

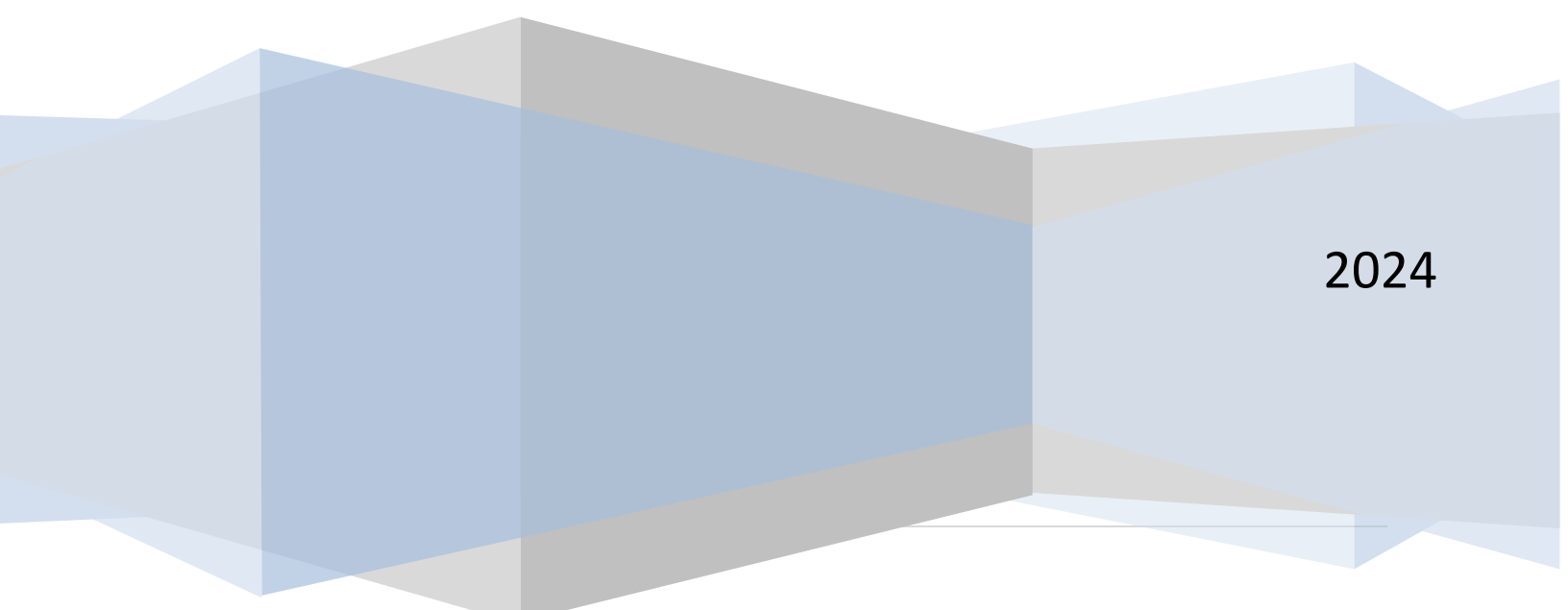
Salam School of Milwaukee

Salam School

Students and Parents Handbook

Salam School Administration

2024



Message from the Administration

Dear Parents and Students,

It is our pleasure to welcome you to Salam School. Our vision is to provide our children with a quality Islamic education. We are determined, with Allah's help and your support, to have a model school that will become an example of a quality Islamic School of which all of us will be proud. We believe our school's mission is crucial to the growth of Islam, especially in the development of our "Future Leaders" and the continuity of our traditions.

Salam School, supported by the Islamic Society of Milwaukee, is designed to provide our children with high quality facilities and an excellent educational environment. The children attending this school will receive stellar academic and Islamic education, enjoy the love and care of the Salam staff, and experience a positive upbringing in an Islamic environment.

This handbook will serve as a road map to the school. It contains general information and important rules that govern our school. We use the language of rules and regulations in the context of mutual concern. The handbook becomes a realization of our relationships and responsibilities that are carried out in our school community. As the school continues to grow, changes and updates to the school rules noted in this handbook are made and sent directly to each family.

As educators, we hold the vision of our world united in harmony, with each individual living life to his/her fullest. Salam School is where we begin.

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Foundational Documents

The Program

Salam School dedicates itself to quality academic education in an Islamic environment. Our school helps shape the children's ideas about themselves, their religion, their country, their culture, and the world. It helps preserve their American Muslim identity, gives structure, and meaning to basic knowledge and encourages our children to develop a love for lifelong learning. Our school's mission is crucial to the growth of Islam, especially in the development of our "Future Leaders" and continuity of our traditions. The program will make sure all students succeed and feel good about themselves. It will have an available staff member to oversee IEP and work one on one or in small groups with these students. She or he will help the teacher modify the curriculum for the student so he/she will be able to reach their own developmental potential.

Philosophy:

Boys and girls are Allah's trustees on earth, endowed with a soul, free will and intelligence. By Allah's mercy, we are called to seek inward and outward peace through submission to His will. Our submission is not limited to acts of worship performed solely for Allah, but involves relationship with all creation and thus all humanity.

We, therefore, are commanded to use our intelligence to study and ponder creation with all of its complexity and beauty and to educate all persons, starting with ourselves, about the message of Allah, the oneness of humanity, respect for self, others and accountability for our actions.

Vision:

Salam School is an Islamic educational institution adhering to the tenets of the Quran and the Sunnah, truly believing that Allah is the God, the one and only (Quran 112.1). There is no God but He....the Living, Self-Subsisting and Eternal (Quran 2.255). Salam School dedicates itself to quality academic education in an Islamic environment. Salam School welcomes and respects students from all religions, economic, and cultural backgrounds.

Mission:

By empowering our students to achieve Islamic and academic excellence, Salam School seeks to develop citizens who embody the spirit of Islam and strive to improve their society through faith, perseverance and service to others.

Goals:

The goals for Salam School are based on the Mission Statement, and are organized in the following areas:

Moral/Spiritual:

- To teach the basic tenets of Islam.
- To teach responsibility for one's own action.
- To provide the opportunity to share and practice the Muslim faith.

Social/Emotional:

- To understand the role of the family.
- To model respect for self and others.
- To maintain an environment nurturing a positive Muslim self-image.
- To teach an appreciation for cultural and racial diversity.
- To teach citizenship and one's responsibility to others.
- To embrace our role as American Muslims.
- To understand and develop our role as global citizens.

Educational:

- To strive for an excellent educational program that provides for the spiritual and academic needs of each child.
- To strive for an environment that includes a wide range of exploratory and socializing experiences and activities for all children.
- To teach skills and competency in accordance with each child's ability and Islam.
- To develop an aesthetic appreciation of the world.
- To develop technology as a tool for learning.

Physical:

- To provide a program that will encourage the development of healthy minds and bodies.
- To provide each child with the opportunity to participate in extracurricular and sport activities.

Admission & Tuition policies

Admission:

Salam School does not discriminate on the basis of gender, religion, race, disabilities, national and ethnic origin in administration of its educational policies, admissions, athletic, and other school administrated programs.

All kindergarten students must turn four or five years of age on or before September 1st of the present school year. This will ensure that your children will be socially ready for the classroom setting and the developmentally appropriate experiences they will encounter while they are in that classroom.

The primary concern of Salam School is always for the welfare of its students and the successes they will obtain. Therefore, the school enrolls and welcomes a diverse student body.

In the admission of students, priority consideration is given to these criteria in the following order:

1. To all children currently enrolled.
2. To children of families with siblings currently enrolled in Salam School.
3. To children of the Muslim community.
4. To children from other Muslim communities within the USA or overseas.
5. To children of other religious affiliations.

Emergency Contact Information Form:

The Emergency Contact Information Form is one of the most important records requested by the school. Having current information on file is vital to the proper care of your child in the case of illness or injury during school hours.

- A new form for each child is required each school year.
- Please complete, date and sign the form
- The emergency contact should be someone who is available to provide transportation during the school day. More than one emergency contact must be listed.
- Be sure to indicate the name of the child's physician and which hospital the child should be sent to in case of emergency.

Tuition and Fees:

Tuition payments constitute only a portion of the total operating budget. Therefore, to assure that the school continues on a sound basis, tuition payments must be kept upon established agreements. Special arrangements may be made for unforeseen situations.

This payment does not include billing that may be accrued for any other program. Students will not be accepted for registration whose accounts have not been paid in full from the past school term. Statements of accounts owed will be sent to each family monthly. The school reserves the right to withhold the final report card of the child if ALL dues are not cleared. Any questions regarding tuition should be made to the Business Manager.

For students to continue their education at Salam School, returning students and new enrollees must complete the enrollment forms with verification of birth date and immunizations. Parents must submit the enrollment forms to the office within the official open enrollment dates which are:

March 1st-20th (1st enrollment period)

April 1st- 20th

May 1st-20th

June 1st- 20th

July 1st-20th

Enrollment will continue until we reach the acquired amount of students per classroom via DPI / Choice program regulations.

Students must be the required age by September 1st of the enrollment year. This means four years old for K4, five for K5, and six for first grade. Parents, who withdraw their children from Salam School, for any reason, may not be allowed to re-enroll during that school year.

Salam School is requiring all families to pay a \$25.00-dollar application fees per child for computer link-up to Choice program. This fee is non-refundable and it must be accompanied with the application.

Non-refundable tuition:

Students that are enrolled for the school year but withdraw prior to the end of the school year may not be eligible for refund. Check with the Business Manager for details.

Book Fees:

Books for Salam School students are either purchased (consumable workbooks) or rented textbooks. All rented books are the property of Salam School and must be handled carefully. Parents will be responsible for the replacement of lost and damaged books. The cost will vary depending on the current book price.

Choice Voucher:

Salam School participates in the Milwaukee Parental School Choice Program. The Choice program allows students whose families live in the city of Milwaukee and meet income guidelines to attend Salam School at no charge. The Choice Program mandates that each application must include the following documents:

- Completed/ legible Choice application
- Birth certificate for all grades
- Immunizations records
- Tax papers for that specific school year
- A copy of current utility bill as proof of residence

Financial assistance through the PAVE Foundation is also available to families living in the City of Milwaukee who qualify under set income guidelines.

Please see the office for an application and list of income guidelines. Applications for financial aid must be made prior to the beginning of the school term and require income verification.

Operational Policies

School Hours:

We expect all students including the K4 students to arrive by 7:45 a.m. in the Elementary School or 7:35 in the Middle/High School, for morning assembly. Every day the students at Salam School will begin the day with character education and value training. Class instruction begins promptly at 8:00 a.m. Tardiness takes away from your child's social development, academics, and even lowers self-esteem because they are noticed by their peers as they come into class.

For four-year kindergarten, the timings for the morning session are from 7:45 a.m. to 11:15 a.m. For the afternoon session, the timings are 11:30 a.m. to 3:05 p.m.

Any student arriving after 10:00 a.m. or leaving before 1:00 p.m. will be assessed a half-day absence. Parents are required to pick up your child (ren) promptly at 3:05 p.m. for the Elementary School and 3:30 p.m. at the Middle/High School. A 15-minute grace period after your child's scheduled dismissal time will be permitted. Thereafter you will be charged \$10 per half hour (or portion thereof) that your child is left at school. Staff also need to get home and attend to their own families – please be prompt.

Daily Attendance:

Regular and punctual attendance is critical for the maximum academic achievement of our students. A child can never make up a day missed at school even though some assignments may be completed at a later date. The interaction and instruction that takes place in the classroom are regarded as valuable as written assignments. Students should only be absent from school in case of illness. Extended overseas trips are strongly discouraged due to the fact that it takes away from your child/ren academic learning and it affects the schools' overall attendance records. If you receive Choice voucher money for your children's education you are allowed to have only 18 absences per school year. **If you have more than 18 absences, you must either repeat the same grade again or you will be taken off of the Choice program and private pay will be enforced.**

In case of absence, parents should call the school office between 7:30 a.m. and 8:30 a.m. to inform the school of the absence or you may leave a message on the answering machine, if no one is available. Give the name of the student, along with the name of the student's classroom teacher and the reason for the absence. After one day of absence Salam School Administration will call the parents for explanation of the absence. When a student is absent for three days, or more, the student should bring a note to school signed by the parent or a physician indicating the reason for the absence.

- Students may not participate in any after-school activities on days they are absent from school due to illness.

Tardiness:

Students must be in their classrooms when the morning bell rings at 8:00 a.m. Parents are responsible for getting their children to school on time. The school records tardiness and students may lose their activity time to catch up with the missed work. Students who arrive after 8:00 a.m. should go directly to the school office for a tardy slip. After five tardies the parents will be contacted to explain why the child(ren) has been late so many times. Chronic tardiness is a poor habit and is unacceptable. This is not teaching your child(ren) good work ethics. If your child(ren) were employed the employer would not tolerate this type of behavior. Remember school is a job for your child(ren)

Please Note: Chronically tardy students can be asked not to return to school for the following year if there is no improvement during the school year in daily attendance. Salam School Administration reserves the right to review and repeal any segment of the Attendance Policy.

Excused Absences:

Excused absences are those due to illness, injury, family emergencies, or religious commitments. However, all absences are recorded. All work may be made up for full credit. Parents should not excuse students to avoid test or paper deadlines. Such action is unfair to other students and undermines school standards. The school requires a doctor's note after an absence of three days or more. 90% attendance is required for all students to be promoted.

Unexcused Absences:

Unexcused absences result from truancy, day trips, unauthorized early departure from school or late return from vacations, or any absences that is not excused by the school. 90% attendance is required for all students to be promoted.

Make-up Work:

Students are responsible for getting assignments and making up class work. On the second day of absence, parents may pick up assignments after 3:00 p.m. providing they have requested them before 9:00 a.m. that morning

If you go overseas for any great length of time remember that teachers cannot provide you with all the work your child may miss. **You are taking the chance that your child may have to be retained or attend summer school.**

After an absence, school work must be completed promptly. **For every school day missed, the student will have one school day to make up school work. After that time, the student will receive an incomplete for any work not completed. Special circumstances due to extended illness or a death in the family will be handled on an individual basis.**

Middle/High School Test Make-up Policy

Students in the Middle/High school are only allowed to miss three tests during the course of the year due to absence, regardless of the cause. In the event that a student is absent for a test, she or he will need to provide an Assistant Principal with a note from a doctor, dentist, etc. or a parent. The Assistant Principal will authorize the student to take the make-up version of the test. Should a student miss more than three tests, he or she will not be allowed to take the make-up test until a parent meeting has been held to determine the cause of such frequent absences.

Homework:

Homework refers to assignments that require individual work for reinforcement, enrichment or completion class-time work. Assignment notebooks are to be used every day by students in grades 1 through 8.

Homework should be used to practice a skill that has been already taught and somewhat mastered. For this reason, students should have:

*	K4-K5	10-15 minutes
*	Primary (Grades1-3)	15-30 minutes
*	Intermediate (Grades 4-5)	30-60 minutes
*	Junior High (Grade 6-8)	60-90 minutes
*	High School	Unlimited nightly

No teacher will give out homework early to students who will be leaving for a vacation that is taken during in-school time.

Homework is a responsibility of the student to be done on time (barring reasons such as sickness or vacation). If a student continues to abuse this responsibility in the Elementary School, then he or she will be required to stay in to complete the work at gym, art, computers and recess. A notification slip will go home to be signed by a parent prior to the designated homework make-up day. Teachers will inform parents if missing assignments are becoming a problem.

Early Dismissal:

Parents must inform the office of any medical or other appointments for their child at least one day in advance. Parents must also sign the child out in a special sign-out book in the office on those days. Parents should come to the office first to pick up their child. The school office will call the class and ask your child to come down to the office for early dismissal. **No parent will be allowed to go directly to the classroom to pick up their child.**

If someone other than the parent is going to pick up your child(ren) please call the office or write a note explaining who will be picking your child up after school. Tell this person to stop at the school office first to confirm that he/she is that correct person picking your child(ren) up. Let this person know that the office secretary may ask him/her for an identification card. (A driver's license or pictured ID will be acceptable).

Salam School curriculum is a demanding one; we view class attendance as crucial to student success. To minimize the penalty of missed classes, we ask that elective medical and dental appointments be scheduled outside the school day, whenever possible.

Family Trips:

The school calendar provides a generous vacation schedule. Therefore, **we strongly discourage family trips during school days**, which result in students missing school. Such absences undermine the commitment to excellence and interrupt the student's work. **Extended vacation time of 18 days or more, means that your spot will not be held for your child(ren). Your child(ren) will be dropped from the Choice Program and your family will be on private pay.**

Inclement weather Policy:

Salam School services students from a wide area; there might be rare occasions when Salam School closes for the driving safety of our families. Cancellation of classes, or a delayed opening time, will be announced on the parent link and television stations WITI (6), WTMJ (4) and WISN (12) by 5:00 a.m. In the event that early morning weather conditions make travel to school hazardous and unsafe and school is not called off the parent makes the final decision for the child(ren) to attend. If school is open and your child(ren) does not attend that is considered an absence.

Parent Link:

Salam School has a communication service that gives information about school closing, delay openings, school events, absences, tutoring, school vacations and breaks and other school related announcements. In order to receive these messages, the school must have an updated telephone number in which your family uses. Any changes need to be reported to the office immediately, otherwise you will not receive the announcements.

Vacations:

Winter Break: Students receive a two-week-day break during part of December and January.

Spring Break: Students receive one week break during March or April.

Summer Vacation: Beginning early June to late August.

School Holidays:

The school takes certain holidays each year. On these days the school remains closed. The following holidays are observed during the academic year.

Labor Day

Thanksgiving Day

Memorial Day

Eid ul-Fitr (3 days as indicated on the calendar)

Eid ul-Adha (3 days)

Summer Office Hours:

Salam School office is open for the most part of the summer. The office is opened from 8:30 a.m.-12:30 p.m.

Transportation:

While Salam School is unable to directly provide transportation for student, carpooling arranged among parents in one way to meet transportation needs.

Parents of students living more than two (2) miles from Salam School and residing in the city of Milwaukee, are eligible for transportation reimbursement through the Milwaukee Public School System. Parents who are legally separated Salam School divides the transportation reimbursement according to the legal decree set up by the court. See the Salam School office for details.

Labeling:

Especially in the Elementary School, book bags, lunch boxes or bags and personal items should be clearly and permanently labeled with the student's full name. Clothing items, like scarves, sweaters, mittens, hats must also be labeled clearly. A label may also be placed inside the student's uniform and shoes. This is absolutely necessary to make sure each student can keep track of his/her belongings. Remember to label school supplies like (folders, notebooks, binders, glue sticks, and bottles, markers, crayons and even pencils or pens.)

Lost and Found:

A lost and found area will be maintained near the office (or at the Middle/High School, in the Activity Room.) Parents are urged to stop by and check these items occasionally. Please encourage your children to check the lost and found for their missing items.

The school will make every effort to safeguard personal belongings brought by the child, but will not be responsible for lost or broken items. Expensive or irreplaceable items such as jewelry, watches, cell phones or cameras should not be brought to school. As a result, once a month the school will give the unclaimed articles to the needy.

Many textbooks have been lost in the past few years. The administration asks that you write your child's name and homeroom number in each book. This will prevent lost or stolen school materials that you will have to pay the replacement cost.

Child Custody

When a student is the subject of a court order that restricts the placement of contact of either parent with the child, the parent with primary physical placement of the child must submit a copy of the court order. This is especially important so that school officials can ensure emergency contact information remains current.

If a court has issued an order affecting the physical placement of a child pursuant to Wisconsin Statute 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wisconsin Statute 118.125(2) unless one parent has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In that case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125(2)(m).

Child Abuse and Neglect

Under Wisconsin Statute #48.981(2) school personnel who have reason to suspect that a child has been or will be abused or neglected must report the facts and circumstances of the situation to the County Department of Health and Social Services or to the Sheriff or City Police Department.

Coming late at dismissal is considered neglect and a teacher can call any of the Departments above to notify them of parental disregard for their child(ren).

Reporting Child Abuse

The Child Abuse Reporting Law requires certain professionals and lay persons who have a special working relationship or contact with children to report suspected abuse to the proper authorities. All such employees are required to sign an acknowledgement that they have knowledge of this law and will comply with it. The following is an excerpt from the law:

Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observe a child in his or her professional capacity or within the scope of his/her employment whom she or he knows a reasonable suspects has been the victim of child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident...For the purpose of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training an experience, to suspect child abuse. For the purpose of this article, the pregnancy of a minor does not, in and of itself. Constitute the basis of reasonable suspicion of sexual abuse.

A "child care custodian" includes a teacher, instructional aide, teacher's assistant, librarian, college or student counselor and administrator who has been trained in the duties imposed by this article. A "health practitioner" includes a licensed nurse, marriage, family and child counselor, psychiatrist, psychologist, emergency medical technician and paramedic.

Grievance Procedures for Parents

The student's teacher is the first point of contact for parents who have questions or concerns about their child's academic progress, behavior, attitude or other school- related matters. If you feel the matter is still not resolved through discussion with the teacher, the next point of contact is the school principal, followed by the advisory board.

In Salam School, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our school. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of Salam School's Vision and Mission statements. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting,
- The name and position of the employee with whom the disagreement exists,
- Factual information and background regarding the disagreement and
- Specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involves secondary school, please go to Step 3. If resolution does not occur and the potential concern involves elementary school proceed to Step 2.

Step 2

If resolution does not occur in the informal meeting or in Step 1 and the concern involves elementary schools or school programs; the parent(s)/guardian(s) will provide the administration with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1.

The administration will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The administration will convene the parties in an attempt to reach mutual agreement.
2. The administration may contact the Advisory Board, Islamic and Character education mentors for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The administration may direct the local grievance to the Islamic and character education mentors to proceed with a review of all details and submit a recommendation.

Step 3

If there is no resolution through Step 2, issues of concern will be heard by the principal and advisory board. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in Step 1 to the committee. The committee, who is impartial to the issue at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded.

Former Salam School Students:

Salam School files former students' school records in its archive located in the main campus. The files include: the enrollment applications, birth certificate, medical records and discipline records, as well as their academic reports, standardized test scores, progress reports and student contracts. Parental notes can be found in these files as well if applicable.

These records are confidential and stored under lock and key. They are only accessible to members of the administration.

Policy/Procedure for Release of Student Records to Parents:

The school will only release student records to legal guardians of that specific student. The parent must stop by the main campus office to place their request. The school will only release copies of their current report card and standardized test results. The information is given to the parent in a sealed envelope within twenty-four hours of their request. If a student is transferring to another school, the school must receive a release of records request in order to forward the rest of the file.

Policy/Procedure for Transferring Student Records to MPS/Other Schools:

Once a release of records request is received in the main office, the school notifies the parent/guardian of that student to confirm his/her withdrawal. If confirmed, the school drops the student from the enrollment roster and mails copies of Salam School records and the original MPS cumulative folder (if applicable) to the requesting school. The original files are then stored in the archive area.

Classroom Policies

Curriculum:

Our curriculum is organized to provide a loving, unique and Islamic environment for the care and education of our children. It is our goal to develop in each child a love for and understanding of God and Islam and to nurture an identity in each child as a confident and faithful American Muslim. The curriculum reflects the necessary components for a quality program. We focus on:

- * Social Awareness (respect, cooperation, and ability to share)
- * Character Education (excellent Islamic behavior and universal values)
- * Communication Skills (verbal and non-verbal)
- * Self-esteem (self-awareness and positive self-image)
- * Cognitive Growth (comprehension, critical thinking and problem solving)
- * Physical Growth (gross and fine motor skills)
- * Multicultural Education (awareness of diverse cultures)
- * Differentiated instruction (concrete, hands on, visual, auditory and kinesthetic learning)

These skills will be incorporated in an integrated curriculum. Integrated curriculum means that all specialists will teach the same themes, vocabulary, and character education throughout the year. This type of curriculum will enable student's different ways to comprehend a skill being taught. Each child is exposed to the Arabic, Islamic and English way of learning new material. Finally, spiral curriculum builds upon and connects to learned knowledge in all educational fields.

Standard Subjects:

The school curriculum follows the State of Wisconsin's framework, and exit expectations for each grade level. Our curriculum provides young learners with a solid educational foundation in the language arts (reading, spelling, creative writing, handwriting, and English grammar), mathematics, science, and social studies. Physical education and art are also important aspects of the program. A strong emphasis is placed on the importance of critical thinking in all the above areas.

Religious Studies Program:

Instruction is imparted in three basic areas: Islamic Studies, Qur'anic studies and Arabic Language. At Salam School, in grades (K4-12), students receive instruction in these areas with one specialist teacher for almost one hour per day. Using a series of text materials in Arabic, the teacher follows an integrated thematic sequence in which students develop their reading, writing and speaking ability. In Islamic Studies, the program emphasizes the integrated curricular themes each month from basic beliefs and worship, to stories of the prophets; to moral values and ethics. Verses from the Qur'an are selected according to these themes for children to understand and memorize as part of Qur'an and Studies curriculum.

Prayers:

Students assemble daily for Zuhur prayer, in the Masjid. 3rd to 12th grade students also assemble in the gym for Juma'a prayer every Friday. Salam School will conduct a separate Khutba (lecture), which correlates with our values or theme of the week or month. This instruction will be pertinent for Islamic behavior and school conduct.

When the call for prayer is heard the students should be quiet. Afterwards, the classroom teacher should line up the students and walk them down to the Masjid. Boys would go to the men's prayer hall and girls go to the women's prayer hall quietly, so other classrooms will not be disturbed. On Fridays, 3rd through 12th grade students will have their own Jumah prayer apart from the community. This gathering will take place in the gym with both boys and girls. All students should be in a line before walking out the Masjid doorway.

Multicultural Education:

Multicultural education has the purpose of helping students acquire the knowledge, attitudes and skills they need in order to become active citizens in a democratic society. Throughout the curriculum at Salam School, students have the opportunity to explore and develop an appreciation for the diversity of our local, national and global community while maintaining their Islamic identity.

Part of the curriculum at Salam School specifically exposes students to the contributions of cultural and religious groups in United States history. Many of the topics recognized and/or discussed include, but are not limited to, national holidays. As educators, Salam School staff have a responsibility to promote an awareness of the religious and cultural diversity of this country. The Islamic Studies teachers will explain the religious aspects of the individual country being taught. Salam School is fulfilling state requirements. By doing so, Salam School provides students with the educational base they need to perform better on standardized tests. If religious differences are discussed an Islamic studies teacher will give instruction about this topic.

Character Education—Islamic Values

To prepare students for a well-developed character and strong Islamic values the student must follow the code of conduct and the role modeling done by the prophets.

If a student finds him/herself not following the rules and regulations of the school, he or she will have to attend mandatory Islamic and character education sessions to help him or her work through the behaviors that are troublesome for the school environment.

Teachers will notify the parent of the unacceptable behavior being exhibited. A mandatory parent meeting will be held with the Islamic and character education mentors so a developmentally appropriate intervention behavioral plan can be established. The Islamic and character education advisors will send an outline of intervention strategies used to help the boy or girl overcome the inappropriate behavior.

Music:

Music is one way that a student may be able to express him or herself. They can listen and learn new concepts by getting involved with music. As a result, the teachers will be using music within the classrooms to enhance and help master skills being taught. This curriculum supplement boosts comprehension of Wisconsin State standards, as it develops self-expression and increases learning.

Educational Field Trips:

Field trips are intended to enhance the curriculum and enrich students' educational experience. In addition to regular class work, teachers complement students' education with a wide variety of hand-on activities, projects, assignments, and educational field trips. They are planned from time to time as an enhancement to the curriculum. These trips are part of the school program and are not optional experiences for students.

Therefore, attendance is required on planned class field trips. The cost for field trips is divided equally among those attending, and must be paid in advance when required. Parents will be informed of the trip. Students always need to pack lunches for these trips.

Students who do not adequately follow school rules will be restricted from attending field trips and extracurricular activities such as: fun fair, sports day, etc. Behavior on any school-sponsored trip must be the very best and we expect students to recognize their place in the larger community and to act responsibly and respectfully toward their neighbors. **If acceptable behavior is not displayed on the field trip, the next field trip your child will not be permitted to go. If the field trip is close by, the teacher will call the school and an administrator will pick the student(s) up. The field trip is finished.** Each unit will take one field trip per quarter or four per year. When planning field trips, teachers take into consideration the timing in relation to other school events. The classroom teacher will send parents advance information about any planned field trip, along with a permission slip to sign and return to school. Legal responsibilities warrant that a child may not participate in a field trip unless a signed permission slip is returned to the school for that particular trip. A child who does not return a signed permission slip will have to stay home on the day of the trip. Teachers are given discretion to decide whether school uniforms are worn on a field trip.

Chaperones:

Parents are often recruited to assist as chaperones on field trips. Chaperones must follow these guidelines:

- ★ Please fill out a volunteer background check PRIOR to attending the trip.
- Please arrive on time and check in at the school office.
- Refrain from smoking and alcohol consumption during the field trip.
- Help the teacher to maintain order during the trip.
- Please do not purchase gifts or food for students (especially small groups assigned only to you) without consulting the teacher.
- Please do not bring younger children along, since your focus must be on the safety and well-being of the school children.

Movie Policy

Videos shown during the school day will have an educational value and genuinely fit into the lesson plan. Teachers will be aware of the ratings established by the Motion Picture industry. Parents must sign a permission slip for their child(ren) to view a movie with a PG13 or higher rating. Movies with no educational value may be shown only for parties or earned rewards.

Occasionally videos will be used to support the unit or themes being taught in the class.

Unnecessary and excessive use of videos is prohibited.

Technology:

Salam School has an excellent computer lab for the students to use. It is extremely important that all students adhere to and follow the rules and regulations of the lab. If rules are broken your child will be asked to leave the lab. No child(ren) will be permitted to use the internet without teacher supervision. Also students are not allowed in the lab after school. If students must use the internet, the teacher is required to give the computer teacher the web sites to locate information being research.

Use of the school's computer resources is a privilege and all users are expected to conduct their online activities in an ethical and legal fashion. Users should not view or transmit threatening, harassing, pornographic and obscene material. In addition, users must be careful to make sure that they do not use or transmit copyrighted or trademarked materials without first obtaining appropriate permission with the assistance of school officials. Use of copyrighted or trademarked materials without appropriate permission violates state and federal laws. Misuse of these resources may result in disciplinary action, including the suspension or revocation of these privileges.

Students with Special Needs:

Special needs are defined as characteristics or behaviors in a child that requires additional supportive services and interventions from the LD/CD teacher and the regular education teacher. If a written IEP is provided the teachers will create leveled lesson plans that will enable your child to succeed and grow in knowledge at his or her personal developmental rate. These lesson plans will be updated once a year, to facilitate the student's learning, which will move him/her closer to grade level. Individual instruction will be given to the exceptional educational learner with in the classroom or pull out for specific skills that need to be worked on. Some of the characteristics or behaviors that may require additional services are:

Crisis Referrals:

- * Suicide talk and gestures
- * Child abuse/neglect
- * Abuse relationships
- * Drug/ Alcohol dependency or co-dependency
- * Health needs
- * Grief/Loss issue

Non-Crisis Referrals:

- Academic Deficiency (Listening and comprehending skills)
- Learning Problems (LD, CD, Organizational Skills, Processing Problems)
- Family Concerns
- Speech/Language
- English as a Second Language

Special needs are identified by:

- Parent/guardian referral
- Teacher observations and lists of interventions
- Surveys conducted by teacher and special education coordinator
- Standardized test resulting in which students score below the 39th percentile

Any supportive services or interventions needed to meet these special needs students will be referred to the special education coordinator.

Importance of Home-School Communication and Outreach Activities:

Parent/guardian-school communication is an integral part of the education process. Unless parents/guardians, teachers, and administration are mutually cooperative, the support environment necessary for optimum learning is denied to the child. The school recognizes that parents are partners in the education process, and the parents have both the right and the responsibility to share in decisions about their child's education and development. Furthermore, parents are given the opportunity to participate in the outreach activities provided by the school. These activities are intended to support, nurture and instruct parents in their role as the primary educator of their children.

Fundraiser Expectations:

Fundraisers are a necessary part of maintaining and supporting school expansion and other projects. Parent support is appreciated.

Parent/Guardian Volunteers:

There are many ways that parents/guardians can actively participate in the school. Volunteering as a room parent, playground monitor, tutoring, chaperoning a class field trip, collecting and ordering monthly book orders from Scholastic or sharing an expertise (a skill) with the school or classroom; parents are also encouraged to involve themselves in the student's activities and learning whenever possible.

Parent-Teacher Association:

The primary purpose of Salam School's Parent-Teacher Association is to conduct fund raising activities, to help the school purchase needed materials or equipment as requested by staff and administration team. The secondary purpose of the Association is to plan and offer all-school social events throughout the year in order to foster unity and community spirit within the school.

Room Parents:

The primary purpose of Room Parents is to assist with school activities throughout the year, including small group tutoring, whole school projects like: science fair, natural history day, multicultural activities, creative expression in art or drama and thematic classroom activities. These parents will be a part of the classroom by teacher's invitation.

Visiting:

Parents are welcomed to observe in the classroom. They do however need to make an appointment with the teacher via the main office. They must not disturb the classroom with their presence. All visitors must check in at the office, receive a visitor badge, before going into the classroom or school premises. The teachers have been advised not to respond to parents who do not have a visitor pass. This is for safety purposes and also to avoid disruption of teaching.

For special need children, a parent might be asked to volunteer the whole time that his or her child is present at Salam School. The parent must sign in at the office and get a visitor's badge everyday he or she is present.

Communication Concerns:

The student's teacher is the first point of contact for parents who have questions or concerns about their child's academic progress, behavior, attitude, or another school-related matter. If you feel the matter is still not resolved through discussions with the teacher, the next point of contact is the assistant principal, followed by the school principal.

Parent may contact a teacher or the assistant or school principal...

- By phone. When the principal or a teacher is unavailable for a phone call, it will be returned as soon as schedules permit but within 24 hours.
- In person. It is best to prearrange a before-school or after-school conference at a time that's mutually agreeable with a teacher and/or principal.
- By personal note. Ordinarily, a response to a personal note will be sent home the same day it is received.
- By e-mail. This is generally the most efficient way to insure a response from a teacher.

Food Policies

Lunch Program:

Students have the option of buying hot lunch or bring a cold lunch from home. Students bringing a cold lunch can buy milk any day that hot lunch is offered.

Children need healthy meals to learn. Salam School offers healthy meals, every school day, as supported by the Department of Health and Nutrition. Free, reduced and paid lunch is provided for Salam School students on a daily basis. Each parent must submit a lunch application to the school office for his or her child(ren). Money for students who are reduced or paid lunch must be submitted by the 1st of every month.

All students are expected to follow meal-time etiquette and abide by the following lunchroom rules.

1. Enter and leave the lunchroom in an orderly fashion. No running.
2. Remain seated at their table until dismissed to return trays and throw away garbage.
3. Talk with an "inside voice".
4. Finish eating before going outside for recess.
5. Clean up tables and floor areas and if applicable, push chairs under the table before leaving.
6. Get permission to use the restroom or leave the lunchroom.
7. Food stays on the plate. If food is dropped notice the custodian for clean-up. There is NO sharing of food.
8. Stand in line to get any condiments, pushing and shoving will cause you to eat the food without additional toppings

Free or Reduced-Fee Lunch Program

To apply for free or reduced-fee meals, a parent must fill out an application available in the school office. The information provided on the application will be used to determine eligibility and may be verified at any time during the school year by school officials. Applications may be submitted at any time during the school year.

Nutrition Education

Our goal will be to influence students' eating behaviors. Nutrition influences a child's development, health, well-being and potential for learning. To afford the students the opportunity to participate fully in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all member of the school community to create an environment that supports lifelong healthy eating habits.

- Classroom activities will incorporate appropriate lessons in nutrition through Health/Physical Education and Science.
- Students will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.

Nutrition Standards for Food/Beverages at School

The set policies and standards that recognize the need for healthy choices while on school property. The staff will work on maximizing nutritional value, decrease fat and sugar content in foods and beverages provided for children, and monitor portion size.

- The first place for this education will be in the lunchroom. Our policies for hot lunches will emphasize and foster healthy food choices. We will provide a pleasant eating environment for students and staff. Students will be allowed frequent drink breaks and/or the choice of using a water bottle during the day.
- When using food as a part of class or student incentive programs, staff and students will be encouraged to utilize healthy, nutritious food choices.
- We will reduce student access to foods of minimal nutritional value.
- Fresh fruits and vegetables will be offered regularly. Portion size will be accurate for age of child. We will cut back on fried foods and fat contents and our desserts will incorporate fruit to help decrease the sugar content.
- Salam School's administration will set guidelines that are sensible for foods served at parties and events, keeping in mind the need for policies for peanut and other allergies present in the school.

Uniform Policy

School Uniforms:

The uniform for Salam School has been modified for 2020-2021. Please find below the modified uniform code. All school uniform apparel for girls must be purchased from vendors selected by Salam School. The goal and mission of the new policy is to have all Salam School students dressed uniformly.

	Boys/Elementary	Girls/Elementary	Notes
Monday, Tuesday and Thursday	Navy Blue Pants, White shirt with buttons, white socks, black sneakers or dress shoes, navy blue sweater (optional)	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5th) black sneakers	Hijab for girls in grades 2-4 is only required for prayer. A navy blue cardigan sweater is allowed for boys and girls.
Wednesday	Out of uniform day	Out of uniform day	Students may come out of uniform for \$2 fee. Students must wear clothing that is Islamically appropriate. If a student is not dressed appropriately, parents will be contacted to bring a change of clothes. No skinny jeans or ripped clothes are permitted. Girls' tops should be knee length. Out of uniform days are general fundraisers for the school.
Friday	Navy Blue Pants, White dress shirt with buttons, white socks, dress shoes, navy blue tie or kufi	Navy Blue jumper/white dress shirt, navy blue pants under jumper, white socks, white hijab (2nd-5th) black dress shoes	Dress shirts, dress shoes and tie or kufi are mandatory on Friday. "Hoodies" are not allowed any day.

- Please purchase sizes that are loose fitting for the girls.
- Please make sure that uniforms are clean and pressed.
- All clothing must be Islamically appropriate and loose fitting.
- Hijab for girls in 4th and fifth grade is mandatory daily; for girls in 2nd and third it is optional daily but mandatory for daily prayer.

	Boys Middle/High	Girls Middle/High	Notes
Monday, Tuesday and Thursday	White dress shirt, black slacks/trousers, clean socks.	Navy tunic and pants, black hijab, clean socks.	Only sweatshirts that say "Salam School" are permitted to be worn over uniforms.
Wednesday	Out of uniform day	Out of uniform day	Students may come out of uniform for \$2 per student. Students must dress Islamically appropriate. No skinny jeans or ripped clothes are permitted. Girls' tops should be knee length.
Friday	White dress shirt, black slacks/trousers, clean socks dress shoes and a tie or kufi.	Navy tunic and pants, black hijab, clean socks and dress shoes.	Senior boys may wear black shirts with ties on Fridays; Senior girls may wear an abaya on Fridays.

Notes about uniforms:

Please purchase sizes that are loose fitting for the girls.

Please make sure that uniforms are clean and pressed.

All clothing must be Islamically appropriate and loose fitting.

Additional Dress Code Guidelines

- Boys' shirts must be tucked in at all times, including uniforms worn on a Wednesday.
- Students must wear socks or stockings. No bare feet inside shoes.
- Shoes must have a closed toe and closed back.
- Sandals, flip-flops, high heels and platform shoes are not allowed.
- Shoe laces must be tied.
- Shoes must be appropriate for the school setting and not pose any safety issues.
- Coats and hats (other than approved on Special Days may not be worn during class time.)
- Hair may not be cut or dyed in a drastic style as determined at the discretion of school officials.
- Stud-type earrings may be worn, although no other body-piercing jewelry may be worn.
- No tattoos may be displayed.
- No nail polish or false fingernails.
- No perfume, lipstick, blush, eye shadow, mascara, glitter or other makeup may be worn, with the exception of skin-toned acne medication or concealer.

Interpretation and implementation of any part of this school uniform/dress code policy will be at the discretion of the principal in consultation with the teachers. Parents will be notified when their child does not meet the guidelines or is out of uniform, and if necessary, will be called to bring appropriate clothes for the student to wear.

Salam School suggests that you purchase at least two uniforms in case one becomes soiled or dirty. As Muslims we must keep our personal clothing and bodies clean at all times. Be proud of who you are!

If your child(ren) comes out of uniform, you will be called to bring the appropriate attire for learning. This clothing must be brought to school when you are notified; otherwise, your child will be asked to leave the classroom until his or her uniform is beneficial for learning.

Violations of Out of Uniform:

Students will have the privilege of at least one out of uniform day per week, provided they pay \$2 which will be used to support school activities. Out of uniform, however, depends on the student's responsibility when choosing appropriate clothing. If a student does not follow the dress code according to school values, he/she will have a parent called to let them know that their child is out of uniform. This is called a uniform notice, and out of uniform privileges may be suspended. Even on out of uniform days your child(ren) should never wear open toed shoes or slippers.

Uniform Notices:

With every uniform code comes the expectation of compliance by all students. The parents' support in reminding children of the expectations of the school dress code is invaluable and necessary. If your child comes to school out of uniform the parent will be called and a change of clothes must be delivered to the school. This is your uniform non-compliance notice. If your child's uniform does not come within an hour of the phone call him/her will be taken out of the classroom until you arrive.

Cleanliness and Uniform Compliance:

A code of cleanliness is expected for all students. Hair must be properly combed or brushed. Girls in K4-2nd grade must pull their hair back, so it does not go in their face. Students should bathe or shower every day. For older students in 3rd -12th grades introduce them to deodorant and the importance of its use. Nails should be trimmed. No nail polish on nails. Clothing should be clean and free from noticeable stains. Shirts and blouses should be neatly pressed. Shoes should be cleaned regularly. No jewelry. Jewelry is not part of the uniform. If your child comes in with jewelry the teacher will take it from him/her and give it back at parent/teacher conferences. If you have pierced ears you may wear one set of earrings only. No dangling earrings are permitted. If this is not in compliance the teacher will ask your child to remove the earrings and give them to him or her. They will be given back to your child(ren) at the end of the day. Makeup takes away from your natural beauty therefore adding to your appearance is prohibited.

Academic policies

Physical Activity

Salam School provides physical activity opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short and long term benefits of a physically active and healthful lifestyle.

- We will foster and communicate all available opportunities for community, private, and schools based physical activity, such as teams, events, camps, programs etc.
- The Physical Education curriculum will emphasize lifelong fitness and wellness as a personal goal for each student.
- Students will be given opportunities for physical activity during the school day through physical education (PE) classes, and at the Elementary School, daily recess/free-time, and the integration of physical activity into the academic curriculum.
- We will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Tutoring and Summer School Program:

There are several structured tutorial programs available. Among them are the summer school, and the Success program at the Middle/High level. Salam School will offer various clubs which will challenge and enrich students that are at grade level or above.

A written agreement will be handed out to each student interested in partaking in the clubs being offered. The classroom teachers will give a list of students that need to be tutored the two days during the week and/or weekends. These learning sessions are not for the at grade level or above students.

Our summer school program is set up for students that are struggling with academic concepts and skills at their grade level. This program is in session for six weeks, during the times of 8:30AM to 12:30PM.

Enrichment:

Salam School offers a variety of enrichment activities to supplement the main core of our academic program. These include school wide:

- Spelling Bees
- Newspaper
- Quran Contest
- Multicultural Day
- Ansar
- Community Service
- World History Contest
- After school clubs and literature circles
- Creative Expression Contest (Drama, Streamers, Art, Poetry)

Our classroom centers are designed to complement classroom studies and to offer a variety of educational materials to students and teachers.

Class Size and Groupings:

The school shall be placed in a group of peers based on age or grade level and/or special needs as determined by the staff. Elementary classes will be formed consisting of 18 to 25 students. With 22 considered the average size. For the primary grades K4-5th there will be an aide with the master teacher. This aide will teach small groups so all children will be on grade level. In the middle school two floating aides will assist teachers and students that are below grade level.

Special need students who have an educational or a behavior modification plan will be assisted by the Exceptional Education Coordinator or the Title 1 teacher. This intervention will take place within or outside of the classroom depending on what the instructional plan maybe. The individual student will determine what type of intervention strategy should be used.

Students that have English as a Second Language may be pulled out of the classroom and worked with in small group or one on one interaction. This will be determined by the academic needs of the student and available resources.

Homework Policy:

Homework is considered a reinforcement of what's taught at school. Parents are responsible for providing a quiet, well-lit comfortable place for the child to complete his/her homework assignments. Parents should make sure children give proper attention to the neatness and accuracy of the work being performed. However, parents must not do the children's work for them. Homework is an independent activity in which the child reinforces skills learned at school. Parents may assist their children in a limited way. Parents should be prepared to sign homework papers at the teachers' request. Parents must also follow through with homework assignments that require their direct involvement. Teachers may send special notes home indicating when this is necessary and parents are expected to respond accordingly.

Students in grade K4 through grade two will be given special assignment folders or binders for home school communication and assignments. The classroom teacher will provide the specifics within the first few days of school for parents.

Students in grades 3-12 are required to use an assignment notebook. This notebook will be used for assignments, hall passes, parent/teacher communication and consequences for not doing homework. If a student loses their assignment notebook it will be their responsibility to purchase an additional one from the school office.

Middle/High School Late Work Policy

Grade	Penalty	Period when work can be handed in	Type of work
7 th	11% deducted daily	7 calendar days	Home/classwork and projects
8 th first Sem.	11% deducted daily	5 calendar days	Home/classwork and projects
8 th second Sem.	40% deducted immediately	5 calendar days	Home/classwork and projects
High School	40% deducted immediately	5 calendar days	Home/classwork and projects

Students must be given a chance to make up missed quizzes, though they must do so as promptly as possible. Students are not entitled to take the SAME quiz, it may be an alternate version.

* - Tests that are missed must be made up with a week, in person. Students must present a doctor/dentist or parent note explaining the absence to an Assistant Principal prior to taking the test. When the Assistant Principal has cleared the student, he/she may take the test. A student has the same number of days to make up the test as he/she was absent. Students are not entitled to take the SAME test, it may be an alternate version.

Testing:

Testing as an evaluation and review of the student's learning is an integral part of the academic program. Formal and informal tests will be administered throughout the school year. Parents/guardians are encouraged to assist their children in studying for these tests.

The administration requires that all teachers will communicate amongst each other to prevent overlapping of administering subject exams and tests. This will reduce the stress that comes with taking tests.

Progress Reports and Report Cards:

Progress reports are issued biweekly on GradeLink. A report card indicating achievement and effort is issued to every student in grades K4—12 each quarter. Parents/guardians are required to attend a conference to receive and discuss these reports after the first marking period. The quarterly report is an important indication of the student's daily progress. Additional conferences may be scheduled for other marking periods depending on the progress of your child(ren). A spring conference will be mandatory so you can discuss your child(ren) strengths and weaknesses.

Grading:

Report cards are issued four times a year. Scores on daily activities, classroom participation, homework, projects, quizzes, and tests are combined to determine a progress grade for each quarter. A three-point scale is used in kindergarten to third grade. This scale is used to indicate rate or progress in subject matter or skill. It shows a child's own growth in curriculum areas without comparing the achievement of one child to that of others.

+	Outstanding Performance
S	Satisfactory
I	Improving
N	Needs Improvement

Student achievement in grades 4-12 is evaluated by letter grades (A-D, U), with plus (+) and minus (-) noted and recorded on transcripts and calculated for the grade point average (GPA). Grade point averages for honors and class ranks are determined using the following chart:

<u>Grade:</u>	<u>%Grade</u>	<u>Grade Point</u>
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	0.7
U	59 and below	0.0

Note: Students with 504 plans are given modified time and testing preferences. Students are evaluated based on their effort and progress in a particular subject. When the student has reached a level of proficiency he/she will be evaluated using the above scale.

Retention:

A teacher may recommend the retention of a student using the following procedure:

1. At the end of the first marking period, teachers should discuss the student and his/her challenges with the parent/guardian and the administration. A remedial action plan should be developed.
2. At the end of the second quarterly marking period, the teacher should discuss the possibility of retention with the parent/guardian. The parent/guardian, the teacher, and the administration must sign a written form.
3. The parent(s) /guardian(s), the teacher and the administration should meet to discuss the final decision.
4. The parent(s)/guardian(s), the teacher, and the administration must sign retention decision.

Textbook Policy:

Students will use the textbooks in class under teacher directed instruction. They may also use these books for homework assignments that reinforce the learning that takes place in the classroom.

For additional reinforcement in a particular subject area, students are encouraged to read supplemental materials from the school or local library. To improve overall reading skills, students are also advised to read literature on a daily basis.

Academic Awards:

Each year it is our goal to recognize the students who show outstanding educational growth, improvement, commitment and intellectual development in their academic subjects. It is also the goal of Salam School to promote high self-esteem through Islamic citizenship and positive self-concept. We consider it important to recognize these students for their efforts. Achievement is very much connected to regular study habits and seriousness in completing assignments. We want to see every student reach his or her potential by striving hard.

We acknowledge students for their achievements each year by giving them awards that represents their accomplishments. Awards are based on cumulative GPA including all subjects in all four reporting periods. The awards given are:

Honor Roll

Gold: 3.8-4.0

Silver: 3.5-3.7

Most Improved (increase of .5 in GPA from one semester to the next in Middle/High School)

Principal's Award (GPA above 3.8 in the Middle/High School)

Perfect Attendance

Character Education Award

Course Completion Requirements for Graduation

In order for a student to become a candidate for Salam High School Diploma, he/she must complete 27 credits of the courses below, including:

5 credits of English (excluding journalism, public speaking and etymology),

4 credits of foreign language (including at least 2 credits in Arabic),

4 credits of social sciences,

4 credits of science,

4 credits of mathematics,

2 credits of Islamic studies

1 ½ credits of physical education and a ½ credit of health.

The following pace of the program is mandatory for the 9th & 10th grades, whereas it is highly suggested for the 11th & 12th grades.

9th grade (total of 7.5 credits):

1- Foreign language

1- Fundamentals of Science

2- English (World Literature and Freshman Composition/Speech)

1 - Geography or AP Human Geography

1 - Algebra1/geometry

.5- Computers

.5 – Physical Education

.5- Islamic Studies

10th grade (total of 7.5 credits):

- 1- Foreign language
- 1- Biology
- 1- English (British Literature)
- 1 – World History or AP World History
- 1.5 - Geometry/algebra2/Pre-Calculus and Introduction to Statistics
- .5- Computers
- .5- Physical Education
- .5- Islamic Studies
- .5- Elective

11th grade (total of 8+ credits):

- 1- Foreign language (Arabic and French)
- 1- Chemistry or Introduction to Physics
- 1.5- English (American Literature or AP Literature) and Etymology
- 1- US history or AP US History
- 1- Geometry/Algebra 2/AP Calculus AB
- .5 – Physical Education
- .5 – Health
- .5 – Islamic Studies
- 1- Elective (some electives e.g. AP Art or AP Computers are a full credit, not .5)

12th grade (total of 5½ credits):

- 1- Foreign language (Arabic and French)
- 1- Integrated Science/AP Chemistry/AP Biology
- 1- English (Senior Composition or AP Language)
- 1- Government or AP Psychology
- 1- Business Math/College Math/AP Calculus BC
- .5 – Islamic Studies

In addition to the credit requirements above, the candidate student must complete a minimum of 60 hours of community service (20 per each grade-10th, 11th and 12th). **At least 20 of these hours must occur outside the Islamic community.**

Salam High School follows the cohort model, especially in the 9th and 10th grades. Despite the mandatory subject sequence, students get to choose, in collaboration with faculty members, whether to place the honors track or the standard track. They are however able to choose some of the subjects as electives in both 11th and 12th grades. The course offering is constructed in this manner, in order to build the students' academic ability before they are given the chance to choose which course to pick.

The total credits in the whole program are **28½ credits**. Salam School grants its high school diploma upon finishing at least **27** credits of the 28½ credits provided 13 credits are completed in Salam High School Program. Subsequently, Salam School will not admit transferees seeking placement into 12th grade. Transferees seeking placements up to 11th grade may be admitted into Salam High School upon passing the placement exams and after a careful evaluation of their transcripts and behavioral records.

Transferees are given credits for courses they have completed in other high schools/ accredited learning institutions, so long as those courses are compatible/equivalent to the courses offered in Salam High School.

Even though Salam High School's transcript will include all the courses completed by the candidate, including courses completed in other schools/accredited learning institutions, the GPA on the transcript will reflect the courses completed in Salam High School **only**. This may exclude the AP courses that the candidate has completed in other schools/accredited learning institutions and for which he/she passed their respective AP exams with at least a 3-point score.

Students have to score "D-" or above for the successful completion of any course. Further, teachers' recommendations are necessary for students to enroll in certain classes. Also, their advice is vital on crediting students for course completion. Students may opt out of Islamic studies courses provided they enroll in other courses to meet the credit quota required for earning Salam High School Diploma.

Other restrictions may apply.

Honors Diploma Criteria

Salam High School students have the ability to graduate with a diploma carrying an Honors distinction. This accomplishment will also be noted on the student's transcript. To earn this distinction a student needs:

- Total minimum number of credits over 4 years: 30
- Total minimum number of electives over 4 years: 4
- Total minimum number of AP courses over 4 years: 5
- ACT score of 28+
- Cumulative GPA of 3.8+
- No suspensions over 4 years

Suspensions/tardies for 10th grade does not count anything before fall of 2017

Diploma cannot be earned by students before the class of 2020 (i.e. current sophomores)

Disciplinary policy

Philosophy

Salam School is not only a place to learn and to practice various academic skills; but also a place for students to understand and observe appropriate Islamic behavior and conduct. Appropriate Islamic behavior and conduct are based to a large degree upon the students' learning to exercise self-discipline and self-control. This includes learning to respect the rights and properties of others and doing what is necessary to follow rules and regulations, which have been formulated from an Islamic perspective, to ensure a better life for them and those around them.

The disciplinary rules have been established to promote such an Islamic character and to maintain an atmosphere that encourages learning for all students. These rules have been made to ensure fairness and equity for all students. It is impossible for good teaching or learning to take place unless there is order. Students must keep in mind that teachers are responsible for their overall welfare and safety. As a result, teachers are given the authority to maintain proper student behavior as outlined herein.

The teachers and administrators at Salam School reserve the right to decide whether or not a student's behavior is in violation of the established rules of Code of Conduct and Islamic values. The goal is to take corrective action that will be counseled by their peers. In some cases, parents will be referred to professional counselors. The purpose is to provide the best possible assistance for a student's needs. Students in violation of school rules and policies will receive consequences. While students must learn to bear consequences of their actions, they are encouraged to do supplication, dua' and ask Allah (SWT) for forgiveness. The concept of seeking forgiveness and being forgiven is an Islamic concept that will be incorporated while dealing with all students.

Courteous behavior and respect for the rights and property of others is expected of all students, not only in the classroom, but also throughout the school, within the vicinity of the school, in their neighborhoods, on buses during field trips, and at all school activities. Corporal punishment is completely banned under all circumstances at Salam School.

Rationale

This Code of Conduct is designed to enable students to grow "Islamically," educationally, socially, and emotionally so that they can be successful in this life and in the hereafter. The students will be in an environment where concerned teachers set FIRM, CONSISTENT, and POSITIVE limits. The intention is to be fair to all students while rewarding and supporting appropriate behavior and deterring undesired behavior.

Rights of Students

- All students whether they are on or off campus possess the same fundamental constitutional rights as any other citizen of the United States of America except as limited by law.
- Attend school unless removed due to disciplinary consequence
- Attend a school which is safe, secure and peaceful
- Enjoy the full benefit of their teacher's effort, without interference from disruptive students, and be informed of the school rules and regulations.

Responsibilities of Students

- To develop a sense of accountability to Allah (SWT)
- To be self-disciplined
- To abide by the teachings of Islam to develop Islamic character
- To help develop a sense of community within the school
- To attend school punctually and regularly in accordance with our Attendance Policy
- To pursue the required course of study and come to school prepared to work
- To conform to the regulations of the school policy and state law
- To obey promptly all the directions of the teacher and others in authority
- To be diligent in study and pay attention in class
- To be respectful to the teacher and others in authority
- To be kind and courteous to schoolmates
- To refrain from the use of profane and vulgar language
- To come to school clean and neat
- To observe health and safety standards
- To request help when needed
- To be tolerant of schoolmates regardless of differences
- To report information to school staff regarding the health and safety of the entire school community

Parent Rights

- Parents have the right to be informed regarding their children's achievement, behavior and attendance.
- Parents have the right to expect an education appropriate for their children in a safe environment.

Parent Responsibilities

- To teach their children to respect
 - the Islamic code of conduct,
 - school rules,
 - local, state and federal laws,
 - school property and the property of others,
 - their fellow students,
 - school personnel,
 - and community
- To help develop a sense of community within the school
- To transport students to school daily and on time
- To pick students up from school daily and on time
- To provide necessary study materials
- To provide a suitable environment for study at home
- To provide supportive action by ensuring that children have enough sleep, adequate nutrition and appropriate clothing before coming to school
- Respond to any school communication when requested
- To provide the school with current information regarding legal address, phone, email, medical data, and other facts which may help the school to serve their children
- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children
- To cooperate with the school by supporting school personnel in academic, social, and other school programs
- To maintain consistent and adequate control over their children and to support reasonable control measures as applied by school personnel

Rights of Teachers

- To expect and receive attention, effort and participation of students attending their classes
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

Responsibilities of Teachers

- To consider the personal worth of each individual student as a single, unique, important human being, and establish an atmosphere in which productive learning can take place
- To attempt to equip each learner with the knowledge, skill, attitudes and values required for successful living, and provide activities which increase self-esteem
- To assess divergent ideas, opinions and expressions objectively and deal with them in a balanced, unbiased manner
- To consistently critique their own performance with the objective of an ever- growing professional stature
- To keep parents and students informed via timely or periodic reports, including all pertinent data related to the student's school experience
- To initiate and enforce individual classroom rules consistent with school policies
- To teach Islamic standards of behavior and always hold students accountable for their actions

Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail
- To make decisions on all issues confronting school, primarily on the basis of what is best for the students
- To hold students accountable for their actions and to take prompt and appropriate action toward those in violations
- To expect that all school employees recognize and fulfill their role in terms of campus control

Responsibilities of Administrators

- To provide leadership that will establish, encourage and promote good teaching and effective learning
- To provide support for teachers as they carry out their discipline responsibilities
- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship
- To make a determined effort to stay attuned to expressions of students, staff, parent, and community concerns and to react with sensitivity toward them
- To request assistance from the district's support services and community agencies and resources in all cases indicating such action
- To design and implement district and site plans that ensure a safe and orderly school environment
- To communicate unverified student absences to parents

Scope of the Student Code of Conduct

The Student Code of Conduct is not intended to address the entire spectrum of student misbehavior that may occur at school or on school property. Instead, it outlines a range of appropriate responses for certain inappropriate behaviors. School administrators retain the discretion to address student misconduct that is not specifically included in the policy. However, poor academic achievement is not considered an act of misconduct. Therefore, the Discipline Policy may not be used to discipline students for poor academic progress or failure to complete assignments.

Enforcement of the Student Code of Conduct

- During regular school hours
- Before and after school hours
- During transportation to and from school sponsored events and activities
- During any school sponsored events or activities
- On school property
- While using the school Network or any computer or information technology devices, **including cell phones or computers used at home**
- When the action of a student affects the mission or operation of the school, even if those actions took place outside of school, such as at home or online e.g. cyber bullying

The Student Code of Conduct provides a variety of interventions and consequences to address student misconduct that ranges from the least severe to the severest. Before any intervention or consequence is issued, administrators shall consider all mitigating circumstances that include, but are not limited to, the following:

- The student's age, health, maturity, and academic placement
- The student's prior conduct and record of behavior
- The student's attitude
- The level of parent/guardian cooperation and /or involvement
- The student's willingness to make restitution
- The seriousness of the offense
- The student's/parent's willingness to participate in professional counseling.

Implementation of the Student Code of Conduct

- Disciplinary consequences are not intended to hinder academic performance of Salam School students.
- For all suspend-able offenses, parents will be notified and the student will be removed from class immediately.
- Teachers shall follow fair warning procedures in class for students expressing behavior that is disturbing the class environment before issuing a referral to the school administration.

Following are the disciplinary measures taken, before the student is referred to the school administration:

1. First offense a verbal warning is given.
 2. Second offense the teacher will write the student's name on the board. (ES only)
 3. Third offense a check mark shall be put next to student's name. (ES only)
 4. Finally, a discipline referral will be written accompanied by a phone call to the student's parents from the referring teacher describing the student's actions and future behavioral expectations.
- Certain behaviors, outside 'regular' class disruptions may warrant immediate referral and/or removal from class without warning.
 - Technology/electronics violations and inappropriate posting or sharing of information will not require warning before referral or removal from class
 - The student will be given consequences for his/her misbehavior as seen fit by the school administration and in accordance with the code. Notification to the parents will be by phone, and in cases of suspension, will also be in writing. Some of the possible consequences are defined below.

Possible Interventions and/or Consequences of Misbehavior

When students do not follow the rules and expectations outlined in this policy, one or more of the following actions may be taken until the problem is resolved:

- Lunch detention will be served for 20 minutes. A student serving lunch detention is required to eat their lunch in a separate room where there is no talking permitted. Arriving late to detention is considered as missing the detention. A missed lunch detention will be rescheduled and parents will be notified that any subsequent missed lunch detention for that incident may result in suspension. Please note, that after five lunch detentions, misbehavior warranting detention will result in suspension.
- In-school suspension will be held in a designated area, and the student will not attend regularly scheduled classes. During that time a student may be required to complete a conflict resolution document and a behavior expectation plan. The student will sit quietly doing their work for all 8 periods of the day. The student will be required to bring all needed educational materials by the beginning of first period. The student will be informed of the suspension at least one day before serving it. It is the sole responsibility of the student to approach their teachers and gather all class work and homework. Tests and quizzes may be administered during the suspension if requested by the teacher. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note that after five suspensions, misbehavior warranting suspension may result in possible proceedings for expulsion.
- External Suspension will almost always be used for multiple day suspensions and in cases where the administration sees fit. In case of immediate suspension, the student will be given time for makeup work. In-class teacher instructions, lectures, notes, and other classroom privileges will not be available for the suspended student. Upon completion of the suspension, a parent is required to meet with an administrator and sign a document

demonstrating understanding of the misbehavior and consequences and the possible consequences of future incidents. Please note that after three suspensions, misbehavior warranting suspension will result in possible proceedings for expulsion.

- Informal conference is a conference conducted between a student and a staff member. Informal conferences may not constitute parent contact.
- Formal Conference is a conference conducted between the student, his/her parents or guardian, appropriate school personnel, and other appropriate personnel as designated by the school or parents.
- Expulsion: The Salam School Advisory Committee (SSAC) has the authority to expel a student for serious and/or repeated offenses. Both the student and the student's parents or guardian shall receive appropriate notices and will be informed of the procedures for hearings or expulsions. Expulsion hearings will follow due procedural process.
- School social worker Intervention may be required by the administration.
- Conflict mediation where all parties sit down and ensure future harmony.
- Probationary Contract
- Removal from class by teacher
- Full restitution by parent(s) for damages done by student
- Confiscation of inappropriate items
- Appeals of decisions made by the principal should be put in writing and addressed to the chairman of the School Advisory Committee.
- The Salam School Administration, and discipline coordinator, along with the Salam School Advisory Committee, will investigate infractions that may result in expulsion. The student and the parents will be able to present their case in front of a committee. The school Advisory Committee will be the body that makes the final decision after reviewing the investigation findings.

Disciplinary Infractions and Possible Interventions and Consequences

Class (A) Infractions

These acts of misconduct include inappropriate student behaviors that least seriously disrupt the orderly education process. These infractions are most likely addressed and resolved at the time and place in which they occur. They include but are not limited to the following:

- Eating or drinking in class without teacher permission
- Running and/or disruptive behavior in or around the school
- Loitering during class periods
- Bringing distracting items to school including, but not limited to, toys, playing cards, games, audio recorders, headphones, laser pointers/pens and other laser devices.

INTERVENTIONS AND CONSEQUENCES FIRST VIOLATION OPTIONS

- Informal Conference, teacher and student
- Call to parents by teacher
- Confiscation of inappropriate items

REPEATED VIOLATIONS OPTIONS

- Formal conference with parents and teacher
- Referral to administration (after formal parent conference)

Class (B) Infractions

These acts of misconduct include inappropriate student behaviors that disrupt the orderly education process. They include but are not limited to the following:

- Disturbing the class or school by being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, or throwing objects. Verbal or written statements that intimidate or demean another person
- Buying or selling legal, personal items e.g. toys, games, or other items under \$20 in value.
- Insubordination towards a staff member
- Not telling the truth
- Uniform policy violation
- Unauthorized cell phone use (see Cell Phone policy following Class D infractions)

INTERVENTIONS AND CONSEQUENCES FIRST VIOLATION OPTIONS

- Detention
- Formal conference between teacher and parents
- Removal from class by teacher
- Confiscation of cell phone until end of school day

REPEATED VIOLATIONS OPTIONS

- Formal conference between administration and parents
- External suspension
- Probationary contract
- Expulsion

UNIFORM POLICY VIOLATION NOTES

A student in blatant violation will be sent to the office where parents will be notified to pick up the student or bring in a uniform. Students may be asked to buy a tie or hijab for \$10.

Class (C) Infractions

These acts of misconduct include inappropriate student behaviors that seriously disrupt the orderly education process. They include but are not limited to the following:

- Copying/Cheating homework and/or class work assignments
- Academic dishonesty including cheating on quizzes and tests, plagiarism, giving or receiving test/quiz questions or answers from someone else, and obtaining or retaining a copy of a test/quiz or scoring key
- Forgery
- Gambling
- Possession of stolen property
- Mutual combat, fighting, and other violent engagements
- Attack/unprovoked assault
- Bringing vulgar materials to school
- Skipping classes
- Un-Islamic interaction with someone of the opposite gender
- Leaving school property without permission/truancy
- Theft, extortion, or robbery of personal or school property
- Destroying or defacing school, Masjid, or personal property
- Profanity/vulgarity/obscene language/racist remarks/lewd conduct
- False accusation against any student or adult
- Information technology policy violation
- Smoking or possession of tobacco
- Vaping or possession of e-cigarettes or vaping paraphernalia
- Bullying—verbal or physical harassment
- Buying or selling any items over \$20 in value.
- Aiding/abetting in any of the above

INTERVENTIONS AND CONSEQUENCES FIRST AND REPEATED VIOLATION OPTIONS

- External suspension for 1-5 days (see *Suspension notes in Class D below)
- Removal from class by teacher
- Probationary contract
- Ineligible for athletic competition
- Restitution
- Expulsion

Class (D) Infractions

These acts of misconduct include inappropriate student behaviors that most seriously disrupt the orderly education process. They include but are not limited to the following:

- Drug or alcohol related activity or use
- Possession of weapons or firearms (real or imitation)
- Possession of dangerous objects
- Aggravated assault
- Theft or possession of stolen property over \$100
- Initiating any physical contact with school personnel
- Arson or attempted arson
- Armed robbery
- Bomb threat
- Hacking into the Salam School Network to harass others, to access records or unauthorized information, or to cause any type of security hazard
- Verbal or written threats to life or property involving students or school personnel/property
- Any illegal behavior
- Aiding/abetting in any of the above

INTERVENTION AND CONSEQUENCES

- Immediate external suspension
- Expulsion proceedings
- Immediate notification of parents
- Informing local authorities according to state and local laws
- Restitution
- Automatic Ineligibility for extra-curricular athletic participation

Class D infractions will automatically result in a student being placed on Behavior Probation Contract which will only end at the discretion of Administration.

*Suspension Notes:

All cases of suspension will be reviewed by the Principal's Discipline Committee for a final decision. All evidence shall be presented at an informal conference with the student. The student shall be given the opportunity to present his/her defense.

- Missed classes due to disciplinary action will not be made up
- Zero tolerance for cheating on any exam
- Zero tolerance for bullying (see Anti-Bullying Policy)
- Minor plagiarism (failure to cite sources) will result in no higher than a "C" grade for the first infraction, and with a zero for any subsequent infractions, throughout a student's career at Salam School. Full/major plagiarism will result in zero at all times.
- A log will be kept by administration to verify which students have detentions and a record will be kept of disciplinary action taken for each student.
- Loss of privileges may also be applied depending on the severity of the infraction. Salam School has a zero tolerance policy for all serious violations (especially Class D infractions)

Cell Phone Policy

Cell phones need to be turned off on school premises between the times of 7:35 a.m. and 3:30 p.m., and stored in the locker. Cell phones seen outside of the locker (or cell phones beeping or ringing) will be confiscated and turned over to administration unless a teacher has asked students to bring such devices and the teacher has secured administrative approval for the activity. The first time a cell phone is confiscated from a student, it will be returned to the student at the end of the school day. It will be returned at the end of the NEXT school day the second time, and will only be given to a parent the third time.

Technology Policy

Computer and internet privileges will be issued to all enrolled Salam School students. Students' use of a personal **Salam School network and internet account is a privilege—not a right.**

A. Authorized Use

The use of a student's account must be in support of education and research.

B. Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Maintain the security of the network by keeping information, especially passwords and accounts private.
- Refrain from behavior or activity that damages or disrupts the performance of the network.
- Use the network for approved legal activities that have educational relevance.
- Honor all rules of copyright and personal property.
- Avoid the spread of computer viruses.
- Students are not allowed unauthorized communication tools.
- Students may not go to any sites not academically related or permitted by the teacher.
- Refrain from playing games, checking stocks, surfing sports/videos/e- bay/etc., sites.
- Printing only what is necessary for school work.
- Bringing unauthorized items into the computer lab, including food, drinks, etc. is not allowed.
- Tampering with hardware or computer cables is prohibited.

C. Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any network connected to the internet.

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the internet, or any network that is connected to the internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

D. User ID Violations

Once a Network User ID is issued, the user is responsible for all actions taken while using that User ID. Sharing of a User ID with another person is prohibited.

E. File/Data Violations

Deleting, examining, copying or modifying files and /or data belonging to other users is prohibited.

F. Consequences of Policy Violations

An attempt to violate the provisions of this policy may result in revocation of the user's internet access, privileges and/or network account.

G. Additional Consequences

Salam School disciplinary action, including suspension or expulsion, and/or other appropriate action may be taken.

H. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or the internet, you may notify the IT Dept personnel and principal. Do not demonstrate the problem to other users. Do not use other individual accounts at any time. Attempts to log on to the internet as another user will result in cancellation of user privileges. Any user identified as a security risk or having a history of computer related problems may be denied access to the internet.

I. Disclaimer

Salam School makes no warranties of any kind, whether expressed or implied, for the internet services it is providing. Salam School will not be responsible for any damages suffered.

Anti-Bullying Policy

All children and young people have the right to a safe educational environment free from harassment and bullying. This policy is implemented in partnership with the school's discipline policy and serves the entire school from grades 4K through 12th.

Definition

Bullying is any behavior which is deliberately intended to hurt, threaten, frighten or discriminate against another individuals or group. It is usually unprovoked, happens again and again as part of a pattern of behavior and can continue for a long period of time. It always reflects the abuse of power, with one (or more) person (s), a victim and the other, a bully. It is the acquisition of power over others who are deemed powerless.

Bullying includes:

- Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats of violence.
- Verbal: Name calling, derogatory references to family name, sarcasm, innuendos, spreading rumors, persistent teasing.
- Emotional: Excluding, tormenting, ridicule, humiliation.
- Intrusive: Email, video-text, text messaging, or electronic posting designed to upset or abuse.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Unwanted physical contact or abusive comments.

Anti-bullying Goals

- Inform students and parents of our expectations in order to ensure a productive partnership, where everyone has a role to play in stopping bullying
- Maintain a community in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted
- Promote a secure and happy, caring environment where kindness and helpfulness are expected and respected
- Praise and reward positive behavior which benefits others and the community as a whole
- Teach students to respect themselves and others and promote self- esteem
- Reduce the emotional and mental distress of any bullying and allow all students the right to enjoy their time at school

Anti-bullying Strategies

- Help students through advice and counseling to make the right choices and not succumb to peer pressure
- Listen to all parties involved in incidents and always take allegations from victims seriously
- Reassure students that the school will do all in its power to protect and support all parties involved while the issues are being resolved
- Foster by example the values we as a school believe in
- Investigate all incidents as fully as possible
- Use a range of strategies which challenge bullying behavior
- Include within the curriculum, opportunities to discuss and consider bullying and other forms of anti-social behavior
- Identify bullying behavior at the early stages and work toward behavior modification before the problem becomes more serious

Reporting bullying

As a school we will:

- Encourage victims and witnesses to speak up with anonymity, if necessary
- Treat incidents seriously however trivial they may seem at first glance
- Be alert, as an entire staff, for changes in behavior, attitude and well-being and report these changes immediately to the appropriate administrator.

Responding to bullying

As a school, we will strive to:

- Take all bullying problems seriously
- Deal with each incident individually and to access the needs of each student separately
- Regard all incidents as potentially serious and investigate them thoroughly
- Ensure that bullies and victims are interviewed separately
- Obtain witness information
- Keep a written record of the incident, investigation and outcomes
- Inform staff as necessary, about incidents
- Ensure that action is taken to prevent further incidents. Such action may include:

Imposition of sanctions

- Class C Infraction consequences
- Obtaining a sincere apology and informing parents of both the bully and the bullied
- Provide support for both victim and bully

Health Policies

State Law Requirements:

Wisconsin State Law requires that all children entering a Wisconsin elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. In order for a child to enter school, this form must be completed, signed, and on file prior to admission at the school the child will attend. Parents/guardians who are in non-compliance with this law will be contacted by the district attorney.

Communicable Disease:

Children who have a communicable disease (ringworm, pink eye, measles, mumps, flea bites, chicken pox, strep throat or scarlet fever) **may not attend school** until they have a written note from the doctor.

If a student contacts lice, he or she will not be allowed to return to school until after he or she is treated. A child must bring to the school office the empty lice treatment package to show that treatment was done. Encourage your child(ren) not to share combs, brushes, hats and scarves.

The Milwaukee City Health Department recommends that each student have a "Child's Health History" form on file. Parent/guardians are given these forms at registration which must be promptly returned.

Due to budgetary cutbacks, the City of Milwaukee Health Department has reduced the number of school nurse visits. The school nurse has limited contract with the schools; therefore, one should not assume that the services of a nurse would be provided on a weekly basis. Medical irregularities should be presented to your family physician.

Support and referral procedures shall be available for students.

Illness during School Hours:

If a child is sick in the morning, the school expects him/her to remain home for the day. Sometimes children come to school already ill and often the school is unable to reach the parent/guardians.

If a student becomes sick in school or suffers an injury, parents/guardians will be contacted. It is **mandatory** to have all working and up to date information on file. Phones must be available in case of an emergency. Emergency contact people must be current and able to come to school to pick up the child if the parent is unable.

Remember **all information on file must be in working order. If your numbers are disconnected, we have no way of getting in touch with you. If it is a life-threatening emergency we will call 911, as a parent you must be notified of this so medical care can be administered. That is why it is very important to have all your contact information up to date and working.**

No student may leave the school building because of sickness without first reporting to the school office.

Injuries and Accidents

Any injuries that happen on school premises are to be reported to the school office. Teachers have basic first aid kits in their classrooms to care for minor injuries. If an injury appears to be serious, a school staff member will contact the parent, and together they will determine whether paramedics should be called. If a parent cannot be reached immediately, a school staff member will determine whether paramedics are called. Parents will always be called in the event of a known head injury.

If the school principal or designee in charge is unable to reach the parent or emergency contact and paramedics recommend that the child be brought to a hospital, he or she will be transported to the hospital listed on the Emergency Contact Information Form. Parents will be liable for any fees or other expenses associated with transporting their children to the hospital. An accident report must be filled out for all accidents occurring on school property or during school-sponsored events. Accident reports are to be kept on file in the school office.

Medication for Students:

In order for the child to take medication during the school day, the parent/guardian must sign the Parents/Guardian Medication Consent Form.

School personnel may not administer medicine. If a child must take medication they must be able to administer the dose themselves. All medications will be kept in the school office. It is essential that a note from the physician and parent/guardian accompany all medication. If a doctor's statement and parent/guardian permission form do not accompany the medication, the student will not receive it. **All medication that is given will be logged every time medicine is administered.**

Prescription Medication

If a child must take a prescription drug during the school day, the following two forms (available from the school office) must be completed:

- Physician's form authorizing administration of the medication, completed and signed by the child's physician. The physician form must include all dosages instructions and specify the time period for which the drug is to be administered. The physician should also list any side effects of the medication. A new form is required every school year. Physician forms may be faxed to the school (the school's fax number appears at the top of the form).
- Parent's form authorizing school personnel to administer the medication.

No medication will be dispensed at school until both forms are completed and on file with the office. Students are not permitted to carry medication to school. Parents must bring the medication to the school office, where it will be kept in a locked cabinet. All medications must be in their original container with a prescription label having the following information:

- Child's full name.
- Name of drug and dosage.
- Time(s) to be given.
- Physician's name and phone number.

To the extent it is age-appropriate; students are responsible for reporting to the office for their medication at the designated time(s) rather than relying on school personnel to watch the clock. If the drug is to be discontinued or the dosage changed from the original instructions, the school requires written notification from the physician. Parents will be notified at the end of the school year to pick up any remaining medications. Any medication not picked up within one week after the school year ends will be properly disposed of.

Non-Prescription Medication

The school keeps acetaminophen (Tylenol or a generic equivalent) on hand to administer as needed, subject to parental consent and administration guidelines. Parents may also supply their own over-the-counter medications labeled with the child's name and specific dosage instructions. Just like prescription medications, non-prescription medications supplied by the parents will be kept in a locked cabinet in the school office. A parent consent form must also be completed for over-the-counter medication. The consent form can last for the whole entire year without calling the parent at home. In addition, parents will be notified each time their child requests medication, unless the parent has indicated on the form that they do not need to be notified.

Inhalers

Students may self-administer inhalers while at school only under the supervision of school personnel. A student who carries an inhaler on his or her person must have a Salam School Release Form for Student Inhaler Use, completed and signed by the student's physician, parent, principal and home room teacher.

The form states that the student understands the purpose of the inhaler and has been instructed in how to use it appropriately, including how often. The school is responsible for safeguarding the student's inhaler.

Athletic Code

Mission Statement

The Athletic Department aims to support the mission of Salam School by empowering our student athletes to achieve Islamic, academic, and competitive excellence through sport to develop citizens who embody the spirit of Islam and who strive to improve their self and their society.

Athletic Fees

Non-refundable participation fees are due on or by the first day of practice with checks made payable to Salam School. Fees include the expense to the school with regard to equipment & transportation provided to the student athlete. Participation fees also cover coach's salary, referees and rental fees to provide practice and/or game/match/meet facilities.

High School Falls Sports

Boys & Girls Cross Country: \$200

Boys Soccer: \$200

Girls Volleyball: \$200

Middle School Falls Sports

Boys Soccer: \$100

Girls Volleyball: \$100

Boys & Girls Cross Country: \$100

High School Winter Sports

Boys & Girls Basketball: \$200 if first sport and \$100 if second sport

Boys & Girls Wrestling co-op with Reagan: \$200

Middle School Winter Sports

Boys Basketball: \$150

Girls Basketball: \$150

High School Spring Sports

Boys & Girls Track: \$200 if first sport and \$100 if second or third sport

Girls Soccer: \$200 if first sport and \$100 if second or third sport

Middle School Spring Sports

Boys & Girls Soccer: \$100

Boys & Girls Track & Field: \$100

Salam School Athletic Probation

Salam School encourages participation in sports and extracurricular activities. Students must remain in good academic standing and behavior. Salam School expects a student-athlete to honor one's academic commitment first, superseding any practice or game. A student-athlete needs to follow rigorous discipline to manage homework and tests. A student athlete may be put on Athletic Probation if they are found in violation of one or any of the rules and expectations of Salam School Athletic Code. A student athlete placed on Athletic Probation is not allowed to travel with the team, but is expected to attend all practices. **The decision to take a student athlete off Athletic Probation** will be taken in consultation with the administration of Salam School. The student athlete's complete academic, behavior, and attendance record will be taken into consideration.

Academics

- A student athlete is automatically placed on Athletic Probation and becomes **ineligible for athletic competition** if **he/she is put on Academic Probation**. They will still be expected to participate in all practices that they do not have to report to an after-school success program.
- A student athlete **will become ineligible for competition at mid-quarter (week four of the quarter) and end of the quarter** if their **GPA falls below 2.0**.
- Eligibility may be regained at the next quarter progress report time if the student has a GPA of 2.0 or above.

Behavior

- Salam School expects a student-athlete to comply with Salam School Discipline Code.
- A student athlete is automatically placed on Athletic Probation and becomes **ineligible for athletic competition if he/she is put on Behavior Probation.**
- Any school penalty that a student-athlete incurs **takes precedence** over any other athletic obligation.
- Penalties that occur in the off-season or summer **will be carried over** into the athlete's next sport season.
- A Salam School student athlete should, at **all** times, be courteous to members of opposing teams and demonstrate respect for self, team, officials, school and community. Any athlete who does not demonstrate this type of positive behavior may be suspended or dismissed from the team.
- **A student suspended from school is also suspended from athletic practices and competitions during the time period of the suspension and may not travel with the team.** If the suspension doesn't fall on any competitions, the student athlete will be suspended for the next competition immediately following the suspension.

Attendance

- **A student athlete must be in school for a minimum of 4 periods to be eligible for any practice or competition that day.**
- The Salam School Athletic Department expects a student-athlete to attend all practices and games. An unexcused absence from a practice or a game will lead to a penalty.

Uniform Policy

- An athlete is responsible for all uniforms issued to him or her. All issued uniforms and gear are property of Salam School and are to be treated respectfully.
- It is the responsibility of the student athlete to come to every practice and competition prepared with the appropriate uniform needed for participation.
- All **uniforms must be washed and returned within one week at the end of the respective sports season**. Failure to do so will result in a fine of \$5.00 per day after the date uniforms are due.
- Returning a uniform damaged, torn, stained, or excessively dirty will result in a fee that will cover a professional cleaning, repair, or replacement of uniform if needed.

Physical Clearance Form & Health Insurance

- Each athlete must submit a **valid physical examination** and parent consent form with the athletic department **before the first practice begins**. Physical examinations after April 1 of a given year are good for two school years.
- **Physical Card** can be found here:
<https://www.wiaawi.org/Portals/0/PDF/Forms/PPE-form.pdf>
- **Alternate Year Card** can be found here:
<https://www.wiaawi.org/Portals/0/PDF/Forms/alternateyearcard.pdf>
- Salam School works closely with MCHC (803 W Layton Ave.) to provide reasonably priced athletic physicals for student athletes. Most insurance providers are accepted at MCHC.
- Student athletes participating in interscholastic athletics or competitive club sports must have health insurance. All athletes must be protected with personal health insurance in case of injury.

Parent Informed Consent

Injuries

Salam School's Athletic Department makes every effort to ensure the safety and health of the student athlete. However, no matter how careful athletes and coaches are, athletic injuries do occur. Student athletes participating in any sport or activities related to the sport assume an inherent risk of injury. Injuries to organs, paralysis, and even death may occur.

The process by which the Athletic Director and coaches handle an emergency or injury is as follows:

- Immediate action is taken to prevent further injuries (removal from play, ice, elevation and immobilization).
- Parents are notified in person or by phone.
- If needed the family is referred to a physician for additional treatment.
- The coach and student athlete will work with the physician to develop a rehabilitation program for the athlete. The athlete returns to play with approval of physician, parents, and coach.
- An athlete under a physician's care must have a return to play permission letter from his/her physician in order to return to action.
- Please know that medical information shared between medical providers, coaches and school officials is confidential information and will not be shared to those outside the Athletic Department.

It is mandatory to read and sign the online **Athletic Registration**. By completing the Athletic Registration, you are authorizing the Athletic Director of Salam School to discuss information regarding your son/daughter's injury or illness with other staff members of the Athletic Department that may affect your son's or daughter's ability to participate in a particular sport.

Photography/Video/Publications

- Salam School will use the student athlete's name, photographs, video, and sports statistics and achievements in suitable publications as needed.
- Student athletes may have their name and photo published on the Salam School Athletic website and various social media platforms.
- Student athletes may have their name, photograph, video, and/or sports statistics shared with local or national news agencies/outlets/publications with the approval of the Athletic Department.

Parent Concern Protocol

The Athletic Department makes every effort to meet the satisfaction of all involved in athletics at Salam School, including coaches, parents, and fans. We take pride in our staff and know that they have every student athlete's best interest at heart. Parents who may be dissatisfied with a coach or other member of the Athletic Department should adhere to this guideline for appropriate means of contact and timeline to resolve any issues. Suitable and thoughtful communication between parents and the Athletic Department is essential. Parents and students are to address concerns that are only related to themselves and not other athletes. Coaches are expected to communicate to parents and students via email. Please check your email regularly to ensure you do not miss any important announcements.

24-Hour Rule

- If an issue arises during a competition concerning playing time or coaching strategy, the Athletic Department expects you to wait 24 hours before making contact with any Athletic Department staff member. Emotions from both parties may be high following a competition. Take time to calm down before initiating the chain of command.

Chain Of Command

- Start by talking with your son or daughter to see if they have they share your same concern about the situation. If they do, suggest they have a meeting with the coach first. This will teach them to be an advocate for themselves, a skill they will most certainly need later in life.
- If the issue is not resolved after that meeting, you should contact the coach directly. The last option will be a scheduled meeting that will include the student athlete, the parent, and the Athletic Director.

Athletic Awards

Salam School recognizes the efforts and dedication of every single student athlete. Student athletes are recognized and honored at the Athletic Award ceremony at the end of each season in the presence of parents, family and friends.

Scholar Athlete of the Year Award

- Is a junior or senior
- Is a varsity letter winner
- Has the highest cumulative GPA that is over 3.0 for all his/her high school career and displayed exemplary character.

Along with the Scholar Athlete award outlined above, each coach can award up to three additional awards based on criteria they deem reasonable for their sport.

Varsity letters will be awarded to student athletes by their coaches with the approval of the Athletic Department based on their participation and performance form the season.

Transportation

Salam School provides transportation to all high school athletic competitions. No transportation is provided for middle school sports. High school students must travel by the school van or school vehicles to and from all away events.

- Athletes are required to return to school with their team.
- When a parent/legal guardian provides transportation to their son/daughter to or from a scheduled event, the parent/guardian shall assume all resulting liability, and Salam School shall assume no liability.
- If a parent/legal guardian wants to take their child home from an away athletic event, they must inform the head coach and provide their signature on a release form.
- A parent may not transport another student athlete that is not their child to or from an event.

WIAA Eligibility

WIAA High School Athletic Eligibility Information Bulletin

The Wisconsin Interscholastic Athletic Association (WIAA) is a voluntary, unincorporated and non-profit organization. Its rules and regulations govern the membership's athletic programs in the State of Wisconsin. The governing body of the WIAA is the Board of Control, which consists of 10 administrators from the senior high membership and one representative of the Wisconsin Association of School Boards. The Board of Control is elected by the membership and represents the geographical districts of the state, genders and ethnic minority representation. Operation of the WIAA is the responsibility of the Executive Director and the executive staff at the WIAA headquarters in Stevens Point, Wisconsin. The WIAA maintains a public website at www.wiaawi.org.

Salam School athletes and their parents **must read, understand, and agree with all WIAA terms.**

While participating in WIAA tournament competition, each athlete must observe the WIAA Code. Violation of this code will result in **immediate disqualification** for the remainder of the tournament series in that sport.

Concussion

U.S. Department of Health and Human Services Centers for Disease Control & Prevention

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and needs to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if he/she just "doesn't feel right". Most concussions occur without loss of consciousness. If your child or teen reports one or more of the symptoms listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion

Signs observed by Parents or Guardians:

- The student athlete appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptom reported by your child or teen:

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep: *

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

*Only ask about sleep symptoms if the injury occurred on a prior day.

Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion states they are symptom-free and it’s OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class

- Sports practices or games, or
- Other physical activities.

What should I do if my child or teen has a concussion?

- Seek medical attention right away. A health care professional experienced in evaluating concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
- Help them take time to get better. If your child or teen has a concussion, his or her brain needs time to heal. Your child or teen may need to limit activities while they are recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities - such as concentration and learning- should be carefully managed and monitored by a health care professional.

Wisconsin Law regarding concussion in youth sports.

Wisconsin Act 172 was implemented to address concussion and head injuries in youth sports. It provides requirements on proper management of concussions when they occur, as well as the requirement to educate athletes, parents, and coaches about the signs, symptoms, and dangers of concussion as they relate to youth sports. This information sheet has been provided for the purpose of educating you and your athlete(s) on concussion signs, symptoms, and proper management of concussion when they do occur.

CONCUSSION STATEMENT OF ACKNOWLEDGEMENT In order to comply with all aspects of Wisconsin Act 172, statement of acknowledgement of concussion information is included when you submit your online registration.

- **Salam School partners with Ascension Health to provide free concussion evaluation and return to play protocols upon the suspicion of a concussion injury.**

Online Athletic Registration

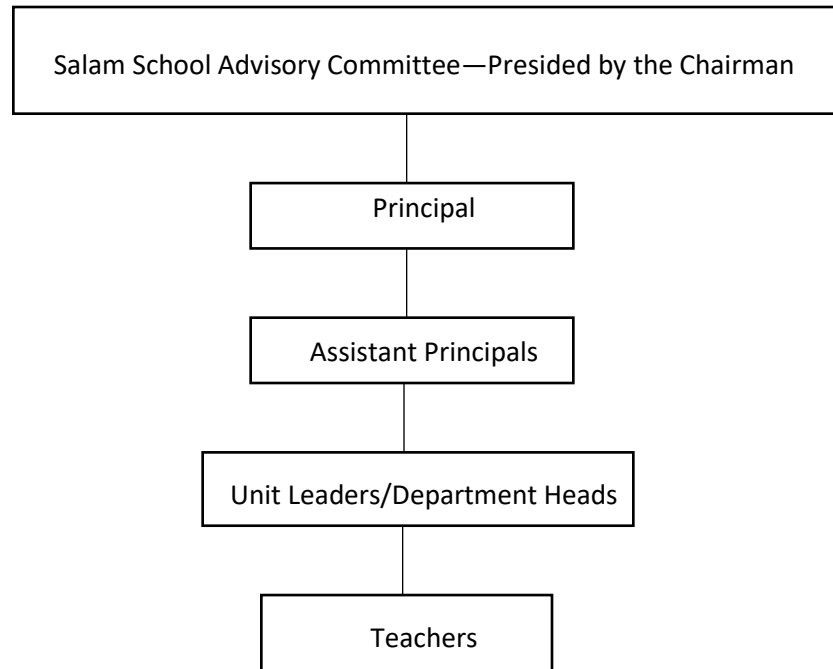
All Salam School athletic programs require an online registration. A new registration is required for each new season. All information will need to be entered correctly and accurately. Before beginning the registration process, you will need:

- A current physical signed by a physician
- Emergency contact information
- Your current insurance card

You and your child will also need to fully read, understand, and agree with the Salam School Athletic Code.

The link for the online athletic registration will be posted on the Salam School Athletics website. It must be completed fully prior to the first day of practice for each sports season. All athletic fees for that particular sport must also be paid in full to the Athletic Department prior to the first day of practice. Student athletes will not be allowed to participate until their completed online registration and athletic fee are on file with the Athletic Department.

Salam School Chain of Command



PS: The chain of command above simply advises of the protocol to be followed as far as directives and conflicts resolutions are concerned. However, it does not restrict the parties therein from information-sharing. Salam School strongly advocates for creating a learning community that enjoys a free-flow of information and experience sharing.

It must be also noted that the chain above purposely excludes the administrative staff members. They work closely with the administration—principal and assistant principal— and solely report to it.