**PARENT-STUDENT HANDBOOK**

**THE ISLAMIC SCHOOL OF**

**COLUMBIA – MISSOURI**

**2023-2024**

“O My Lord! Increase Me In Knowledge”

**(Surah Ta-Ha 114)**

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***School Office***

**T**

he school office is open from 7:30 a.m. to 4:00 p.m. Monday-Friday to answer your questions. Telephone: (573) 442-1556 or Fax: (800)-442-1556 or email at

 office@theiscm.net.

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In the name of Allah, the Beneficent, the Merciful

**INTRODUCTION**

**Welcome to ISC-M**

August 202**3**

Dear Parents and Students:

Asalaam alaikum wa rahmata’ala wa barakatu. I ask Allah (SWT)’ to keep you all in peace, mercy and blessings.

On behalf of the staff at Islamic School of Columbia - Missouri (ISCM, I am happy to welcome you to the 2023-24 school year. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities.

 I look forward to my second year here at ISC-M and my goal is to continuously find ways to improve our school. We have an exciting year planned, filled with activities and changes to help students stay focused, engaged, learning and to be in good Iman. Some of these changes are:

* Weekly monitoring of children’s work throughout the school
* Achieving Deep Learning in both Core and QAIS Subjects
* Improved observation and assessment
* A much more consistent approach to our curriculum planning
* Every Child Matters’ agenda and support for children with learning difficulties
* A keen sense of discipline and improved behavior management system to support and help the children to show excellent attitude towards learning and other people.
* Weekly monitoring of children’s work throughout the school
* We have recruited an experienced teacher to join our team
* There has been amendment of some of our policies. Please ensure to read Parent –Student hand book sent to you or on the site and adhere to them.

Alhamdulillah, ISC-M has been accredited from Missouri Non-public School Accrediting Association (MNSAA) for the past 9 years and without any violation for the first time this year, with great thanks to all our parents, students, teachers, and staff for their hard work.

There are some updates and changes to this year’s handbook, so I request that you read through it carefully. We ask you to sign the pledge form at the end of this document to acknowledge that you understand and agree to abide by the handbook and school procedures. We also welcome your feedback and suggestions to improve any area in the handbook that is not clear.

As always, we count on the active participation and support of our parents to ensure that our students are reaching their full potential.

We ask Allah (**SWT**) to forgive us for our shortcomings and errors and to make our task easy for us, ameen. We ask Allah (**SWT**) to reward you for your patience, support and understanding. Wishing you all a happy, safe, and enriching school year.

Jazak Allah Khair,

Dr. Solieman Salhab,

ISC-M Principal

***Vision: T***o provide an excellent education based on Islamic values to all students.

***Mission: T***o guide our children towards the full realization of their spiritual, intellectual, physical, emotional, and social responsibilities as they serve Islam and humanity for the pleasure of Allah (SWT) and interact with the community and world around them.

***Philosophy:*** Our school has a comprehensive program of meaningful, value-based learning experiences in an Islamic environment.  We believe that our children can develop the first step here; which is a firm relationship with the Creator – Allah (SWT), followed by the development of Islamic personality capable of identifying, understanding and working cooperatively with others. This will provide our children with a method of solving the problems that they will face as individuals, community members, and as global citizens.

The ISC-M believes that every student has the right to the best quality of education. Education is a process which encompasses all school and home experiences, including the actions **and** behaviors of the adults around them.

We believe:

* Each child is unique and deserves appropriate instruction.
* Students **can** achieve more when challenged with rigor.
* Problem-solving and critical thinking skills are essential for the success of students.
* Students deserve positive modeling and guidance to become well-balanced individuals.
* Parents, Teachers, and community members are an integral part of the education process.

**The ISC-M** strives to provide an enriched environment where students, faculty, and staff seek the pleasure of Allah (**SWT**) by His grace, His mercy, and complete awareness of His presence. Guided by the primary sources of Islam, the Qur’an, the Sunnah, (the Seerah of the Prophet Muhammad (PBUH)), ISC-M **provides** its students with a learning environment of the highest caliber. As a belief that the Prophet Muhammad (PBUH) is the best model of character, we strive to support our students by giving them the tools to follow in his footprints in ensuring that they will be successful in this life and the eternal Hereafter.

**Desired Outcomes:**

**The ISC-M** strive**s** to develop students who:

1. Have a positive self-identity as Muslim-Americans and who will become confident and successful citizens in the world. Students excel in all aspects of their personality and school-wide achievements**;**

2. Are expected to use their gained knowledge and skills to provide peace and benefit to themselves and to the creation of the Creator, Allah (**SWT**)**; and**

3. Have sound understanding of Islamic character enhanced with a motivation for the acquisition of knowledge.

***History***

I

n the spring **of** 1998, the Shura Council (Board of Trustees) of the Islamic Center of Central Missouri **(ICCM)** surveyed the Muslim community in the city of Columbia soliciting its opinion on several projects to be undertaken - prioritization based on need for and importance of the community. One of these projects was the establishment of a full-time Islamic School. The results of the survey listed establishment of an Islamic School as the priority for the community. Accordingly, a decision was made in May 1998 to open a full-time Islamic School beginning fall **of** 1998. A principal was hired to initiate the implementation of this decision.

Early summer of 1998, a three-member committee (including the Principal) was formed to work on facility, curriculum, textbooks, teacher recruitment, compilation of School handbook, and enrollment of students.

The school opened its doors in fall 1998 at 408 Locust Street with four grades: preschool, kindergarten, first and second grade**s**. A multi-grade level teaching system was implemented for twenty-four students enrolled in the first year. These students were accommodated in two classes: ten students in preschool; and fourteen students in kindergarten, **and** first and second **~~al~~**together. Two Muslim certified teachers were hired for each class. The school was named “Islamic School of Columbia-Missouri”.

Every passing school year, thereafter, one grade was added until fifth grade. The School Education Board at the time decided not to go beyond fifth grade until better facilities were available and more qualified teachers hired.

The **ISCM** has operated under the auspices of the Islamic Center of Central Missouri **(ICCM)** until December 2005. On January 10th, 2006, the school was incorporated with the state of Missouri as an independent non-profit entity and has been operating as such since.

**STRUCTURE**

**T**

he **ISC-M** is operated by **The Education Board (EB) and School Administration. The EB is responsible for the overall policy development of the school. Specifically, the EB:**

**- Makes policies, decisions, and rules regarding the operation of ISC-M**

 **- Supervises and administers all the functions of ISC-M.**

 **- Decisions of the Board are made by consensus or by a majority vote.**

 **- Recommendations made by the principal, subcommittees, departments,**

 **teachers, parents, and the community or, by one or more Board member(s) will**

 **form basis on Board decisions.**

 **- The EB will consider recommendations from stakeholders depending on the**

 **subject and/or items under discussion or at issue.**

 **- The members of the Board do not receive any financial compensation for their**

 **work as Board Members. (Modified from Madina Academy 519 Palisado Avenue**

 **Windsor, CT. 06095 (860) 219-0569** [**www.MadinaAcademy.org**](http://www.MadinaAcademy.org)**).**

***School Organization Chart***

***ISCM Education Board***

**T**

he Board of Education **(EB)** has the main responsibility to ensure that the school, under the leadership of the principal and vice-principal, is adhering to the mission and vision. The board helps develop, review and/or approve policies created to address the unique circumstances of the school, students, staff, and parents. The School Board members also help move the school forward through their expertise and connections, whether it is for fundraising, program development, and/or school reform.

**The EB is elected by ICCM active members as defined in the ICCM Constitution. The Board has six (6) members plus the ICCM Education Officer, who is also elected through the ICCM. The members of the EB select their Chairperson, the Secretary and the Treasurer.**

The Chairman coordinates with the Head of School to ensure the smooth functioning of the school.

Regular Meetings of the ISC-M Education Board are held once a month. Special meetings are called, when necessary, at a time and place announced in advance.

**EB Composition: The EB has the following members for the 2023-2024 school year.**

2023-2024 School Board Members

* **Chairperson** - Hina Syed
* Treasurer- Ibrahim Khaleel
* Secretary -Jamila Turkman
* Academics Committee Chair**-vacant**
* Marketing Committee Chair**-vacant**
* After-school Committee Chair**-vacant**
* **ICCM Education Officer -Vacant**

**School Administration**

**School Administration: deals with the day-to-day operation of the ISC-M. The Principal is working with staff and faculty to ensure the best educational programs for our students.**

|  |
| --- |
| **Administration** |
| Solieman Salhab | **Principal** | Office |
| Najia Mohsin | Administrative Assistant | Office |
| Rimla Sahrish Ashraf | School Counselor | Office |
| **Early Childhood School** |
| Aisha Ali | Day Care Teacher 6 MO to- < 3 years |  |
| Hamida Sikhy | Preschool (3-5 years) Lead  |  |
| Naseera Akhtar  | Preschool Teacher’s Aide  |  |
| **Elementary** |
| Sama Raheel  | Kindergarten Teacher |  |
| Nadia Malik | 1st Grade Teacher |  |
| Sana Alsaoudi | 2nd Grade Teacher |  |
| Nuha Yahya  | 3rd Grade Teacher  |  |
| Nasima Khan | 4th Grade Teacher |  |
| Amina Minhas | 5th Grade Teacher |  |
| Lamya Najem | QAIS Dept. Chair and Teacher, 1st- 3rd. |  |
| Wafa Mufleh | QAIS Teacher, kg  |  |
| Safa Mohammed | Arabic Teacher, 4th – 5th.  |  |
| Fadia Corban | Islamic Studies & Quran Teacher, 4th- 5th |  |

**2023-2024 ISC-M School Staff and Faculty**

### **ISC-M Admission Policy**

### **Non-Discrimination Policy:**

As an independent Islamic institution, ISC-M sets its educational philosophy, goals and objectives according to the teachings of Islam and the state of Missouri. In compliance with the instructions of Almighty **Allah**, the Creator, the ISC-M admits all students and does not discriminate based on races, colors, nationalities and ethnic origins to participate in the programs, activities, privileges, and rights generally accorded to any student of the school. The ISC-M does not discriminate against the students. The criteria for all selections, participation, and admissions are always based upon the standard of individual effort and achievement.

ISC-M is an equal opportunity employer for the well-qualified personnel who meet the high standards of Islamic character and the standards set forth by the state of Missouri.

The Curriculum and operation of ISC-M are based on Islamic principles and values, but the admission is open to all children regardless of their religious background.

### **Criterion for Admission**

Persons seeking admission to the ISC-M must satisfactorily meet all residencies, academic, age, immunization, discipline, and other pre-requisites as established by the Education Board policies.

#### Preschool

1. To be admitted to the pre-school at ISC-M, a child must be 3 years old no later than July 31st. A copy of birth certificate must be provided as proof.
2. Child must be toilet trained and able to use restroom unassisted.
3. Child must be immunized. A copy of Immunization record must be provided.

#### Kindergarten

1. To be admitted to the kindergarten at ISC-M, a child must be 5 years no later than July 31st. A copy of birth certificate is required.
2. A copy of an up-to-date immunization record must be provided.
3. All students applying for kindergarten will undergo placement test**/**s in the 1st week of the school year.

#### First Grade

1. To be admitted to the first grade, a student must be 6 years no later than July 31st. A copy of birth certificate is required.
2. Student must provide a recommendation letter from previous school.
3. A copy of an up-to-date immunization record must be provided.

#### Transferring Students

**The followings are conditions to be met for accepting a transferring student from another accredited school.**

1. All transferring students must request their previously attended school(s) to transfer their records, including discipline records, to ISC-M.
2. ISC-M reserves the right to re-test the child and accordingly may ask him/her to repeat the same grade.
3. If the child was dismissed from previous school for bad behavior, he/she may not be accepted in our school.

Parents / guardians are required to attend an orientation at the beginning of each school year to establish understanding and cooperation between the school and home.

**ACADEMIC REQUIREMENTS**

~~W~~

**~~e~~** **The Islamic School of Columbia-Missouri (ISC-M)** welcome students of all backgrounds to join the **school** family. Our only requirement is that students and parents follow our school rules and procedures and respect the learning and safety of other students.

Depending on the previous report cards, we may require new students to take an entrance examination administered by ISC-M to see if they are eligible for admission to the grade level of choice. Kindergarten and 1st Grade students must show sufficient readiness to enter their respective grades on their entrance exam.

**Probation Period**

All new students will be on probation for the first academic month. Those showing special learning, speech, behavior or study habit issues may be recommended to repeat a grade, receive extra tutoring, or find a school more suitable to meet the child’s needs.

**Class placement**

Class placement is according to the child’s chronological age and academic needs for that school year.

* All entering Kindergarten students must be five years old by July 31st and show both emotional and social adeptness for grade level.
* At the time of registration, parents must bring in proof of age by bringing in copies of birth certificates, passports, or other legal documentation.
* It is not our school policy to entertain grade-skipping requests except for unusual circumstances. Research on this issue suggests that students who are grade skipped miss out on important social and emotional learning, thus struggle later in life.

***Curriculum***

**T**

he educational program at ISC-M follows the curriculum set by the State of Missouri Common Core standards and utilizes State adopted textbooks. The subjects taught are Language Arts/English, Mathematics, Science, Social Studies/History, Computer Education, and Physical /Health Education. We have three additional subjects including Qur’an, Arabic Language, and Islamic Studies. This basic program is expanded and enriched at every level with Islamic curricula providing students with exceptional learning opportunities.

Preschool

Designed for children age**s** 3-4 years. It emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Pre-reading, pre-mathematics, large and small motor skill development, self-expression, creativity, Islamic practice, and Surah and Hadith memorization constitute the daily program.

Kindergarten

 Extends the program of the Preschool to meet the needs of children ages five and six. The learning activities lay the foundation needed for success in a more academic atmosphere of the 1st Grade. Daily instruction and practice in Islam and classical Arabic is presented in a meaningful, well-developed program.

Grades 1—5

Both basic and enriched academic curricula provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the State of Missouri. Daily instruction in Islamic teaching and practices, Qur’anic recitation and reading and writing classical Arabic are taught in each grade. Homework in all subjects is an integral part of the curriculum.

Qur’an, Arabic, and Islamic Studies Program (Preschool—5)

 Quran, Islamic Studies, and Arabic are under one department called QAIS Department. Using an integrative approach, students learn Quran, Arabic, and Islamic Studies in a sequential manner beginning in Preschool up to 5th grade. The focus of the Islamic Studies Department is to teach each student to read and understand the Qur’an and Hadith as sources of guidance for their lives.

***Textbook Policy***

**S**

tudents are expected to pay close attention to the care of textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school material in poor condition will be required to pay the replacement cost of each material.

***Physical Education***

A signed parental note is required if a student is ill or injured and cannot participate in physical education. The instructor will modify or exempt the student’s activity based upon the parental note. However, the student is still required, if possible, to earn a physical education grade according to the instructor’s evaluation.

**\*All GRADES P.E.:** (2 days/week) Students are to wear their ISC-M T-shirts on the day of their PE classes with comfortable running shoes.

***Grading and Report Cards***

**T**

he grading system consists of the following:

Letter Grades Numerical Grade (GPA) Grade Points

A- - A+ 90 to 100% 3.7-4.0

B- - B+ 80 to 89% 2.7- 3.3

C- - C+ 70 to 79% 1.7- 2.3

D- - D+ 60 to 69% 0.7- 1.3

F - F below 60% 0

E – Excellent S – Satisfactory N – Needs Improvement U – Unsatisfactory

**Distribution of Grading**

In each trimester, the student will earn academic credits according to the teachers following distribution. The distribution may vary from grade to grade.

|  |  |
| --- | --- |
| Homework | ?% |
| Participation | ?% |
| Class Assignments | ?% |
| Tests/Quizzes | ?% |
| Final Exam | ?% |
| Total | 100% |

***Academic Honors and Achievement***

**A**

cademic excellence is stressed at ISC-M. While at the same time believing that students should be intrinsically motivated to perform, ISC-M also recognizes student achievements throughout the year such as Stars of the Month, Distinguished Character, Spelling Bee, Qur’an Competition, Science Fair, and various other activities.

The Islamic Character Award is given to one boy and one girl who have shown outstanding Islamic character throughout the entire year. Other subject awards are given by subject teachers according to grade, attitude and overall success in the subject area.

Honor Roll is awarded to students who score an average of 90% and above on trimester report cards.

***Promotion Policy***

**P**

romotion Requirements:

1. Attendance at the school at least 80% of the time the student has enrolled for the school year.
2. A GPA of 2.0 or above.
3. A score of not less than 6 months below grade level in Reading, Mathematics, English and Spelling on standardized achievement tests.

***Academic Probation***

Students receiving more than one D or below will be put on **Academic Probation** after the first progress report in mid-October. Students will need to keep their grades above a C+ in order to participate in school fieldtrips and other extracurricular activities. Students will be removed from Academic Probation after three months of acceptable grades. If students continue to have difficulty achieving higher than D+ in 3 or more core subjects, there will be a conference regarding possible retention with the student, parent, and **Principal**.

***Retention Policy***

**R**

epeating a grade can be the best option for your child in certain cases. There could be numerous reasons why a student is having trouble keeping up with the grade level materials such as an unidentified learning disability, long-term absence, limited knowledge of English, or immaturity due to age. Repeating a grade is far better than setting up a child for failure as each year he or she falls further behind his/her classmates and loses motivation to learn. Relearning a subject will make a child better grasp the concepts and be able to build upon that knowledge. Repeating a lower grade is easier than repeating a higher grade. Therefore, please do not push a child beyond what they are ready for. It really depends on each child’s unique developmental needs. We want our children to reach their highest potential and be happy with their achievements. Over-reaching and failing at a task can have much more harmful effects on self- esteem and motivation than to be in a class that a child is succeeding and learning.

Therefore, if a student is not meeting the promotion requirements listed above, a teacher-parent- principal meeting will be set up to discuss the option of retention for the next school year.

***Standardized Tests***

**A**

ll enrolled students 2nd to 6th grades will be given a standardized achievement test in the fall and towards the end of the school year during the month of May. The standardized test scores are important for class placement, particularly if your student transfers to a public school.

It is vital to the child’s performance for parents to let their children go to bed early on each of the three nights preceding the test. Children should be well rested, have eaten a nourishing breakfast, and are relaxed and cheerful. An upset, tired or hungry child does not usually perform at their optimal levels.

***Homework***

**H**

omework is an integral part of the ISC-M program. It reinforces and supports their learning. It is assigned daily, Monday through Friday and occasionally on weekends. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given to encourage students’ academic independence while offering parents an opportunity to view their child’s work. Grades 1-5 homework is part of overall grade.

|  |  |
| --- | --- |
| ***Grade*** | ***Core Subjects including Qur’an, Arabic and Islamic Studies*** |
| KG | 20 minutes |
| Grade 1 | 30 minutes |
| Grade 2 | 30 minutes |
| Grade 3 | 45 minutes |
| Grade 4 | 1 hour |
| Grade 5 | 1 hour 15 minutes |

The above chart indicates an average time required for students each night. Some students will be able to finish it sooner, others may take longer. Students should keep record of long and short-term assignments in their homework notebooks, or student planners.

Parents are responsible for providing an appropriate place for the child to do his/her homework. The place of study should be well ventilated with good lighting, clean, organized and quiet. Parents should supervise their child in seeing that assignments are completed neatly and accurately. It is also important to schedule homework and develop proper study habits, so that family activities do not conflict with it.

***Late or Make-Up Work and Tests***

**S**

tudents who need to make up work due to an absence will have one day to make up for each day they missed. A doctor’s note or prior approval from the **Principal** is required for absences of more than three days. It is up to a teacher’s discretion to accept any unexcused late work; however, **full credit will not be given for late work- percentages differ depending on grade, therefore percentages are not listed here.**

Make up tests will be administered the day the student returns. Each unexcused absence will result in 5% taken off each day the student doesn’t make up the test.

Parents do not have to call the school if the child has been absent for only one day but should send a note for your child to give to his/her teacher when he/she returns. Students are assigned “study buddies” and should contact them to find out the day’s assignment. (Students choose two “study buddies” in each of their classes at the beginning of the year). If the student will be absent for several days, it will be necessary for **parents** to call before 9:00 a.m. on the day before **they** plan to pick up work assignments, so work will be ready for **them** at the school office.

It is not a standard policy of the school or teachers to offer extra-credit assignments to students who do not demonstrate effort in completion of assignments and in test-taking. Extra-credit usually gives students an unfair advantage amongst their peers while at the same time producing more work for teachers.

***Field Trips***

*“And He it is Who spread out the earth and placed therein firm hills and flowing streams…”*

Al-Qur’an 13: 3

Young children build their knowledge **and understanding** through interacting with other people and with their environment. To facilitate this process of knowledge building, the students will go on several field trips. These are planned with a definite purpose in mind. Parents will be, In sha Allah, notified well in advance. The registration packet includes a ***general parent consent form*** that must be signed before a child can attend any school trip. This form is good for one academic year.

Parents are welcome to accompany students on field trips. If your schedule permits**,** your child’s teacher would be happy to have you join in on the field trips.

***Parent Conferences***

***Progress Report conference***

**P**

arent Conferences are held at the end of the first progress report for all students. Parent conferences will also be held prior to spring break and optional at the end of the **school** year. Conferences are also held throughout the year either at the parents’ or teachers’ request.

***Behavior/Concerns conference***

Concerns or problems regarding your child should be brought to the attention of the child’s teacher promptly. If your child’s teacher cannot resolve the situation, a second conference will be held with the **Principal**. If the matter is still not resolved at the second level, a third conference will be scheduled with the **Chairperson** of the ISC-M **Education** Board **(EB)** and the **Principal** in order to find a solution to the matter. In order to ensure that the ISC-M Board can respond to all parental concerns, parents are asked to request the third level conference in writing.

\*Please note: It is unprofessional and unethical to discuss problems with anyone about anyone else involving other teachers, staff, parents or community members in a school related conflict or dispute is a ground for dismissal for the child. The school reserves the right to expel or refuse admission to a child whose parents cause disruption in the school or threaten school staff in any way.

**Library**

The library time for each class is scheduled throughout the week. The library is also open during recess and lunch on most days. Students are responsible for returning library materials when dues or a fine will be charged.

***SAFE team player a LEARNER rESPECTFUL RESPONSIBLE (STARR) Characteristics***

Character Counts! Education is not just about learning letters and numbers; it is about developing the whole child. Prophet Muhammad (PBUH) said that the best gift a parent can give to their child is to teach them good manners [al-Tirmidhi 1952; al-Hakim 4/292].

The Prophet **(PBUH)** also said “Have taqwa of Allah wherever you are, follow a bad action with a good action which will wipe it out.  And deal with people with good manners.” [al-Tirmidhi 1987]﻿

Below are 15 characteristics that will help ISC-M students reflect **staRS** characteristics and good manners. These characteristics are aligned with our overall school-wide goals and will help them build character for life.

|  |  |  |  |
| --- | --- | --- | --- |
|  | FAITH | IN | ACTION |
| **S**trengthening Our Islamic Identity and Character | Be God-Conscious | Be Honest | Be Clean |
| **T**hinking Critically and Acting Responsibly | Be Courteous | Be Attentive | Be Accountable |
| **A**ctively Participating Locally and Globally | BeAware | Be Accepting | BeInvolved |
| **R**especting Others, Ourselves and the Environment | BeKind | BeGenerous | BeHelpful |
| **S**triving for Excellence | Bethe Example | BeOn-time | BeTrustworthy |

***Values of the Month***

Based on Values Developed by Bureau of Islamic and Arabic Education (BIAE.NET). **ISC-M uses these value-matrixes to assist our students to develop Islamic Values.**

|  |  |  |
| --- | --- | --- |
| **September** | Willpowerقوة الارادة | * *Think before you act*
* *Control your actions and temptations*
* *Control your words and habits*
* *Control your anger*
 |
| **October** | Respect & Responsibilityالإحترام والمسؤولية | * *Show respect to your parents and to life and property*
* *Show respect for the rights and beliefs of others*
* *Give advice and correct the wrong*
* *Respect others does not mean adopting their life style*
* *Be responsible towards Allah before anybody else*
* *Be responsible for your body, your belongings and the environment*
* *Be responsible for your actions, duties, school and knowledge*
* *Be responsible for your time and your money*
 |
| **November** | Fairness and justiceالعدل والإنصاف | * *Treat others as equals with fairness and mercy*
* *Treat others as you would like to be treated*
* *Speak justly and be firm in upholding justice*
* *Be fair with all people, good or bad and be fair with yourself*
 |
| **December** | Honestyالصدق | * *Be honest with your words, actions,*
* *Be honest and keep your promises,*
* *Be honest, it is the best sign of your strength,*
* *Be honest, especially when you are tempted not to do so.*
 |
| **January**  | Commitmentالالتزام بالعهد | * *Be committed to Allah, the Sunnah and your faith*
* *Be committed to personal excellence and the highest level of learning*
* *Be committed to your family and your community*
* *Demonstrate commitment through your actions*
 |
| **February** | Kindness & Careالعطف والاهتمام | * *Be kind to your family, friends and neighbors and to your elders*
* *Be kind to all living things*
* *Be kind in your words and actions*
* *Remember that when you are kind to people, Allah cares more for you*
 |
| **March** | Generosityالعطاء السخي ( السخاء) | * *Give from what Allah gave you*
* *Give freely, sincerely and without reminders*
* *Give even if what you have is little*
* *Smiling is a form of giving and genuine advice is worth more than money*
 |
| **April** | Excellence and Perseveranceالتميز والمثابرة | * *Be courageous enough to live by your values*
* *Pursue your dreams and don't give up easily*
* *Remember what the mind can perceive, the body can achieve*
* *Expect less from others and more from yourself*
 |
| **May** | Thankfulnessالشكر والامتنان | * *Be thankful to ALLAH and for your religion*
* *Be thankful for your health, your mind and for what you have*
* *Be thankful for who you are, your family and your community*
* *Show thankfulness through deeds and actions*
 |

***Starrs of the Month***

**Award and Recognition System**

The aim of any recognition and award system is to motivate each and every student to do their personal best. Thus, it should encourage competition with themselves, not with others. The sense of setting and achieving personal goals helps boost students’ confidence and motivation to try even harder.

Each child will have the opportunity every month to earn a “Star” of the month certificate. If they receive at least two or more certificates per trimester, they will earn a reward at the end of the trimester. Certificates will be given out at the end of each trimester by their homeroom teacher in class. At the end of the year, we will recognize students who have been outstanding throughout the year with a special recognition pin and award.

**T**o further promote exceptional behavior from our students, Stars are supported by additional rewards throughout the year such as a free uniform day, ice-cream social, caught being good raffles, etc.

**\* CLASSROOM MEETINGS AND POSITIVE DISCIPLINE**

Part of the Positive Behavior Support **(PBS)**, the classroom meetings help students talk through their problems and find solutions, without resorting to punitive consequences for every school rule infraction. It also helps student internalize doing the right things, even if there is no external reward or consequence.

While ISC-M will not be implementing best practices that improve student behavior and engagement, thus, a classroom meeting is **one of** the best ways for students to share their voice and also find the right solutions to behavior**~~s~~** modification, which consequences alone cannot do.

**ADMINISTRATIVE REQUIREMENTS**

***Attendance Policy***

**S**

chool hours are from 7:40 a.m. to 3:40 p.m. for grades Pre-K-5th Monday-Friday. Children should not be brought to school before 7:40 a.m. nor left after 3:40 p.m. during school days. This policy is strictly enforced. Any students found unsupervised at 3:50 p.m. will be taken to extended care and the cost of $10 per hour will be added to the parents’ monthly balance.

Attendance at school is mandatory. In addition, no student is allowed to leave school premises during school hours without a parent or parent designee (as designated in student emergency cards by parents). Authorized person(s) for student pick-up must be able to present valid identification as a condition for student release.

**While it is understandable that sometimes circumstances beyond our control occur, which may hinder students getting to school on time, in no way are they excusable when they become a habit. (Moved from Parking Policy, page 19 after item 5)**

***Absence***

A written note from a parent is required upon returning to school, even though the parent may have notified the office by telephone. The student must present the note to the teacher. A doctor’s statement is required for absences of more than three days due to illness. If a student has **(five)** 5 or more unexcused absences in a trimester, a Parent-Principal Conference will occur.

***Tardy***

A tardy is not being in the classroom at 8:05 a.m. Early morning tardiness to class interferes with optimum teaching procedures as well as individual discipline. Tardiness may impact citizenship, STARs of the Month, as well as academic grades.

It is the responsibility of the tardy student to obtain a pass from the school office before entering class. A note from the doctor will verify an excusable tardy. Traffic, over sleeping, or late breakfasts will not be valid reasons for being late in the morning. 10 or more tardiness in a trimester will warrant a Parent-Student-Principal meeting.

**The Principal and teacher may require satisfactory explanation from a parent or guardian of a student whenever the pupil is absent for all or part of a school day. Students who have repeated unexcused tardiness/absences are subject to academic probation.**

***Early Release***

If a parent wishes to take his/her child out of school before the end of the school day, they need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission by the parent to take the child. In addition, an I.D. may be requested.

The office will have the child called from the classroom. Parents are not allowed to go to the classroom during school hours**, without office notification (see Visitors section below)**.

***Early Student Withdrawals***

**P**

lease be advised that ISC-M will not provide early Final Examinations to students who are withdrawn from school to travel overseas. We are sensitive to the financial motivation for these early student withdrawals; however, we have found these requests to be disruptive to normal school operations.

Therefore, effective immediately be advised that parents who withdraw students from school early do so at their own risk.

* ISCM will not provide early Final Examinations
* ISCM will not be responsible for providing make-up work for students
* ISCM will grade students as of their status upon withdrawal
* Parents who withdraw students early will sign a Memorandum of Understanding and must maintain their tuition responsibilities.

***Visitors***

**A**

ll visitors are requested to sign in with the front office and wear a visitor’s badge while on campus. The campus is a **CLOSED CAMPUS** and parents cannot enter classrooms without prior permission or office pass during school hours of 7:50 am to 3:40 pm.

**Parents wishing to visit their child’s class need to obtain a Visitor’s Permit from the school office for a half hour visit. The parent will bring the Permit to 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 student during class time.**

A parent may not bring children **(siblings)** 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.
* Other visitors must secure authorization from the **Principal** at least one day in advance.

**Health and Safety**

***Student Supervision***

Teachers on duty will be supervising students in and outside of the classroom, before-school, recess, lunchtime and after-school. Each ISC-M employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence and provide notification of offense to parents and ISC-M administration.

***Closed Campus***

For the protection and safety of students, ISC-M has adopted a closed campus policy. This means students may not leave the school grounds during the day unless their parents come to school office to sign out and pick up their child. Parents will find the sign-out sheet in the school office.

**Parents are also required to go to school office before going into classrooms directly to obtain permission. Parents who are seen entering classrooms without school office authorization will be stopped and asked to make an appointment with the teacher to minimize classroom disruptions.**

**Any parent or other person whose conduct in a place where a school employee is required to be in the course of his/her duties that disrupts school will be reported. Parents and other visitors must always register in the school office during school hours.**

***Parking Policy\****

Parents will be expected to use the front park way drive to drop off students. If a parent would like to walk students in, they must park in the south parking lot and walk the child inside.

\* Note that these parking procedures may need to be adjusted for special circumstances or construction projects.

1. Parents will use one entrance designated in the front of the school to enter through, where they will be directed to follow a path to drop off students at a designated area near the front entrance to the school building.
2. Parents will exercise necessary precautions in dropping off students, making sure not to cut off other parents, or exceed speed limits of 5 mi/hr, posted in the back of parking lots.
3. After dropping off students, parents will exit with care following other parents in front of them through the marked exit sign.
4. Parents, who need to park to tend to business on school premises, will have a designated area to park in the side parking lot after dropping off students.
5. Parents who choose not to follow rules will be cited accordingly.

It is the intention of these new policies to set standards to ensure student safety while on our school site, and to create a more organized structure at school for all our actions.

We hope that, in sha Allah these new procedures will result in a better flow in the school parking situation and will not impede on safety and on-time attendance. Please be reminded that school starts on-time at 7:40 a.m. for all students: Pre-k –5th grade, and that a strict attendance policy will be enforced.

***Certification Fire Drills, Tornados, Earthquake Awareness***

Teachers at ISC-M are certified in CPR (Cardiopulmonary Resuscitation) and have participated in workshops on Earthquake Awareness and Fire Drills. **Fire exits are clearly marked and routes to exit the building are posted in each classroom.**

In the event of an earthquake, students are instructed to:

Drop to the floor beneath their desks, chair, or table with their back to the windows and remain in this position until given further signals and/or instructions for evacuation.

***Prohibited Areas***

Students are not allowed to enter the following areas:

* Out of school grounds during school hours without prior permission
* **Behind modular buildings** **(?)**
* On roof-tops
* Event hall or ISC-M offices during school hours
* On walls or fences
* In classrooms without adult supervision and prior permission
* In the playground when another class is using it or when eating any food
* Teacher’s lounge

***Designated Eating and Play Areas***

Students can eat in the following areas:

* On proper lunch tables
* In cafeteria

\* Any student who is caught chewing gum will be charged $5.

Students can play in the following areas:

* Grass field
* Playground

***Lunch***

Students should bring a healthy, nutritious lunch to school each day. Scientific research has proven that food with high sugar content is harmful to children and adults. Junk food is, therefore, discouraged and fresh fruits, safe milk and vegetables are recommended.

Due to safety issues, **no microwaves are available for student use**. Do not send anything to be heated or cooked. Extra food is not available.

**All students will be required to sit in designated areas to eat their lunch before playing.**

***Missouri Immunization Requirements***

All students must comply with the Missouri Immunization requirements. Health records mandated by the State of Missouri are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.

***In Case of Illness***

Due to Covid cases rising, **~~we~~** **ISC-M** require**s** your cooperation to ensure that the school is a healthy environment. If your child has any of the following symptoms DO NOT send them to school:

* A child who is ill should not be sent to school.
* Children with running noses, sneezing, coughing, and/or fever must stay at home until symptoms disappear to prevent other children from becoming ill and 24 hours after a fever has subsided.

If a child becomes ill at school, he/she is sent to the office, and the parent is called to take the student home.

* When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

***Medication***

If medicine is to be administered, an **adult must bring** the medication and the Physician’s request for the Administration of Medicine by School Personnel Form, signed by the physician and parent, to the office. No medication should ever be sent to school with children at any grade level.

Medication such as cough syrup, Tylenol, Sudafed, etc., is never issued without consent from the parent. Prescription medication given for a short period of time (under two weeks) must be accompanied by a signed permission slip from the parent with instructions. Prescription medication given for a period of more than 2 weeks requires a Physician’s Request form signed by the doctor as well as the signed permission slip from the parent. The medication must be in its original container, properly labeled by the pharmacist, including name of student and physician, date, dosage, and name of medication, method and time to be administered. In case of injury, the procedure stated on the emergency card will be followed.

***Student Welfare-Child Abuse Policy***

According to Missouri Law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the **Principal** that a report has been made.

Abuse and neglect are defined by Missouri law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than accidental means.

2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental, or remedial care required by law.

***Personal Items***

**S**

tudents may bring to school only such personal items as may legitimately be used at school, which the school does not provide. Parents need to be aware at all times of the items their children bring to school.

**I**nappropriate magazines, guns, knives or any dangerous objects, electronics, make-up, perfume, and pets are not permitted at school. Food, sweets, and drinks **more than** the student’s snack and lunch are not permitted.

**The followings; toys, comic-books, books, games, costume jewelry; may be allowed for related school activities such as plays, show-and-tell, etc.**

If the teacher permits **any of the above items** to be brought to school for **any of the related activities, sharing** on certain days, the **items** must be securely wrapped and have the child’s name clearly marked on the package. The package will be kept by the teacher and returned at the end of the day.

Cell phones are the largest distraction to learning. Therefore, NO CELL PHONES are to be seen on campus. They will be taken away from students if seen and parents will need to pick it up from the office. The second time parents will not get it until end of the trimester; the third time, it stays in the office the remainder of the **school** year.

***Communication and Appointments***

**M**

ost parent communication will be done over email and the ISCM website. Therefore, it is important we have an accurate, updated email address from both parents as well as phone numbers and mailing address.

If you would like to speak with a teacher, office staff or the Principal, you can email them directly about setting an appointment and the reason why you want to meet. Email addresses are available in the parent-student handbook. If it is regarding a general comment or feedback, just an email courteously stating your concern or idea would be appreciated. You can send general feedback to office@theiscm.net

If you are seeking a job opportunity, please email resumes and cover letters to office@theiscm.net. Hard copy applications and resumes will be accepted **for those without electronic or access**. Coming for a job interview without an appointment does not reflect well on the applicant.

***Photo/ Media / Website Release***

**S**

tudents who have achieved success in school should be acknowledged, and public recognition are one means available for that purpose. ISC-M may also want to use student photos to use in publications, news, magazines, and website. Such photo requests often require an immediate response; we ask that if you desire that your child **not** participate in such media, to please inform school office. Otherwise, we will assume approval of photos, names, and information for use by **ISC-M**. **Photo release form is provided for parents to fill out at the beginning of the school year. If release form is not completed by parents, ISC-M will not use that student’s photo for publication.**

In addition, ISCM will install video surveillance cameras throughout the campus for security **and safety** purposes. There are also times when the teacher may record the class for training purposes and professional development.

***Birthday Parties***

**A**

s a general rule, please check with your child’s teacher if your family wishes to bring treats for your child’s birthday. Treats are acceptable based on teacher’s discretion **and should be enough for all students in child’s homeroom**.

***Snowy and Rainy-Day Protocol***

**I**

n case of snow, rain, and frigid temperatures, students will stay indoors in the classrooms, media center, or hall during recess and lunch. They will have the option to have their PE class in the event hall. \*Emergency closings will be announced on our school website, KOMU, **KFRU,** KRCG, and through our school email. ISC-M typically follows **Columbia Public Schools (**CPS**)** with regards to snow days.

***Weather***

|  |
| --- |
| ***Winter*** |
| ***Pre-School- 5th***  | ***30° F or below (wind-chill 25° F)*** |
| ***Summer*** |  |
| ***Pre-School- 5th***  | ***95° F or above*** |

*The ISCM staff monitor latest weather conditions/temperature to ensure safety of the students. The following guidelines are used to allow/restrict exposure of our student’s outdoor activities*

***Tips during cold weather outside play:***

***Always dress your child in layers, rather than a single heavy garment. They will need one extra layer of clothing as compared to adults. Outer layer should be of a water-resistant material.***

1. ***Always wear gloves or mittens and hat during winter season. A significant amount of heat loss occurs through head, so hat is very important.***
2. ***Provide an extra snack to consume during playtime.***
3. ***Provide an extra set of clothes for pre-school children.***

***Conversely, encourage your child to drink plenty of water during hot summer days. Parents are also encouraged to use sunscreens.***

***Dress Code***

**T**

he Prophet (PBUH) advised us to keep clean, presentable, well groomed and modestly dressed. This is part of our Islamic ~~(~~etiquettes~~)~~. Therefore, it is very important that we instill these values in our students from the beginning.

***School Uniform***

While on school campus, ISC-M students are required to wear the school uniform.

**A**

ll items of clothing and personal items should be labeled with the name, telephone number or classroom of the student. All dress code rules will be enforced while on the campus, during school activities (including field trips), and during school hours. Please support your children as they learn to dress in proper uniform.

School uniforms may be purchased throughout the year from our contracted vendor, **Fischer’s Uniform at** **314-921-9972**. We encourage you to also purchase through their website at **https://www.fischersuniforms.com/.**

**Girls**

Girls **in** 4th through 6th grade**s** must cover their hair with a plain white one-piece scarf. Girls are not allowed to wear make-up or jewelry, except small earrings. Girls are not to have long fingernails or wear faux nails. Boys should be well groomed.

**Boys**

Boys need have their shirts tucked in. The following consequences will occur if a student is out of uniform: 1st violation warrants a call to the parents. The 2nd violation will result in a change of uniform with a loaner item and a rental charge will be applied to parents’ account of $10. Upon the 3rd offense, ISCM staff will order the piece(s) the student requires and the parents will be charged. (See Discipline Policy for details).

**Pre-K-6th Grade:**

**Boys:** White or Light blue Polo Shirt, ISC-M Navy Blue Pants, ISC-M Navy Blue Cardigan

**Girls:** ISCM Blue Jumper, White or Light Blue Polo Shirt, Navy Blue leggings, 2pc. Hijab\*

 \*K-3rd- Must bring daily a white Hijab for Prayer times (sold at ISC-M)

 \*4th, 5th**, 6th** - Must wear a white 1pc. Hijab daily (sold at ISC-M)

**Formal Friday:**

Boys: White or Light Blue Polo, Navy Blue Pants, Kufi

Girls: ISC-M Blue Jumper, White or Light Blue Shirt, Abaya and Hijab

***General Uniform Guidelines***

|  |  |
| --- | --- |
| ***Shirts/Tops*** | All shirts will be size appropriate and must be worn tucked in at the waist so that the belt or waist is visible. **Boys.** |
| ***Hijabs*** | Girls in Grades 4th-**6**th will be required to wear clean and ironed plain white one- or two-piece hijabs daily. The school will be selling them at **$8** **(any change?).** |
| ***Belts*** | Belt buckles, if worn, must be plain or black or brown with no initials on them. Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops. |
| ***Pants*** | Uniform pants must be of appropriate size and color as indicated above. Jeans, sweatpants, cargo pants, are not part of the uniform. **No tight-fitting pants or skinny jeans are allowed on any day.**  |
| ***Shoes/Socks*** | Students will wear athletic shoes or low-cut leather shoes with low heels and closed toes. No neon-colored, multi-patterned, or mis-matched shoes allowed. Clean white socks are also required, especially for Fridays. Students will not be allowed to wear sandals or any other type of open-toe shoes. Boots are also not allowed. |
| ***Outerwear*** | All outwear (i.e. sweaters or jackets) worn by students at ISC-M must be navy blue. They must not contain external logos or lettering that do not represent school or any type of decorations including stripes or patterns. Any other colored jacket will be cited as a violation. |
| ***Free Dress Days*** | There will be several opportunities for students to earn a free dress day. On those days, students still need to dress “Islamically” appropriate attire. Girls still need to wear hijabs from 4th grade and higher, as well as non-fitting bottoms and long-sleeved tops. Clothes should not be revealing or have any type of inappropriate pictures or words on them. If deemed inappropriate, students’ parents will be called in to bring a change of clothes. |

**DISCIPLINE REQUIREMENTS**

***Discipline Philosophy***

**D**

iscipline is used to encourage positive behavior and self-control. Based on the mission and vision of the school, our goal and perspective of discipline is shaped and informed by the Sunnah of Prophet Muhammad (**PBUH**) as he modeled the best example of practicing the decrees of Allah (**SWT**). In the **Qur’an**, there are clearly stated expectations of behavior that lead to a positive outcome in this life and the hereafter. There are also very clear expectations and outcomes of behavior that leads to punishment and disapproval by Allah (SWT). The Qur’an sets many ways of reiterating these rules so that no one can claim they did not understand the message. Therefore, it uses both internal and external methods to motivate the believer to proper behavior. Humans are complex and not one method of motivation is appropriate for each person or for each situation. The factors that strongly effect positive behavior in a social setting are:

1. Clearly defined rules and consequences
2. Being fair and consistent in implementation
3. Providing goals for positive behavior and deterrents for negative behavior

***Discipline Records***

Teachers are asked to write down any disciplinary issues on behavior incident reports for parents to view for their child.

Any student that receives In-School Suspension **(ISS)**, Out-of-**School** Suspension **(OSS)** or Expulsion will have that entered in their permanent school record that will be forwarded to any school your child attends after ISCM. However, detentions and community service requirements will be kept until the end of the year and not be entered into the student’s permanent record.

***Student Support and Empowerment***Alhamdullilah**,** we provide students with support and encouragement once a week with a qualified school counselor. Students will be referred by the school administration with consent of parents.

**DISCIPLINARY CONSEQUENCES**

The Quranic model of hope and fear is outlined by Allah (SWT) to help human beings to **enjoining** what is good and to serve as a deterrent to unacceptable behaviors that harm individuals, families, and the society at large. Following this model, our school rules are developed to help maintain a safe, **secure,** respectful, and Islamic environment for all our students. Those who consistently break these school rules are creating a non-healthy and negative culture that affects the entire school community. While our goal is always to help each child reach his or her best potential, one person cannot make others change if they do not make the effort to change themselves. Therefore, any functioning community needs to put deterrents in place that is clear, fair, and consistent. And if someone cannot abide by these rules, then there needs to be immediate and just consequences.

Therefore, the following disciplinary measures are intended to **be** use**d as** a balanced approach in handling students who are conducting themselves inappropriately. However, each case will be handled on an individual basis by the teacher, principal**, or Education Board**. It is the responsibility of the administrator to review the total situation, consider the offense and the individual support, and take appropriate action to address the behavior.

The School Board has a zero tolerance towards alcohol, drugs, violence, weapons, harassment and bullying. Possession or use of any of these will result in an out of school suspension in addition to a recommendation for expulsion.

The following chart outlines the different school rule violations and their consequences. In most cases, after the third instance of the same offense, a student will receive 1-3 day(s) of out-of-school suspension as well as losing privileges to all enrichment activities for the trimester including fieldtrips, tournaments, camps, and special assemblies.

Additionally, students will be put on disciplinary probation if behavior does not improve. Along the lines of *3 strikes, you’re out*, if they get three separate out-of-school suspensions, they will be recommended for expulsion.

***Disciplinary Probation***

**A**

 student may be placed on academic or disciplinary probation. Failure to show improvement in the area for which probation was assigned may result in the student being expelled from the school.

***Consequence Guidelines***

**T**

he following guidelines depend on the severity of the offense. These can be changed by the **Principal** to even stricter consequences if the situation is deemed necessary. If you want to appeal a consequence, you must have do so in writing and send it directly to the **Principal** who will review it and either respond directly or refer it to the School Board to make a **final** decision. Any of the infractions can lead to automatic expulsion.

|  |  |  |
| --- | --- | --- |
| **LEVEL I Offense****1, 2 or 3 infractions (number is based on frequency)** | **LEVEL II Offense****In-School suspension** | **LEVEL III Offense****Out-of-School****Suspension/Expulsion** |
| **To be referred by teacher, security, staff member or administrator** | **To be assigned by an administrator** | **To be determined by administrator** |
| **EXAMPLES INCLUDE:** | **EXAMPLES INCLUDE:** | **EXAMPLES INCLUDE:** |
| **Lying/****Misrepresentation of facts** | **Behavior endangering others** | **Behavior endangering others** |
| **Three tardiness in one week** | **Disruption of School activities** | **Disruption of School activities** |
| **Profanity** | **Damaging school property and/or vandalism\*** | **Damaging school property and/or vandalism** |
| **Minor Inappropriate Conflicts****with Others** | **Pattern of negative behavior** | **Possession of drugs/alcohol** |
| **Disruptive** | **Violation of an Avoidance contract** | **Insults, profanity, or vulgarity****towards a teacher/staff** |
| **Excessive Talking** | **Blatant and Severe****Disrespect/Defiance** | **Blatant and Severe Disrespect/Defiance** |
| **Using cell phones on campus** | **Violation of Discipline Contract** | **Cheating/forgery/plagiarism** |
| **Possession of non-school Electronic****Equipment in Class** | **Fighting** | **Extortion** |
| **Eating/Drinking in Classroom or chewing gum** | **Theft** | **Theft** |
| **Substitute Teacher Referral** | **Bullying/Harassment/Threats/****Intimidation** | **Harassment/Threats/Intimidation** |
| **Teacher Referral** | **Sexual Harassment** | **Sexual Assault/Harassment** |
| **Minor acts of disrespect/defiance** | **Public Displays of Affection (PDA)** | **Selling drugs or weapons** |
| **More than 2 uniform violations**  | **Three U’s in Cooperation during a****grading period** | **Possession of a weapon** |

***Disciplinary Consequences***

Disciplinary consequences include but are not limited to:

* Conference
* Letter of Apology
* Student Contract
* Detention
* Community Service
* Restitution
* Loss of Privilege
* In-school or Out-of-school Suspension
* Expulsion

**PARENT RESPONSIBILITIES**

**P**

arents’ consistent support for the school, its staff**,** and educational programs will create a positive attitude in our students about education and the role of school. As Muslims, ISC-M families are all aware of the blessings received by donating of themselves on behalf of their community. **P**arents**~~,~~** also have an important duty toward **their** children. An Islamic education, a high academic standard and a healthy environment for both body and soul are basic requirements for every Muslim family. ISC-M continuously works hard to provide these elements to our children without adding extra burdens on the families.

***Parents as Partners***

**C**

ooperation between the family and the school is essential. The school requires parents’ full support for its educational program**s** to be effective and successful. If you have any questions or concerns, the procedure is to first contact your child’s teacher. If the matter remains unresolved, you may contact the **Principal** to better assist you. If you are still not satisfied, send your concerns in writing to the Board of Education.

***Parent Service Hours***

Each family is responsible for completing a total of **15 hours of service** to ISC-M per school year.

* The Parent Teacher association**(PTA)** and Office Staff will help keep track of service hours through Service Cards
* Transferring of hours to friends and/or family is not permitted.
* ISC-M teachers and staff are exempt from completing service hours.
* Valid service hour opportunities include:
	+ - Friday Lunch (\*Every parent must participate twice a year)
		- Chaperoning a class field trip at the request of the teacher. A chaperone should not have extra children (not in the class) attending the field trip
		- Attending Parent Workshops
		- Assisting a teacher at school or home, depending on the teacher’s request
		- Assisting with approved school activities or **(PTA)** activities
		- Attending **(PTA)** meetings
		- Serving as a Classroom Coordinator (Homeroom Parent)
		- Taking your child to the library or museum (Max**imum** 2 hours per location with proof)
		- **A charge of $10 will be applied at the end of the school year for every uncompleted hour.**

***Parent Financial Account***

**A**

s a parent of a student enrolled in a private school **(such as ISC-M)**, staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent. ISC-M reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment, not allowing students to sit for exam, and withholding of transcripts and records as prescribed by law. **There is a $35 late fee for tuition that is paid after the 5th of each month. Tuition is due one month in advance.**

***Financial Assistance***

**F**

inancial Assistance **may be** available through the ISC-M office. Whenever possible, ISC-M will provide information on scholarships. **Parents who are willing and capable of giving scholarship to students other than their children could p**lease contact the school office **to set** up a scholarship fund for ISC-M students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

Limited scholarships/awards may be available for students with excellent academic and behavioral records **in addition to financial needs**. Please check with School Administration for further details. Periodically there may be scholarships offered through the private sponsors for needy students showing excellence in both academics and behavior. All scholarships are restricted to students enrolled in kindergarten through 6th grade only. The School Administration has full right to withdraw/cancel any student’s scholarship for any circumstance.

***Parent-Teacher Association (PTA)***

**T**

he PTA serves as a support system for the school. The main function of the PTA is that of fundraising and helping to organize and/or assist extra-curricular activities for students. The PTA is not a policy- making body and does not interfere with the management of the school.

All PTA functions and activities will be carried out with the approval of the **Principal** in coordination with the ISC-M Board**,** PTA Liaison**,** and any teacher or staff member involved in that function. A strong PTA is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input, so that we continuously work on creating parent-teacher-student alliances.

***PTA Composition***

The PTA governing body will consist of:

* + President
	+ Vice-President
	+ Secretary
	+ Treasurer
	+ Fundraising Coordinator
	+ Classroom Liaison
	+ General Members-at-large

***Election of PTA Members***

**E**

Lections are usually held in May for the upcoming school year. During the month of June, the outgoing and incoming PTA will meet to transition duties. The PTA will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a month plus when needed to organize large events.

***PTA Responsibilities***

The PTA should have the following responsibilities:

1. **The PTA serves as a support system for the school, the school policy, and its staff.**
2. **Its main function is to assist and help the school in fundraising.**
3. **Helping to organize and/or assist extracurricular activities for the students.**
4. **The PTA is not a policy making body and does not interfere with the management of the school.**

**All functions carried out by the PTA will be carried out with the approval of the Principal/Administrator. (Modified from Islamic School of Greater Kansas City, Parent/Student Handbook 2021-2022, pg 28)**

***Islamic School of Columbia- MO Partnership Agreement***

***2023-2024 School Year***

**School Pledge**

**ISCM Staff and Administration commit to:**

* Communicate regularly with families about student progress
* Enforce rules equitably and provide a safe, orderly and caring learning environment
* Provide meaningful assignments to reinforce and extend learning
* Participate in professional development opportunities that improve teaching and learning
* Support the formation of partnerships with families and the community
* Respect the school, students, staff and families

**Student Pledge**

**I agree to carry out the following responsibilities:**

* Come to school ready to learn and work hard
* Bring necessary materials, completed assignments and homework
* Be a star by following school and class rules
* Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
* Limit my TV watching, video games and other media and instead study or read every day after school
* Respect the school, classmates, staff and families

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

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family/Parent Pledge**

**I agree to carry out the following responsibilities:**

* Provide a quiet time and place for homework and monitoring **Internet devices** and TV viewing
* Read to my child or encourage my child to read everyday
* Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
* Regularly monitor my child’s progress in school
* Attend school events, back to school night, open houses, parent teacher conferences, and volunteer
* Communicate the importance of education and learning to my child
* Respect the school, staff, students and families
* Be vocally positive about the school staff, environment, and policies at all times
* Stay current on all charges related to the school including fees, tuition, lunch, afterschool care, etc.

I acknowledge that I have read and agree to abide by all school rules and regulations outline in the Parent / Student Handbook.

Parent Name: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*\*Islamic School of Columbia-MO reserves the right to amend this handbook as the need arises. Parents will be informed of changes to the handbook through means of written communication. Thank you for your support of ISCM. We look forward to a productive school year.*

 **ISC-M Tuition and Fees 2023-2024**

|  |  |
| --- | --- |
| **Daycare** **7:40 am - 3:40 pm** | **Yearly Tuition = $6,000****$600/month (10 payments, August-May)** |
| Fees | ***New Students*** |
| Registration Fee (one time) | $100 |
| **Total Fee** | **$100** |

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| **Pre-School and Kindergarten** **7:50 am – 3:40 pm** | **Yearly Tuition = $5,000****$500/month (10 payments, August-May)** |
| *Fees*  | ***New Students***  | ***Returning Students***  |
| Registration Fee (one time) | $100 | - |
| Workbook Fees | $100 | $100 |
| Technology Fee (KG only) | $50 | $50 |
| Online How to Read Arabic, program | $25 | $25 |
| **Total Fees** | **$275** *($200 for Pre-K)* | **$175** *($100 for Pre-K)* |

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| **Grades 1-5****7:50 am – 3:40 pm** | **Yearly Tuition = $4,000** **$400/month (10 payments, August-May)** |
| *Fees*  | ***New Students*** | ***Returning Students*** |
| Registration Fee | $100 | - |
| Textbook Fee | $100 | $100 |
| Workbook Fee | $50 | $50 |
| Technology Fee | $50 | $50 |
| ITBS Testing (*Grades 2-5 only*) | $50 | $50 |
| How to read Arabic, program | $25 | $25 |
| **Total Fees** | **$375** ($325 for 1st grade) | **$275** ($225 for 1st grade) |

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| After School Care, 3:30 to 5:30 pm | $ 300/Month |

**Photo Release Permission Slip**

We, the undersigned parents do hereby agree to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via internet or other media sources).

\_\_\_\_ Yes, we give permission for the ISCM to photograph my child for school purposes and/or at school events.

\_\_\_ No, we do not authorize the ISCM to photograph for my child for any event.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Trips Permission Slip**

We, the undersigned parents do hereby authorize the undersigned child to participate in school field trips.

Information regarding each individual field trip will be provided to parents prior to the event. Parents may choose not to have their child participate by notifying the school.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ISCM Activities and Events for 2023-2024 school year**

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| **School event** | **Date** | **Place** |
| **Family fun night**  | **9-15-2023****10-5-2023** | **Nickell shelter****Peach Tree Farm** |
| **IOWA test** | **9-18-2023 to 9-22-2023****4-6-2024 to** **4-10-2024** | **ISCM- practice****ISCM- actual** |
| **Bake Sales** | **9-29-2023****10-20-2023****11-17-2023****12-15-2023****1-26-2024****2-23-2024** | **Masjid sidewalk** |
| **Spelling Bee** | **12-13-2023** | **Masjid** |
| **Biryani Night** | **1-20-2024** | **John Warner** |
| **Science Fair** | **2-24-2024** | **John Warner** |
| **Arabic Night** | **3-9-2024** | **John Warner** |
| **Sadaqah Collection Dates & Drop Off** | **3-12-2024****319-2024****4-2-2024****4-16-2024** | **ISCM- collection****ISCM- collection****ISCM- collection****Food Bank Drop off** |
| **Eid Al-Fitr Break** | **4-8-2024 to** **4-11-2024** | **OFF SCHOOL** |
| **Field Trip****Grades kg-5th****Prek & Daycare** | **TBD** | **TBD****Tiger Bounce** |
| **Arabic Spelling Bee** | **4-25-2024** | **Masjid** |
| **STARR Bazaar** | **5-3-2024** | **Masjid** |
| **Arabic Restaurant** | **5-15-2024** | **Masjid activity room** |
| **Graduation** | **5-22-2024** | **John Warner** |

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| Inclement Weather Days Policy: The ISC-M will follow Columbia Public Schools for weather related cancellations and 2-hour late start days. If we have a 2-hour late start day, students will report to school at 9:40 am and classes will begin at 10 am. We will also send a REMIND message to parents who have signed up for this service through our school. Of course, you should make the final decision if your STARR should attend school. If you find the weather too severe or road conditions too dangerous, your child's absence will be excused.**August** 15-21 Teacher Workdays18 Back to School Night 6PM21 School Supplies drop-off  (optional) 8am-3pm22 First Day of Classes**September***Willpower*4 Labor Day13 Teacher Workday25 Progress Reports sent home. *Please sign & return by*  *Wednesday.***October***Respect & Responsibility* 2 Teacher Workday27 Teacher Workday30 Progress Reports sent home. *Please sign & return by*  *Wednesday.***November***Fairness***3 End of 1st trimester**10 Parent-Teacher Conferences  & Report Cards22-24 Fall Break**December***Honesty*18 Progress Reports sent home. *Please sign & return by*  *Wednesday.*22-31 Winter Break  |

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| **August 2023** |
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| **September 2023** |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

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| **October 2023** |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |

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| **November 2023** |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| **December 2023** |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| **January 2024** |
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| **February 2024** |
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| **March 2024** |
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| **April 2024** |
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| **May 2024** |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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 | **January***Commitment*1-2 Winter Break15 Martin Luther King Day29 Progress Reports sent home. *Please sign & return by*  *Wednesday.***February***Kindness***9 End of 2nd Trimester**16 Teacher Workday19 President’s Day**March***Generosity*1 Parent-Teacher Conferences & Report Cards20 Teacher Workday25-29 Spring Break**April***Perseverance*1 Progress Reports sent home. *Please sign & return by*  *Wednesday.*8-11 Eid Al Fitr Break12 Teacher Workday*15 School Eid Party***May** *Thankfulness**6-10 IBST Testing 2nd-5th grades*15 Teacher Workday23 Last Day of School Dismissal at 12:00 p.m.24 Teacher Workday |

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|  | **Islamic School of Columbia-Missouri****2023-2024 School Year Calendar** |