizzes, or projects. It is the student's responsibility to find out what work is to be made up and to turn it in to the teacher on time.****

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

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

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

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

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

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

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

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

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

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

Field Trip Attendance

Field trips are planned by classroom teachers as supplemental lessons to the curriculum. As a part of our standards, children are required to attend all field trips. If a child does not attend a school field trip they will be marked as an unexcused absence and all assignments will receive a grade of zero.

Prolonged Absences

Although family vacations during the school year are a legitimate excused absence, please understand that missing classroom instructions for a lengthy period of time is disruptive to the child's education. Classroom learning experiences are irretrievable and cannot be repeated.

Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher **two weeks in advance** of the family vacation.

Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, teachers will provide assignments for students to complete while they are out **IF** the parent gives a two week notice of the absence. If there is not ample time for the teacher to prepare work, students will be required to complete missing work upon their return to school. Students will have the opportunity to complete all schoolwork in a maximum of five school days (dependent on amount of time excused). It is also the responsibility of the student to complete all missing tests during this time period **ACCORDING TO THE SCHEDULED TIMES WHICH ARE SUGGESTED BY THE TEACHER/TEACHERS**. Any missing work, including tests, not completed during this time period will receive the grade of zero.

Truancy

Students who are truant (chronically tardy or absent) can be asked not to return to school the following year if there is no/minimal improvement during the current school year.

Truancy as defined by the State of Ohio:

Students are "chronic truant" if:

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

Students are "habitual truant" if:

- 5 or more consecutive school days absent without a legitimate excuse
- 7 or more school days unexcused absences in a month
- 12 or more school days unexcused absences during the school year
- Any student who misses 1 full week of school has to have school consent and a written letter from parents informing the school about the absence.
- If a student is sick, a valid medical note/letter is required by a licensed doctor or hospital.

Instructional Program

Accreditation

Al Ihsan School, Cleveland and Parma locations, is chartered by the Ohio Department of Education. ASE follows and exceeds the Ohio Academic Content Standards in the subject areas of English/Language Arts, Mathematics, Science and Social studies.

Faculty

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

Courses & Curriculum

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

English/Language Arts

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

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

Mathematics

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

1. Number, number sense and operations
2. Measurement
3. Geometry and spatial sense
4. Patterns, functions, and algebra
5. Data analysis and probability
6. Mathematical processes

Science

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

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

Social Studies

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

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

Islamic Studies

Islam is taught as a body of practices and experiences, rather than as a body of information, so our children see Islam as meaningful and relevant to their personal lives and experience. ASE believes that we must build Muslim character, as well as relate the knowledge of Islam to daily life. Students are expected to learn the 5 pillars, proper wudu, prayer, daily dua, mannerisms, and basic Islamic knowledge throughout the year and build on these traits in their lives.

Qur'an

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

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

Arabic Language

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

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

Physical Education

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

Academic Integrity Policy

It is a significant concern addressed in Al Ihsan's mission to encourage high academic standards, personal responsibility, and mutual respect. High academic standards includes supporting educational and intellectual growth, creating a fair learning environment, and approaching educational experiences with ethical and personal ownership over one's learning. This approach requires students to complete and submit work that is completely their own and requires a significant concern for academic integrity.

Members of the Al Ihsan community are aware that pressure to achieve high grades can create stress for students. However, cheating works against all efforts of the Al Ihsan's mission, fails to achieve educational goals, undermines the integrity of the hard work of teachers and students, and is harmful to a student's integrity. Al Ihsan works with students to create a balanced, thoughtful schedule. The expectations of meeting our academic integrity requirements affirms that Al Ihsan values intellectual honesty in all academic work. In specific, academic integrity means valuing intellectual honesty, personal truthfulness, the benefits of learning, and acknowledgement of the creations and opinions of others. This means that students:

- Take full credit for their own work and give full credit to others who have helped, influenced, or contributed to submitted work.
- Represent their own work honestly and accurately.

- Collaborate with others only within the scope acceptable and as designed by the teacher. Report any violations of this policy to a teacher, counselor, or administrator.

There are several differences in how this policy may be violated. They include, but are not limited to the following:

Cheating: Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied. It may also include using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or unauthorized technology, during an exam, project, or assignment. This also includes asking about or sharing answers on assessments.

Unauthorized Collaboration: This includes working with a student on a submitted assignment for which the teacher has not given express permission for joint efforts.

Plagiarism: Plagiarism is considered to be literary theft and is the taking and using from the work of another and representing it as work of one's own. This can include copying entire papers or essays or even sentences and paragraphs. ANY time another's work is used, it must be correctly cited using the format specified by the teacher.

Forgery or Stealing: This includes, but is not limited to, gaining unauthorized access to exams or answers to exams, altering computer records, or forging signatures for the purposes of academic advantage. In addition, this includes accessing online resources not intended for student use including answer keys, teachers' editions, or translation tools.

All members of the school community play a part in upholding expectations of academic integrity. These include the following:

Students: It is the responsibility of students to read, know, and follow all aspects of the Academic Integrity Policy. This includes monitoring their own behavior as well as reporting any dishonest behavior of others. While there may be great temptation at times to violate this expectation, students must understand the great disservice they do to themselves by behaving dishonestly.

Teachers: All classroom teachers must be clear in their expectations of student work, specifying when and to what extent student collaboration is allowed. In addition, assignments should be designed to limit possibilities for academic dishonesty. Teachers will monitor testing situations closely and will be diligent in their review of student work.

Parents/Guardians: It is important that parents/guardians support student efforts while valuing academic integrity. Their assistance with student work must ensure that the work submitted is truly student work. In addition, expectations for student success should never take priority over a student's integrity.

Administration: Administration will make the expectations of academic integrity available to students, faculty, and parents/guardians via the Student Handbook. In addition, Administration will promote and facilitate ongoing conversations and expectations in regard to student assessment and challenges to academic integrity. Administration will promote fair and consistent consequences for any violations of this expectation.

Violations and Consequences:

Teachers and administration will use professional judgment to determine whether a violation of the Academic Integrity Policy has taken place.

Consequences of any violations of this policy will include, but is not limited to, all of the following:

- Automatic detention for the first violation.
- Automatic parent/guardian contact (via phone or in person).
- A zero given for a minor assessment or a reduced grade on a “redo” for a major assessment.
- Letter indicating a violation of the Academic Integrity Policy will be sent to parents/guardians and will be placed in student’s file.
- Right of the teacher to deny letters of recommendation for the student.

Please note that based on the seriousness of the violation, consequences may include school suspensions, a formalized meeting with the Education Committee, or expulsion from school in the most extreme cases. In addition, continued minor violations of this policy may also escalate consequences to the extent stated prior.

Homework**Elementary Homework Policy**

- There is a no homework policy for KG-5 main academic courses.
- Reading and Quran memorization/recitation is not considered homework.
- Extended at home projects are not considered homework
- To foster community and self-reflection, your student will have a weekly letter from their teacher to respond to, and we highly encourage you to read a book of choice with your child each evening. Please Note: If a student exhibits off-task behaviors during the school day and fails to complete an assignment, the assignment will be sent home for completion.
- Please Note: If a student exhibits off-task behaviors during the school day and fails to complete an assignment, the assignment will be sent home for completion.

****Studying for tests and spelling is not considered homework****

Elementary Missing/Late Work Guidelines

- Students in grades 1st – 5th will lose 2% of their incomplete assignment grade for each day that the assignment is turned in late.
- After 5 school days, missing assignments will not be accepted

Grade Level 1st – 5th	
School Days	2% loss
1	2%
2	4%
3	6%
4	8%
5	10%
6 or more days missing	Assignment marked 0

Parents are encouraged to:

- Show interest in the schoolwork their children bring home
- Provide a suitable place to study, free from disturbances
- Assist children with their management of time
- Supply needed materials for completing any work
- Offer to clarify instructions
- Ensure that the work is the student's (do not do the work for them)
- Check to see that work is being completed
- Stop working with your child if you become frustrated
- Encourage your children to do their best work and praise them for a job well done
- Stay in close communication with teachers

Late Classwork Guidelines

- Students in grades 1st – 5th will lose 2% of their incomplete assignment grade for each day that the assignment is turned in late.
- After 5 school days, missing assignments will not be accepted

Middle and High School Homework Policy

There will be no homework going home on Fridays for any grade or class. The only assignments that will be continued over the weekends are on-going projects, Quran recitation or novel study.

- Please see the following chart as a guide for middle school homework.

Grade Level	HW Minutes
6th	60
7th	70
8th	80
9th-12th	teacher discretion

- **High School Homework Guidelines** - High School Students will abide by classroom policies as stated in teachers welcome letters.
- **Late homework guidelines** - Students will lose 0.20% of their assignment grade for each day that the assignment is turned in late for grades 6th – 8th. Please refer to the following chart.

School Days	20 % lost
1	20
2	40
3	60
4	80
5	100

Report Cards

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

Grades

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

Grading Scale for Preschool and Kindergarten

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

Grading Scale for grades 1st & up

A +	100 – 98
A	97 –95
A -	94 – 93
B +	92 – 90
B	89 – 87
B -	86 – 85
C +	84 – 82
C	81 – 79
C -	78 – 77
D +	76 – 75
D	74 – 72
D -	71 - 70
F	69 - 0

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

Honor Roll/Merit Roll

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

Standardized Testing/Assessments

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

Retention Policy

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

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

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

Forms of Communication

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

- 1. Meet and Greet:** Meet and Greet is a time to get acquainted with staff members and our educational programs when school begins. It is held annually during the first week of school. At this event, teachers introduce themselves and give a general overview of course content and classroom rules. Individual student progress is not discussed at this event, though a separate conference may be scheduled.
- 2. School Visits:** Parents are encouraged to visit the school. Volunteering to assist in preparing learning materials, helping to chaperone field trips, teaching special craft lessons, etc. is a useful way to visit and be involved at your child's school. Parents may also come to offer prayers with the children. To observe a class, the parents, visitors, and specialists must make arrangements with the principal. All visitors need to obtain a visitor's badge from the main office upon arrival at the school. A form is also to be completed.

3. **Daily Planners:** Students may have daily planners for the purpose of recording work and long-term project due dates. Parents should check and sign (if required) the planners daily in order to be aware of student learning on a daily basis. Some teachers have other methods of recording work which are considered daily planners. Daily planners are used to the teachers discretion.

4. **Classroom Newsletters:** Some teachers will send home a weekly/monthly update with an overview of what will be taught and activities to be completed in class.

5. **Report Cards and Progress Reports:** Report cards are sent home at the end of each quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, a progress report is sent home midway through each grading period. Parents can view grades daily on Digital Academy to view their child's progress.

6. **Parent/Teacher Conferences:** Conferences will be scheduled at the end of the 1st and 3rd grading periods to discuss individual student progress. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a message to the teacher through engrade, the daily planner, a request in the weekly review folder, or by leaving a message in the main office indicating the best time and way to be reached.

7. **Digital Academy:** Parents can review their child/ren grades online and can communicate with the child's teacher on a regular basis.

Records

Confidentiality

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

Access to Student Files

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

Change of Address or Telephone Number

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

Daily Operations

School Hours

Hours of operation are Monday – Friday from 8:00 a.m. to 3:30 p.m. for Cleveland and Parma branches. Preschool hours are 8:30 a.m. – 3:30 p.m.

Transportation

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

Arrival Time

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

Student Pick Up at Dismissal Time

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

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

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

Early Pick-Up

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

Absences

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

- Parents must call in to report the absence of a child each day before 9:00 AM.
- Unconfirmed absences may require the school to call the home to check on the absence of a child.
- Upon returning to school, students must bring the form from the parent or guardian stating the reason for the absence. ****Report of an absence forms are available in the office****
 - Every absence requires the form to be filled out and will be kept in the child's school file.
- If you suspect that your child may have a contagious disease, check with your family doctor. A physician's note stating that the child is no longer communicable is recommended in all cases. All cases of contagious disease must be reported to the office. If you have any questions, contact the administration. If the administration is in doubt as to the possible contamination, the student will be sent home and parents will be requested to bring a written permission to return to school from your child's licensed doctor.
- **Twenty-five absences from any given class in one academic year may result in retention/withdrawal from the school.**
- We ask parents to not send their sick child(ren) to school without a proper diagnosis of an illness. Children should be kept home until they have not vomited or have had a normal temperature without fever reducer **for at least 24 hours** from the incident.

School Visitation

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

Volunteers

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

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

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

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

Medical Considerations and Emergency Procedures

Health Problems / Medications

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

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

Immunizations

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

Student and School Emergencies

Student Need to Go Home

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

Emergency Dismissal

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

Inclement Weather Conditions

When ASE is closed, we will send out messages via text and email through Digital Academy. The school will try to send out information via email as soon as possible when school is closed. The school does reserve the right to be in session, regardless of what other school districts might decide to do for that day.

Tornado

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

Fire and Disaster Drills

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

General Information

Snack, Lunch, and Cafeteria Information

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

Fast food is not permissible during school hours, as well as soda/pop. Do not bring in a lunch from fast food places for your child as a last minute choice. Administration has the right to request a parent to take a lunch back if it is from a fast food place. The only place that is permissible is Subway. If necessary, please ask the administration about what is permissible for lunch at school.

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

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

Cafeteria Procedures

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

Those who do not follow school procedures will receive consequences.

Fasting

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

Prayer Time

Students at ASE offer Dhuhr every day and salaah al-Jumu'ah (where age appropriate) on Fridays at the mosque. Parents are invited to join us for this event as it makes a positive impression on the child. Salaat al-'Asr will not be included in the school schedule, even in the winter season, unless deemed necessary. If any parent or family member would like to pray salaah with their child, the administration and child's teacher must know ahead of time. The parent or family member must also pick up the student from the office before salah and drop them off back at the office after salah to ensure the child's safety and whereabouts at all times.

Playground

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

Book Care

Textbooks and other materials may be loaned to students for their use. If textbooks or other materials are damaged, lost or stolen it is the responsibility of the student to replace it and the responsibility of the parent to pay for a replacement. All hard covered text books are to be returned at the end of the school year and other materials that are the property of ASE. All hard covered textbooks are the property of the state and school district.

Buying, Selling, & Promotional Advertisements

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

Lost Items

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

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

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

Field Trips

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

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

Extra Activities**100th Day**

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

Arabic Day, Islamic Studies Day, Quran Day

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

Culture Day

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

Dress Down Days

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

Earth Day

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

Field Day

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

Spirit Days

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

Ramadan Week

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

Al Ihsan Uniform Guidelines 2023-2024

Kindergarten thru 8th grade

Dress Code

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

Preschool (Girls and Boys)

- There is no uniform required for preschool students. However, please make sure students have appropriate attire for Islamic School.
- No open-toed shoes, sandals, heels, boots or flip flops are allowed during school.
- All girls must wear pants or leggings under skirts and dresses
- Hair must be pulled back or tied back
- Boys must keep hair above ear level and above neckline 1 inch length all around

BOY'S UNIFORM SPECIFICATIONS

Kindergarten - 8th Boys

- Navy blue trousers
- Light blue shirt (Oxford or Polo style only)
- Navy blue sweater (button or zipper) for climate control
 - Sweaters and sweatshirts with the school logo can be purchased from Hometown Threads in North Olmsted and online at hometownthreadscleveland.com
- Simple thobe (Islamic attire) on Fridays- UNIFORM REQUIRED UNDERNEATH
- No jeans, sweat pants, athletic pants, tight pants, hoodies, hats, shorts, or t-shirts (without collar) are allowed during school hours.

KG - 8th Grade Boys Uniform



GIRL'S UNIFORM SPECIFICATIONS:

Kindergarten, 1st, 2nd grade – Girls

- Navy blue jumper or Navy blue short-sleeve tennis dress (must be long enough to pass the knees)
- Light blue polo or button down shirt under jumper (short or long sleeves)
- Navy blue pants only under jumper
 - Navy blue leggings are optional (no tights)
- 2 piece solid white Al-Amira style hijab only (no exceptions) ***for salaah only***
- Navy blue sweater (button or zipper) for climate control or covering arms
 - Sweaters and sweatshirts with the school logo can be purchased from Hometown Threads in North Olmsted and online at hometownthreadscleveland.com
- No long skirts, short skirts, or skorts are allowed
- No jeans, sweat pants, athletic pants, tight pants, hoodies, hats, or t-shirts (without collar) are allowed during school hours.

KG - 2nd Grade Girls Uniform



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↑ Jumper or dress option ↓



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OR

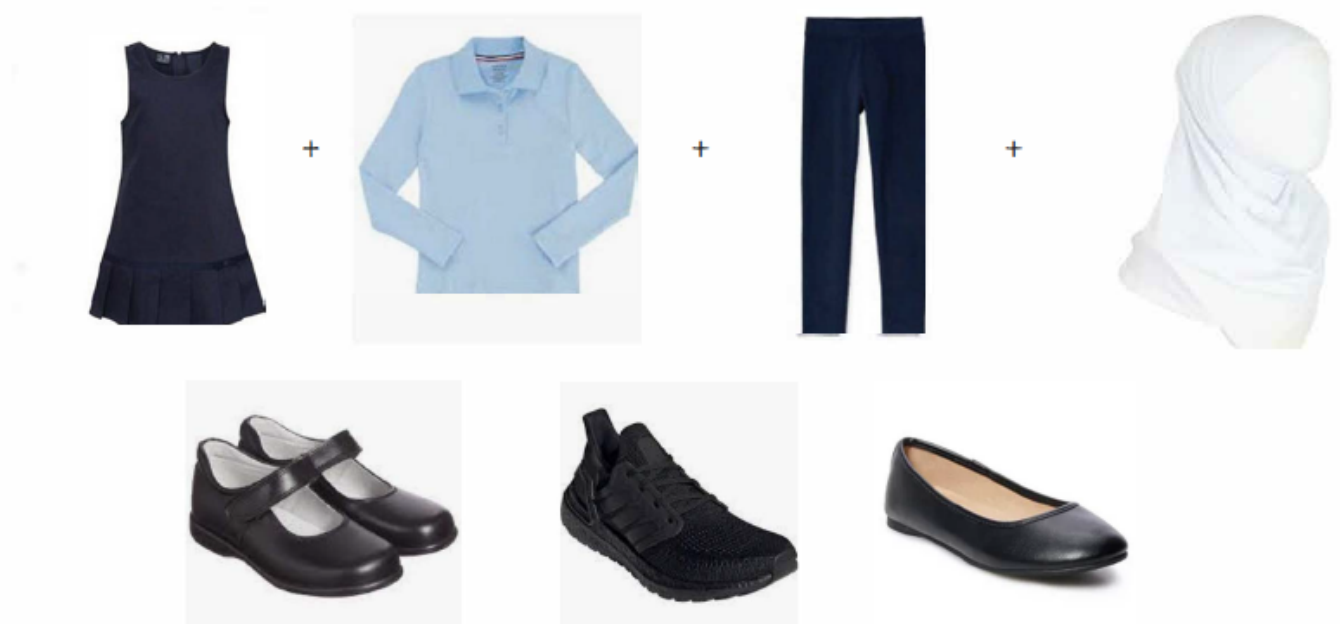


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3rd and 4th grade – Girls

- Navy blue jumper only (must be long enough to pass the knees)
- Light blue polo or button down shirt under jumper (long sleeve unless wearing a sweater)
- Navy blue pants only under jumper (no tights)
- 2 piece solid white Al-Amira style hijab only (**no exceptions**) and required to wear all day - no loose scarves or designs on caps
- Navy blue sweater (button or zipper) for climate control or covering arms
 - Sweaters and sweatshirts with the school logo can be purchased from Hometown Threads in North Olmsted and online at hometownthreadscleveland.com
- Hair must be pulled back or tied back under hijab
- No long skirts, short skirts, or skorts are allowed
- No jeans, sweat pants, athletic pants, tight pants, hoodies, hats, or t-shirts (without collar) are allowed during school hours.

3rd -4th Grade Girls Uniform

5th grade – Girls

***** Abaya/jalbab needs to be put on before entering the school driveway/parking lot *****

- Plain navy blue abaya and/or jalbab
- Girls are required to wear dark pants (black or navy blue) under abaya/jalbab
- 2 piece **white** Al-Amira style hijab only (no exceptions) and required to wear all day - no loose scarves or designs on caps
- Hair must be pulled back or tied back under hijab
- No sweat pants, capri's or pajamas are allowed under abaya/jalbab.
- No hoodies, hats, shorts, skirts (short), or skorts are allowed during school hours.
- Navy blue sweater (button or zipper) for climate control or covering arms
 - Sweaters and sweatshirts with the school logo can be purchased from Hometown Threads in North Olmsted and online at hometownthreadsleveland.com
- Jeans, yoga pants (black or navy blue), and leggings (black or navy blue) are acceptable under the abaya/jalbab only if the garment is long and one cannot see the jeans/yoga pants/leggings.
- If any girl chooses to wear an abaya/jalbab that has buttons, she must wear regular trousers/pants underneath (no jeans, yoga pants or leggings allowed).
- **Gym Days:** Gym uniforms must be worn under the abaya throughout the school day except during gym time.



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Middle School (grades 6th and up) – Girls***** Abaya/jalbab needs to be put on before entering the school driveway/parking lot *****

- Plain navy blue abaya and/or jalbab
- 2 piece solid **white** (no designs) Al-Amira style hijab only (no exceptions) and required to wear all day – no loose scarves or designs on caps
- Tuesdays they may wear any hijab of their choice (must be appropriate)
- Navy blue sweater (button or zipper) for climate control or covering arms
 - Sweaters and sweatshirts with the school logo can be purchased from Hometown Threads in North Olmsted and online at hometownthreadscleveland.com
- No sweat pants, capri's or pajamas are allowed under abaya/jalbab.
- No hoodies, hats, shorts, skirts (short), or skorts are allowed during school hours.
- Jeans, yoga pants (black or navy blue), and leggings (black or navy blue) are acceptable under the abaya/jalbab only if the garment is long and one cannot see the jeans/yoga pants/leggings.
- If any girl chooses to wear an abaya/jalbab that has buttons, she must wear regular trousers/pants underneath (no jeans, yoga pants or leggings allowed).
- **Gym Days:** Gym uniforms must be worn under the abaya throughout the school day except during gym time.

Gym Uniform - All

- **GYM UNIFORM** - shirts and gym pants with the school logo are mandatory for all students to participate in gym. Gym uniforms can be purchased from Hometown Threads in North Olmsted and online at hometownthreadscleveland.com

Hometown Threads

25313 Lorain Rd, North Olmsted 44070

www.HometownThreadsCleveland.com

440-779-6053



Shoes – All

- Plain black tennis shoes, oxford shoes or loafers (ballet slippers are allowed for girls)
 - No multi-colored pictures, glitter, stripes, gems, designs, light ups, etc.
- No sandals, open-toed, high-heeled shoes and/or skates are prohibited for all ages.

Hair - All

- Hair must be pulled back or tied back (Girls)
- Plain white Al-Amira Hijab (Girls - 3rd grade and up)
- ***Boys are not allowed to have long hair (please keep hair at ear level and above neckline no longer than 1 inch long all roughly the same length), fancy hairstyles or hair designs are unacceptable at Al Ihsan School.***
- No hair color

Hifz Program

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

General Uniform Guidelines:

- Uniforms must be kept neat, clean, and free from stains, wrinkles, holes, and bad odor.
- For safety reasons, please keep all pants and garments at ankle length.
- Hats, bandannas, beanies hoods on head in addition to the uniform are prohibited by students in all grades.
- Make-up, nail polish, unconventional hairstyles, highlights in hair, designs in hair (boys and girls), fancy hair pins, perfume (females), and excessive cologne (males) are prohibited for all ages.
- Alteration of uniform specifications for PE is at the discretion of the PE teacher and the administration.
- Compliance with the uniform policy is judged by the administration of the school and/or teacher.
- Non-compliance with the school uniform will be subject to disciplinary action as outlined in the school discipline policy.
- Students not wearing the right uniform will be sent to the office with a call home and may be sent back home.

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

Cold Weather Days

In cold weather, if children wear heavy boots to school, they should be prepared to change into normal uniform shoes. Clothing should be clearly labeled with the child's name. Boots and winter clothing should be loose enough to allow the child to dress him/herself. Students can bring a sweater to class, but nothing with a hood is allowed (regardless if it is a sweater).

Requirements for Physical Education/Outdoor Recess for All Grades

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

Al Ihsan High School Uniform Guidelines 2023-2024**Dress Code**

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

High school ladies only:

Abaya: **Black** Simple, Long and loose from wrist to ankle with **no belt** (no cinched waists)

Hijab: Can wear a wrap but they must be pinned appropriately with an undercap.

Shoes: **ALL** Black Tennis Shoes or black dress shoes, absolutley no heels

High school Gentlemen only:

Polo: Black (No logo or School logo only)

Pants: Khaki.



Shoes: ALL Black Tennis Shoes or black dress shoes



Sweatshirts:

¼ Zip Pullovers: Plain Heather Black (Absolutely no designs or logos)



Crew Neck Pullover: Black (Absolutely no designs or logos)



Sweater: Plain Black no hood

Headwear: ONLY Kufi

Gym Uniform: ALL Black sweatpants or joggers, Black T- Shirt . Simple and plain.

Thobe: Students may wear a neutral color thobe on Fridays but proper uniform must be worn underneath.

Student Behavior Expectations

It is the responsibility of every student and parent to have read and be aware of ASE behavior expectations. All students should know the rules due to the drills practiced at school. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

Islamic Character Education

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

Means of Effective Character Education

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

Programs that Promote Character Education

To show respect we will:

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

To show responsibility we will:

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

School-Wide Discipline Policy

The following section provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill children will rely on as they become active members of their community. Our students deserve the most positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.

The success of a school-wide system lies in the relationship built between parents, staff and students at Al Ihsan School. This relationship begins with communication. Parents will be informed about current school issues, success and concerns through Digital Academy and school-wide emails and text messages, classroom teacher's updates/newsletters, parent meetings and conferences. The hope is by keeping parents well-informed the plan will be more successful.

On an individual basis student behavioral issues are addressed with parents through Digital Academy conduct report emails, phone calls home and parent conferences. This communication helps to foster the success of the school-wide plan.

Al Ihsan School's school-wide plan is successful because it is based on a commitment to each child's success, to easy-to-follow school rules and to consistency. The system allows for each teacher's style in the classroom and it allows for age appropriate communication and discipline without compromising school-wide policies, expectations and consistency.

Defining Discipline:

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures, rewards and discipline in the classroom. ***Please make sure you and your child understand these rules and procedures.*** If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Beliefs Related to Discipline at Al Ihsan School:

- The behavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The behavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

Parent's Commitment***Parents will:***

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child's behavior
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

Student's Commitment***Students will:***

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for behavior
- Set personal goals and work hard to achieve them

Consequences for Minor and Major Incidents 3-Strike Policy

When students do not follow the outlined school-wide discipline plan they will receive consequences based on the discipline policy. ***School administration reserves the right along with classroom teachers to determine whether an offense is minor or major.***

- 3 minor infraction = 1 detention on the 4th offense
- 1 major infraction = immediate detention (lunch and recess – 40 minutes)
- 3 detentions in 1 quarter = suspension on the 4th detention
- 4 suspensions in one school year = expulsion on the 5th suspension
- Any inexcusable offense (see list) = immediate expulsion

Minor behavioral issues will be handled by the teacher (classroom, Arabic, Quran, gym, recess, lunch, etc.). Three minor infractions will lead to a detention. The following is a sampling of the consequences teachers may use after warning the student repeatedly:

- Redirection
- Removal to a "time out" area within the classroom
- Conference with student

- Digital Academy notification to parent
- Phone call to parent

Major infractions will automatically be given a full detention. After 3 detentions or major infractions, the student may be referred to a disciplinary committee on the fourth detention or major infraction, in addition to suspension (see above). The following is a sampling of the consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- Conduct Report on Digital Academy
- Parent phone call
- Meeting with parent and administration
- Referral to administration to develop a behavior improvement plan
- Referral to school board

Defining Unacceptable Behaviors

There are two levels of behaviors: minor and major. Minor behaviors will be addressed and handled by teachers. Major behaviors will be referred to the office to be handled by administration.

The following table defines minor and major behavior concerns.

****Major and minor offenses are determined on age and developmental appropriateness of the child.****

Behavior	Warning/ Minor Infraction	Immediate Detention
Deface	Any non-offensive mark made on school property that is able to be fixed, cleaned, or repaired.	Any mark deemed vulgar or inappropriate that can be fixed, cleaned, or repaired.
Disrespect toward a peer	Mildly rude interactions with a peer or peers that may cause a slight upset.	Rude and deliberate interactions or arguing with a peer or peers that are offensive to the peer/peers. Bullying.
Disrespect toward a staff member/adult.	Mildly rude interactions with a staff member/adult that may cause a slight upset.	Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult.
Disruptive Behavior	Mild outbursts that disrupt the classroom.	Any disruptive behavior that is ongoing or hostile
Field Trips	All school rules apply during field trips.	Continued misbehavior (3 or more warnings) during a field trip will result in a next-day detention and loss of field trip privileges.
Inappropriate Language	Profanity exclaimed, not intended at an individual.	Swearing, offensive gestures or comments directed at an individual(name-calling)
Insubordination	Failure to follow directions in a reasonable amount of time.	Continued refusal to follow directions or arguing with an adult.
Salah	Coming late to salah. Not prepared to pray.	Disrupting others' prayers and concentration. Disrespecting the masjid.
Wandering	Wandering the classroom without permission.	Leaving the classroom or designated area without permission.

Immediate Suspension	Immediate Expulsion
Any injury to others.	Causing severe harm to any living being while on school property or participating in any school-sponsored events
Possession of any item that looks like a weapon	Possession of any item that is intended to be used as a weapon
Inappropriate touching	Intent to harm another (writing violent words/thoughts/drawings/plans)
Vulgarity/Profanity directed at another student/staff member/adult	Destruction/damage to school property that cannot be cleaned, fixed, or repaired that is deemed vulgar or profane
Verbal or physical fighting	
Destruction/damage to school property that cannot be cleaned, fixed, or repaired	
Going off school premises during school hours without permission	
Inappropriate use of electronic devices	

Smoking (Tobacco and Vape)

Student Consequences

Students who are found to be in possession of tobacco or vaping products, tobacco or vaping paraphernalia/contraband, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices on school board property (including school vans, trucks, and/or buses) during the school day, as well as after school hours, will be subjected to an automatic suspension and possible expulsion.

Student Acceptable Use Policy (Technology)

Al Ihsan School recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. To prepare students as caring and contributing members of a global society, we are committed to helping them develop and utilize technology and communication skills.

To that end, we provide access to technologies for student use. This Student Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Technology and the network are intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Engaging in dishonorable content will not be tolerated.
- Misuse of school resources may result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

Users of the network or other technologies are expected to alert ASE staff immediately of any concern for safety or security.

Technologies Covered

ASE may provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email and more.

As new technologies emerge, ASE will attempt to provide access to them when deemed educational and serve to enhance ASE curriculum. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Digital Academy

All parents and students are issued a Digital Academy account. It is the expectation that parents and students use Digital Academy to check grades, conduct, and attendance information. ASE utilizes Digital Academy as the official grading and attendance tracking program. Keep your login and password private; use by anyone other than you creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the school.

Usage Policies

All technologies provided by ASE are intended for educational purposes at all times. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Network Access

ASE provides its students with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Internet access to visual depictions that are obscene, violent, pornographic or are of a harmful nature to minors are filtered or blocked through GoGuardian. Students shall not intentionally access or attempt to access these sites. Users are expected to respect that the GoGuardian web filter is a safety precaution and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn't be, the user should alert an ASE staff member for review.

Always log out of the network so that your file, password, and network access is protected from abuse by others.

Students are ultimately responsible for backing up their data. ASE-provided storage space should not be considered secure or permanent. ASE is not responsible for any data loss.

Email

ASE will provide current students with email accounts. These accounts should be used for the purpose of school-related communication. Users should not send personal information, attempt to open files or follow links from unknown or untrusted origin, and should use appropriate language and only communicate with other people as allowed by the school policy or the teacher. Availability and use may be restricted based on school policies.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Al Ihsan School reserves the right to revoke email privileges as deemed necessary.

Social / Tools & Apps / Collaborative Content

Recognizing that collaboration is essential to education, ASE will provide students with access to web sites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

School-Issued Chromebooks and other devices

ASE will provide students with Chromebooks or iPads. Devices are expected to be used in accordance with the policies set forth in this document. Device cameras are enabled and there is no expectation of privacy when in use. Students should use common sense when using and caring for their Chromebook.

Students are responsible to bring a fully charged Chromebook to school each day (if allowed to take them home). Students may bring battery chargers to school. Chromebooks must not be left unattended. Found Chromebooks should be delivered to the main office.

Students must contact ASE staff for repairs and not attempt to do so on their own.

When student device repairs are needed, a loaner device may be provided to the student if necessary on a case-by-case basis at the discretion of ASE staff.

ASE is not responsible for supporting home networks and internet connectivity.

Parents/guardians will assume any financial responsibility for damages not covered by warranty. Repairs to a student issued device made necessary by inappropriate handling or treatment will be billed to the student based upon the severity of the situation. Repair costs vary and will range up to the full replacement cost of the unit as determined by ASE administration.

Device Theft or Loss

In the case of a lost or stolen device, the following procedures must be followed:

- The lost device must immediately be reported to the ASE administration.
- If the device is not immediately found and is believed to be lost or stolen, a police report must be filed by the parent or guardian.
- A replacement device will be provided only after the missing laptop has been determined to be a total loss.

Other Devices

ASE may provide users with additional devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to ASE staff immediately. Users may be financially responsible for any damage resulting from negligence or misuse. Use of any school-issued devices, including use of the school network, may be monitored.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, cell phones) if approved by the teacher, unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. The access for personal devices is granted at the discretion of ASE administration.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert ASE administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from ASE staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.

- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.
- Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the ASE Bullying/Harassment policy as well as computer use policies.

Plagiarism

(Specific information regarding the ASE Academic Integrity Policy is outlined on pages 29 and 30 of the Student Handbook)

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet.
- Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using a device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Go Guardian

Al Ihsan has used go guardian since 2018. Go Guardian is a company that monitors student activity online, filters content, and alerts school officials to any misuse of the network. Teachers and administration will monitor students via goguardian.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Comply with all license agreements.
- Recognize that use of school technologies is a privilege and treat it as such. Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search, send, or share inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students. Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities. Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies. Good judgment is defined as anything that benefits a student's education. Final judgment as to technology use appropriateness as deemed by ASE administration.

Limitation of Liability

ASE will not be responsible for damage or harm to persons, files, data, or hardware. While ASE employs filtering and other safety and security safeguards, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ASE will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents/guardian in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Notice of Receipt of School-wide Discipline Plan and Parent Student Handbook

The School-wide Discipline Plan and Parent Student Handbook has been written so that students and family members know what is expected of them. It is helpful when parents are aware of school rules and policies so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the Parent Student Handbook. Receipt of this handbook via email will confirm notice of receipt.

I have read the Al Ihsan School Parent Student Handbook and discussed it with my family.

I understand my child is responsible for abiding by the Al Ihsan School Code of Student Conduct as well as the Al Ihsan School Parent Student Handbook.

Parent/Guardian Signature Date

Student Signature Date