

In the Name of Allah, the Most Beneficent, the Most Merciful

Islamic School of Silicon Valley

{Previously called Islamic School of Stanford}

501-C Non-Profit Tax Exempt (Tax ID: 26-2889009)

www.learnislam.org



Guidelines and Regulations

Last revision: August 2023

Note: If there is discrepancy between the handbook and the school announcements then the school announcements will supersede.

A. General Description

The Islamic School of Silicon Valley is a **structured Weekend school** placing its emphasis on teaching **Islam as a Religion** rather than a set of cultural practices. The school is an **independent private entity** run as a community service by volunteers (who are not compensated for their services) and **is administered by an independent board**. It is open to all **Muslim** students. The staff and students come from **diverse ethnic and cultural** backgrounds

The primary objectives of the Islamic School of Silicon Valley are:

1. To introduce and instill the main teachings of Islam into the students by the time they are ready to go to High School.
2. To provide an environment in which the students can interact with other Muslim children/families.

The following subjects, based on traditions of **Ahl-Sunnah wul Jamaa**, are taught:

1. Recitation/ Reading of Quran
2. Memorization of Surahs & Duas
3. Salaat

4. Teachings of Quran
5. Islamic Morals & Manners
6. Faith & Worship
7. Introductory Fiqh
8. Seerah
9. Introduction to Hadith
10. Lives of the Prophets
11. Islamic History
12. Current events.

For further details, see the School Curriculum.

Each grade level has two teachers, one per period: Quranic Studies (recitation, memorization & teachings of Quran) and Islamic Studies (Aqidah & Fiqh, Morals & Manners and Seerah/Social Studies).

B. Registration

Registration requires the completion of the following steps.

1. Submit registration form
 - Specify whether pictures can be taken of your child(ren).
 - If child(ren) have special needs or food allergies.
2. Read School Guidelines sign and abide by them.
3. Sign Liability Release form.
4. Sign up for volunteer activities.
5. Pay the school tuition.

Continuing students must pre-register during the month of April/May in the Spring Quarter for the following year. All *continuing* families are guaranteed enrollment if they pre-register.

New families may pre-register for the Fall during the month of April/May/June (previous Spring Quarter, usually the Sunday before or after the Memorial Day weekend) - if there are any vacancies.

Registration will remain open for the 1st 3 weeks of the year beginning in the Fall. **Registration is closed after the first 3 weeks - except in cases where class size meets the class limit, in which case the registration will be closed earlier.**

Registration cannot be completed without payment of Fees. It can be paid in two installments. The fees include the cost of the books and the snacks provided during break.

Full or partial financial assistance is available upon request. Such information is kept strictly confidential. **School reserves the right to verify the eligibility of people requesting financial assistance.**

Tuition fees are waived for the children of full time teachers who are their legal guardians. Benefits are paid through the end of the current year only.

The school guarantees admission irrespective of anybody's ability to pay, as long as it's done before the registration deadline. **Books lost by children will be replaced only after parents pay for the new books.**

REFUND POLICY: For cancellation of registration the requests must be made in writing by appearing in person at the school or via email on the first day of the school. If cancellation request is received by the first day of the school the school will refund all paid fees less \$50/child. If registration is cancelled/withdrawn after the first day of school NO FEE WILL BE REFUNDED.

**** SCHOOL RESERVES THE RIGHT TO REFUSE ADMISSION TO ANYBODY.**

C. Placement

Children are placed according to their grade in their regular weekday school (i.e. the school attended by the child 5 days a week). For example, a child enrolled in 3rd grade in their elementary school will be placed in 3rd grade at the Islamic School. Keeping children of the same age together provides a more conducive environment for learning as well as a very favorable atmosphere for building relationships.

The Islamic School offers the following grades: KG, 1, 2, 3, 4, 5, 6, 7, 8, Youth Boys (Grade 9 and higher) and Youth Girls (Grade 9 and higher). In some cases, the school may decide to place students in a lower grade. However, this is an exception. Once students are placed in a particular grade, they must continue with the same group of students till they graduate from high school. If Parents (of students who were placed in the lower Grade) later decide that they want to change the placement and move their children up, they must withdraw from the school and not register for the following one year. They can then apply for registration after remaining out of school for full academic year. **Students registered in the school can not participate in the lottery or be treated as new students unless they have been out of school for at least one year.**

To be admitted into Kindergarten, a child must be 5 years of age AND attending KG in the regular school.

Children in the 6th Grade and higher are expected to know how to perform Salaat. Children in the 4th Grade and higher are expected to know how to read and recite the Holy Quran. **Parents must present at least one document to confirm the age of the children.**

D. Schedule

The school year starts at the end of August or beginning of September and ends in early-mid June. The school is in session for 33-35 days.

Each Sunday, school is in session for 3 ½ hours - from 10:00 AM to 1:30 PM. The school day is divided as follows:

10:00 - 10:15	Assembly
10:15 - 11:30	Quranic Studies
11:30 - 12:00	Break
12:00 - 13:15	Islamic Studies
13:15 - 13:30	Dhuhr Salaat

The school is closed on over 3-day weekends as well as Sundays that immediately follow or precede Eid-ul-Fitr and Eid-ul-Adha. The following holidays are observed:

- Thanksgiving Weekend
- Winter Break (last 1-2 weeks of December)
- Memorial Day Weekend Sunday
- Spring Break
- Eid-ul-Fitr Sunday
- Eid-ul-Adha Sunday
- President's Day
- Labor Day

E. General School Rules

Students (and Parents) need to arrive on time every Sunday. Anybody entering school premises after 10AM is considered late. **Any student who is late for more than 3 times in the quarter will not be allowed to attend the class** (ie if the student has been late three times to school in a quarter, every time the student is late after that he/she will not be allowed to attend the class). **Any child arriving after 10AM can not be dropped in the Parking Lot. If you are late, you must park your car and inform the registration desk, otherwise your child will not be allowed in the classroom and you will be asked to come and pick up your child from the school.**

LATE PICKUP FROM THE SCHOOL: Students must be picked up at 1:30PM. *Anybody who does not pick up their child at 1:30PM will have to pay \$1/minute/child fine. So if you are 15 minutes late, you will have to pay \$15 fine per child.*

- While at school (*and everywhere else too*), students are expected to exhibit good moral character. This includes:
 - Being respectful to all Teachers, Staff members and fellow students.
 - Being courteous and helpful, especially towards younger students
 - Refraining from the use of bad or inappropriate language.

- Students must be dressed in compliance with the School Dress Code (see below)
 - **Use of skate boards, roller blades and roller shoes is prohibited.**
- The Islamic School of Silicon Valley operates on a **CLOSED CAMPUS** policy. School permission is required by the parents/guardians to visit the classroom or to pull the students out. Students are not allowed to leave the school premises during school hours, without school consent and proper authorization. **NO EXCEPTIONS.** Failure to adhere to this rule could lead to disciplinary action given this is a safety concern including immediate termination of child from the school without warning or notice.
- Students must not damage the property of the Greene Middle School.
- Intoxicants, Weapons and sharp objects are ABSOLUTELY prohibited.
- **Student Cellphones MUST be TURNED OFF during school hours.** Students caught talking or ‘messaging’ on their phones will have the devices confiscated, and may be subject to disciplinary action.
- Toys, Cards, Magazines, Headphones, Beepers, Cellular Phones, Radios (i.e. Sony Walkman) and Electronic Games (such as Gameboys) are not allowed at School. If such a radio/game is accidentally brought to school, it should either be left in the student’s backpack or at the front desk until the end of the school day.
- Students need to pay close attention to school announcements. All announcements are made during the Assembly and are also posted at school.
 - Handouts and Sign-Up sheets are also available at the Registration Desk.
 - Handouts containing important announcements are sent home with the students or emailed; parents should look for them every week.

If there is discrepancy between the handbook and the school announcements then the school announcements will supersede.

- Students should be picked up promptly after Dhuhr prayer at 1:30 PM. **The School is not responsible for children after they are dismissed at 1:30PM. In case of an emergency situation only, please call the school service number provided at the start of the school year to let them know your expected arrival time. If you are unable to reach the office by phone, please text them.**
- **NO PARENTS or GUESTS ARE ALLOWED IN THE CLASSROOMS or HALLWAYS.**
- **NO AUDIO/VIDEO TAPING IS ALLOWED IN THE SCHOOL (INSIDE OR OUTSIDE THE CLASSROOM).**

- **NO FUNDRAISING ACTIVITY IS ALLOWED ON SCHOOL PREMISES.**
- **Students can not be pulled from the classes before the end of school day at 1:30PM. If students need to leave early they can leave during the break. They can not leave during the class time.** If you plan to pick up your student(s) during the recess, you are required to inform the front desk and fill out the early departure form.

F. Attendance

Regular attendance is very important as it enables students to fully benefit from the Islamic School. Attending school every week ensures that each student keeps up with the teacher's lesson plan and assignment schedule. It also instills the sense that Islamic education is at least as important as the other activities in his/her life, and therefore, should be taken seriously.

- Student attendance is taken each Sunday in every grade for both the Quranic Studies and Islamic Studies class sessions.
- For Leave of Absence, both the Quranic & Islamic studies teachers should be notified. All the missed activities (for example homework, notes, etc) should be made up before returning to the class.
- The attendance record of each student will be included on his/her final Report Card.
- The names and telephone numbers of a student's teacher will be made available to parents depending on teacher consent so they can provide proper notification about necessary absences. If your student will be absent, please complete the online absence reporting form on the school website.

Enforcement

3 Consecutive Un-Excused Absences or a large number of non-contiguous absences during the school year, could result in the student's Suspension or Expulsion from the school.

Sports related absences may not generally be considered as excused per the discretion of the teachers. These absences need to be communicated at the beginning of the year to the school with a list of dates so that the school can evaluate them on case by case basis if it makes sense for the student to continue enrollment in Sunday school.

G. Dress Code

We realize that the majority of students do dress in accordance with Islamic norms. However, because modesty is such an essential feature of our faith and an important element of the learning environment, we want to remind students and parents of the expected Dress Code. This ensures that everyone has the same information and is held to the same standard.

General Rules

- Students should dress according to Islamic guidelines of personal modesty. Generally,

this means clothes that are loose-fitting and do not reveal the detailed shape of the body – *for both boys and girls.*

- Also, clothes containing slogans or messages that are obscene or offensive should not be worn.
- The Dress Code applies to the Sunday school day - including arrival and departure from the school. It also applies to ALL school events: Ramadan Iftar, Eid Celebration, Teacher Appreciation, etc.
- While the Dress Code is meant for all students, it is particularly important for students in grades 6 and up.

Girls' Dress Code Guidelines

- All hair is covered with a moderately fitted scarf that remains in place and covers the neck.
- Dresses, *Abbaiyah*, or *skirts are ankle length unless they are worn over pants (see next item).*
- Pants are full-length; Shirts are long sleeved, and fall below the hips.
- Pants and shirts should **not be form-fitting. No tight or see through clothes (i.e. we should not be able to see her figure).**

Boys' Dress Code Guidelines

- Pants are full-length and relatively loose. (No excessively loose pants that fall below the waist.)
- Shirts don't contain pictures and/or offensive slogans.
- No shorts (of any length).
- No underclothes are showing.

What Parents Can Do

1. Review the information contained in this letter with your child(ren).
2. Remind them why modesty is important for Muslims.
3. Be an example.

Enforcement

1. ***For Grades KG – 4***, teachers will discuss the importance of modesty in Islam, and give gentle reminders to students who are not wearing clothes in accordance with the Dress Code.
2. ***For Grades 5 – Youth***, students are expected to abide by the aforementioned 'Dress Code'. On the first occurrence of a violation, the student will be given a Warning. On subsequent occurrences, the student will be asked to sit outside of the class and his/her parents will be notified. If they bring a change of clothes for the student, he/she will be allowed to return to the class. The school can also ask the students to wear school provided clothes in order to enable them to attend the class if their dress is found to be in violation of school dress code.

H. Homework

Homework is an integral part of our curriculum. Teachers assign it so that their students will reach a particular level of achievement by the end of the school year. If it is not completed regularly, the student will fall behind.

- Teachers use email and/or Engrade on school website to communicate class assignments and homeworks. Younger grades use “Homework Assignment Sheet” for both Quranic and Islamic Studies, which needs to be kept neatly in a Sunday School folder. Students record assignments and homework every Sunday on this sheet. Parents need to sign the Assignment sheet to communicate to the teacher that their child’s HW was completed.
- All KG to Grade-2 students enjoy a Reward System by which teachers treat them to small surprises (provided by the school) for the completion of homework and assignments.

I. Prayers (Salaat-ul-Dhuhr)

- Salatul Dhuhr (the noon prayer) is a part of the Islamic School day. **Every student MUST participate in the prayer.** It helps to bind what they learn in the classroom with this essential feature of our faith.
- Parents are not allowed to take students home before the prayers.
- Furthermore, parents are encouraged to join the prayers with the rest of the school as it provides a strong sense of community spirit.
- There should no talking, discussion or any other kinds of distractions during the prayer. Please show appropriate adab and manners while the Salat is in progress.

J. Morning Assembly

The school starts at 10:00AM with the Morning Assembly - an integral part of the school’s daily schedule. It is a valuable tool for conveying information about the school, starting the day with a brief Islamic lesson and putting the children in a learning mindset. Therefore, it is essential for parents to bring their children to the school in time to listen to and participate in the Morning Assembly.

K. Testing & Evaluation

The school sends 2 Evaluation Reports home during the course of the year in order to keep parents informed of their child’s progress. The first of these reports is sent out at the end of the Fall Quarter in December; the second report is sent at the end of the year in June.

The school also holds **Parent/Teacher Conferences in September (for all students) and towards the end of Fall Quarter (Nov/Dec) for some selected students as deemed necessary by the teachers.** The children are evaluated based on their academic progress, attendance, homework, class participation, discipline, behavior and frequent tests (at least one or two times per quarter).

- **Students who show an overall exceptional performance are placed on the Honor Roll** and are publicly acknowledged during the Graduation Ceremony.
- **Lack of performance (i.e. failing 2 consecutive years) is grounds for expulsion from school.**
- The school may decide to hold students back if the teachers feel that insufficient progress was made during the year. The students must pass both classes to be promoted to the next grade. Failure in one of the two classes will require the student to repeat the class. Students are only allowed to repeat a class once. Any students who fails the same class twice will not be allowed to register.
- Students in the Youth Group (Grades 9 & 10) are not allowed to register if they fail during the first year of the two year curriculum.
- Our goal at ISSV is to provide a healthy, fair, and all inclusive environment for the spiritual and moral growth for students from diverse ethnic and cultural backgrounds to the best of our ability. The staff and administration of the school are all volunteers and generally not trained to handle the needs of students with disabilities. Our volunteer teachers might not be able to meet the challenge of accommodating a student with disability in their classroom and provide them with the care and love that they deserve. Some physical disabilities might also require a special classroom configuration, which we are unable to provide. ISSV reserves the right to evaluate students with disabilities and may refuse admission due to our inability to provide the right environment for the growth and benefit of such students.

L. Graduation Requirements

In order to qualify for graduation (and receive the associated certificate, plaque, etc), a student **must attend and pass 5 consecutive years** at the Islamic School of Silicon Valley, culminating in the 2 years of Youth Group (inclusive). Thus, only students who successfully complete Grades 6-8 plus 2 years of Youth group may graduate at the **High-School Level**. To graduate at the **Elementary School Level** student must attend and pass **4 consecutive years** at the Islamic School of Silicon Valley (ie the student must have attended Grades 2 – 5).

- **Transfer Credit:** Students who transfer in from other Islamic schools during the aforementioned period may still be able to graduate if they can show completion of the corresponding grades and subject material at their previous school.

M. Honor Roll

Honor Roll selection is an *academic award to reward outstanding performance during the year.*

The following Honor Roll policy is in effect:

1. A student must be eligible for A-grade to receive Honor Roll.
2. *A student must achieve Honor Roll status in both Islamic and Quranic Studies classes in order to be given an Honor Roll Award.*
3. The aforementioned policies apply primarily to Grade 3 and above.
4. For grades KG-2, **all students** will be recognized for their effort.

N. Snacks

The Islamic School of Silicon Valley provides a small snack during the recess break between classes.

One school family acts as the Snack Host Family for one whole month. The Snack Parents are responsible for:

1. Bring the snacks and any needed supplies (e.g. napkins) each week of the month.
2. Set up and distribute snacks to the students.
3. Help with yard duty during the Break
4. Clean up after the Break.

The school refunds all expenses incurred by the host family.

No food is allowed in the classrooms. Snacks should be eaten in the inner courtyard of the school, weather permitting. On rainy days, an area within one of the indoor hallways will be designated for eating snacks.

Wrappers, napkins and other garbage should be thrown in one of the many trash receptacles found in the courtyard or in the hallways.

The Host family is reimbursed for all their snack expenditures.

During Ramadaan:

- No Snacks are provided by the school during Ramadaan.
- Parents may bring snacks for younger children (KG-Grade 2) during Ramadan, but must take the children away from the main school area when they eat (i.e. in their cars).
- Children are not allowed to eat openly in Ramadaan.

O. Location & Building Care

The Islamic School of Silicon Valley is currently held at **Greene Middle School** in Palo Alto. The rooms rented from Jordan are used by full-time teachers during the regular week and contain a great deal of student and teacher work.

- It is extremely important that we maintain a respect for the paperwork, books, projects, art supplies, etc, that are normally in the classrooms. **These things belong to SOME-ONE ELSE.**
- If any property belonging to the Palo Alto Unified School District (PAUSD) or Greene Middle School is damaged by a member of the Islamic School of Silicon Valley, that person (or his/her parents in the case of a student) will be held financially responsible.
- **In case of complaint from Greene about misuse of a classroom the whole class including teacher will be fined between \$50 - \$100.**

The following rules regarding the school building must be observed at all times.

- Do NOT Write/Mark on school property (walls, doors, bathrooms, lockers, notice boards, inside classrooms).
- Do NOT remove material posted in the classrooms or in the hallways.
- Do NOT write on anything posted.
- **Put back any furniture moved during the class to its original location.**
- Do NOT write on or erase the board in the class (teachers can write but they should erase at the end of class).
- Do NOT take, mishandle or destroy any of the materials within the classrooms.
- Do NOT touch or move anything in the class.
- Do NOT borrow (pencils, tissues, etc) anything from the class.
- Do NOT remove or move anything from the students' desks.
- Stay away from the Teacher's desk. Nothing on the Teacher's desk should be touched or moved.
- Do NOT turn on the TV or VCR or Radio (only teachers are allowed to do this)
- Do NOT use the phone.
- Do NOT touch the computers.
- Do NOT eat or drink in the class.
- **Students are not allowed in the classroom at any time (including break) without an adult being present. No Parents/Guests allowed in the classroom.**

P. Parent's Responsibilities

Parents' responsibilities include the following.

- Make sure that their child gets to his/her classroom safely.
- Pick up their children promptly @ 1:30pm after Dhuhr Salaat. The school is not responsible for the safety of children left alone after Dhuhr Salaat (1:30pm).

- Advise and encourage their child to respect and obey the rules.
- Be sure that their child attends school regularly and on time.
- **Make sure that the child gets adequate sleep before school and has all necessary books, tapes, stationary and supplies. The books are provided by the school. However, if your child loses them then you need to pay for the replacements.**
- Participate in all parent-teacher conferences to ensure their child's success in school.
- Discuss report cards with the child.
- **Ensure homework assignments are completed.**
- **Remain informed of their child's performance, activities and lessons in the school via Engrade**
- Ensure child is dressed modestly (i.e. clothing should be appropriate for prayers).
- **Dress appropriately yourself when entering the school premises. Please refer to the "Dress Code" guidelines specified earlier.**
- Pay the fees on time (either in full at the beginning of the year or at the beginning of each quarter in September, January & April).
- **Pay attention to school announcements at school or sent via email. Keep contact information current.**
- Participate actively in school functions (Iftar, Teacher Appreciation, Year-End Picnic) and activities (guest speaker assemblies, parent conferences, Eid Gifts, Ramadaan Toy Drive, TV-Free Ramadaan, Eid-ul-Adha Sacrifice).
- **Signup as volunteers for helping the school with various activities and functions. Student Registration is not complete without volunteering.**

Additionally:

- Parents are not allowed in the classrooms.
- **Any Parent who disrupts the operation of school and creates conflicts will have their registration cancelled.**
- Sometimes children misunderstand or misinterpret the information given in the class. If you hear something from your child that sounds strange or wrong, **please verify the information with the teacher directly** instead of spreading the misinformation.

Q. Student Responsibilities

The students have the responsibility to:

- Attend all classes, every Sunday, on time.
- Be prepared for each class with appropriate supplies and assignments.
- **Do all the assigned reading, homework and test preparation.**
- **Be properly dressed.**
- Show respect towards others, both students and teachers.

- Obey all School Rules.
- **Do not move, change or damage material in school or classroom.**
- **Students are not allowed in the classroom without an adult being present.**
- In case of an absence from school, gather all the missed assignments/ homeworks and make arrangements for taking makeup/missed tests.
- Inform parents about announcements and memos.

R. Volunteers & their Responsibilities

The Islamic School of Silicon Valley is run solely by volunteers, including all of the teachers and administrative staff. We count on volunteers to perform additional tasks – some of which are discussed in the following sections. **The activities and the responsibilities are determined by the school. Student Registration is not complete without volunteering.**

It is important for all parents to take a pro-active roll in the success of the school by volunteering for one or more of these duties. Most of them are simple and require a minimal amount of time. Few, if any, of these tasks require the volunteer to spend money. In such a case, the school fully reimburses all expenses incurred.

Signup sheets are available at registration time during the beginning of the year. Look for school announcements (notice board, morning assembly and handouts) to find out where the school needs your help. Please sign-up generously.

Parents who signup for various tasks such as: Event Co-coordinators, Snack Parents and Phone/Email-Tree Captains MUST honor their commitments. Please think carefully before signing up for a volunteer function.

S. Room Parents & Teacher Aides

Teacher's Aides are responsible for working with the teacher. The responsibilities include:

- Passing out announcements
- Collecting/grading homework
- Working with small group of students

Future potential teachers will be given a preference for appointment as a Teacher's aide. School graduates are also encouraged to enroll as junior teacher aides.

T. Special Tasks, Projects and Events

- Parent/ Teacher Conferences
- Annual Ramadaan Iftar Dinner
- Ramadaan Toy Drive

- Arranging Eid Gifts for children
- TV-Free Ramadaan
- Sacrifice in the name of Allah & Eid-ul-Adha Potluck
- Teacher Appreciation Day
- Annual Year-End Picnic
- Snack Parent for one month
- Teacher's Aide
- Room Parent
- Substitute Teacher
- School T-Shirt Contest
- Scrap Books for Teachers
- Taking Class Pictures
- Children Safety & Supervision during school hours and during Salaat-ul-Dhuhr.
- Helping with School Assembly
- Maintaining School Web Site (learnislam.org)
- Graduation Ceremony.
- School Newsletter
- Managing Prayer Mats
- Managing Audio System

U. Mutual Respect

We strive to make the Islamic School of Silicon Valley positive place which students and teachers enjoy attending, in order to learn and build friendships. We try our very best to operate on a principle of mutual respect between students, between teacher and student, between students and staff.

The families who make up the staff and administrative body of the Islamic School are volunteers and give their energy and time to teach and learn because of a genuine interest in serving Allah (SWT) and helping the community. Most of the time, this commitment itself is enough to ensure that students, teachers and parents are all treated with the respect that they deserve.

However, we recognize that in any large group of people, occasionally disagreements and/or frustrations between parties can arise. In such cases:

1. In the case of a student who is consistently misbehaving and has become a significant distraction to the teacher and fellow classmates, the Islamic School of Silicon Valley reserves the right to impose one or more of the following consequences.
 - a. Removal from the class for the day.
 - b. Parent notification and/or conference.
 - c. Levy a fine on the parents of a student.
 - d. In extreme cases, removal from the school for the remainder of the year.

2. In the case of a student who feels that he/she has been treated unfairly (or in a manner inconsistent with Islamic Adab) by a teacher or member of the administrative staff, the student should bring the matter to the attention of the Principal immediately. The student may also have his/her parents present if he/she desires.

V. Disciplinary Action

The following behavior will result in a disciplinary action:

- Disrespecting teachers, staff or members of school administration.
- Using abusive and/or foul language
- Disrupting class (when the teacher prohibits it).
- Consistently not paying attention in class.
- Damaging school property.
- Skipping classes or excessive absences.
- Extremely poor academic performance.
- Leaving the school premises without permission.
- Fighting with or insulting other students.

Disrespectful behavior towards teachers or staff (either by students or their parents), or complete lack of any academic progress in the class may result in strict and immediate disciplinary action. This includes suspension from the school, termination of admission from the school, and cancellation of future registration with the school. The school will inform and email the family a final written warning in above cases.

Teachers will follow the steps below in escalating disciplinary issues:

1. Talk with the student directly.
2. Email parents and copy the school to setup a meeting with them at the school.
3. If the first two steps fail to produce any results, the principal should be informed in writing (email) and he/she will take a decision in consultation with the parents and/or arrange a 3-way discussion with the school administration.

W. Lost & Found

The school has no Lost/Found facility. Things left behind should be considered lost and non-recoverable.

X. Use of School Funds

School staff and Board do not receive any monetary compensation for their services. School funds will not be used a) to provide financial aid to deserving individuals in the school community or wider community; b) to give donations to other non-profits including masajids etc.

Y. Distance Learning Goals and Assumptions

ISSV Distance Learning Plan outlines actions and expectations for periods of time when it is not possible to hold on site classes. The primary goals of the Distance Learning Plan are to:

1. Allow students to progress toward the major learning goals of the curriculum;
2. Sustain the ISSV community through support, connection, and care.

School understands that distance learning is not a substitute for the rich context of our face-to-face weekend school. However, using robust technological tools and following some basic guidelines, we can maintain our learning and explore new and interesting modes of education.

A communication from the School will inform students and families when we need to initiate a distance learning mode. When the School is ready to transition to on-site learning, the School will share the details of that schedule through a community announcement. The School will continue to keep students and families informed through regular messages.

During an active Distance Learning Plan mode, School will follow regular schedule of classes. All assignments for each class will be posted on Engrade or sent via email by teachers. School will provide the link to Zoom classes to students. Link is strictly for class use and students are not allowed to share or forward the link to others. School may also use other learning management systems to enrich the distance learning experience.

The Distance Learning Plan assumes reliable access to a stable internet connection; Zoom video conferencing installed on a functioning laptop/tablet; a quiet place to sit with minimal interruption. A smart phone may be required to capture and upload images of student work. If you are having trouble with these requirements, contact School for help.

Attendance will be taken for each regular class meeting just like on-site classes. Teachers will make clear their method of taking attendance, whether it be through a video feed, work turned in by the end of the class period, an email check-in reporting on the progress of a project, or some other method. If a student is sick or otherwise unable to attend to these class responsibilities, a parent or guardian will need to excuse the absence through regular methods. Students are expected to be on time for their classes and will be marked tardy if they are not. If a student is facing technical challenges, they should let their teacher know and contact the School to seek assistance.

Best Practices for Distance Learning

- Treat online learning like “real” school.
- Be on time. Arrive to Zoom meetings on-time and turn assignments in by their due date.
- Eliminate distractions. This includes digital and online distractions as well as other distractions that may affect your learning.
- Check communications. Plan to regularly monitor Engrade and teacher emails, checking for announcements, assignments, and feedback from your teachers.

- Actively participate. Use of video feed in Zoom classes is mandatory to achieve active participation.
- KG parents are required to be with their kids to help out teachers and keep students focused.

Z. Liability

Parental Liability

The parents of the child who causes damage to any property or causes injury to another person on the school premises will be held responsible for all damages and liabilities.

Liability of the School

The Islamic School is committed on providing a safe and caring environment. Every effort is made to ensure the safety of children, parents and staff (and their property). Parents are responsible for making sure that their children safely get to their classes and are promptly picked up after school.

IN CASE OF ANY UNFORESEEN EVENT THAT CAUSES ANY KIND OF HARM OR INJURY (PHYSICAL, MENTAL OR EMOTIONAL) TO ANYBODY ASSOCIATED WITH THE SCHOOL - INCLUDING PARENTS, STUDENTS, STAFF AND THEIR BELONGINGS - THE SCHOOL WILL NOT BE HELD RESPONSIBLE.

All persons REGISTERED at the school hereby consent to the Rules and Guidelines above.

All persons TEACHING at the school hereby consent to the Rules and Guidelines above.

Last Edited: 8/13/2023