

**THE ISLAMIC SCHOOL  
OF  
SAN DIEGO**

**PARENTS' HANDBOOK**

**2006-2007**



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# Welcome!

As-Salaamu Alaikum.

Welcome to the Islamic School of San Diego. It is our hope that your child will find a satisfying and rewarding experience in our Islamic school.

We encourage you as parents to work closely with our school. Get acquainted with the Principal and your child's teacher. Cooperation between the home and school is essential for your child's success.

This handbook contains basic information about our school including your rights and responsibilities as a parent and other useful information. Read through this handbook and become familiar with our program and policies. Keep this handbook for ready reference throughout the school year.

Jazakum Allahu Khair.

## I. INTRODUCTION

### Goals

The goals of ISSD are towards the development of each and every student as:

- Strong, balanced Muslims
- Knowledgeable scholars
- Helpful members of our community

### Philosophy

An Islamic school is an essential part of the Muslim community. Islamic schooling assists parents in their efforts to preserve and develop the Islamic identity of Muslim children growing up in America. Islamic education provides children with the chance to learn the basic concepts, values, and ethics of Islam, which provides a foundation for all other human knowledge and science. By providing an integrated religious and academic education, the school will help each student work towards developing into a balanced Muslim individual, using the guidance of Islam to live their life.

### Parents' Role in Education

Parents are encouraged to be involved in the educational process of their children. The Islamic School of San Diego intends to hold frequent parent-teacher conferences to exchange information and to plan appropriate strategies for the optimal education of your child. Parents are encouraged to sign up for a Support Team that volunteers and aids in school functions and activities.

## II. ADMISSIONS AND REGISTRATION

- The Islamic School of San Diego is equipped to teach average and above average children.
- Students must not have any special learning, speech, physical, or behavioral problems.
- All new students are on probation for the first 4 weeks. Those showing special problems may not be able to continue at the school.
- Students must be 4 yrs. and 9 months old to enter Kindergarten.
- The application and registration process must be completed as outlined below:

### New Students Application for Admission

- Applications will be accepted beginning in March.
- Non-refundable application fee of \$50 is required for each new applicant.
- Copy of applicant's last report card is required for each applicant.
- Placement and assessment tests will be required.
- A personal interview for both parents as well as the student(s) is MANDATORY, before acceptance into our program.
- I.S.S.D. will call you or send a letter of acceptance if your child's application has been approved.
- Applicants will be selected for registration by the Principal based on space available, previous school records, placement and assessment tests, and if necessary a personal interview. Families with students already registered at I.S.S.D. will have priority. Principal's decision is final.
- If space is not available and a child is placed on the waiting list, re-application is necessary the following year. The waiting list does not carry over each year.

## Registration

- Registration begins in April for new students who have been selected by the Principal for registration.
- Registration for new students requires:
  - A. Acceptance for registration by ISSD Administration.
  - B. Proof of birthday
  - C. Complete immunization records
  - D. Physical Exam (CHDP) for kindergarten and first grade students
  - F. Registration packet completed and returned
  - G. Non-refundable Registration Fee of \$200 per student

## Returning Students

- Registration begins in March.
- Non-refundable Registration Fee of \$200 per student is required at the time of registration.
- Physical Exam (CHDP- for first grade students) + all immunizations up-to date, required.

## Tuition

- Tuition for the school year is payable on or before the first day of school.
- Special arrangements may be made to pay in 10 monthly installments
- Monthly payments are due on the 1<sup>st</sup> of each month, September – June.
- Payments are delinquent after the 5<sup>th</sup> of each month.
- Your child may be expelled if payment is not received by the 1st of the following month.
- There will be a bank charge for any returned check

## Nondiscrimination Policy

The Islamic School of San Diego admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at I.S.S.D. IS.S.D. does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, sponsorship, or other school-administered programs.

Likewise I.S.S.D. does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

## III. ATTENDANCE POLICY

I.S.S.D. REQUIRES STUDENTS TO BE PRESENT AND ON TIME EVERYDAY.

### School Hours

Kindergarten	7:45 A.M. – 1:35 P.M. Monday - Friday
Extended Day K	7:45 A.M. - 3:30 P.M. Monday - Thursday
Students in	7:45 A.M. - 3:30 P.M. Monday - Thursday
1 <sup>st</sup> – 8 <sup>th</sup> grades	7:45 A.M. - 1:35 P.M. Friday (Early Release 12:15 P.M.)

### Friday Prayer

On Fridays, students in grades 2<sup>nd</sup> through 8<sup>th</sup> will attend jumaa prayer. Kindergarten and 1<sup>st</sup> grade will listen to the khutba and perform the prayer in the classroom. Students may be picked up early before prayer, starting at 12:15, with an Early Release Form from the office. If students are picked up early, they must stay with the parent if not leaving the masjid. **Students praying with the school are required to sit**

with the other students and cannot move to be with their parents. Parents may join the school students if they wish. Students should not be given siblings to care for during this time. Please help them observe the rules of being very quiet and attentive to the khutba.

## Absences

- Parents are required to call the Islamic School of San Diego office on **each** day a student is absent and give specific reasons for the absence. Acceptable reasons for absence are student illness, Dr. appointment, severe injury, and death in the immediate family.
- Students who are absent will be expected to make up missed work.
- Reduction of grades may be given for missing the presentation of a lesson or part of it.
- Excessive absences may result in non-promotion to the next grade level or non-acceptance in ISSD the following year.
- The Principal will report excessive absences to the County Attendance Officer.

## Tardiness

- Students must arrive at school at 7:45 A.M.
- Students not ready to work (sitting at their desk) at 8:00 A.M. will be considered tardy.
- Tardiness will be reflected in the student's report card, as well as lower their citizenship grade.
- **A fee or paid detention may be applied for tardies. (NOTE: Details regarding this policy will be explained at Parent Orientation.)**
- A parent must call the school office if a student is late and give the reason.
- The Principal may report tardies in excess of 30 min. to the County Attendance Officer.

### Some unacceptable reasons for being late to school:

Everyday traffic

Overslept / forgot to set the alarm / stayed up too late

Guests

Didn't feel like going to school

### Some acceptable reasons for being late:

Accident or extremely unusual traffic

Dr. Appointment

Illness

Death in the Family

## Early Arrival/Late Pick-up

- Your children will be supervised between 7:45 A.M. and 3:30 P.M. Monday through Thursday, and on Friday from 7:45 A.M. to 1:35 P.M.
- If you are going to be late in picking up your child/children, please call the office.
- After school care may be available at a rate of \$3.00 per hour, per child, Monday through Friday.
- **This program ends at 5:00 P.M. If special arrangements are needed, please consult with the Principal.**
- For safety reasons parents must not let students stay at the school unsupervised.
- PARENT COOPERATION IN THE MATTER OF SUPERVISION IS MANDATORY.

## Dismissal

- Parents must pick up each child from their classroom.
- Please do not try to conference with the teacher at this time. The teacher needs to attend to the dismissal of the entire class. In addition, the discussion will not be private. Conference times may be scheduled with the teacher for after 3:35 (1:35) on Fridays.
- **Once picked up, children should stay with parents until they leave the school building.**
- **Students must not be on the playground without supervision after school hours.**
- Students not picked up by 3:35 (1:35 Friday) will be taken to the after school program. Parents will be billed monthly for use of this service at a rate of \$3.00 per hour, per child.
- **Students will only be released to family members or anyone on the Student Release Authorization Form unless the parents call and give verbal permission, which will be limited to that one time only. If you wish to allow for someone else to pick up your children regularly, please update this form in the office.**

## Early Dismissal

Parents who must pick up a student before the regular dismissal time must:

- Call the school office and give an acceptable reason for early dismissal.
- Sign an Early Release Form in the school office.
- Give the release form to the child's teacher.
- The teacher will release your child to you.

## Vacation

ISSD requests parents not to plan any vacations or other activities that will interfere with your child's attendance at school. In the event of an emergency or urgent personal matter, parents may make arrangements for a leave of absence.

To arrange for a leave of absence you must:

- **Have the written consent of the Principal.**
- Contact the child's teacher immediately to make the necessary arrangements for assignments to be completed.

**Students who leave school before the end of the term may receive "incomplete" grades in one or more subjects. Students with "incomplete" grades will not be promoted until work is completed and a final grade given.**

## Transportation

Transportation is the responsibility of parents. The Islamic School of San Diego encourages parents to carpool to help meet transportation needs.

## IV. HEALTH

### Illness

- Students who have an illness that can spread to others must be kept home.
- Students with a communicable disease such as chicken pox, staph infection, strep throat, measles, mumps, etc. must stay home from school and the parent or guardian notifies the school immediately.
- Students who show signs of Conjunctivitis (pink eye) at school will be sent home until symptoms disappear, or a doctor notifies the school that it is fine for the child to return.
- Students may not attend school with a fever over 100°.
- Students must be fever free for 24 hours before returning to school.
- Lengthy illnesses may require a doctor's notification.

### Emergencies

- **Minor first aid will be given in the classroom or in the school office.**
- You will be contacted if your child is ill or seriously injured while at school.
- If we can not contact you, we will contact the Emergency Contact Person listed on your child's registration form.
- If there is a change in this emergency information, notify the school immediately so that records may be updated.

### Administration of Medications

If your child will need to take medication during school hours, you must fill out an Authorization To Administer Medication form in the office. In order to assist students in taking prescribed medication, medication must be clearly marked with:

- Student's name
- Name of the medication
- Directions for use

All medications must be kept inside the school's office. **This policy also includes cough drops.**

## ISSD Child Abuse Reporting Obligations

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, I.S.S.D. will **not** contact parents in advance of making a report to legal authorities. School staff will make such reports in the best interest of the affected child and once reasonable suspicion is established, do not have any legal alternative except to make the report to the proper authorities.

## V. Discipline

### Philosophy

At ISSD we **wish to instill the desire of our students to model their behavior and conduct after the example of our blessed Prophet (SAWS)**. The purpose of the student code is to encourage students to gain a sense of moral responsibility, to aid their growth in self-discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules.

The school staff provides guidance and reinforcement for students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teacher models and teaches appropriate school behavior. When students behave in the desired manner the teacher provides positive feedback. When students behave inappropriately, the teacher consistently enforces the consequences.

### Teacher Responsibilities

Teachers are responsible for:

- Instructing classes assigned in the location and at the time designated
- Preparing adequately to teach assigned classes and developing written lesson plans in advance.
- Being an example of good **Islamic** character in both behavior and appearance.
- Forming appropriate expectations for students.
- Providing continuous student evaluation consistent with school policies.
- Providing adequate supervision of all students in their class.
- Providing functional and relevant instruction.
- **Implementing Islamic teachings and integrating Islamic values into daily instruction.**
- Setting the limits and consistently enforcing the standard of conduct school wide.
- Carrying out adjunct duties necessary for the successful operation of the school.

### Student Responsibilities - Rules

Students are expected to follow these school-wide rules: **This has a heading status & was in Table of Contents--I couldn't change it**

1. **Remember Allah is all actions and follow all His commands.** Remember that Allah (SWT) is watching at all times. He hears and knows everything. Behave in a way that will please Allah.
2. **Show respect for others and self.** Showing respect includes using first names when speaking to fellow students (no nicknames or teasing), addressing school staff by their title (Brother, Sister, Mr., Mrs., or Ms.), and being kind, courteous, and considerate of others.. Differences need to be solved by talking and acting in a way that will not hurt anyone.
3. **Follow directions of all ISSD staff.** Listen when staff members speak and do what told to do.
4. **Keep my hands, feet, and objects to self.** Keep my hands, feet, and objects to self even when playing. Do not hurt or bother other students.

5. **Use clean language and speak in an appropriate tone of voice.** Use clean and respectful language. Do not disrupt or interrupt classes through voice or actions. Speak loud and clear when asked to speak in front of a group.
6. **Safeguard and protect all masjid, school, and private property.** Treat all property with care. Do not break, take, or write on things of others.
7. **Be honest and truthful.** Always be honest and truthful.
8. **Be prepared.** Report to class on time with all necessary books and supplies.
9. **Keep the school clean; put litter in the trash can.** Keep classrooms and school clean. Put trash in the garbage can. At lunch and snack, throw away all garbage and make sure the table and floor where sitting are clean. Clean after self in the bathrooms and on the playground.
10. **Walk at all times inside the school and masjid.** Walk at all times inside the school building. Run outdoors, on the playground, and at P.E. time only.
11. **Leave personal items at home.** Items such as toys, videos, cosmetics, knives, glass jars, etc. do not be long at school. Objects that are dangerous, toxic, illegal, or forbidden by Allah are strictly not allowed.

## **Parent Responsibilities**

Parents are expected to:

- See that their children are well rested before coming to school. Young children need 10 - 12 hours of sleep each night.
- Show support for ISSD.
- Show respect for school administrators, teachers, students, and parents.
- Provide a quiet, well-lighted place for their child to do homework and to schedule homework time in a way that other activities or family plans will not interfere.
- Provide a nutritious lunch and snack along with offering their child a healthy breakfast before school.
- Obtain a pass from the office when visiting or volunteering in the classroom or school.
- Refrain from interrupting classes.

## **Classroom Rules**

Each teacher will have a classroom discipline plan that will allow students to understand the rules of the classroom, consequences for breaking the rules, and reinforcements for following the rules.

- Teachers will employ a system of discipline that is age appropriate.
- Teachers will develop and implement classroom rules in accordance with the school's goals, philosophy, and school-wide rules.
- The classroom rules will be positive rules; their number kept to a minimum.
- A description of the classroom rules will be sent home by the teacher along with a list of rewards, incentives, and consequences that will encourage students toward appropriate conduct, good attendance, and high scholarship.
- A form will be returned by the parent of each student, stating that they have read and understand the rules, and agree to reinforce them at home. Teachers will keep this form on file for the entire school year.

When a student needs to be counseled regarding their behavior, they will be encouraged and guided to:

REFLECT: understand how his/her behavior affects himself/herself and others.

Feel REGRET for his/her inappropriate behavior.

RESTORE or repair any situation caused by the behavior when possible and apologize to those who have been affected. Follow up the bad deed with a good deed.

REPENT: seek Allah's forgiveness.

## Behavior Concerns

1) If there is a behavior concern for a student in the classroom, the teacher will review the following list of interventions.

Verbal reminders	Redirection
Time out	Parent contact
Seating change	Detention
Cumulative folder review	Student /teacher conference
Positive comments	Peer mentoring
Consult with other teachers	Daily/weekly progress report
Consult with Principal	Peer mediation
Behavior contract	Extra credit work
Referral to Counselor	

2) If the student does not respond satisfactorily to the above interventions, the teacher will submit her concerns to the Principal along with a summary of the problem and interventions employed. A copy will be kept in the student's file and another will be given personally or mailed to the parent.

3) The Principal will review the situation to determine what will be the best course of action at this point.

## Principal Referral

In the case of a major infraction, immediate referral to the Principal is necessary. The Principal will:

- Contact parents by phone or personal contact.
- Request parent's assistance in helping their child improve his/her behavior.
- Administer consequences, according to the age of the student, type, severity, and frequency of the problem:
  1. **Detention:** After school, at recess, or during lunch.
  2. **Restitution:** Student will be charged for damages or replacement costs for destruction or defacing of school, masjid, or other property.
  3. **Community Service Hours:** School clean up or other appropriate assignment. Preferably, the assignment will have some direct relationship to the offense.
  4. **Homework Assignment:** Extra homework or written assignment: preferably with some direct relationship to the offense.
  5. **Parent Supervision/Suspension:** The student will be supervised at home or in the classroom by parent or guardian for up to three days. Suspension **may** include a homework assignment that will be graded. **It must be completed well to be accepted; otherwise it will have to be done again.**
  6. **Expulsion:** Enrollment will be discontinued. Students may reapply to the school and will be considered on an individual basis.
  7. **Sunday Detention:** 4 - 5 hours of quiet writing (not homework) at the rate of \$5 per hour per child. Arriving late will result in finishing the session plus another session. A non-show will double the detention time.
- Principal may refer parent to community resources that may be of help.

Parent, Teacher, School Counselor, or Principal may request a conference. If a conference has been requested, a consensus of those in attendance is highly desirable but not mandatory.

**NOTE: Any student receiving parent supervision at school and/or suspension from school will automatically receive an "N" grade (Not Satisfactory) in citizenship.**

## Probation and Expulsion

Any student who receives three referrals in one academic year will be brought to the attention of the Board of Education. The Board of Education and Principal will jointly review the student's record and recommend conditions of probation or withdrawal from the school.

Students who are on probation and do not meet the conditions of their probation will be expelled.

## **Harassment Policy**

Islamic School of San Diego is committed to providing a school environment that is free from harassment in any form. Harassment of any individual by any other individual is prohibited. I.S.S.D. will treat allegations of harassment seriously and will review such allegations in a prompt, confidential, and thorough manner.

A charge of harassment will not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.

It includes but is not limited to the following forms: verbal harassment, physical harassment, visual harassment, and sexual harassment.

It is ISSD's responsibility to implement this policy by making all faculty, staff, students, and parents aware of the policy and the commitment of the school towards its enforcement. ISSD will remain watchful for conditions that may create a hostile atmosphere and establish practices designed to create an atmosphere free of harassment.

It is the student's responsibility to conduct him or herself in a manner that will contribute to a positive school atmosphere and to avoid any activity that may be considered harassing or discriminatory.

The student must consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome and report all incidents of harassment to the proper school authority (i.e. Principal, Teacher, BOE member).

If a student is informed that his or her behavior is offensive, he or she must discontinue that conduct immediately.

### **Procedures for Complaints and Investigation of Harassment**

1. Tell the individual causing the harassment that his/her conduct is offensive and must stop.
2. If it does not stop, report the harassment to the Principal or a teacher who will report it to the Principal, or if the Principal is the subject of the allegation, to a member of the BOE.
3. Complete a formal complaint in writing. This complaint will be investigated thoroughly and as confidentially as the situation allows.
4. Once the facts have been gathered, the Principal and the BOE will, in consultation with the Imam if necessary, decide what disciplinary action is warranted according to the nature, context, and seriousness of the harassment, up to and including immediate dismissal.

If the complaint is against a non-student, non-employee, such as a parent, volunteer, community member, or vendor, the school will take any steps within its power to investigate and eliminate the problem.

## VI. CURRICULUM INFORMATION

### California State Curriculum

At ISSD we value knowledge and consider a strong education to be a key to a successful future. ISSD has adopted the State of California, Department of Education, frameworks and content standards for the following subject areas: Math, English, Social Studies, Science, and Physical Education. Our program is designed to prepare students for higher education. Textbooks are carefully selected that will meet the content standards and challenge students to excel. Art is integrated across the curriculum.

The entire curriculum is presented to the students from an Islamic perspective. An Islamic viewpoint is provided in each subject, while at the same time, providing excellent academic preparation.

Students in grades 6 – 8 receive additional instruction in Computer Education. ISSD has a fully equipped computer lab for this specialized instruction. In addition, computers are available for student use in most classrooms.

Students have the opportunity to participate in extra-curricular activities, hands-on science, and various field trip experiences.

### QIAS – Qur’an, Islam and Arabic Studies

Islamic education and the worship of Allah are essential to a child’s growth and development. It is the focus and identity of our school. QIAS is presented to our students beginning in Kindergarten. Students have the opportunity to learn the Qur’an: memorization, meaning, and how to apply it to their everyday lives. Students receive instruction in classical Arabic, geared for preparing students to understand the language of the Qur’an and Islam from its original sources. In addition, students take Islamic Studies, which teach students the Islamic adab and worship that are essential for every Muslim. **One semester of Islamic History is offered to 7<sup>th</sup> and 8<sup>th</sup> grades.**

Students in grades 3 – 8 pray Duhr prayer daily with the Jama’a. In addition, all students are required to attend the Jumah khutbah and salah.

### Academic Standards

Students at the Islamic School of San Diego will be expected to achieve academically to the best of their individual ability.

### Report Cards

Report cards will be sent home four times each year.

The students work will be evaluated on the basis of all of the following:

- grade level
- neatness and correctness of class work
- participation in class discussions
- neatness and correctness of homework
- completion of assignments on time
- regular tests and quizzes
- final tests
- teacher judgment

The teacher is the final judge for all grades.

An Explanation of Grade marks:

Citizenship -

{ O - Outstanding  
G - Good  
S - Satisfactory

{ N - Not satisfactory  
U - Unsatisfactory



## VII. ADDITIONAL SCHOOL POLICIES

### Dress

The following points represent ISSD's dress policy:

- Good personal grooming habits are an essential part of Islam.
- Clothing should not be a distraction or point of competition.
- Uniform should be neat, clean, and in good repair.
- Clothing with images, decals, messages, or insignia other than those of ISSD will not be permitted.
- Closed shoes sturdy enough for outdoor play must be worn. Sandals and dressy shoes are not appropriate.
- Girls K - 3 must have a scarf, clearly labeled with their name, available each day for salah.
- Girls in grades 4 - 8 are required to wear a scarf during school hours.
- Hair should be trimmed or styled to stay **off the face**.
- No jewelry should be worn except for a watch—no bracelets or necklaces. Pierced earrings should be small, not dangling.
- Label outdoor clothing such as sweatshirts and scarves.
- **Occasionally, students may have a non-uniform day. All of the above requirements must still be met. In addition, no shorts are ever allowed and all clothing should be loose and long (below hips) for older girls, grades 5<sup>th</sup> and up.**

Parents of any student not conforming to the dress code may be called and asked to bring suitable clothing to the school. If a student has a problem with any portion of the uniform on a particular day, a written note should be sent to the office. Only valid excuses will be accepted. Non-valid reasons will be considered an infraction of school rules. **Continual failure to observe the school dress code may result in your child being excluded from class until he/she is in proper uniform attire.**

### Lost and Found

**Any clothing that is found will be kept for two weeks by the school office. If it is not claimed within that time, it will be offered for re-sale or given away.**

### Nutritional Snack/Lunch/Food Items

- Children will need to bring a lunch and snack from home.
- The **snack and** lunch should be nutritious and adequate.
- Lunch should be sent in a lunch box clearly labeled with the student's name.
- Ice packs are recommended if your child's lunch requires refrigeration.
- Soda, candy, hot liquids, foods requiring heating in a microwave, and breakable bottles are not allowed.
- Sharp objects and knives are not allowed, and bringing them to school will have serious consequences.
- **Gum is also never allowed on campus.**

### Visitors

- Parents are welcome to visit the school and classroom for 30 minutes with a visitor's pass from the office.
- An appointment to visit can be made but is not required. (However, longer visits must be arranged in advance with the Principal and teacher.)
- Teachers have been requested not to let visitors into their class without an office pass.
- Visitors are asked to observe the following guidelines when visiting classes:
  1. Do not interrupt the class or lesson. If you need to leave a message for a student or teacher, leave a written message in the office. Lunches, glasses, or other items can also be left in the office in a bag clearly labeled with the student's name.
  2. Please do not bring small children with you.
  3. Conferences may not be scheduled during class time. If you would like to conference with a teacher, please call the office and arrange a time.

## Volunteers

Volunteer helpers are greatly valued and needed in the Islamic School of San Diego. Community members and parents who would like to share their expertise with the school are encouraged to do so. In order for the school to fully benefit from your help, we must ask you to follow these guidelines when volunteering:

- Fill out a volunteer agreement form in the office (once per year).
- Arrive promptly on your assigned days.
- Notify staff member in advance if you cannot be there at the appointed time.
- Sign in upon arrival and sign out upon leaving in the school office.
- Do not bring other children or adults with you.
- Refrain from interrupting classes.
- Do not direct students unless assigned to do so.

Volunteers are also needed to assist the school in making educational materials, phone calls, helping out with bake sales, etc. Much of this work can be done from your home at your convenience. If you would like to volunteer, please leave your name and phone number in the office. Be sure to specify what you would like to contribute to the school.

## VIII. CONFLICT RESOLUTION PROCESS

ISSD aims to resolve all conflicts in a manner that is in accordance to the precepts of Islam.

### Principles

- Parents and teachers must have a clear way to get their concerns known and addressed.
- Teachers' and Parents' respect and credibility must be preserved in front of the students:
  - The parent and the teacher must keep the child removed from the conflict resolution activities (other than asking questions to clarify the situation) and not say or do anything to undermine the teacher's respect in front of the students or the parent's respect in the eyes of the child.
  - The parent and the teacher must keep conflict resolution information limited to only those that have an absolute need to know – this activity must not become a discussion point in the community.
- No one should let a problem continue for a long period of time; things should be caught early.
- In order to avoid confusion and further problems, the process must be strictly adhered to. For example, do not go directly to the Principal or a BOE member.

### The Process

1. Issue arises.
2. Parent or teacher discusses with child to ascertain that the problem is indeed a problem and collects relevant information. (Remember teacher's and parent's respect must not be undermined and the issue should not become a community affair.)
3. If it turns out that there was some misunderstanding and no real issue exists, Alhamdulillah, we are done.
4. If it turns out that there is indeed an issue that needs to be followed up, then the process continues.
5. Parent (or teacher) sets an appointment with the teacher (or parent) to discuss the issue.
6. The issue gets discussed in an un-emotional, cordial manner between the two parties.
7. If the issue is resolved, Alhamdulillah, we are done.
8. If not, the issue gets escalated to Principal.
9. Parent (or teacher) sets an appointment with the Principal to discuss the issue.
10. The issue gets discussed in an un-emotional, cordial manner between the two parties.

11. Principal pursues (may set up investigative meetings, etc.) and provides an answer.
12. If the two parties are satisfied, Alhamdulillah, we are done.
13. If not, the parent (or teacher) submits a formal written escalation request to BOE. The written request should be accompanied by a written description of the issue.
14. Parent (or teacher) sets an appointment with the BOE, through the school office, to discuss the issue.
15. The issue gets discussed in an un-emotional, cordial manner between the two parties.
16. BOE pursues (may set up investigative meetings, etc.) and provide the final decision.

Note: Be sure to fix all footers. Also, please check the table of contents & reformat it as it's not completely correct.