As-Sabeel Academy of Greenville

Parent Handbook

2019-2020



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Board of Directors

The list of board members can be viewed on school website.

Faculty

Johnna Malici	JMalici@sabeelacademy.com	Principal
Shiam Harsho	SHarsho@sabeelacademy.com	Vice Principal

A full listing of faculty is available on the school website: www.sabeelacademy.com

Physical Address

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Other

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Dear Respected Parents,

As-Salaamu Alaikum,

Welcome to As-Sabeel Academy of Greenville. 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 your child's teacher. Cooperation between 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,

Johnna Malici

Principal

I. INTRODUCTION

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. The school's integrated religious and academic education will provide each student with the tools to become well-rounded Muslim individuals. This type of education will encourage students to acquire educational knowledge and emphasize Islamic values as a source of guidance in their lives.

Goals

As-Sabeel Academy strives to develop its students into exemplary members of society and model citizens of the Muslim community by adhering to the following core values:

1. Maintaining a high standard of academic education
2. Focusing on the development of Islamic morals and values in its student body
3. Ensuring a school environment that is both conducive to learning and consistent with Islamic values
4. Instilling a love of the Quran by providing students the opportunity to memorize it and learn its language

Aim

To achieve these goals, As-Sabeel Academy is committed to ***nurturing the love and enthusiasm of our children for seeking knowledge and practicing Islam.***

Parents' Role in Education

Parents are encouraged to be involved in the educational process of their children. As-Sabeel Academy of Greenville intends to hold frequent parent-teacher meetings to exchange information and to plan appropriate strategies for the optimal education of your child. Parents are encouraged to join our Parent Teacher Organization (PTO) and sign up as volunteers for our school to support us in various school functions and activities.

Nurturing the Love of Islam

"My Lord! Enrich me with knowledge…" – (Quran, 20:114)

This is how As-Sabeel Academy helps you to incorporate Islam in your child's life at school:

- The basics of Islam are taught and practiced on a daily basis at school.
- Topics covered in classes are presented from an Islamic perspective, thus enabling the students to relate to the world from an Islamic point of view.
- Our teachers are selected to be positive role models in our students' lives.

- Classes operate with a high level of discipline, creating an environment that is conducive to learning.
- Students are provided a spiritual orientation, letting them understand the differences between right and wrong without contradicting values.
- Students are expected to wear Islamic attire and maintain proper Islamic manners, which will hopefully be reflected in the rest of their lives.
- Students help enforce positive peer pressure, as opposed to negative peer pressure that leads to un-Islamic behavior.
- Students are not exposed to issues such as drugs, alcohol, guns, and sexual education in a moral and religious vacuum.
- The Quran is nurtured in students' hearts through memorization and the teaching of its Arabic language.
- The remembrance of God is practiced on a regular basis through the use of du'a (supplications) and nasheed (Islamic songs).
- Prayer and Athan are both taught in school and practiced during daily Dhuhr congregational prayers.

II. REGISTRATION AND ADMISSIONS

As-Sabeel Academy takes its registration and admissions process very seriously. We are equipped to teach children at many different levels of development. However, students registering into As-Sabeel Academy must not have any special learning, physical, or behavioral problems/needs that cannot be addressed within a regular classroom setting.

All new students are on probation for the first four weeks. Those showing special problems or needs may not be able to continue at the school.

The application and registration process must be completed as outlined below:

New Students Application for Admission

- New applications for registration will be accepted until the 1st day of school.
- Students must be 4 years by December 1st to enter Pre-Kindergarten (K4), and must be fully potty-trained and capable of communicating their bathroom needs to their teacher.
- A copy of applicant's last report card is required for each applicant starting First Grade and above.
- At least one parent must attend the first parent-teacher conference. Alternatively, the parent may schedule a personal meeting with the teacher.

Registration

Upon registration, parents are required to provide the school administration with the following:

- completed registration form
- non-refundable Registration Fee of $150 (or $250 if registered on May 1st or later) per family
- a copy of the child's official birth certificate
- a copy of the child's Social Security card or passport
- proof of residence
- immunization records from a physician or local health department

Late Registration

In general, As-Sabeel Academy will not accept late enrollment of students, except for the following conditions:

- Student's family has moved to the Greenville area from outside of Greenville County after the school year has already started
- Student is enrolling in Preschool program, and there is available space for student.

The tuition of students who join the school late during the academic year will be pro-rated. The student's family will be responsible for the entire month in which the student joins.

Early Withdrawal

If a student withdraws from the school early, the family will still be responsible for fulfilling the tuition for the entire semester in which the student withdraws. School semesters consist of two quarters.

The only exceptions to this policy are the following:

- If the student were withdrawn at the school's request. In this case, a refund would be prorated based upon the end of the last week of actual attendance.
- If the student's family is moving more than 40 miles away from the school's location. Proof of new residency must be supplied.
- If an agreement was reached between the school and the student's family before enrollment that included a contingency for the student withdrawing early from the school.

Immunization Records

Per state law, all children are required to be immunized against diphtheria, tetanus, whooping cough, polio, mumps, red and German measles, and hepatitis. In addition, the varicella vaccine is now required by DHEC for students entering preschool and kindergarten. Immunizations are available at any local clinic. The South Carolina Department Health and Environmental Services allows exemptions from vaccines for religious and/or medical reasons. Parents may submit a completed and notarized waiver in lieu of vaccination records.

Tuition

- Tuition for the school year is $4,000 for the first child, regardless of grade level. Tuition is $3,500 for the second child and $3,000 for each child thereafter. Additional fees may apply for students who are non-residents or who will require support for English as a Second Language (ESL).
- Tuition may be paid in ten monthly installments (via ACH Autodraft) or paid in full at the beginning of the school year.
- Your child may be expelled if payment is not received by the 1st of the following month.
- There will be a $30 bank charge for any overdraft checks.
- Special arrangements may be made for those with financial hardship through the Financial Aid application process.

Nondiscrimination Policy

As-Sabeel Academy of Greenville admits students of any race, color, national, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at As-Sabeel Academy. We do not discriminate on the basis of race, color, national, and/or ethnic origin in the administration of educational policies, sponsorship, or other school-administered programs.

Likewise, As-Sabeel Academy does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, national, and/or ethnic origin.

III. ATTENDANCE POLICY

AS-SABEEL ACADEMY REQUIRES STUDENTS TO BE PRESENT AND PUNCTUAL DAILY.

School Hours

8:15 AM – 3:30 PM	Monday – Thursday	(All grades except K4)
8:15 AM – 2:30 PM	Monday – Thursday	(K4 only)*
8:15 AM – 1:00 PM	Friday**	

*Extended stay from 2:30 – 3:30 is available for K4 students for a fee of $50 per month. K4 students who have an older sibling at the school are excused from this fee.

**On Fridays, students must be picked up at 1:00 PM. It is recommended that students attend the Jummah prayer with their parents while observing the Islamic etiquette and manners associated with the Masjid.

Weather Closing

In case of inclement weather, we follow the Greenville County Schools closing schedule. If they are closed, then we will also be closed. If they are on a two-hour delay, we will be on a two-hour delay. Also, if schools close early, then please be prepared to pick your child up early. Check channel 4 for school closing listings. We will also post information on our website, facebook page, and send updates via email.

Absences

To receive credit, students must attend at least 170 days of each year, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be excused, unexcused, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year and may result in an Incomplete grade.

- Parents are required to contact the office each day in which a student is absent and give specific reasons for the absence (if possible notify teacher before 8:30 AM). Acceptable reasons for absence are student illness, doctor's appointment, severe injury, and death in the immediate family.
- A written note or email giving the date(s) of and the reason for the absence(s) must be provided in order for any absence to be considered excused. After 10 absences, the written note must be provided by a medical provider in order to excuse an absence related to illness.
- 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 (ten or more) absences may hinder promotion to the next grade level and/or hinder acceptance for the school the following year.
- Per state law, when a student has excessive unexcused absences, the school must intervene and develop a plan along with parents to address the issue causing the absences. If the problem continues, the school may be required to notify the County Truancy Officer of the student's excessive unexcused absences. Parents and students may be prosecuted under the Compulsory Attendance Law if absences cannot be justified and/or the parents have failed to comply with the intervention plan.

Tardiness

- Supervised morning assembly will begin at 8:15 AM daily.
- The school doors will be closed and locked promptly at 8:30 AM daily. Any student who enters the building after this will be considered tardy. **Parents must come in and sign in any child who is tardy.**
- Tardiness will be reflected in the student's report card.
- After four unexcused tardies, a warning letter will be sent home**; after eight unexcused tardies,** we may be required to file with the district's attendance director.
- A parent must call the office if a student is expected to be late and PROVIDE REASON FOR THE DELAY.

Unacceptable reasons for being late:

- Typical city/school traffic
- Overslept / forgot to set the alarm/ stayed up too late
- Guests
- Didn't feel like going to school

Acceptable reasons for being late:

- Accident or extremely unusual traffic
- Doctor's Appointment
- Illness
- Death in the Family

Arrival/Late Pick-up

- Your children will be supervised between 8:15 AM and 3:45 PM, Monday through Thursday, and on Friday from 8:15 AM to 1:15 PM.
- You are encouraged to bring your children early to attend the morning assembly that **BEGINS AT 8:15 AM**. THE CHILDREN will be reciting their morning duaa and dhikr.
- Beginning at 8:15 AM teachers will be supervising the car line drop off. Parents should drop off children through the car line. Please wait for the teacher to come to your car before letting children exit the vehicle. Also, please drive slowly in the parking lot!

- If you are late in picking up your child/children (after 3:45), please call the office as soon as possible. **After two unexcused late pick-ups, parents will be charged $20 for each late pick-up thereafter**. NO EXCEPTIONS.
- 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 wait for their children in the carline outside of the school during dismissal.
- Please do not try to conference with the teacher at this time. Teachers are available for discussion or conference by scheduled appointment.
- Students will only be released to family members or anyone on the Student Release Authorization Form unless the parent calls and gives 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.
- Please do not allow siblings to come inside the building during dismissal.
- If parents are staying with children on the playground, please be considerate of dismissal and be sure that children remain in the playground area.

Early Dismissal

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

- Call the office ahead of time and give an acceptable reason for early dismissal.
- Sign out your child in the office.
- Students will not be dismissed at/after 3:15 (12:45 on Fridays).
- The office will release your child to you.

Note: Early Dismissals may cause students to miss some important school work. Parents should keep early dismissals to a minimum and coordinate with the student's teacher how to make up any missed work. Accumulated early dismissals may be counted as unexcused absences.

Vacation

As-Sabeel Academy 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 consent of the child's teacher. Also, you must immediately make the necessary arrangements for assignments to be completed upon the student's return. Students may be required to come early or stay after school to make up major tests.

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 is given.

Transportation

Transportation is the responsibility of parents. As-Sabeel Academy 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 must notify the office immediately.
- If lice are found on a student's head, they must be sent home for lice treatment. The student may return back to school the next day **if** the parent completes and signs a form stating that they will follow up on the recommended lice treatment.
- 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 above 99°F without medication.
- Students must be fever free without medication for 24 hours before returning to school.
- Lengthy illnesses may require a doctor's notification.

Emergencies

You must provide the school with a telephone number of a person usually available during school hours in the event of an emergency. We must be able to contact a responsible adult. Please notify the office if there is any change of information. The school will keep your phone number confidential. Only upon your permission will it be distributed.

- Minor first aid will be given in the school.
- You will be contacted if your child is ill or seriously injured while at school.
- If we cannot contact you, we will contact the Emergency Contact Person on file.
- If there is a change in this emergency information, notify the school immediately so that records may be updated.

If the parent and emergency contact cannot be reached or the nature of the emergency does not provide adequate time for contacting the parent and/or emergency contact, the school and its staff has full consent to procure any medical or emergency treatment deemed necessary and advisable on behalf of the child. The parent or guardian will be fully responsible for any medical bills incurred in the treatment of any illness or accident of the student.

Administration of Medications

No medication will be administered to any child by any teacher or staff member of As-Sabeel Academy. In case of sickness, parents are expected to make immediate arrangements to pick up their child, with the time not exceeding more than 45 minutes.

Child Abuse Reporting Obligations

In accordance with state 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, sexual abuse, and/or exploitation. In this very serious and legally narrow area, As-Sabeel Academy 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 the staff does not have any legal alternative except to make the report to the proper authorities.

V. DISCIPLINE

Philosophy

At As-Sabeel Academy, we wish to instill desire in the students to model their behavior and conduct based upon the Qur'an and the teachings of our blessed Prophet (peace be upon him). 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 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:

a. **Remember Allah in all actions and follow all of His commands.** Remember that Allah (SWT) is watching at all times. He hears and knows everything. Behave in a way that will please Allah.

b. **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.

c. **Follow directions of all school staff**. Listen when staff members speak and do what is told to do.

d. **Keep hands, feet, and objects to self**. Keep your hands, feet, and objects to yourself, even when playing. Do not hurt or bother other students.

e. **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.

f. **Safeguard and protect all school, and private property**. Treat all property with care. Do not break, take, or write on other people's things.

g. **Be honest and truthful**. Always be honest and truthful.

h. **Be prepared.** Report to class on time with all necessary books, supplies, and completed work.

i. **Keep the school clean**. Put litter in the trash can. Keep classrooms and school clean. During lunch and snack times, throw away all garbage and make sure the table and floor in your area are clean. Clean after yourself in the bathrooms and on the playground.

j. **Walk at all times inside the school and multipurpose hall**. Walk at all times inside both buildings. Run only outdoors, in the playground, during PE class, and at recess time only.

k. **Leave personal items at home**. Items such as toys, videos, cosmetics, knives, glass jars, etc. do not belong 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.
- Show support for As-Sabeel Academy.
- Show respect for school administrators, teachers, students, and other parents.
- Address any issues directly with the appropriate school personnel. Gossip should be avoided.
- Provide a quiet, well-lighted place for their child to do homework and schedule homework time in a way that other activities or family plans will not interfere.
- Provide child with a healthy breakfast before school and a nutritious lunch and snack for during school.
- Refrain from interrupting classes.
- Schedule appointments when wanting a conference with a teacher or administrator.
- **Communication: Review the school/class websites for updates and the weekly newsletter, and check their child(ren)'s folder daily for progress reports, assessments, homework, etc.**
- Volunteer at least 10 hours per year per family.
- Call the school office to address immediate issues during school hours. We encourage parents to email questions and/or concerns to teachers. Teachers will either respond via email or telephone within 1 school day.

Classroom Rules

Each teacher will have a classroom management 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 classroom management system 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:

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

b. REGRET his/her inappropriate behavior.

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

d. 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
    - Behavior contract
    - Extra Credit Work

2. If the student does not respond satisfactorily to the above interventions, the teacher will submit her concerns to the parent. At this point, the teacher will document the case of behavioral infraction on the student's record.

3. The parent and teacher will review the situation and agree upon the best course of action to resolve uncorrected behavioral issues.

Major Infractions

As-Sabeel Academy has established a School Discipline Management Plan, available on the school website, to promote consistency of practices across classes, grades, and throughout the school. This plan will serve as a guide for consequences to infractions that are referred to the school administration.

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

School Property

All students are responsible for the proper care of all books, supplies, computers, and furniture issued to them by the school. Students who disfigure property or damage school property/ equipment will be required to pay for the damage done or replace the item. An incomplete grade will be issued to the student at the end of the year, and they will be retained until restitution has been made.

Textbooks

Students are issued textbooks each year with the understanding that the student will take the best possible care of the textbook. The student must pay for any books that are lost or damaged before subsequent report cards will be issued.

Consumable Workbooks

Students may be required to purchase consumable workbooks and/or practice books for different classes throughout the year.

Vandalism

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion.

Probation and Expulsion

Any student who receives three documented cases of behavioral infractions in one academic year will be brought to the attention of the Principal. The Principal and teacher 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

- As-Sabeel Academy of Greenville 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. As-Sabeel Academy 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 the school'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. As-Sabeel Academy 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. Teacher, Principal).
- 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 teacher who will report it to the Principal, or if the Teacher is the subject of the allegation, to the Principal.

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 will, in consultation with the Imam or School Board 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.

Safety Drills

In an ongoing effort to ensure school safety, the school conducts safety drills multiple times a year. Prior to the drill, teachers discuss safety issues with students.

- In cooperation with the local fire department, a fire drill is conducted monthly. Please remember to review fire drill procedures with your child and keep an emergency procedure in place at your own home.
- School lock down drills are conducted quarterly.
- Tornado drills are conducted annually.

VI. CURRICULUM INFORMATION

School Curriculum

At As-Sabeel Academy, we value knowledge and consider a strong education to be a key to a successful future. As-Sabeel Academy has adopted the State of South Carolina, Department of Education, frameworks and content standards for the following subject areas: Math, English, Social Studies, and Science. Our program is designed to prepare students for higher education.

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

QAIS – Qur'an, Arabic, and Islamic 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. QAIS is presented to our students beginning in Preschool (K4). 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 classes in Islamic Studies, which teach students the Islamic adab and worship that are essential for every Muslim. Students in all grades pray Dhuhr prayer daily with the Jama'a.

Homework Policy

Homework is an important part of student learning. It provides the opportunity for students to extend lessons, practice skills, engage in critical thinking, and develop good work habits. Homework is written in the provided student planner daily and is sent home in students' blue folders. Students are expected to complete and return assigned homework on time. Parents of younger students are encouraged to help explain student homework, but the student should complete it on his/her own. Teachers are not responsible for contacting parents regarding missing homework assignments unless the student is consistently failing to turn in assignments. Parents are encouraged to review their child(ren)'s grades using the provided grade portal information.

Points will be deducted for late or missing homework assignments. 10 points will be deducted for each day late the assignment is returned. After 4 days the student will automatically receive a grade of 50% on the missed homework assignment for elementary students. Middle school students will receive a 0% on any assignments not turned in after 4 days.

Below is a guideline for the typical amounts of time students should be expected to spend on homework.

- K4 – K5 – 15 minutes of reading daily and no more than 5-10 minutes of additional activities
- 1st – 2nd – 30 - 40 minutes daily including 15 – 20 minutes of reading.
- 3rd – 5th – 40 minutes – 1 hour daily including 20 minutes of reading.
- 6th – 8th – 1 – 1 ½ hours daily including assigned readings.

Report Cards

Report cards will be sent home four times each year (once per Quarter). Students at As-Sabeel Academy will be expected to achieve academically to the best of their individual ability.

If you have any questions or concerns about your child's progress in school, you are encouraged to contact his/her teacher(s) as soon as possible. **Report cards should be taken home, reviewed with parent(s), and attached letter should be signed and returned on the next school day.**

Student work, including tests, quizzes, projects, and daily work will be sent home regularly. All tests should be signed by the parent and returned by the following school day.

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

- grade level
- neatness and completion of class work
- participation in class discussions and activities
- neatness and completion of homework
- punctual completion of assignments
- regular tests and quizzes
- projects
- teacher judgment

The teacher is the final judge for all grades.

An Explanation of Grades:

Citizenship	O -- Outstanding	Academic	A – Excellent (90 – 100%)
	S -- Satisfactory		B – Very Good (80 – 89%)
	U -- Unsatisfactory		C – Average (70 – 79%)
			D – Unsatisfactory (60 – 69%)
			F – Failing (68% and below)
			I – Incomplete
			M – Medical Condition

Grade Equivalence:

Plus or minus grades may be added to the letter score. Preschool, Kindergarten, and 1st Grade students will be evaluated based upon overall progress based on the South Carolina academic standards: Consistently Demonstrates, Sometimes Demonstrates, or Rarely/Never Demonstrates.

Academic Referral

When a student is below average and struggling with any area of the academic curriculum, the teacher shall first review the following list of interventions:

- Modified homework/assignments
- Re-teaching sheets
- Tutoring
- Peer tutoring
- Consultation with other teachers
- Parent consultation and assistance
- Reinforcement interventions

If the concern remains, a summarization of the problem including area of weaknesses, work samples, and interventions tried will be submitted to the Principal. The Principal will consult with the teacher(s), parents, and any other persons who could help determine what additional steps may be useful in helping the student improve academically.

Academic Probation

Any student who does not maintain a C- grade in a subject during the school year will be placed on probation. If the low grade is due to poor effort on the part of the student and continues to the next quarter, continued placement in the school will be in jeopardy.

Awards

Students will be rewarded for outstanding behavior, academic excellence, and outstanding attendance. Students will have many opportunities to receive awards both in the classroom and the school.

Promotion

Promotion from one grade to another normally occurs at the end of the school year. It is based on the student's achievement and performance in the current grade level. To pass, students must:

- Maintain regular school attendance (90% of enrolled days).
- Maintain satisfactory grades, C- or better, in all subjects.
- Complete all final exams.

Retention

A student with a grade of D or F in any subject must complete a specially assigned work portfolio with parental guidance or with a tutor in the summer. The student will be re-tested in the fall to determine appropriate grade level. The student may be required to repeat one or more subjects or the entire grade depending on his/her circumstances.

Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

Field Trips

Field trips may be held throughout the school year. Field trips are planned in accordance with curriculum and lessons. They are designed to enhance the educational experience. Field trips are a means to expand our students' awareness of community and surrounding areas.

Permission slips will be distributed and must be returned along with any required payment by the deadline date in order to attend. Parents are responsible for coordinating transportation to and from field trips.

Parents who assist with transportation of children other than their own will be required to provide a copy of their current and valid Driver's License and vehicle insurance. Parents who are not driving on the field trip must give permission for their child to be transported by another parent, teacher, or school personnel. Parents who give this permission waive any damages/harm from the operation of a motor vehicle in connection with the field trip.

VII. ADDITIONAL SCHOOL POLICIES

Technology Use

As-Sabeel Academy provides computer, network, email (students in 4th grade and above), and Internet access to students as part of the learning environment. The use of these is a privilege and not a right. While these systems have the power to deliver a vast number of resources to enhance learning, their effectiveness depends on the responsible and ethical use by every individual. Violation of this policy may result in loss of privilege and/or additional disciplinary measures.

Student emails and other communications conducted on school email platform are subject to review for appropriate use by the school administration at any time and without notice.

Students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the school's security or content filtering safeguards.
4. Allowing another person to use your account under your school login.
5. Adding, modifying, repairing, reconfiguring, or otherwise tampering with any device on the network infrastructure.
6. Using devices (including school or personal devices) for personal use (e.g., texting, chatting, personal emails, facebook, watching content, etc.) without explicit teacher permission during the school day.
7. Destroying or tampering with any computer equipment or software.

Agreement of Use:

- Students, parents/guardians agree that As-Sabeel Academy computer equipment must be handled with care and respect. Willful destruction of any computer equipment or software will be considered vandalism and may warrant the involvement of local law enforcement.
- Any written text, graphics, or executable files created, downloaded, displayed, or exchanged, with another student or teacher must be for education-related purposes only.

- Students must follow copyright laws at all time. Students are encouraged to ask teachers with any questions.
- Keep your password secret. You will be held accountable for all computer activities associated with your password.
- All online communication must be polite, in good taste, and not threatening or offensive in any way. Email accounts and associated apps should be used for educational and school purposes only.

School Uniform and Dress Code

As-Sabeel Academy has established a school uniform to promote school pride, reduce behavior issues and distractions, and ensure that all students dress in accordance with school expectations. All students are required to wear the school uniform daily. Some portions of the school uniform include school insignia; as such, parents are required to purchase these items from our school vendor. Items that do not include insignia may be purchased at a store of the parent's choosing as long as it meets school requirements. The school has made every attempt to ensure that the school uniform is reasonably priced in order not to be a burden on families. The school uniform policy, which is distributed to parents in the summer packet and is available on our school website, provides the specific requirements for the school uniform. During the school year, the school administration will hold "uniform checks." During a uniform check, any student not wearing any aspect of the school uniform will go to the office. Parents will be notified that their child is not in compliance with the school uniform and will be required to bring the proper attire to school immediately.

On Fridays and on field trip days, students may wear their red As-Sabeel Academy school t-shirt with jeans, khaki or navy-blue twill pants (no athletic/sweat pants).

Beyond wearing the school uniform, the dress code also includes the following requirements:

a) Good personal grooming habits are an essential part of Islam.
b) Clothing should be neat, clean, and in good condition.
c) Closed shoes sturdy enough for outdoor play must be worn. Flip-flops or shoes without a heel-strap are not appropriate and students wearing them will not be allowed to play on the playground.
d) Girls 1st grade – 2nd grade must have a slip on "Amira" scarf, clearly labeled with their name, available each day for prayer. 2nd grade girls will be encouraged to wear their scarf during some additional segments of the school day.
e) Girls in 3rd grade and up must wear a solid color slip on "Amira" scarf to school each day. 3rd grade girls will be given some "breaks" during which time they may remove their scarf. Girls in 4th grade and higher will be expected to wear their scarf for the duration of the school day.
f) Hair should be trimmed or styled to stay off the face.
g) Pierced earrings should be small, not dangling.
h) No make-up, including lipgloss and nail polish, may be worn or brought to the school. Chapstick is permissible.

i) Please label outdoor clothing such as sweatshirts, jackets, gloves, and scarves with the child's name.
j) Socks should be worn by all students throughout the day.

Parents of any student not conforming to the dress code may be called and asked to bring suitable clothing to the school. Continual failure to observe the school dress code may result in your child being excluded from class until he/she is in proper attire.

Lost and Found

Any clothing that is found will be kept in the office for a week then it will be disposed of. The school does not accept any responsibility for these clothes.

Nutritional Snack/Lunch/Food Items

- During the school day, students have to bring their snacks. On occasions when students forget their snack, extra snack is available in the front office. Please make sure staff are informed of any food allergies or dietary restrictions your child may have.
- Parents are welcome to donate snacks as long as they do not contain chocolate, nuts, or coconut.
- Children will need to bring a lunch from home. The lunch should be nutritious and adequate. Soda is not permitted.
- Lunch should be sent in a lunch box clearly labeled with the student's name.
- No school lunches will be heated up by the teacher, unless a doctor's note is provided to confirm a medical need.
- Sharp objects and knives are not allowed, and bringing them to school will have serious consequences.
- Gum is not allowed in school.

Visitors

- All visitors must sign in at the front office
- Parents are welcome to visit the classroom for up to 30 minutes
- An appointment to visit can be made by contacting the teacher by email the day before.
- Visitors will not be allowed during test times/days
- We recommend parents not to make frequent visits, especially during the first two weeks of school, so that your child more easily transitions into the classroom atmosphere

Visitors are asked to observe the following guidelines when visiting classes:

a) Do not interrupt the class or lesson. If you need to leave a message for a student or teacher, leave a written message on the teacher's desk.
b) Please do not bring small children with you.
c) Conferences may not be scheduled during class time. If you would like to conference with a teacher, please make an appointment and arrange an appropriate time.

Volunteers

Volunteer helpers are greatly valued and needed in As-Sabeel Academy. 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:

a) Fill out a volunteer agreement form (once per year). These forms are available from school administrators by request.
b) Arrive promptly on your assigned days.
c) Notify staff member in advance if you cannot be there at the appointed time.
d) Do not bring other children or adults with you.
e) Refrain from interrupting classes.
f) 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

As-Sabeel Academy aims to resolve all conflicts 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; issues should be dealt with 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 if the issue must be first addressed with the teacher directly.

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 regarding the issue. (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, Alhamdullilah, 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, Alhamdullilah, we are done. Otherwise, the issue gets escalated to the Principal.
8. Parent (or teacher) sets an appointment with the Principal to discuss the issue.
9. The issue gets discussed in an un-emotional, cordial manner between the two parties.
10. The Principal follows up on the issue (may set up investigative meetings, etc.) and provides an answer.
11. If the two parties are satisfied, Alhamdullilah, we are done.
12. If not, the parent (or teacher) submits a formal written escalation request to School Board. The written request should be accompanied by a written description of the issue.
13. Parent (or teacher) sets an appointment with the School Board, through the Principal, to discuss the issue.
14. The issue gets discussed in an un-emotional, cordial manner between the two parties.

15. School Board follows up on the issue (may set up investigative meetings, etc.) and provides the final decision.

IX. PARENTAL SUPPORT AT HOME

A child's home life has a great deal to do with his/her success in school. Parents/guardians may find the following suggestions helpful in achieving a successful day for your child:

a. Provide a moral Islamic example at home with your children. Keep your prayers, establish charity, and teach your child about their obligations in Islam. It is their right upon you that you provide them with an Islamic foundation. Remember that you (the parents) are important role models for your child. Children learn behaviors/conduct by observing others around them.
b. Insist upon adequate rest for your child.
c. Talk over your child's problems and interests. Encourage family meals together so that you may engage in conversations with your child about school and other issues.
d. Provide enrichment for your child in the form of reading opportunities, trips, conversations, recreation, and other family planned activities.
e. Make your child responsible for tasks at home.
f. Encourage your child to assist in keeping his/her masjid and classroom neat.
g. Designate a quiet place in the home to study or complete homework assignments.
h. Read aloud to your child. "The single most important activity for building the knowledge required for success in reading is reading aloud to children." –Becoming a Nation of Readers.