

Islamic School of Greater Kansas City



Parent/Student Handbook

2021 - 2022

IN THE NAME OF ALLAH, MOST GRACIOUS, MOST MERCIFUL

FORWARD

The purpose of this Handbook is to bring together, in one place for easy reference, the various routine policies and procedures of the Islamic School of Greater Kansas City (IScGKC). The Parent/Student handbook will be modified and revised from time to time as deemed necessary.

The Parent/Student handbook is based upon the rules and regulations of IScGKC School Board. It should answer many questions that arise in connection with School procedures and should serve as a guide, sufficiently complete to enable students to follow uniformly the policies of the school. It is not, however, intended to cover all cases nor to limit the use of sound judgment in handling problems within the school. Questions of interpretation of any policy should be discussed with the Principal.

The Parent/Student handbook should be thoroughly read and understood by the parents, and students. We are responsible for all the information in it.

Any suggestion for improvement of the Parent/Student Handbook, Policy, or Procedure of IScGKC which you might have will always be welcomed and seriously considered.

I have read the contents of this handbook and fully understand my obligations as parent of the Islamic School of Greater Kansas City.

Signature _____

Date _____

VISION

Striving to be a premier Islamic, progressive and scientific learning institution.

MISSION

To provide a nurturing environment where students aspire for excellence in education, integrity and leadership skills to better serve humanity.

GOALS

Islamic School of Greater Kansas City is dedicated in producing:

1. Committed Balanced Muslims
2. Knowledgeable Scholars
3. Contributing Citizens and Community Builders

VALUES AND BELIEFS

Muslims believe that Islam is a universal way of life for all people prescribed by Allah (God) in the Quran and teachings of the Prophet Muhammad, peace be upon him. Our values and beliefs are all derived from Islamic teachings. A nurturing, Islamic environment can provide students the ability to grow into proud young Muslims and practice Islam the way that it was prescribed. Islam requires excellence in academics, citizenship, and mannerism through education. Islam has made education compulsory upon every man and woman. Therefore, all students have the right to a sound, well-rounded education that must be provided by a well-structured educational institution in the community.

Education is a partnership between, teachers, students, parents, and the community. A successful educational program is one that values every student, recognizes student learning styles and motivates each student to reach his/her utmost potential. This requires dedicated, highly qualified staff, strong curricula and well-organized school structure. Learning is a process facilitated by qualified teachers to motivate students to be creative, think critically, and problem solve, while nurturing the mind, body, and soul. All students deserve the opportunity to be respected and loved in their learning environment. The school environment should be a place where parents, teachers, and administrators are excellent role models for younger generations. To provide a nurturing learning environment, all students are treated equitably and not discriminated against on any basis.

As members of humanity, all cultures and backgrounds are treated with respect and embraced. Each voice and opinion has a right to be heard and respected. We must cooperate with others and stand up for justice with every noble cause, regardless of race, religion, or belief. Living in harmony with humanity requires us to recognize that we are not perfect and by recognizing and accepting our faults, we can attempt to better ourselves for the betterment of humanity.

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WELCOME

Welcome to your community school, the **Islamic School of Greater Kansas City (IScGKC)**. Your child has started a new school year. We hope your child finds the joy and peace of the Islamic way of life in our school.

The success of your child will, after Allah (swt), depend to a great extent upon the degree of understanding and cooperation which exists between the home and the school. This handbook has been prepared to help you better understand and become familiar with some of the practices and policies of your school as well as our philosophy and goals, thereby helping you to better prepare your child for the years to come.

The primary objective of any school system is to provide the best possible education for its students. It, therefore, becomes necessary to establish certain rules and regulations that must be adhered to in order to maintain a high level of efficiency, which results in the accomplishment of that primary objective. For the total education process to operate smoothly, we must have parental cooperation. Inform your child of the rules and regulations, and stress the importance of following them.

An educational program is only effective when there is reinforcement in other areas of a child's life. We hope you will practice in your life the Islamic way so your child can effectively fulfill his/her role in life as a Muslim.

Cooperation between the family and the school is essential. The school needs your full support for its educational program. If you have questions or concerns, we ask you to contact your child's teacher regarding classroom matters and the school office regarding school policies.

Thank you in advance for your cooperation.

Sincerely,
Islamic School of Greater Kansas City
Principal, Administrative Assistant and Teachers

SCHOOL HISTORY & PHILOSOPHY

The Islamic School of Greater Kansas City was established in the spring of 1989. Muslims of Kansas City, with the active participation of the members of the Islamic Society of Greater Kansas City, responded to the imperative of safeguarding our children by opening a full time Islamic School. They recognized that the ever increasing violence, the drug use, and sexual promiscuity in public schools is a threat that cannot be ignored, and that an Islamic school for their children is a crucial priority. In addition, they recognized the importance of shaping the personality of their children, and providing them with a solid Islamic identity.

The Islamic School of Greater Kansas City is committed to the education of the child and to instill in each of its students the principles of submission to the Will of Allah (S) as the essential element in achieving human excellence. The goal is to preserve the Muslim character and to develop spirituality, self-esteem, self-worth, self-discipline, self-actualization, independence, ethical and moral values, love of learning, acquiring knowledge and service.

IScGKC is dedicated to providing our Muslim children with a learning environment of the highest caliber. Academic excellence is stressed within an Islamic atmosphere. The educational program aims to meet not only the physical, emotional and educational needs of our children, but their spiritual needs as well. The further objective of the school is to provide bilingual education for effective understanding of Islamic sources in the Arabic language.

The Islamic School of Greater Kansas City does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in the administration of its educational policy, admission of students, scholarship programs, personnel policy, or in any other administrative programs.

QUALIFICATIONS:

Most of our teachers are qualified or have experience and/or education in the areas in which they are instructing. Some of our staff have their certification and others are pursuing certification, with the help of the Hickman Mills school district and the School Board.

CURRICULUM

The educational program of IScGKC follows the curriculum set by the State of Missouri and uses high quality text books. This basic program is expanded and enhanced at every level enriching the student with exceptional learning opportunities. Arabic, Quran, and Islam are major academic subjects and are presented in sequential manners beginning in Preschool up through all grade levels. Primary focus on all levels will be building English and Arabic vocabulary. All grade levels will emphasize the cognitive, social, physical, and emotional development of the child. We have now computer labs where students can increase their education by acquiring knowledge of modern technology and how to access different sources of information.

Note: All students will be placed in the grade level where they will learn best.

PRE-KINDERGARTEN

This program is aimed at the 4-year-old child. It emphasizes structured play which familiarizes the child with a school atmosphere in the years to come. Subjects to be introduced will be Pre-Reading, Pre-Mathematics, Large and Small Motor Skill Development, Self-Expression, Creativity, Islamic Practice and Quran Memorization. It emphasizes the cognitive, social, physical and emotional development of the child.

Note: Admittance to Pre-Kindergarten **requires** that the child be 4 years old before August 31st of that school year AND be **potty-trained**.

KINDERGARTEN

This program is aimed at meeting the needs of the 5-year-old child. The learning activities lay the foundation needed for success in the more academic atmosphere of first grade. Daily lessons, Islamic Practice, and Classical Arabic is presented in a meaningful well developed program. Subjects to be covered will be Qur'an, Arabic, Mathematics, Reading, Science, Social Studies, Islam, Art, Islamic songs, Language Skills in both Arabic & English, Physical Education, and Handwriting.

Note: Admittance to Kindergarten **requires** that the child be 5 years old by August 31st of that school year.

GRADES 1 to 10

A basic and enriched academic curriculum is provided that fosters a love for learning and enables the child to expand his/her horizon as far as possible. The curriculum meets and surpasses that which is required by the State of MO. (Please see the immediate teacher for an outline of their subjects taught). Daily instruction in Islamic teachings and practices, Tajweed and Memorization, Reading and Writing Classical Arabic are core subjects in each grade. Homework in all subjects is an integral part of the curriculum.

HOMEWORK

Homework is an integral part of the IScGKC program. It is assigned on a daily basis. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given as practice in skills previously taught to the students. Homework may include projects, memorization, and reports.

A student has the same number of days for make-up work, assignments and/or homework, as the same number of days he/she has been absent. Homework is the students responsibility. Students may ask their parents for assistance on their homework when needed. However, parents must allow the student to do the work. If a student cannot do the assigned work, he/she should check with the teacher the following day.

Note: Teachers may ask parents to sign their child's homework.

Students should have a definite time and place for doing school work at home. Turn off the TV and have them put up their cell phones at this time and the work will go more quickly. If the homework appears to need more than 40 minutes to complete, work in two or more periods of time with a break in between. All assignments should be carefully and neatly prepared and turned in on schedule.

GRADING

The grading system consists of the letters:

1st grade and up

A - Excellent	90% to 100%
B - Very Good	80% to 89%
C - Average	70% to 79%
D - Below Average	60% to 69%
F - Fail	below 60%

Kindergarten / Preschool

S-satisfactory
I- improving
N-needs imp

Grading - is done according to grade level, development level, quality of work, finishing assignments, testing results, and teacher judgment. The teacher is the final evaluator for all grades.

Progress Reports

All progress reports are input into our software management program online. You can check your student's progress reports daily at anytime. You will be emailed your parent logon and password to our system shortly after enrollment. The purpose of the progress reports are to inform you of your child's academic status in time for him/her to improve their work before report card time.

Report Cards

Report cards are available to view and print online from our software management program about seven days after the end of each quarter. We normally have conferences in grades PK – 10th as well as report cards twice a year. Kindergarten and Preschool report cards are geared toward their developmental levels.

PARENT CONFERENCES

Parent conferences are held two times a year for all students, Preschool through 10th grade, at the end of the 1st and mid-term 3rd quarter. Additional conferences may be needed if a student is failing, doing poor work, continuing to have poor behavior, or has a great change in their work or behavior (good or bad). Conferences are also held throughout the year at the parent's request or as the teacher feels a conference is needed.

ACHIEVEMENT TESTS

We give achievement tests three times during the school year. The tests are NWEA MAP tests. One in the Fall term, one in the Winter term, and one in the Spring term. These test are one of the criteria for determining promotion to the next grade level. The NWEA MAP tests are an adaptive test that shows how a student's performance is compared to their previous test score and also compared to their classmates. We also give End of Course tests to students in 8th, 9th & 10th grades. It is important that parents make sure that their child goes to bed early on each of the three nights preceding the testing, that their children are rested the next morning, have eaten a nourishing breakfast, and are relaxed and cheerful. The performance of the child during the test can be affected if the child has not had enough sleep. An upset, tired, or hungry child cannot perform well at school. The results are used to evaluate the performance of our students, and we use this information as a guide for future planning after data collection annually and used for improvement.

PROMOTION REQUIREMENTS

1. Attendance at school is required at least 90% of the time they have been enrolled for that school year. If a students is missing 15 days or more (other than due to a major illness or injury with a doctor's note), must schedule a meeting with the parents, teacher and principal to discuss academic progress.
2. Minimum grade of D in all courses.
3. Minimum Grade Point Average (GPA) of 2.0.
4. Scores from standardized tests will be taken into consideration for promotion to the next grade level.

A student with a final grade of "F" in 1 or 2 of their courses will be asked to take test(s) at the beginning of the school year and will be promoted to the next level if they pass.

A student with a GPA of less than 2.0 will be asked to take test(s) at the beginning of the school year and will be promoted to the next level if they raise their GPA to 2.0 or higher.

ACADEMIC DISMISSAL

A student with final grades of "F" in 3 or more courses will not be promoted. Students who fail the same grade twice will not be allowed to attend the school.

ADMISSION REQUIREMENTS

IScGKC has facilities for teaching average and above average children who do not have any special learning, speech, physical, or behavior problems.

All new students are on probation for the first 2-4 weeks. Those showing special learning, speech, behavior, or study habit problems will not be able to continue at IScGKC. We understand that some children need special education for these problems.

Middle and High School students must have a meeting with the principal prior to being admitted to our school. The parent must be present at this meeting, accompanied by their child's previous school's records.

New students are admitted during the first two weeks of school and in the first week of the second semester only. This will prevent the interruption of the classroom. New students (grades 1-10) entering at the second semester must have been enrolled in another school for the first semester at the same grade level.

New students may be required to take the Summer NWEA MAP test to help us determine their academic level before deciding which grade would be best suited for them.

Kindergarten or first grade students must show sufficient readiness to enter Kindergarten or first grade on their entry tests and be age appropriate before August 31st of that school year. Preschool will be screened by their director.

Reminder: **ALL CHILDREN MUST BE TOILET TRAINED**

Standard class placement is according to the child's chronological age on the first day of that school year. In order to enter Preschool, Kindergarten, or 1st Grade, *the child must be age appropriate before August 31 of that school year.*

Preschool- 4 years old

Kindergarten- 5 years old

1st grade- 6 years old

ITEMS REQUIRED TO ENTER SCHOOL

Before the student is allowed to enter the classroom the office must have:

- 1) Complete registration forms, including the Parent Contract
- 2) Evidence of date of birth (An official document copy)
- 3) Health Certificate - Any child entering IScGKC for the first time must present a certification of a school-entry health examination performed within one year prior to entry.
- 4) Certificate of Immunizations
- 5) Liability Waiver Form for Accidents
- 6) Certificate from the students previous school
- 7) Placement test for new students, if required
- 8) Parent signed permission slips
- 9) Complete Financial arrangements
- 10) Pay School Fees

TUITION

Tuition is due in accordance with the payment plan provided by the school board. Enrollment and tuition charges are for the full school year. Registration fees are not refundable. Enrollment is subject to the successful completion of the previous school year.

Parents are required to sign a contract which gives specific information on payment arrangements and requirements. Tuition payments are required monthly or annually, as long as your child is enrolled in IScGKC, whether they are present or absent. Tuition is expected to be paid in full. Only if the child has been officially withdrawn will tuition payments not be required. A WITHDRAWAL FORM/LETTER must be completed before 30 days before and on file for the student(s) withdrawal, otherwise, the parent is responsible for the next month's tuition. No partial amounts are refunded. **Books MUST be returned if student is withdrawn.**

FINANCIAL ASSISTANCE

Families with financial hardships may apply for partial tuition reduction, no later than May 15th for the following school year. Financial Aid is limited and depends upon Zakat donations for this purpose. Information about financial assistance may be obtained from the office or Business Manager of IScGKC. Your previous year's tax returns must be provided along with the financial aid form to the office to be reviewed by the school board.

SCHOOL INSURANCE

IScGKC is absolved from any responsibility for injuries the student may incur at school, on school trips, or at school-sponsored events of any kind, provided the school has exercised reasonable care for its' students.

TRANSPORTATION

Transportation is the responsibility of parents. There are two ways parents may meet transportation needs:

- 1) Personal Transporting - Bringing your own child to school on time.
- 2) Car Pooling - Can be arranged among parents. (For information of who lives in your area, please meet with the PTCA at their monthly meeting or call the office to have us send out a message to the other parents to check for availability for car pooling by area.) NOTE: Parents are responsible for making their own arrangements between each other.

Note: As of yet we are unable to provide bus service at IScGKC. Please follow the school policy for dropping off or picking up your children.

IMPORTANT

EARLY ARRIVALS AND LATE PICK-UPS

- a. Parents are advised not to bring or send students to school before 7:45 a.m. or pick up later than 3:45 p.m., unless a teacher or administrator has scheduled an activity or event which necessitates early arrival or late departure.
- b. The school cannot be responsible for students who arrive early or stay late. Teachers are involved in meetings, conferences and classroom preparation before 7:45 am and after 3:45 pm.
- c. IScGKC will be obliged to take steps with the parents to control early arrivals and late pick-ups if these become a problem.

- d. Students in grades PK to 5th grade, *who are not picked up by 3:45pm will be taken to the daycare.* The parent will be charged approximately \$5.00 per hour with a minimum charge of one hour. (Prices may vary according to the daycare requirements.)

EARLY DISMISSALS

- a. Parents must stop by the office and sign their child out if they are leaving early .
- b. The principal has the final approval or disapproval for dismissal.
- c. Parents are **NOT to go directly to the student's classroom.** They must fill out a release form from the office and deliver it to the immediate teacher prior to picking up their child early.

SCHOOL HOURS

School hours are Monday thru Thursday, 8:00 am thru 3:25 pm, and Friday, 8:00 am thru 12:45 pm.

Note: There is no before or after school supervision before 7:45 a.m. and after 3:45 pm.

Note: Students are to be in the classroom at 8:00 am promptly.

Following school, parents should be prompt in picking up their children.

ABSENCES, TARDINESS, AND WITHDRAWAL

School attendance is a very important part of the student's total learning process. If a student is absent for an extended period of time, parents must notify the school office, give reason and approximate date of return. **Parents are required to phone the office between 8:00 am and 9:00 am on the first day their child is absent giving the reason for absence and expected length of absence.**

All students arriving school after the first hour **MUST REPORT TO THE OFFICE FOR AN ADMIT TO CLASS SLIP.** Parents should either telephone or write a note, explaining the reason for the tardiness.

TARDY POLICY

Students are tardy to class if they are not seated in their assigned desks by the time the bell stops ringing.

Students arriving to class after 8:00 a.m. will be marked tardy. After 8:10 a.m., they need to stop at the office and get a tardy slip. It is mandatory for students to be on time to class. Those who are late for any class during the day will also be considered tardy. The consequences for being tardy are as follows:

1st thru 5th grade

TARDIES

- 3
- 6
- 9

DISCIPLINARY GUIDELINES

- Warning
- Lose Recess for 1 day
- Lose Recess for 2 days

6th grade and up

TARDIES

- 3
- 6

DISCIPLINARY GUIDELINES

- Warning
- 45 minutes after-school detention

Parents who wish to take their child out of school for one week to one month must inform the school office at least one week in advance. The teacher will be notified to prepare a list of assignments to be completed and brought back on the first day the child returns to school. The parents will be responsible for the materials to be returned in good condition.

Note: The reason for departure will be taken into consideration as to whether it is an acceptable absence, or if withdrawal would be more appropriate.

SCHOOL RULES

Respect, Fear and Love Allah

Respect the Teachers

Respect the Administrators

Respect Yourself

Respect Others

Respect the Property of the School and the Islamic Center : building, tables, chairs, books, etc.

IScGKC DOES NOT ALLOW STUDENTS TO USE OR DO ANY OF THE FOLLOWING:

- **Smoking of any kind**
- **Bring dangerous or hazardous items such as guns, knives, sharp materials of any kind**
- **Drugs**
- **Promiscuous materials of any kind**
- **Conduct in non-Islamic manners towards the opposite sex**
- **Stealing property of the school or their classmates**
- **Threats of bodily harm, verbal or written**

IF ANY OF THE ABOVE IS TRANSGRESSED, IT WILL RESULT IN THE IMMEDIATE EXPULSION OF THE STUDENT FROM THE SCHOOL WITH NO POSSIBILITY OF READMITTANCE TO THE SCHOOL. THE SCHOOL WILL BE REQUIRED TO REPORT ALL UNLAWFUL INCIDENTS TO THE POLICE.

The use of cellular phones or other electronic devices are also not allowed during school hours.

A. In the Classroom

1. Be a good listener
2. Think before you speak
3. Keep a neat and clean desk
4. Show care for all property
5. Avoid disturbing others in your class or in other classes
6. Continue your work as usual when there are visitors in the classroom
7. Leave everything in order at the close of the day
8. Use your best manners at all times
9. Greet your teachers and classmates with "Assalamu Alaikum"

B. In the Halls

1. Always keep to the right when moving in the halls
2. Running in the halls and building is never allowed
3. Avoid crowding others while in line. Keep your voice at a whisper
4. Greet your teachers and classmates with "Assalamu Alaikum"

C. Lunch

1. Practice lunch room manners at all times
2. The lunch room is an extension of the classroom, so be on your best behavior
3. Keep your voice at a low whisper
4. Each student is responsible for leaving tables and floor area clean
5. Eat with your right hand
6. Say, "BismAllah" before you eat
7. Say, "Alhamdu Allah" after you eat

D. On the Playground

1. Never run into the street or driveway for balls. Notify the teacher on duty.
2. Balls and other equipment should be checked out by the teacher or supervisor only.
3. Teachers and supervisors will be responsible for seeing that all equipment is returned.
4. Any student who incites, encourages, promotes or participates in a fight while at school, or at school-sponsored activity, shall be subject to disciplinary action.

E. In the Prayer Hall

1. Be a good listener
2. Think before you speak
3. Avoid disturbing others
4. Use your best manners at all times
5. Keep your voice at a whisper
6. Pay attention and follow salat properly
7. Make wudu before praying
8. All must be properly covered for salat
9. Leave your shoes on the shoe shelves
10. When you hear the Adhan, all other talking stops. In a low voice, repeat the Adhan after each call
11. Repeat the du'a for Adhan, after the Adhan is completed
12. Concentrate on your prayer

13. Say dhikr after salat

F. During Ablution (wudu)

1. Take turns
2. Keep area clean and dry
3. No playing or talking

G. In the Restroom

1. This is not a play area
2. Keep it clean and dry
3. Finish quickly

DRESS CODE

Uniform: The school uniform is required to be worn at all times by all students. Gym shirts are available at the school office for 1st-10th graders. School jackets will be customized with the student's first name on the front and ordered after the school year starts for PK-10th graders. Since the jackets are customized, the amount is non-refundable. Girls 1st thru 5th grades and boys must wear their Gym shirt the day they have their P.E. class. Girls 6th grade and up just wear their abayas during P.E class.

Take pride in being clean, well-groomed and properly dressed! Dress properly for the weather. Listen to the weather news to learn needs for warm clothing, sweaters, coat, etc.

For Preschool and Kindergarten students, the uniform is black pants and a red polo shirt.

For Boys 1st grade and up- Black Pants, absolutely NO JEANS, a royal blue dress shirt- short or long sleeved (dress shirt means that it should have a collar with either buttons all the way down the shirt or a "polo" style 3-4 button shirt with a collar. ABSOLUTELY NO T-SHIRTS OR SHIRTS OF ANY OTHER COLOR.

For girls 1st grade to 5th grade- Black jumper with a royal blue long-sleeved polo shirt and a plain WHITE scarf. These jumpers may be purchased wherever school uniforms are sold. Loose fitting black pants MUST be worn under the girl's jumper.

For girls 6th grade and up- Black jilbab with the front closed from the chest down and three plain scarfs, one Blue, one Red, and one White.

Parents need to see that it is clean, neat and in good repair. The boys' hair should be neatly above the collar and stay out of the eyes. Boys should groom their hair. **No strange styles please.** Shoes should cover the foot and be sturdy enough for outdoor play. Sandals and slippers are not allowed.

Students will not be allowed to wear hats, or any other colorful sweaters other than the school jacket inside the classroom during winter.

Note: Boys are not allowed to wear earrings, noserings, or any type of jewelry. We suggest that girls keep jewelry simple or not wear it. Girls are not allowed to wear noserings, and they are not allowed to wear make up of any kind. (Students not properly dressed will be sent home to change.)

DRESS CODE POLICY

The following rules apply to our dress code policy:

NOT IN UNIFORM

- 1
- 2
- 3

DISCIPLINARY GUIDELINES

- 1st Warning – Written documentation
- 2nd Warning – Written documentation
- Detention

DISCIPLINE POLICY

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom.

In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the Principal for immediate suspension and placed on Disciplinary Probation.

These disciplinary procedures will help your child assume responsibility for his/her own conduct.

(CODE OF CONDUCT)

The Prophet (P.B.U.H.) said:

“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” *narrated by MUSLIM*

RATIONALE

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.

CONDUCT IS IN FORCE:

The Islamic School of Greater KC Discipline Code applies in the following situations:

1. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at IScGKC.
2. During regular school hours.
3. On the school bus or other transportation sanctioned by the school.
4. During school sponsored events.
5. During events and activities associated with the school.
6. With respect to any misconduct of personal nature or directed at others which violates this discipline policy on school premises.

Additionally, the administration is authorized to take disciplinary action when a student’s misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, pose a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

DUE PROCESS RIGHTS

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

STUDENTS:

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personal.

PARENTS:

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student’s behavior is so disruptive or detrimental that he/she cannot complete the school day.

THE RIGHTS & RESPONSIBILITIES OF ISGKC STUDENTS

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undo interruption, disruption, fear, or inhibition	Conduct themselves in such a manner as to promote a positive educational environment
	Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct	Read and abide by the Code of Conduct
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

LEVEL 1 INFRACTIONS=CONDUCT THAT IMPEDES ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the dean of students through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral, detention
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	“ “ “
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	“ “ “
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	“ “ “
5. Violating classroom rules	Not following the classroom rules	“ “ “
6. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property	Detention and conference with Dean. Parents will be asked to pick up device. Consent offenses- Suspension. Device will be confiscated until the end of the school year.
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardies are recorded in attendance folder, verbal reprimand, detention given every sixth tardy.

LEVEL 2 INFRACTIONS=ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD SUSPENSION
8. Academic misconduct	Plagiarizing, cheating, copying another’s work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
9 Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or communication	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
11. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private	Under \$50 Restitution, 1day suspension,	Restitution, 1-2 days suspension,	Restitution 2-3 days suspension,

	property causing minor damage or defacing school or private property			
13. Misuse of equipment	students using school online services for illegal, inappropriate, or obscene purposes	Detention, or 1 day suspension,	1-2 days suspension,	1-10 days suspension

14. Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	detention, 1 day suspension	1-2 days suspension	2-3 days suspension
15. Loitering	Being present in or about a school under one or more of the following circumstances: 1. after a reasonable request to leave 2. without a legitimate reason for being there 3. without proper authorization or permission from anyone authorized to grant permission 4. after refusing to identify oneself.	detention, 1 day suspension	1-2 days in school suspension	2-3 days suspension

16. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school	1 day detention, suspension,	1-2 days suspension,	2-3 days suspension, police notified
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	premises			
17. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures, skipping classes or school	1 day suspension, BPD notified No make-up work will be accepted for classes missed as a result of truancy	1-2 days suspension, BPD notified No make-up work will be accepted for classes missed as a result of truancy	2-3 days suspension
18. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 day suspension,	1-2 days suspension,	2-3 days suspension
19. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Detention, conference with the dean, written warning, parents notified	1-2 days suspension,	2-3 days suspension

20. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day suspension, Detention and conference with Dean. Parents will be asked to pick up device	1-2 days Suspension. Device will be confiscated until the end of the school year	2-3 days Suspension. Device will be confiscated until the end of the school year
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Note: Any student charged with a subsequent level 2 violation can be referred to the executive committee for expulsion.

LEVEL 3 INFRACTIONS=CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

IScGKC considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school board and/or legal action. Students expelled from IScGKC due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary and/or legal action.

<u>Infraction</u>	Definition	1st Offense	2nd Offense	3rd Offense
21. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension	3-5 days suspension, recommend for expulsion	open suspension, recommend for expulsion
22. Arson	Utilizing unauthorized fire ,smoke, or explosives, which present a risk of danger to life or property	3- 14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
23. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
24. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
25. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A

26. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
27 Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
28. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, recommended for expulsion	N/A	N/A
29. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage, destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A	N/A
30. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
31. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion	N/A	N/A

32. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion	N/A	N/A
33. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
34. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A
35. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a	3-14 days suspension, recommended for expulsion, BPD notified	N/A	N/A

	knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.			
36. Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days suspension, recommended for expulsion	N/A	N/A
37. Gender fraternization Promiscuous behavior	Committing acts that are sexual In nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamicly immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion	N/A	N/A

All suspensions will be recorded on student transcripts.

DETENTION

Detentions will be determined by the Principal and the teachers. Parents will be notified at least a day before the detention need to be served.

SUSPENSION

A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. In-School suspensions (ISS) are held during the school day from 8:30 a.m. to 3:30 p.m. Students are responsible for securing assignments from their teachers the day before the ISS and will receive credit for the work completed. ISS days do not count as student absences. Subsequent suspensions will start a clean slate each year. However, the number of suspensions will be cumulative during High School.

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. **Students will be permitted to make up quizzes and tests. (Make arrangement with the teachers.)**

USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

No electronic devices are permissible unless used as a part of a class or project and are approved by an instructor. A student using such a device will be confiscated and given to the parent or guardian at the end of the day.

Any student caught using an electronic device will be disciplined as follows:

<u>USING ELECTRONIC DEVICE</u>	<u>DISCIPLINARY GUIDELINES</u>
1	1 st Warning – Written documentation
2	2 nd Warning – Written documentation
3	Detention

EXCESSIVE CLASSROOM DISRUPTION POLICY

The reason our students are at IScGKC is to receive quality education, and we cannot allow any behavior that takes away from this goal. Consequently, the school will adopt the following policy for any class that has excessive interruption of instructional time.

A student who is disrupting the class will have his/her name written on the board without any discussion. The teacher is the only person to decide what constitutes disruptive behavior under this policy. The next time the student disrupts the class he/she will have a check written next to their name. At the third disruption, the student will be sent to the Principal/Vice Principal's office with another student from the class. If the situation is not resolved or persists, the administration will call home and explain to their parent that they will not be allowed to return to class for the rest of the day and will be suspended for the next day. Subsequent incidents under this policy by the same student will be referred to the executive committee and the student may be expelled from school.

The imposition of the above policy is left to the discretion of the administration and parents will be informed in writing of the imposition of the policy. The policy would remain in place until further notice.

GRIEVANCE PROCEDURE

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the executive committee of the school board. The committee will review the grievance and will respond in writing. Parents may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.

DISCIPLINARY PROBATION

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the executive committee for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the executive committee for possible expulsion. At the end of the third quarter the administration will submit the list of all students on Disciplinary Probation. The executive committee then make the final decision to readmit the students or not for the following school year.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on Disciplinary Probation may not participate in extracurricular activities. The administration will review the discipline record of each student at the beginning of the 4th quarter; Students with poor discipline records for that school year will be referred to the Executive Committee even if they have not been placed on probation. IScGKC reserves the right to refuse readmission for the next year to students with poor discipline records.

EXPULSION PROCEDURES

A student may be referred to the executive committee for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the executive committee for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The executive committee will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal **in writing** to present their case to the executive committee.
4. The executive committee will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the executive committee is final.

Students on open suspensions may not return to school without a decision from the Executive Committee. They may not be on school premises or participate in **any school activity** or function including field trips or after school events.

PARENTS TEACHER COMMUNITY ASSOCIATION

The PTCA is an organization which serves as a support system for the school, the school policy, and its staff. The main function of the PTCA is that of fundraising and helping to organize and/or assist extracurricular activities for the students. The PTCA is not a policy making body and does not interfere with the management of the school.

All functions carried out by the PTCA will be carried out with the approval of the Principal/Administrator.

A strong PTCA is essential to the success of any school. We, the staff of the Islamic School of Greater Kansas City strongly ENCOURAGE ALL to participate!

PTCA meetings will be announced.

BOARD OF DIRECTORS

The operational management of the school shall be governed by the Board of Directors called "Islamic School Board", and referred to as ISB. The ISB will consist of nine (9) members. Those nine (9) members shall be comprised as follows:

- a. Seven (7) directors shall be elected for staggered terms from trustworthy Muslims residing in the States of Missouri and Kansas, who have been actively involved with the Muslim community affairs and are members of IScGKC.
- b. The acting President of the Parent Teacher Community Association shall be named as a voting member of the ISB.

The Directors of the Board are elected according to the Bylaws of the Islamic School of Greater Kansas City.

The Board is a policy making body. A range of duties are: Scope and enrollment of the school, admissions, funding, annual budget, approve all expenditures, employ the personnel, approve curriculum, text books approval, approve courses of study, and make decisions on contracts. Regular meetings of the board are normally held on the second Sunday of each month at the school's administration building.

Special meetings are called when necessary at a time and place announced in advance.

SAFETY

Fire Drills

In case of fire, students are to evacuate the building immediately. Teachers are to see that students leave the rooms as quickly as possible, in an orderly manner with no running or shoving. Students are to know and to use proper exits from the building. Teachers are to take their class roll book with them, and call roll when clear of danger. Students are not to take time to take any articles, books, coats, etc., with them. Students are to move away from the building and remain outside until they receive other instructions.

Tornado Drills

When a tornado alarm is given, students are to take cover in areas designated by the Principal. Positions will be on the floor. Cover your heads with hands and arms. Parents are encouraged NOT to come to the school to pick up their children in the event of a tornado warning during school hours.

WEATHER CLOSING

During the winter season there are some days when the severity of the weather makes it necessary to decide whether school will remain open. We will be following the opening and closing due to weather the same as the public school systems. We will follow Hickman Mills School District.

Note: Watch your weather channel on T.V. on the night or morning news. If our school closes due to weather, it will be announced on Television like all other local schools. We also will post the closing on our school website at www.iscggkc.org. Parents with cell phone numbers will receive a text message that our school is closing.

Classes missed may have to be made up at the end of the school year or as decided by the administration.

FIELDTRIPS, CHAPERONS

Parents will be requested by their child's teacher at various times to act as a chaperon on field trips. The parent chaperon will be responsible for 5-10 pupils. Preschool and Kindergarten will have one adult for 3-5 pupils.

It is the chaperon's responsibility to maintain discipline in their group and to keep the group with him/her at all times. The chaperon is not permitted to bring other adults or children with him/her.

Transportation will be arranged. The chaperon will not pay transportation charges but may be asked to pay admission charges to the place visited.

Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc. Parents must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time. If the money has not been paid or permission slip signed by the time school begins on the day of the trip, the child will remain at school in the office until the parents pick him/her up.

VOLUNTEERS

Anyone interested in volunteering to work at school in any capacity should call the office. The office phone number is: (816)763-0322.

Volunteer helpers must commit themselves to arrive promptly and regularly on each assigned day. They need to notify the staff member when they are not helping, at least one day in advance of an illness or other compelling reason why they can't come so the staff member can get a substitute.

Volunteers are required to meet with the staff member if possible prior to their first assignment for instruction in their duties. They need to arrive each time 10-15 minutes before their duties begin for signing in at the office and preparations. Volunteers are not permitted to bring any other adults or children that would loiter at the school or in the classroom.

VISITORS

Parents often wish to visit their child's classes. We extend a cordial invitation for you to do so. **PLEASE CALL FIRST** at least one day in advance, so we will know who is in the building. Come by the office prior to going to the classroom. Parents wishing to visit the child's classroom need to obtain a Visitor Permit from the school office for a 1/2 hour visit only. The parent will bring the permit to the class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil during class time. If the parent wishes to have a conference with the teacher or a tour through the classroom, it can be arranged in the office in advance.

Because all children in a class are affected by visitors, a parent may not bring children or other adults with them, with this exception:

The parent may bring his/her child as a prospective student to visit the class to be assigned.

Note: Parents may not send other children to school to spend the day or any part of it with their enrolled child.

Other visitors must secure authorization from the principal at least one day in advance. Visits are limited to 30 minutes.

PARTIES

All parties are predetermined and sponsored by the Administrative, Teacher or Parent Group.
Each class will have two to four parties each year.

If the parents would like to share a treat with their child's class, they may contact the teacher within 24 hours notice.
Treat sharing is allowed only during snack time or lunch time and with the whole class.

*******(We do not celebrate Birthday Parties)*******

(NOTE: Birthday parties or other parent initiated parties are not allowed at IScGKC.)

Students may bring to school only such personal items as may legitimately be used at school, which the school does not provide, (or if supplement is needed). Parents need to be aware at all times of the items their children bring to school. No play items or make-up PLEASE!

LOST AND FOUND

Misplaced items will be turned into the office. Unclaimed items will be donated to charity. Please mark your child's belongings clearly before they bring them to school. (clothes included!)

HEALTH

IScGKC follows the guidelines set by the Missouri Department of Health. In case there is no clear guideline for a specific illness, the school administration will have the authority to deal with the specific case and provide guidelines.

Health records are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.

1. A child who is ill should not be sent to school.
2. Children with running noses, sneezing, coughing, fever, diarrhea, vomiting, etc., should stay home until symptoms disappear to prevent other children from becoming ill. (Do not return your child to school until the fever has been gone 24 hours.)
3. Medication will not be administered by the the school. This includes over the counter, aspirin, Tylenol, or any other non-prescription drug. If a child needs to take medicine, it must be provided to the school from the parents with clearly labeled instructions on how and when to administer it. If it is a prescription medicine, then the bottle must be labeled with the child's name, physician name and dosage. All medicines must be left in the administration office. No medicine will be allowed in a child's backpack during school hours.

When a child becomes ill at school he/she is sent to the office and the guardian will be called to take the child home. In case of injury, if the parent or family physician cannot be reached, the child will be taken to the emergency room of one of the nearest hospitals. We will use the hospital designated by the child's physician if known.

IScGKC DOES NOT ASSUME RESPONSIBILITY FOR THE PAYMENT OF HOSPITAL OR DOCTOR FEES.

4. Children should be kept home at least 24 hours after:

Vomiting/diarrhea stops - Fever becomes normal - Antibiotic regimen has started for strep throat -
Antibiotic regimen has started and drainage has become normal for conjunctivitis (Pink eye)

5. Students diagnosed with head or body lice may return to school the day after the 2nd treatment is given and NO NITS are found.

SNACKS

All students may bring their own personal snack for their break time. (Please notify the teacher concerning your child's allergies to foods.)

LUNCHESES

If you are providing your child's lunch, *sweets and soft drinks are not permitted* because they contain little or no nutrition and are damaging to health. Any uneaten food brought by the child will be sent home. Lunchtime is limited to 20 minutes. Please keep this in mind when packing your child's lunch.

Parents may apply for free or reduced hot lunch through the Federal Lunch Program. Applications are mailed out two weeks before the beginning of the school.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or

- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

UNPAID MEAL CHARGES POLICY

1) PURPOSE

The purpose of this policy is to ensure that school staff, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals, as well as, to maintain the financial integrity of the school nutrition program.

2) PAYMENT OF MEALS

- a) A student with an outstanding balance will be allowed to purchase a meal if the student pays for the meal when it is received.
- b) Family accounts are used. Only one payment is needed per family.
- c) Meal payments can be made in the lunch line, in the main school office or on the website.

3) UNPAID MEAL CHARGES

- a) The school will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. When appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- b) The school will make reasonable efforts to collect unpaid meal charges classified, as outstanding balances of current and/or former families. Unpaid meal charges are designated as outstanding balances when payment is overdue, the debt is considered collectable, and every effort will be made to collect it.
- c) Each month when tuition is due, families will be reminded to pay their lunch balances.
- d) Parents with outstanding balances will be reminded with a telephone call in the 1st week of the following month.
- e) If no response is received by the 3rd week of the following month another reminder telephone call will be made with a reminder letter sent home with their child(ren).
- f) Families with negative balances at the end of the school year will not be allowed to enroll for the following school year until balances are paid in full or a payment arrangements are made with the accounting coordinator.
- g) The school may not enlist the assistance of non-school employees, such as volunteers to engage in debt collection efforts.

4) COMMUNICATION OF POLICY

- a) This policy and any pertinent supporting information are available in the student handbook, on the website, or a copy can be provided in the office.
This policy is available to all households on or before the start of each school year. Students and families who transfer into the school will receive a copy of the policy at the time of enrollment, they may view it on the website, or read it in the student handbook. All school personnel who are responsible for enforcing this policy will have a copy of this policy available.
- b) The school will post the policy on the school's website, as well as providing the required written notification described above.

THANK YOU

Thank you for reading through this handbook. Please feel free to contact our office for any further comments, concerns, or questions. Please remember to sign and return the Parent Acceptance form inserted on page 1 of this handbook. Thank you.

Assalamu Alaykum.
Islamic School of Greater Kansas City Staff