



# STUDENT/PARENT HANDBOOK

## ***Our Mission***

Our holistic education aims to provide the environment for the total and balanced development of every student in every sphere of learning – spiritual, moral, imaginative, intellectual, cultural, aesthetic, emotional, and physical – directing all these aspects towards the attainment of a conscious relationship with God, the ultimate purpose of our life.

## ***Our Vision***

Cultivating lifelong learners with a strong and balanced character, who have a clear understanding of their purpose in life, are connected with their Creator, and who serve their Creator by serving humanity.

## ***Our Values***

Knowledge  
Belief  
Character  
Excellence  
Passion

## Children learn best when families and school work together!

### **PARENT'S PLEDGE**

As a parent, I pledge to:

- Be an Islamic role model for my child.
- Spend time talking and listening to my child every day.
- Praise my child for having done good work in school and for their good Islamic behavior at home and school.
- Help my child develop self-confidence and self-discipline.
- Talk with my child's teacher about how my child is doing in school.
- Talk with my child about schoolwork.
- Set a regular time and place for schoolwork. During this time, there will be no television, no radio, and no phone calls.
- Encourage reading, I will read to my child, and I will listen as my child reads to me.
- Make sure my child gets healthy meals, enough sleep and good exercise every day.
- Love my child enough to say 'NO' when necessary.
- Help my child discover the joy that learning and thinking can bring at any age.
- Always try to instill in my children (Taqwa) righteousness by having them practice salaah (prayer) and the rest of the pillars of Islam, and please Allah (SWT) in whatever they do.
- Accept school rules.
- Follow all Islamic guidelines for discipline.

**I have received, read, and understood the Parent/Student Handbook.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Office Hours**

The school office is open from 7:30 a.m. – 4:00 p.m. Monday to Friday. Parents who wish to speak to a teacher and/or Principal are asked to call the school at 502-459-9447 to make an appointment. Parents are asked not to meet with a teacher at any time while school is in session without an appointment.

**Visitor and Volunteer Policy**

For your child(ren)'s safety, only NISL school employees, volunteers, or students will be granted admittance to the buildings during the school day. All visitors during the school day must report to the office. The Office will provide an escort or direct the individual to the designated person or area. Students are not permitted to bring guests (this includes older or younger siblings, friends, etc.) to school.

**Non-Discrimination Policy**

NISL is committed to admit students of any race, color, religion, gender, national or ethnic origin, and accords them all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school-administered programs.

**Religious & Ethnic Tolerance**

All members of NISL's administration, faculty, staff and students are expected to respect the religious beliefs and ethnic backgrounds of all administration, faculty, staff, parents and students. Members of NISL's administration, faculty, staff, parents and/or students are not allowed to promote any religious beliefs and/or practices besides those that are accepted and/or taught by NISL while on NISL property, at NISL events or to NISL students and/or staff. Promotion refers to talking about or distributing information about these beliefs and/or on any published medium, including social networking sites.

**Dismissing Students, Parents and/or Staff**

NISL reserves the right to dismiss a student, parent and/or staff-member whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general. NISL also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.

NISL also reserves the right to dismiss any student, parent and/or staff-member who knowingly goes against any of the school's published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

**School/Home Communications**

NISL believes in the importance of keeping a continuous line of communication with its parents and community. Generally, the school uses e-mail as a primary method of sending newsletters, reminders, and updates to parents and the community. Other means of communication will include:

- Google Classrooms
- Phone calls
- Parent-Teacher conferences
- Surveys
- Scheduled appointments with staff and administration.
- Updates on the NISL web site: [www.nurislamicsschool.org](http://www.nurislamicsschool.org)
- Text Messages through Remind app

Parents are encouraged to contact the school and request conferences with their children's teachers if they feel there is a need for such meetings.

**Emergency Contact Information**

Emergency contact information as well as the physical and mailing address for each child must be available and up to date. It is imperative that the office has the parent(s)' work numbers and also a number where a relative, neighbor or friend can be reached. These additional numbers are necessary if parents cannot be reached, and their child becomes ill, has an accident, or there is an emergency school closing. The office should be notified about any changes in the parent(s)' work or home telephone numbers as soon as they occur.

**Report Cards**

Report Cards are issued to students three times per year to give parents an indication of their child's progress and to serve as an official document of student progress and achievement.

1. Students in grades K-5<sup>th</sup> who join the school after the middle of any trimester will not receive a Report Card for that trimester. They will receive an Incomplete.
2. Students in grades 6<sup>th</sup>-12<sup>th</sup> who join the school in the middle of any trimester will be responsible for all information missed, as they will be tested on that information on exams and will not be excused from being tested from the missed content.

Report Cards will be held in the case that a family has an outstanding financial obligation in the Main Office.

**Parent-Teacher Conferences**

Parent-Teacher Conferences are conducted at least once each school year. Other conferences are to be scheduled by appointments through the office. In order to provide an effective educational program, it is the policy of NISL to maintain close communication between the home and the school.

**Parent Meetings**

Two Parents' Meetings are held each year: One at the end of the school year and the other just before the beginning of the next school year. These are the times to get acquainted with the teachers, school policies, educational programs and the school in general. The general public, family, and friends are invited to these meetings.

**Admissions Policy**

NISL has the following admissions policy:

1. Students applying for admission must meet all age requirements.
2. Students admitted must submit all required documentation, including academic records and discipline records, as well as birth certificate, health records and shot records.
3. Custody papers or similar legal documentation must be submitted in any cases where there not two parents enrolling the child(ren).
4. Registrar must check for IEP's on any students scoring below the 50th %'ile on his/her submitted standardized test scores.
5. Students who are admitted for the new school year, but who do not begin on-time, and who do NOT have approval from the Principal to start the school year late, may lose their spots at NISL.
6. NISL does not accept applications from new students going into grade 10. Students must begin with NISL in grade 9 or earlier to attend the high school program

**Admissions Process**

1. Prospective parents will meet with the school secretary to become familiar with the admissions process. This process will include:
  - Review of actual application process
  - Review of documentation required
  - Review of tuition and fees required
  - Tour of the facility
  - Receipt of Enrollment Checklist
2. The secretary will do a preliminary review of the application and documents to ensure completeness.
3. The secretary will schedule a meeting between the Principal and any student applying for admission into grades 6 and up for a review of discipline, understanding of personal responsibilities, rules, regulations, etc.
4. The parents of the admitted student(s) are required to attend the Back to School Night for Parents, generally on Friday during the same week as the first day of school.
5. Parents must sign an Acknowledgement Form stating that they have received, understand and agree to abide by NISL policies and procedures, including NISL Promotion & Retention Policy.

**Age Requirements:**

Kindergarten students entering or transferring to kindergarten must be five years old by October 1<sup>st</sup>. In 2017-2018 school year, the cutoff date will shift to August 1<sup>st</sup>.

First grade students entering first grade must be six years old by October 1<sup>st</sup>. Students who completed kindergarten in a U.S. public or private accredited school but are younger than the cut-off date for first grade may be considered for entry provided they meet satisfactory academic requirements. NISL does not allow early entry to kindergarten.

Students who completed kindergarten in a school outside the U.S. may not enter first grade if they are younger than the cut-off date for first grade. Any students who are transferring to NISL from another non-U.S. school will be admitted on a case by case basis, generally admitting students according to their age, and not their grade level completed. An exception will be made if the student is fluent in conversational AND academic English and can prove that he or she has achieved the academic standard needed to be admitted to that particular grade level.

#### **Waiting List Policy**

Given the fact that the number of seats available in a class may be less than the number of students applying for admission into that class, NISL will begin a Waiting List for that class. If a seat becomes available, the parents will be notified of this and, if they wish to enroll their child, they may do so at that time. If they choose not to enroll their child, they may request for their child to remain on the Waiting List to ensure admission for the following year.

#### **Probation Period**

All new students accepted into NISL are accepted on a 9-week probationary period. If, at any time during that period, the school feels that they are not a good fit at NISL, they may be asked to leave.

#### **Special Education Constraints**

NISL will not be able to accept any student whose disabilities may be too severe for NISL to address. NISL will admit only students whose needs can be met.

#### **Allergies/Special Accommodations**

It is extremely important that the office staff and teachers are aware of any type of allergy or special accommodation a child may have/need. If a child is allergic to any substance, whether it be food, an insect, or medicine, it is crucial for us to be aware of and educated about this matter.

In the case of any allergy or special accommodations, it is required that the parent obtain and submit to the secretary a doctor's note stating the child's name, the allergy/condition, the accommodation recommendation/requirement, and procedures to follow in case of exposure. NISL will cooperate with the family to the best of its ability to ensure the safety of the child. Any child with a food allergy must also provide the school with a list of proper nutritional substitutes for the food item.

#### **Tuition & Fees**

Please refer to the school website ([www.nurislamicschool.org](http://www.nurislamicschool.org)) for a detailed explanation of tuition and fees or request a print-out of the Tuition & Fee Schedule from the Main office.

Tuition and fees are non-refundable. Tuition is due on the 10<sup>th</sup> of each month or any portion thereof, and a late fee will be charged for payments received after the 10<sup>th</sup> of the month. Please note that for students transferring in to NISL, the tuition for the 1st month of enrollment will be based on when they start: Students beginning between the 1st & the 15th of the month will be required to pay a full month's tuition; students beginning on or after the 16th of the month will pay for only half the month. Parents have to sign up for the SMART Tuition Account and have the option of paying for tuition using cash, check, credit card or money order.

First tuition installment is due on August 10<sup>th</sup> and must be paid before a student can begin attending school. The second installment is due September 10<sup>th</sup>. If the second installment payment is not paid by September 10<sup>th</sup>, the account is marked as delinquent and a \$40 non-refundable late fee will be added. If the second installment is not received by October 10<sup>th</sup>, another \$40 late fee will be added and the student(s) will be withdrawn from NISL and will not be allowed to attend beginning the following day. If the family makes the payment and is re-enrolled again, they will be required to sign up with automatic checking withdrawal to continue the school year.

#### **Student Records**

The Main Office has student records. Records can be accessed by request. The school has the right to hold academic records until all financial commitments are paid in full.

#### **Supplies and Materials**

Although many supplies and materials may be provided by the school, parents should expect to provide consumable items such as pens, pencils, paper, folders, binders, etc. on an as-needed basis throughout the school year. Supply lists will be given out each summer. Students are expected to bring the required supplies with them to school and are expected to replenish them several times during the year.

**School Uniform**

All Students: Students in grades Kindergarten and above are required to wear uniforms on a daily basis. Please refer to the separate uniform policy for further details. Parental cooperation is expected. If a student comes to school without the school uniform a parent will be called to pick up the student –OR- bring a school uniform for the student to change into.

Dress code: During school sponsored events and some field trips; students are required to observe the NISL dress code. Students may wear the NISL T-Shirt on Field Trips. Hijab is required at all times.

Sweaters and sweatshirts often get taken off in school, so please label them clearly with your child's first and last name. The school will not be responsible for clothing items left in school. Students are expected to wear clean, ironed uniforms free from major stains. Personal cleanliness should be maintained at all times. Hijabs must be worn at all times. Boys’ hair should be neat, clean and groomed; no eccentric styles, shavings, colorings, severe cuts, tails, etc. Fingernails should be clean and trimmed.

<b>KINDERGARTEN-4<sup>TH</sup> GRADE</b>				
	<b>Tops</b>	<b>Bottoms</b>	<b>Hijab/Kufi</b>	
Girls	-white, light blue, or navy blue, long sleeve, button up or polo style <b>SHIRT</b> -plain navy blue or white <b>SWEATER</b> – pull over V-neck or button down style <b>-no hoodies</b> <b>-no characters on sweaters</b>	-navy Blue or khaki <b>JUMPER</b> , knee length or longer -AND- -navy blue, khaki or white <b>PANTS</b> or opaque <b>TIGHTS</b>	<b>HIJAB</b> REQUIRED - navy blue or white, Al Amira style <b>-no jewels or embroidery</b>	-brown or black dress shoes, -tennis shoes -NO SANDALS, -NO CHARACTERS
Boys	-white, light blue, or navy blue, long or short sleeve, button up or polo style <b>SHIRT</b> plain navy blue or white <b>SWEATER</b> – pull over V-neck or button down style <b>no hoodies and no characters on sweaters</b>	-loose-fitting navy blue or khaki <b>PANTS</b>	KUFI OPTIONAL – navy blue or white	
<b>5<sup>TH</sup> GRADE- 12<sup>TH</sup> GRADE</b>				
	<b>Tops/Bottoms</b>		<b>Hijab/Kufi</b>	<b>Shoes/Socks</b>
Girls	-white, light blue, or navy blue, long sleeve <b>SHIRT</b> , button up or polo style – must be long enough to cover mid-thigh. All clothing must be loose-fitting. -khaki or navy blue <b>SKIRT</b> , ankle length -OR- khaki or navy blue <b>JILBAB</b> -plain navy blue or white <b>SWEATER</b> – pull over V-neck or button down style <b>no hoodies and no characters on sweaters</b>		<b>HIJAB</b> REQUIRED - navy blue or white <b>-no jewels or embroidery</b>	-brown or black dress shoes, -tennis shoes -NO SANDALS, -NO CHARACTERS
Boys	white, light blue, or navy blue, long or short sleeve, button up or polo style <b>SHIRT</b> -plain navy blue or white <b>SWEATER</b> – pull over V-neck or button down style <b>no hoodies and no characters on sweaters</b>	loose-fitting khaki or navy blue <b>PANTS</b>	KUFI OPTIONAL – navy blue or white	

**Uniform Violations**

Students are expected to come in uniform from the first day of school. A one-week window will be granted to new students to comply with the uniform policy before violations are given.

First Violation: The homeroom teacher will send an email to parents on the same day of the violation to inform them of the violation and for it to be rectified by the next school day. Homeroom teacher will copy the Principal in the email. Student will remain in the classroom.

Second Violation: The homeroom teacher will send the student to the Main Office and parents will be contacted by the secretary to bring appropriate uniform to school. Students will be kept in the office until they are in the correct uniform.

**School Day and Dismissal Procedures**

The school begins at 7:45 AM. The morning assembly is from 7:45am to 8:00am. Classes are from 8:00 AM - 3:30 PM. Dismissal is from 3:30pm-3:45pm. Parents are required to pick up their child(ren) no later than 3:45 pm.

Occasionally, parents need to pick up their children before dismissal time. This may be difficult if the student has not had time to prepare for the departure. It may also cause disruption in the flow of instruction for the class that they are leaving. It is necessary, therefore, to follow a procedure that allows faculty\staff, parents, and the student to accomplish this task expediently and with as little disruption as possible. If given prior notice of early pick-up, the office can ensure that the student is waiting in the office when the parent arrives.

Late Pick Up fees will be assessed to parents if their children in kindergarten and up are picked up after 3:45pm. . Fees will be \$7 for every hour late, rounded to the next hour. If you need care for your child(ren) before and/or after school, please inquire about the Early Childhood Center which is open from 7:00am to 7:00pm.

**Additional Dismissal Notes:**

- Students must remain within their assigned area and be alert at all times.
- No food or drinks are allowed during dismissal time.
- Students must remain in full uniform (including hijab for girls) until they leave the campus.
- Students should proceed directly to their cars upon arrival.
- Students should follow the directions given by teachers/administrators on duty at all times.
- To attend clubs or tutoring, students must be signed up and have prior authorization.
- Students are not permitted to go to the playground area or re-enter the school building after being dismissed.
- Students will be escorted to the after-care area after 3:45pm, and parents will be charged.

**School Closings**

For closings due to inclement weather, including early dismissal or morning delays, parents will be notified by text messages. To sign up to receive text messaging alerts, send a text “@nurschool” to (502) 498-8466. \*Standard text message rates apply. In addition, the school will post the closings or delays to WAVE 3, FOX41, or WHAS11. If conditions arise which necessitate the closing of NISL, broken water pipes, gas leak, etc. the office will send a text message and call each parent/guardian.

**Attendance**

Even though assignments may be completed at a later date, a student can never really make up a day missed at school. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. Students should only be absent from school in case of illness, unusual family difficulties or emergencies. Other absences should be avoided and, in fact, constitute truancy.

Students are expected to attend class regularly, so that they reap optimal benefit. In case of absence, the parents should call the school by 9:00 am to explain the reason for the child’s absence. Also, upon returning to school, the parent must provide and excuse note to the Main Office.

Make-up assignments should be obtained from each teacher by the student and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments. All assignments should be posted in Google Classrooms, making it easy for students to access.

If students need to take an extended leave of absence, the parents must schedule a meeting with the Principal to discuss the nature of the extended leave of absence. Two weeks’ notice should be given to the school to allow the teachers to prepare work for the students to complete in their absence. Please note that parents will be charged regular tuition during this absence. Please also note that, if the absence is an extended one, and the student does not keep up with missed work, the school cannot guarantee the student’s promotion at the end of the school year. Not all extended leaves will be approved as Excused Absences.

**Absences**

***Excused Absence:*** illness (signed note from parent for less than 3 consecutive days, a doctor’s note for 3 or more days), death or serious illness of an immediate family member, and other exceptional cases within the discretion of the Principal.

***Unexcused Absence:*** vacations/travel, any absences in which a signed parent note has not been submitted

Regular attendance is essential if a student is to succeed in school. Routine doctor or dental appointments should not be scheduled during school hours whenever possible. In the rare and exceptional circumstances, a note must be submitted to the school office along with the proper arrangements for an early dismissal for a medical or similar appointment. The class work and homework the student misses will have to be made up the following day.

For all students, attendance is taken the first period of the day. If a student must be absent from school for more than two days, it is the responsibility of the parent to contact the office and pick up missed homework assignments. Students absent three or more consecutive days must present a medical note to the Office. Teachers are not required to prepare homework for students whose absences are unexcused. Make up tests and/or assignments are at the teacher’s discretion.

Students who are absent excessively (20 or more excused and/or unexcused absences during one school year) are subject to automatic retention (repeating the same grade twice). At the end of the school year, any student who has missed 20+ days (excused or unexcused) will have their records, and teacher recommendation presented to the Principal for a final decision regarding retention. The school shall assign no grades when a student is absent for more than 50% of the marking period.

**Tardiness**

Attendance and punctuality are considered important aspect of student growth and education at NISL. A student is considered tardy if he/she does not make it to morning assembly. Repeated tardiness is inexcusable and must be discouraged from the very beginning of the year. Being tardy three times in one trimester may result in disciplinary action. **Parents must accompany and sign-in children who arrive late (after 8:00) to school. Students must obtain a late pass from the main office to be admitted to class.**

**Withdrawal/Moving**

Those parents of students withdrawing from the school should notify the office a few days before moving/withdrawing to give the school the new address, the date of the move and the name of the new school, if possible. Students should return all school materials and collect all personal items. The withdrawal form must be signed by the secretary. Parents should take care of any outstanding balances. Academic records will not be released unless all accounts are cleared through the Main Office.

**Extra Curricular Activities**

NISL participates in a variety of extra-curricular activities. Students are strongly encouraged, but not required, to participate in events that take place outside of the scheduled school day. Additionally, a student must be in good standing with a grade “C” or better in all classes in order to participate in any extracurricular events or after-school clubs.

**Field Trips**

Field trips are part of the educational experience provided to NISL students. Any child going on a field trip must have a signed permission slip on file for the trip. If a teacher does not have the signed permission on the day of the trip, the child will not be permitted to accompany his/her class and will be assigned to another class. School uniforms or NISL T-Shirts are required for all field trips. If the student does not attend school on field trip day, he or she will be marked as absent unexcused. Please note: Siblings will not be allowed to accompany NISL students on the field trips, even if their parents are chaperones.

**Grading System**

***Academic Grades for Kindergarten:***

- EP .....Excellent Progress
- GP..... Good Progress
- SP..... Satisfactory Progress
- LP ..... Little Progress
- PB..... Progress Below Age-Appropriate

***Academic Grades for 1<sup>st</sup> through 12<sup>th</sup> Grade:***

- A** (Above Standards with Exceptional Performance) . . . . .90–100%
- B** (Above Standards). . . . .80–89%
- C** (Meets Standards). . . . . 70–79%
- D** (Marginally Meets Standards) . . . . . 60–69%
- U** (Below Standards). . . . . Below 60%

***Grade Point Average (GPA) Conversion:***

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- U = 0 points

**Student Recognition**

Each trimester and at the end of the school year, students will be recognized for the following achievements:

- Principal's List: Students must earn all "A"s in all subjects
- Honor Roll: Students must earn all "A"s and/or "B"s in all subjects.
- Excellent Character and Work Habits: Students must have all "A"'s in the behavior and work habits grade for all subjects.

Additionally, students will be excluded from character and work habits recognition for any discipline referral that results in disciplinary action. To be eligible for the year award given during Graduation, the student must have earned the recognition for all three trimesters.

**School Curricula**

NISL is committed to providing the most challenging possible curricula. The curricula must fulfill, at minimum, the standards set in the Kentucky State Standards for each grade level. Students are instructed in the following academic subjects: Language Arts/English, Math, Science, Social Studies, Arabic, Qur'an, Islamic Studies, Art, Physical Education and Technology. Curriculum maps are available for parents upon request.

NISL encourages students to develop a sense of responsibility in the care and handling of their books and materials as well as other school equipment and supplies. A charge will be assessed if any school materials and equipment are lost or damaged.

**Homework**

The purpose of Homework is to reinforce classroom activities and assist the student in understanding the day's lessons. Homework will be assigned based on the individual needs of the child or the needs of the class.. On average, the total time for all subjects assigned should be as follows:

Kindergarten:	15 – 20 Minutes per Day
First and Second Grade:	30 – 60 Minutes per Day
Third through Fifth Grade:	60 – 90 Minutes per Day
Sixth through Eighth Grade:	1 – 2 Hours per Day
Ninth through Twelfth Grade:	2 ½ - 4 Hours per Day

Please note that these times are based on the time needed by the average students; some students may require more time, others less. They are also based on the assumption that classwork has been completed in class. If classwork has not been completed in class, it may need to be completed at home and will add to the time needed for homework.

Parents are expected to provide the proper home environment conducive to learning. There are certain things that parents can do to help their child complete his/her homework successfully. These include:

- Providing a spacious, quiet, well-lit place to study.
- Making available references that will help in doing homework: dictionary, maps, etc.
- Keeping supplies on hand: scissors, pencils, pens, etc.
- Working with the child to set a regular homework time.
- Making sure the child brings back assignments clearly written down.
- Encouraging the child to do his/her best in spelling, handwriting, neatness and accuracy.
- Remembering that homework is assigned to the child, not the parent. The parent should be available as the guide and support.

As a general rule, no homework is to be assigned over breaks or vacations. Students will be encouraged, however, to continue reading during these breaks and/or vacations.

**Reading at Home**

Research shows that students who read 20 minutes a day do well in school, learn 1,800,000 words per year and score an average of 90<sup>th</sup> percentile in standardized tests. At NISL, we require each student to spend at least 20 minutes each afternoon/evening, reading. Parents should set an example and read in front of their children to encourage love for reading. Ask your child questions about their reading and take them often to the library.

**Health**

All students must have the appropriate immunizations within the first 30 days of school. Students will not be permitted to stay

at school on the 31<sup>st</sup> and subsequent days, until immunization requirements are fulfilled and the form has been submitted to the office.

Our policy regarding illnesses has been established to ensure the safety, well being, and health of all of our student and staff. Parents are expected to keep children home when they show signs of illness. If a child has any of the following symptoms ***he/she should not come to school for a full 24 hours after symptom(s) occur.*** If such symptoms occur during the school day parents will be contacted to come pick up the child. It is the responsibility of the parent to pick up the sick child as soon as possible.

No child that has the following symptoms will be allowed to remain in school. **There are no exceptions.**

- Temperature of greater than 100.5 F
- Vomiting
- Diarrhea
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Difficult or rapid breathing
- Rash or infected skin patch

In addition, the teacher and the Principal also have the authority to determine if a child is well enough to stay in school. If a child contracts any communicable diseases (including, but not limited to the following), parents are required to report it to the office immediately. The child MAY NOT return to the school without a doctor's note stating the child presents no risks to him/herself or others or proof of treatment in case of lice. If your child is exposed to any reportable disease at the school such as chicken pox, tuberculosis, lice, meningitis, H1N1, or any other reportable disease not mentioned, you will be notified in writing by the school.

#### **Medication**

The administration of medication is not the responsibility of the NISL. The administration of medication, whether prescription or over the counter, is done as a courtesy, provided all school policies are observed.

All prescription medication to be dispensed must be dropped off in the main office by a parent or guardian. Parents/Guardians must sign a Medication Administration Authorization Form. The medication must be in the original container with the name of the student, medication, doctor, and the times to be administered on the container.

The teacher should be advised of any medication being taken by a student, particularly those that might cause a change in behavior. **No student is allowed to administer his/her own medicine or have it in his/her possession.**

#### **Lunch and Cafeteria Policies**

Students are required to either bring lunch OR purchase lunch from the school cafeteria. Do not send pork or pork products, chewing gum, soda or candy. Students have a scheduled snack during the school day. Please make sure to send snack with your child. Menus are uploaded to the school website each month. All meat served in the cafeteria are halal. Pre-Payment for lunches is encouraged. Students will not be allowed to purchase any snack or lunch items in the Cafeteria on credit. Parents may give the cafeteria staff written notice of any food items their children are NOT allowed to purchase, and a note will be added to the students' account to that effect.

#### **Games, Electronics and Other Non-Instructional Devices/Materials**

Toys and/or electronic devices should not be brought to school. These items include radios, dolls, game boys, trading cards, cell phones, mp3 players, or any other electronic device. Such items will be confiscated and kept in the office until a parent/guardian comes to pick up the confiscated item. Items confiscated the second time will be held until the end of the school year. In addition, the buying and selling of such items, or any other items, on school property is strictly forbidden. Anyone engaging in this activity will be subject to disciplinary action.

#### **Cell Phone Policy**

Students will not be allowed to have cell phones during school hours. If students are bus riders or drive their own cars to school and need a cell phone before and/or after school, they must turn in their cell phones to the main office each morning by 8:00 am and can pick them back up after 3:30 pm. NISL is NOT responsible for ensuring the safety of cell phones that are brought to school.

If students have cell phones during school hours, the phones will be confiscated and kept in the office for parents to pick up. If the phones are confiscated the second time, they will not be returned until the end of the school year.

### **Technology Acceptable Use Policy**

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **Students must:**

1. Respect and protect the privacy of others by:
  - Using only assigned accounts.
  - Not viewing, using, or copying passwords, data, or networks to which they are not authorized.
  - Not distributing private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources by:
  - Observing all network security practices, as explained and/or posted.
  - Reporting security risks or violations to a teacher or administrator or technology supervisor.
  - Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserving, protecting, and sharing these resources with other students and Internet users.
3. Respect and protect the intellectual property of others by:
  - Not infringing copyrights (no making illegal copies of music, games, or movies!).
  - Not plagiarizing.
4. Respect and practice the principles of good etiquette by:
  - Communicating only in ways that are kind and respectful.
  - Reporting threatening or discomfoting materials to a teacher, administrator or technology supervisor.
  - Not intentionally accessing, transmitting, copying, or creating material that violates the NISL's Discipline Policy (such as messages that are threatening, rude, discriminatory, or meant to harass).
  - Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not using the resources to further other acts that are criminal or violate the NISL's policies.
  - Not sending spam, chain letters, or other mass unsolicited mailings.
  - Not buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

#### **Students may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

**Consequences for Violation.** Violations of these rules will result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School administrators and authorized employees and technology personnel will monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the NISL's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement if deemed necessary.

### **Right to Search**

NISL retains the right to search lockers, desks, book bags, student uniforms, electronics, and cars if suspicion arises. Reasonable searches of individuals may take place in rare occasions or during emergencies.

### **Textbooks**

All students are responsible for their own books or materials throughout the year. These books and workbooks belong to the student. If a book is lost, it is the parent's responsibility to purchase another one for their child.

### **Discipline**

Discipline at NISL is built on the belief in the dignity of each person. Self direction, rather than external control is the aim of our discipline. A climate of mutual understanding, respect, and trust is established to promote self-discipline. **Students must understand that their rights are accompanied by responsibilities.**

Each student has a right to:

- Be respected as an individual human being
- Equal educational opportunities without discrimination
- A safe, secure, positive learning environment
- Learn without disruption by others and to engage in normal school activities without harassment or harm from others
- Express his/her concerns and have them heard and respected as long as they are expressed responsibly and at an appropriate time
- Receive fair and consistent treatment

Each student has a responsibility to:

- Respect the authority of all school personnel in a courteous and cooperative manner
- Learn without disrupting others and engage in normal school activities without harassing or harming other students or teachers
- Understand and abide by all school rules
- Respect school property

Discipline in an Islamic school is to be considered as an aspect of moral guidance and not a form of punishment. The purposes of discipline are:

- To provide a classroom environment conducive to learning for all
- To promote character training

Discipline is not an end in itself, but a means through which the student may become a self disciplined person. It is toward building this attitude of responsibility and self mastery that all of our disciplinary measures are aimed. At the beginning of the school year, classroom rules of behavior are spelled out by the individual teachers. Rules are generally posted in the classrooms. General school rules are contained in this handbook and are to be observed by the student. Out of respect to the individual student and his/her family, steps taken to discipline a student are kept confidential.

### **General Expectations**

- Students are to show respect at all times to all school personnel, his/her fellow students, and any others whom the student comes in contact with.
- Defiant and/or disrespectful attitudes, actions, speech, and discourtesy are not allowed.
- Students are to respect all property. Defacing, destroying, or stealing property belonging to the school, masjid, or other students is not allowed. Parents/guardians are responsible for the cost of repair or replacement of any damaged property.
- Students are to demonstrate self-control in their actions or speech: fighting or the use of abusive/foul language will not be tolerated.
- Consequences for the violation of any school or classroom rules will be given within 24 hrs.
- Typical consequences include detention, and/or loss of certain privileges. Four behavior detentions in one grading period will result in an automatic in school suspension (ISS). In case of serious misconduct, immediate suspension, followed by expulsion may result.

### **Disciplinary Definitions**

**Informal Talk** – Teacher will speak with the student privately and try to reach an agreement regarding the student's behavior in the future.

**Parent Notification** – The student and/or teacher calls and informs the parents of the student's prohibited behavior. Students will take a note home from school, to be returned signed by his/her parents.

**Parent/Teacher Conference** – meeting of the parent, teacher, and student, with the option for the Principal/Principal to attend.

**Detention** – Student will stay after school for 1 hour, doing an offense appropriate assignment (at the teacher’s discretion).

**In School Suspension** – Student will spend an entire day alone doing class work, and an additional offense appropriate assignment. Student will not have recess, lunch with his or her class, or any other interaction with his or her classmates.

**Suspension** – The removal of a student from the school for 3 days or less.

**Expulsion** – Student is dismissed from the school indefinitely.

### **Corporal Punishment**

No staff member of the NISL shall inflict or cause to be inflicted corporal punishment upon any student attending NISL. A staff member may however use such amounts of force as is reasonable:

- (1) To control a disturbance threatening physical injury to others
- (2) For the protection of persons or property
- (3) For the purpose of self- defense

### **Bullying Policy**

NISL strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of NISL to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

- All forms of bullying and cyber bullying by students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber bullied shall promptly report such incidents to any staff-member.
- Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

### **School Behavior Rules**

1. Masjid Rules:
  - Sit properly in the Masjid
  - Keep quiet and respect the Masjid and salaah
  - Be prompt for prayers
2. Classroom Rules:
  - Arrive to class on time
  - Bring Tardy Slip if arriving after 8:00 am
  - Be seated and prepared to learn when the class starts, this includes having sharpened pencils, having homework, books and notebooks ready, etc
  - Always show respect for everyone in the class (teacher & students). Treat people the way you want to be treated
  - Listen to the teacher and/or other students without interruption. Wait your turn before speaking
  - When in doubt, always ask questions
  - Have a positive attitude
  - Hats and hoodies shall not be worn during class. Please remove hats/hoods upon entering the classroom
  - Follow directions the first time they are given
  - Stay on task
  - Participate in class activities/discussions
  - Keep hands and feet to yourself and keep feet off school furniture
  - Leave class, during class time, only with permission from the teacher
3. Lunchroom Rules:
  - Walk slowly and in an orderly fashion into and out of the cafeteria
  - Line-up in an orderly and quiet fashion in the serving line
  - Eat only in the cafeteria or assigned area
  - Keep food off the floor
  - Stay at one table until you are finished eating
  - Talk quietly and only with those students at your table
  - Clean up your area after finishing your meal
  - Return to class only when dismissed by your teacher or the teacher on duty
4. Yard/Playground Rules:
  - Be prompt in leaving the yard/playground to get to assembly or class
  - Always stay within the school property
  - Speak to others politely and without raising your voices

- Stay off of trees and fences
  - Stay out of classrooms before and after school, unless you have permission
  - Stay out of parking areas
  - Observe and obey safety rules
  - Listen to and obey teachers and/or other adults on duty
  - Keep school grounds clean and clear of all personal belongings and/or garbage
  - Remain in dismissal area until pick-up or guided inside by teacher on duty
  - Refrain from bringing gum to school and/or chewing gum on campus before, during & after school hours
  - Treat all students and adults with respect
5. Bathroom Rules
- Leave restroom in good condition after use
  - Boys are to sit, not stand, when using the bathroom
  - Clean yourself with water, as per Sunnah
  - Wash your hands with soap when you are finished
  - Finish your business in the bathroom quickly without socializing and playing
6. School Property Rules:
- Keep all school furniture and property free of damage
  - Show responsibility and respect for school equipment: TV's, Projectors, Computers, etc
  - Follow allowed access rules for computers
7. Locker Area Rules:
- Lockers are to be used to store books, school supplies and personal items deemed necessary for use at school
  - Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state or local laws or school rules
  - Students will be expected to keep their lockers in a clean and orderly manner
  - Students may go to their lockers only at designated times during the day
  - NISL reserves the right to inspect lockers and locker contents at any time, without notice and without parent permission or student consent to ensure that they are being maintained in accordance with the rules set by the school
8. Hallway & Stairway Rules:
- Follow directions at all times
  - Show respect for others
  - Walk quietly in the hallways and stairways and keep your body to yourself
  - No running, shoving or pushing
  - Keep to the right of the hallway or stairway and walk behind the person in front of you
  - Go directly to your next class
  - Speak in a normal tone of voice; no yelling or screaming
  - Keep hallways and stairways clean; no littering

### **Discipline Referrals & Consequences**

Students exhibiting discipline problems will be referred to the Vice Principal for consequences. Each student will be dealt with on an individual basis, with communication taking place between the Vice Principal, the referring teachers and the parents, when necessary. If required, depending on the severity of the offense, the student may then be referred to the Principal.

Each student at NISL in grades 6 – 12 will receive a copy of the NISL Student Offenses Report which lists all of the minor and major offenses with the consequences for each. A copy of this form has been included at the end of this handbook for your reference.

### **Parental Concerns**

We encourage parents to contact their child's teacher whenever they have a question or concern. The following stepwise protocol is to be followed in the sequence given below:

1. Call the office and make an appointment to speak with the teacher.
2. If you do not feel the issue has been resolved, then inform the teacher and make an appointment through the office to meet with the Principal.
3. After meeting with the Principal, if you feel the issue is still not resolved, you must inform the Principal about your concerns in writing within 10 days.

4. The Principal will present your written concerns to School Board within seven school days from the time of receiving your complaint.
5. The School Board will give you a written reply and/or an appointment within seven school days after being contacted by the Principal.
6. Within one week after your contact with the School Board (step 5), if you feel the issue has still not been resolved to your satisfaction, you must submit a detailed letter to the Principal. Then the School Board will make an appointment with you to hear your grievance along with the Principal and the teacher. Board decisions are final.

Any parent who fails to follow this procedure will jeopardize their child/children's enrollment at NISL.

**School administration reserves the right to change, add, edit, or omit any school rule or policy when it deems necessary.**