



AL-RAHMAH
SCHOOL

AL-RAHMAH SCHOOL STUDENT AND PARENT HANDBOOK



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AL-RAHMAH SCHOOL CORE VALUES

All Praises are for Allah, *subhanahu wa ta ala*, and the peace and blessings of Allah be upon His Final Messenger. Ameen.

Our Creed

There is no deity worthy of worship except Allah. Muhammad is His Final Messenger.

Our Vision

Al-Rahmah School's vision is to cultivate excellence in Islamic character and academics, foster leadership skills, and develop global awareness.

Our Mission Statement

The mission of Al-Rahmah School is to provide high-quality Islamic education through a holistic approach to child development that encourages excellence, hard work, perseverance, and dedication. Al-Rahmah School aims to provide an integrated approach to Islam, meaningful life experiences, and effective adult mentorship. Al-Rahmah School is committed to developing leaders focused on pleasing Allah and serving humanity who are globally aware and locally active.

Our Aims and Objectives

Spiritual:

- To assist each student toward developing a state of complete worship and service to Allah.
- To develop each student's self-awareness, self-confidence, and personal Islamic identity.
- To encourage students toward the actualization of their faith and practice as Muslims and toward integrating Islam into their daily lives.
- To affect the healthy development of each student spiritually, morally, intellectually, socially, and physically.

Intellectual:

- To develop and expand each student's knowledge of Allah, man, society, and the universe.
- To develop in each student a positive attitude towards learning and an appreciation for knowledge and truth.
- To develop each student's ability to think, analyze, and solve problems independently.
- To develop each student's global awareness and understanding of their Islamic heritage.
- To develop and implement 21st Century skills.

Social:

- To prepare each student to assume his/her role as Allah's vicegerent through faith, knowledge, righteous conduct, advocacy, and service.
- To develop in each student a positive attitude toward the religious and moral dimensions of community life.
- To develop in students a desire for the renaissance of Islamic society and culture.
- To develop a sense of self-awareness, self-confidence, and self-motivation in their role as khalifa on the Earth.

Health/Wellness:

- To promote and support programs encouraging students to develop habits of wellness according to the Quran and Sunnah of Prophet Muhammad *salla Allahu alayhi wa sallam*.
- To increase students' awareness of factors and resources contributing to healthy living.
- To inspire and empower students to take responsibility for their health.
- To support students in making healthy choices with their school and home lives.

The Concept of Tarbiyah

ARS uses Tarbiyah as our approach to learning. Tarbiyah is an Arabic word that may be defined as the ideal educational approach in developing human nature, both directly (through a method of verbal or visual communication) or indirectly (through the provision of a role model according to a specific curriculum), which facilitates positive change.

Within an Islamic context, the ideal approach is that which Allah, *subhanahu wa ta'ala*, used to develop his prophets. Allah, *subhanahu wa ta'ala*, said with regard to Prophet Musaa, *alayhis salam*, "... And you will be developed under our care" (Qur'an, Surah Taha, 39). It is also the approach that the Prophet, *Salla Allahu Alayhi wa Sallam*, used to develop the Companions (*radhiallahu anhum*).

Accreditation

In 2009, Al Rahmah School was accredited by the Middle States Commission on Elementary and Secondary Education. Our accreditation was renewed in 2017. Alhamdulillah, we submitted our Mid-Term Report in March 2021. "The report was found to be complete and shows evidence of faithful implementation of the strategies plan for growth and development." (Sierer. M. T, MSA- CESS, 2021) *Insha Allah*, we are working diligently to be renewed again in 2024.

Al Rahman School Operates in compliance with:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the federal Civil Rights Act of 1964;

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

History and Current Expansion

Established by a few families in 1969 at Johns Hopkins University, the Islamic Society of Baltimore community members completed the construction of Masjid Al-Rahmah in 1984. Shortly thereafter, the vision of establishing an educational institution on the current premises came to fruition with the founding of Al-Rahmah School in 1987.

The first significant expansion of the school was completed in 1996 when ten classrooms, a gymnasium, a computer lab, and a cafeteria were added to the campus. Later, ten modular classrooms and a science lab were added to meet the growing needs of our students. Recently, we have completed our Phase 3 expansion project in 2022, which has provided new modular classrooms for our school and the community.

OUR GOVERNANCE MODEL

Al-Rahmah School Organizational Structure

ARS operates under the auspices of the Islamic Society of Baltimore (ISB), which is the school's legal authority. The ISB Council presides over the ARS Board of Education (BOE), and an Educational Liaison serves on both the ISB Council and the BOE. That individual is the conduit for the exchange of ideas between the Council and BOE. The BOE is responsible for overseeing the school's policies and ensuring that the school's stakeholders stay focused on its mission. A vital part of that oversight is to ensure that the school meets all legal obligations and is governed by sound financial management.

The current Board of Education (BOE) consists of the following members:

Voting Members of the BOE

- Momen Abukhdeir (BOE Chair)
- Dr. Najla AbdurRahman (ISB Secretary of Education and BOE Liaison)
- Dr. Madiha Tahseen (Human Resources; Mental Health and Counseling)
- Saadi Patel (General Secretary)
- Yehia Hassanein (Member)
- Iffath Farzana (Academic Affairs)
- Dr. N'Dama Bamba (Member)
- Rashid Afzal (Member)

Non-voting Members of BOE

- Sh. Saad Baig (Head of School)

The Board of Education meets monthly and welcomes input from the parents, faculty, and staff through the Head of School.

The School Administration

The school administration currently consists of the following positions

- Head of School (The Head of School reports directly to the BOE)
- Principal (Principal reports directly to the HOS)
- Elementary Coordinator: Shazia Banu
- Middle School Coordinator: Halimah Scott
- Arabic, Islamic Studies, and Qur'an (AIQ) Coordinator: Baderah Abu Dweih

The School Support Staff

- Program and Office Administrator: Donna Khan
- Secretary: Hanan Williams
- Health Monitor: Zuhail Ahmed
- IT/Resource Manager: Diery Gningue
- Media Specialist: Huneen Abuasi
- School Counselor: Farah Shaikh

GENERAL POLICIES

The policies in this handbook are only guidelines and are subject to change as ARS deems appropriate and necessary. You may receive notice of new or modified policies, procedures, benefits, or programs from time to time.

This handbook supersedes and replaces all previous policies and procedures, including, but not limited to, all memoranda or written policies that may have been issued on the subjects covered in this handbook.

Code of Ethics Policy

In light of the ARS mission, each member of the administration, faculty, and staff is expected to safeguard the health, safety, and welfare of ARS students. Additionally, the Islamic environment and the spiritual well-being of each student must be established as a priority.

Parents should know that each member of ARS's administration, faculty, and staff are expected to be:

1. Aware of the importance of maintaining the respect and confidence of his/her colleagues and the parents/families with whom they interact.
2. Aware that this respect for the confidence of their colleagues and students/clients cannot extend to holding in confidence information related to the health, safety, and/or welfare of a student or students.
3. Aware of their responsibility to report any suspected or actual misconduct which could negatively impact the health, safety, and/or welfare of a student or students.
4. Aware of the fact that he/she cannot be penalized for sharing with a person in authority such information of suspected or actual misconduct.
5. Aware of the fact that hiding such information could lead to reprimand, suspension with or without pay, termination, and/or discipline by the Maryland Department of Education regarding his/her teaching certificate (where applicable).

Faculty/Staff Misconduct

If there is any complaint or concern about the actions of a teacher/staff member, the following process should be followed. It will be processed promptly. If the complaint is about the Principal, it should be referred directly to the Head of School.

Complaints or Grievances

Occasionally, the families whom we serve may have a concern regarding a staff member or a policy. When this happens, they are expected to:

- Review the school's written policies thoroughly before submitting a complaint/grievance to ensure that these policies are understood.
- Ensure that all suggestions, grievances, criticism, or complaints are constructive and given in writing to the appropriate school authorities.
 - If the complaint is against the teacher, first speak to the teacher to resolve the matter. If the matter is not resolved, then take it to the coordinator.
 - If the complaint is against the Coordinator, first speak to the Coordinator to resolve the matter. If the matter is not resolved, then take it to the Principal.
 - If the complaint is against the Principal, first speak to the Principal to resolve the matter. If the matter is not resolved, then take it to the Head of School.
 - If the complaint is against the Head of School, first speak to the Head of School. If the matter is not resolved, then it should be taken to the Board of Education.
- Give the principal or other party ample time to deal with the complaint or grievance (4-5 days).

- Be ready to appear in front of a hearing committee, if necessary, within two weeks of submitting the complaint or grievance.
- Be prepared to listen during the hearing and allow everyone equal time and equal opportunity to speak without interruption.
- Be prepared to accept an apology and/or written acknowledgment if it is determined that others have violated your rights.
- Be prepared to make an apology and/or written acknowledgment if it is determined that you have violated the other person's rights.
- The above process must also be followed for issues related to a teacher's assignment and grading policy.

Parents with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Head of School. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

The decisions of the Board of Education will be considered final and binding.

Disruptive Behavior Policy (The Dismissal or Exclusion of Students, Parents and/or Staff)

Al-Rahmah School reserves the right to dismiss or exclude any student and/or a parent whose presence in the school is considered detrimental to the best interest of the student, fellow students, or of the school community, in general. The school also reserves the right to terminate or not renew a student's enrollment contract if the School concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its mission.

Al-Rahmah School also reserves the right to dismiss any student and/or parent who knowingly goes against any of the school's published policies and/or promotes negative publicity against the school, verbally, in writing, and/or on any published medium, including social networking sites.

Alcohol, Drug, and Tobacco Policy

We are a smoke, alcohol, and drug free (illegal, non-prescription) school and campus. We request that all visitors, including the ARS parents, adhere to this policy. It is imperative that we depict strong islamic values to our students and children, therefore, any alcohol, smoking or drug use is strictly prohibited.

The ARS Financial Structure

Al-Rahmah School is a Non-Profit Organization. No individuals profit financially from the ARS operation. The fees, tuition, donations, and fundraising monies collected are used to operate the school, purchase supplies and equipment, and pay staff salaries.

Tax-exempt Status

Al- Rahmah School is registered as an U.S. 501(c)(3) organization; all donations are tax-deductible.

ADMINISTRATIVE PROCEDURES

Welcome Center, Office, and School Hours

Student Hours

Students are expected to be at school Monday thru Friday between 7:45 AM and 3:05 PM.

Before Care: Between 7:00 AM and 7:45 AM (Monday through Friday)

After Care: Between 3:20 pm and 6:00 PM (Monday through Friday)

Office Hours

Parents wishing to meet with administration or classroom teachers must request an appointment via the office staff in the Welcome Center or via email. Office staff may not be available to parents between the hours of 7:55 AM - 8:15 AM, 1:15 PM - 1:45 PM, and 3:00 PM - 3:30 PM, except for emergencies. Parents should not enter the administrative suite without receiving approval from the Welcome Center staff.

Everyone must enter the school through the front door upon permission.

Admissions Process

ARS admits students in Kindergarten through 8th grade after screening assessment, interviews, and upon the receipt of the required admission documents. ARS welcomes families who are committed to the school's vision and mission.

Enrollment

(Enrollment is only done using RenWeb, Student Information System.)

Upon initial registration, the following items must be submitted:

- An original birth certificate or passport must be displayed as proof of identity.
- Complete immunization records
- Complete School Entrance Health Form dated within 12 months of the first day of school
- Academic records from all previously attended schools
- A new registration packet must be completed for each student every year
- Registration fee must be paid at the time of registration

TUITION AND FEES

Fee Schedule for Academic Year 2023-2024

Tuition terms and agreements are available through FACTS.

Sibling Discounts

First Child Enrolled	Full Tuition Rate
Second Child Enrolled	20% Discounted Tuition Rate

Third Child Enrolled	25% Discounted Tuition Rate
4 th and All Other Children Enrolled	30% Discounted Tuition Rate

Note: When more than one child is enrolled, the child at the highest tuition level is considered the first child.

Tuition Expectations

- Returning students: Once the online registration process is completed, parents must pay the required fees unless otherwise noted.
- New students: Parents must pay fees once the online registration is completed, paperwork has been approved by the administration, administrative interview held, and notified of acceptance.
- If a student joins the school in the middle of the academic year, parents must pay all registration, book, testing, and other applicable fees.
 - If a student joins before January 1st, the parent will be required to pay the full-year fees.
 - If a student joins on or after January 1st, parents will be required to pay half of the year's tuition.
- If there is any outstanding balance either this year or from previous years, parents must settle their dues before the child's admission to the school.
 - A returned check fee of \$35 will be applied for any check that is produced.
- If tuition becomes 30 days delinquent, children will not be permitted to return to school until all payments are satisfied.
- No report card or transfer documents will be issued until all dues are fully paid.

Before and Aftercare

Before and Aftercare programs will be under Al-Rahmah Nursery Administration.

Service	Cost	Cost for ARS students
Before School, from 7:00 am – 7:45 am (M-F)	\$150/month	\$75/month
After Care: Monday- Friday 3:20 pm - 6pm	\$350/month	\$175/month

Before care and Aftercare payments are due at the time of registration. For more information, go to <http://www.alahmahnursery.org/before-after-care/>

Late Pickup Charges

In case of late pickup, the students who are not registered for aftercare will be sent to Aftercare for late pickup. The following charges going to be applied:

Days and Times	Charges
Monday to Friday after: 3:20	\$1/min

Waiting list Procedure

1. The \$100 application fee with the application will be deposited [i.e., cashed] to hold your child's place on the waiting list until registration for the grade is completed.
2. You will be notified -- via telephone/email -- if a class placement becomes available for your child.
3. If your child is offered enrollment and you ACCEPT, the \$100 application fee will be applied toward the annual registration fee.
4. If your child is offered enrollment and you DECLINE, the \$100 application fee is forfeited by you [i.e., remain cashed & not returned].
5. If you receive notification that there is no space for your child during the selected academic year, you may choose between the following two options.
 - a. Retain your child's place in line on the waitlist for the following academic year -- with your original \$100 fee retained as the deposit; or
 - b. Request to be removed from ARS's waitlist and have your \$100 registration fee returned, in which case your child will lose his/her place in line.
6. At any time before being offered enrollment, you may withdraw your child.
 - a. Mail, email, or fax a written notification requesting withdrawal from the waitlist.
 - b. Upon ARS's receipt of your written request, ARS will return the \$100 waitlist fee to you.
 - c. Your child will be removed from the waitlist.

Note: It may take 3-4 weeks to process the Refund

Withdrawal Procedure

In case of parental withdrawal, withdrawal forms must be filled out and submitted to the school office.

If attendance is less than three months = 50% of the annual tuition is due
If attendance is 3-6 months = 80% of the yearly tuition is due
No refund if the attendance is > 6 months

In case of administrative withdrawal from the school, parents are not entitled to a refund or transfer of tuition and fees.

Financial AID:

If you are interested in applying for Financial Aid for the 2023-2024 School Year, please send an email inquiry to financialaid@alrahmah.org. A representative from our Financial Aid team will reach out to you with more details.

DAILY AFFAIRS

Drop-off

Parents and guardians must drop off their children in the Car Drop-off Loop in the parking lot. When Car Drop-off is not available, parents must accompany their child(ren) on foot to the building to drop off in the main lobby. Students then will walk to their respective classrooms.

Pick-up

Parents, guardians, and authorized persons can pick-up their child (ren) from the Car Pick-up Loop from the parking lot during dismissal from Monday- Thursday. Parents will be provided with a dismissal number. It should be displayed on the dashboard for the dismissal staff to see and announce the number for smooth dismissal. On Fridays and the days when Car Pick-up is not available, parents, guardians, and authorized persons will be allowed to pick up their children from their classrooms or other designated area during dismissal.

Arrival

All students are expected to arrive by 7:45 am. All students will enter the building through the front lobby doors.

7:00 am to 7:45 am – All students registered for Before Care will report to the Pre-K Wing.

7:45 am – Grades KG - 8th report to their homeroom class for virtual morning assembly.

Students arriving before 7:45 who are not registered for Before-Care will be directed to Before Care, where a fee will be assessed, and parents will be billed for Before-Care services.

Students arriving after 8:00 am must receive a tardy slip from the Welcome center before reporting to the first period class.

Under no circumstances should students be dropped off at the parking lot or left at the Masjid or any area on school property without adult supervision.

Dismissal

Regular dismissal for students in grades KG - 8th

Monday thru Friday is at 3: 05 pm.

Late pick-up fees will be applied to all students remaining at school (and who are not registered with After Care) after 3:20 pm on all days of the week.

Dismissal of all students will take place from the parking lot via carpool pick-up except on Fridays. On Fridays, students will be dismissed from their classrooms. Parents must park their cars in the parking lot and come inside the building to pick-up the students from their classrooms.

Incase of emergencies or whenever we reinstate classroom dismissal due to unforeseen circumstances, only parents or guardians will be allowed to pick up children from their classrooms or other designated area unless the ARS staff has notified otherwise.

All students are expected to be inside the classrooms until they are dismissed by their classroom teacher and/or escorted to their designated area for dismissal.

Monday thru Thursday:

Student arrival: 7: 45 am 8:00 am (**late after 8: 01 am**)

Morning Assembly: 8 am to 8: 15 am

Dismissal: 3: 05 pm to 3: 20 pm. Dismissal from the Carloop

8: 15 am - 8: 58 am	Period 1
8: 58 am- 9: 41 am	Period 2
9: 41 am - 10: 24 am	Period 3
10: 24 am- 10: 39 am	Snack and Recess
10: 39 am - 11: 22 am	Period 4
11:22 am - 12: 05 pm	Period 5
12:05 pm - 12: 48 pm	Period 6 (lunch ES)
12: 48 pm- 1: 30 pm	Period 7 (lunch MS)
1: 30 pm- 1: 50 pm	Salah
1: 50 pm- 2: 05 pm	SEL
2: 05 pm- 2: 50 pm	Period 8
2: 50 pm - 3: 00 pm	Get Ready for Dismissal
3: 05 pm - 3: 20 pm	Dismissal from the Carloop
3: 20 pm to 6: 00 pm	Late pick-up/Aftercare

Friday:

Student arrival: 7: 45 am 8:00 am (**late after 8:0 1 am**)

Morning Assembly: 8 am to 8: 15 am

Dismissal: 3: 05 pm to 3: 20 pm. Parents must park their cars and come to the classrooms to pick up their children.

08:15 am - 9:00 am	Period 1
9:00 am - 9: 45 am	Period 2
9:45 am - 10:30 am	Period 3
10: 30 am to 10: 45 am	Snack and Recess
10: 45 am to 11: 30 am	Period 4
11:30 am - 12:15 pm	Period 5
12:15 pm - 1:00 pm	Period 6 ALL Lunches
1:00 pm - 1:45 pm	Period 7
1:45 pm- 2: 30 pm	Period 8

2: 30 pm- 2: 45 pm	Wudu/ Dhikr/ and Surah Kahaf
2: 45 pm - 3: 00 pm	Jumuah Salah
3: 05 pm- 3: 20 pm	Dismissal from Classrooms
3:20 pm- 6: 00 pm	Late pick-up/ Aftercare

Friendly Dismissal Reminders

- Be prompt in picking your children up from school at dismissal.
- Once a child is picked up, they are now under the responsibility of their parent, guardian or authorized personnel.
- Please limit your conversation with staff to a minimum at dismissal.
- Please follow the processes described in the handbook as well as the updates that are being sent home through RenWeb.

Early Dismissal

Parents are to come to the Welcome Center to sign out students before 2:50 pm on Monday thru Friday. Students are not allowed to leave the classroom until the office has notified the teacher.

Attendance Regulations

Children are expected to attend school every day. When a student is not in school, they lose instruction time. However, there are times that parents are forced to keep their children out of school. In that case, the following procedure needs to be strictly followed:

- Parents are expected to notify the school office of their child's absence.
- If not, an email will be sent via Renweb to the parent(s).
- If a child is out for more than three consecutive days, a doctor's note must be presented to the homeroom teacher.
- After 5 unexcused tardies in any given quarter, disciplinary action will be taken (refer to the table for consequences for noncompliance). A meeting will be required with an administrator, and a warning will be issued.
- More than ten days of excused or unexcused absences will seriously jeopardize student promotion to the next grade. However, it is essential to note that the Administration team will review each case separately and make the final decision.

Parents must contact the school and make arrangements for their children's school work during extended absences to avoid penalty. **It is left to the discretion of the principal to decide whether an extended absence is considered excused or unexcused.**

All requests for student extended leave must come from the office with the approval of the Principal/designee. Teachers and staff are not to make promises or agreements with students and parents.

Extended Absences

Students are expected to be present at school every day when in session. Parents are strongly encouraged to plan family vacations during the holidays and when school is not in session. Students are considered absent when they are not in school. Please refer to the Attendance section. Parents are required to contact the school and make arrangements in acquiring their child's schoolwork during extended absence

to avoid penalty. Parents may obtain the Prolong Absence form from the Welcome Center. Excused and unexcused extended absences are at the Principal's discretion.

ARS Truancy Process

Maryland law requires all children between the ages of 5 and 16 who live in this state to attend school regularly unless excused with a lawful absence. Beginning on July 1, 2015, the rules will require attendance until age 17. On July 1, 2017, the period of applicability will extend to age 18.

A truant student is one who is unlawfully absent from school for more than:

- Eight days in any quarter,
- Fifteen days in any semester, or
- Twenty days in a school year.

[Md Code Education §7-302.2](#)

Legal consequences can occur when a student is unlawfully truant from school for any number or portion of days exceeding 20% of the school days within a marking period. The person with legal custody or responsibility for the care and control of a child between the ages of 5 and 16 may be subject to a criminal conviction and/or a fine for excessive unexcused absences.

Lawful Absence

- Death in the immediate family;
- Illness, with a physician's certificate, if the student is continuously absent based on illness;
- Work obligations that are approved or sponsored by the school, the local school system, or the State Department of Education as a reason for excusing the student;
- State emergency;
- Suspension;
- Court summons;
- Hazardous weather conditions;
- Observance of a religious holiday.

The Principal decides which relationships count as "immediate family" to allow a lawful absence. There may also be other emergencies or circumstances which a school official determines to count as a "good and sufficient cause for absence from school." This determination rests with the judgment of the Principal.

Any absence for any reason other than those designated as lawful absences is presumed to be unlawful for all or any portion of the day.

Tardiness

The Al-Rahmah School policy requires attendance at school for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time for school. It is the responsibility of the homeroom teacher to monitor lateness at school.

- Lateness to school is defined as not being in homeroom classrooms by 8:00 a.m.
- Lateness due to emergencies such as power failure, auto accidents, or other valid emergencies will be excused upon verification of the emergency (please refer to **Lawful Absence** section).
- *Five unexcused tardies in any given quarter, disciplinary action will be taken (refer to the table for consequences for noncompliance). A meeting will be required with an administrator, and a warning will be issued.*

Communication

Al-Rahmah School mainly communicates through RenWeb, an online Student Information System. RenWeb allows parents to monitor their child's grades, attendance, and behavior. It also provides an effective means of communication with teachers and administration.

The school uses information from RenWeb to contact parents when necessary, especially in emergencies.

Please note: It is the responsibility of parents to check and update Renweb with their most current information regularly.

When updating information on RenWeb, please follow these steps:

- Login to RenWeb
- Click on the Family Information tab on the left side of the screen
- Under Online Filing Cabinet – Click on Family Demographic Form
- Update information
- Click Save

Cafeteria

Currently, the ISB cafeteria is open and providing lunches to the students and staff.

- Students may purchase food using their ARS Link cards.
- Each month a menu will be provided to the parents. The Cafeteria reserves the right to change the daily menu without notice when necessary.
- If student couldn't pay for the lunch due to missing card or not having sufficient balance in the card. Café will still provide him/her with lunch. Parent will be billed for the food provided.
- Students are not allowed to visit the cafeteria other than their lunch period to purchase food to snacks.
- Healthy snacks should be brought to the classroom in the morning before instruction begins.

Reminders:

- Students are discouraged from sharing their food with their peers due to allergy concerns.
- Students are not allowed to use appliances such as the microwave or refrigerator to warm or store their food on the school premises.
- The ARS cannot guarantee an allergy-free zone as ISB is an open community center.

Lunch Procedures

- Every class has an assigned lunch period.
- Students may bring their lunches or purchase them from the cafe.
- No Doordash, UberEats or any food delivery service is not allowed.
- Students who bring lunch must have a lunch bag or container that maintains the food at the proper temperature. **No staff will be able to microwave food or refrigerate for the students.**

Emergency Closings

The weather-related closings, delayed openings, or early closings are announced at the discretion of the school administration in conjunction with the BOE based on the readiness of the school building and

parking lot.

When it snows or when other serious weather conditions occur, please check your Al-Rahmah email and watch your local television stations for announcements of school closings or delays.

Announcements will be made on WJZ and WBAL.

ACADEMIC STANDARDS

Marking Periods and Reports to Parents

Parents and/or guardians are urged to follow school marking periods and communicate with teachers regarding their child's grades and check their report cards and progress reports carefully. Any questions regarding the student's achievement may be discussed with their child's teacher. Teachers may request a parent conference through RenWeb email or in the comment section of the progress reports/ report card. Parents may also request a conference with the teacher via the office or teacher email.

Report Cards

Report Cards are issued four times per year, in November, January, April, and July. Specific dates are listed in the Al-Rahmah School Calendar and on RenWeb. Any issues regarding grades can be addressed by contacting the corresponding teacher.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled on the school's calendar three times a year. However, other conferences can be planned with mutual agreement between teacher and parent. Contact the teacher directly with your request, via email, or by calling the office to schedule an appointment with the teacher. Teachers will return phone calls/emails within 24 hours. *Instructional time will not be disrupted for returning emails, phone calls, or in-person visits.*

Conference during the arrival and dismissal of students are not acceptable.

Remember - conferences are set up to discuss the development and well-being of your child. The teacher presents an evaluation and provides an opportunity for the collaboration and exchanging of ideas and strategies to ensure academic, spiritual, and behavioral growth in a subject. If you have a concern regarding the classroom, you are encouraged to first make contact with the teacher. If you feel your concern is not resolved, you are welcome to contact the school administration.

Transcript Request Process

For Current and Former Students

Parents can request transcripts in two ways:

- (a) Parents must complete the Transcript Request form located in the Welcome Center and return it to Sr. Hanan. Then ARS staff will email the transcript packet to the transferring school directly.
- (b) Parents could also ask the transferring school personnel to send an email directly to Donna.khan@alrahmah.org with the request. Then ARS staff will email the transcript packet to the transferring school directly.

All transcripts will be processed and emailed within 3-5 business days to the email address indicated on the Transcript Request Form or shared by the transferring school personnel.

Parents you must know that the:

1. Unpaid fees will delay the processing and emailing of transcripts. Transcripts will not be emailed until all balances are cleared.
2. If you want transcripts to be mailed, you and the transferring school personnel must indicate in their request. Transfer packet will be placed in a signed, sealed envelope and sent directly to the school requested.

Final Examinations

Final Examinations are given to students in grades 6th through 8th in all core subjects to include: English/Language Arts, Science, Social Studies, Math, Arabic, Qur'an, and Islamic Studies. Students will be assigned a combination of an End of the Year Project and written assessment for as final exam for electives such as Health, PE, and Technology.

Make-up exams are given only if a valid excuse (see absence policy) is provided. Missed exams for any reason outside of the accepted absence policy must be cleared by the Principal with written permission.

GRADING POLICY

Report card grades will be recorded in letter grades from KG-2 and numerical grades from 3rd-8th for each marking period.

In order to receive the minimum passing average in a course, a student must achieve a final grade average of a low "D" or 60%.

Any student, grades 3rd-8th, who fails two core classes, i.e., has a final yearly average below 60% for any of the core courses (as mentioned above), will be recommended for an Academic Intervention Plan (AIP) for the next academic year.

Grading Scale

Grading Scale and Codes

A-Mastery	90 -100
B- Proficient	80 - 89
C- Satisfactory	70 - 79
D- Needs Improvement	60 - 69
F- Unsatisfactory Below	59 and below

Grade Weights

	Level 1 Formative Assessments	Level 2 Formative Assessments	Level 3 Formative Assessments	Level 1 Summative Assessments	Level 4 Formative Assessments	
	HW: Homework:	CW: Classwork:)	Q: Quizzes	MA: Major Assessments	P/P: Participation and Performance	Total %
K- 2	10.00%	10.00%	30.00%	35.00%	15.00%	100.00%

3RD-5TH	10.00%	15.00%	30.00%	35.00%	10.00%	100.00%
6th-8TH	15.00%	15.00%	25.00%	35.00%	10.00%	100.00%
Exceptions						
	HW	CW	Q	MA	P/P	Total
Art - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Art - UD	5.00%	10.00%	30.00%	25.00%	30.00%	100.00%
PE - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
PE - UD	5.00%	10.00%	30.00%	25.00%	30.00%	100.00%
Tech - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Tech - UD	10.00%	10.00%	25.00%	25.00%	30.00%	100.00%
Qur'an - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Qur'an - UD	10.00%	10.00%	25.00%	25.00%	30.00%	100.00%
Foreign Language - LD	5.00%	15.00%	25.00%	25.00%	30.00%	100.00%
Foreign Language - UD	10.00%	10.00%	25.00%	25.00%	30.00%	100.00%

No Zero Policy:

Starting from the 2022-2023 academic school year, the no-zero policy will be implemented as follows:

- If a student shows effort on their work the lowest they can get is 50%.
- If a student does not even attempt to do their work then they receive a 0 grade.
- A student has at least 3 chances to re-do their CW or HW assignments or/ and 1 Quiz for each quarter.
- A student can make-up their missing assignments before the summative test is administered in the class. See the details below.

Re-Do Assignment Policy: Students have an opportunity to re-do any 3 CW/HW, and 1 Quiz for each Quarter.

No Major Assessments are allowed to re-taken.

Students will be given an opportunity to re-do their assignments from the beginning of any quarter up until Progress Reports are published. After Progress reports are published no student will be allowed to re-do their assignment that was due in the first half of the quarter anymore. HOWEVER, students can re-do their assignments that were due in the second half of the quarter up until the Quarter Report is published.

Make-Up/ Missing Work Assignment Policy: Teacher can identify the assignment/s for the student/s to make-up to improve their grade in the class. For grades 3rd thru 8th, students can communicate with the teacher to make-up their work.

No major assignments are allowed to be made-up.

No students can make-up the assignment once the summative test for that topic has been administered by the teacher in the class.

Students will be given an opportunity to make-up their assignments from the beginning of any quarter up

until Progress Reports are published. After Progress reports are published no student will be allowed to make-up their assignment that was due in the first half of the quarter anymore. HOWEVER, students can make-up their assignments that were due in the second half of the quarter up until the Quarter Report is published.

Homework and Extension Activities:

There is a great deal of debate about the relevance of homework. Homework usually falls into one of three categories: practice, preparation, or extension. While the value of one size-fits all assignments is debatable, individualized assignments that tap into students' existing skills or interests can be motivating.

At the elementary school level, homework can help students develop study skills and habits and can keep families informed about their child's learning. At the secondary school level, student homework is associated with greater academic achievement. (Review of Educational Research, 2006)

The most comprehensive research on homework to date comes from a 2006 meta-analysis by Duke University psychology professor, Harris Cooper, who found evidence of a positive correlation between homework and student achievement, meaning students who did homework performed better in school. The correlation was stronger for older students—in seventh through 12th grade—than for those in younger grades, for whom there was a weak relationship between homework and academic performance. [Harris Cooper, Jorgianne Civey Robinson, and Erika A. Patall. Does homework improve academic achievement? A synthesis of research, 1987-2003. Review of Educational Research 2006, vol.76: 1-62.]

Our Homework Policies:

For ARS students in **grades kindergarten - second**, home assignments will involve activities that encourage creativity, play, exploration, and interaction among family members (for example: Reading logs, and Home Activity Calendars). The goal is to create activities that the students and their families will be eager to complete.

Ideally, students will have several days to complete tasks. For example, teachers can assign homework on Thursday and make it due on the following Wednesday. Students will be given points for completion. If homework is being graded for accuracy teachers will inform the students and the parents ahead of time.

When teacher finds out that students are not consistently not completing their learning activities at home, they will contact the parents. Parents are expected to actively collaborate and participate in the discussion to support their child's academic progress.

Second grade is a transitional year, with students gradually taking on more responsibility for completing home assignments. By the second grade, homework should be slightly more rigorous and occur more frequently in order to prepare the students for the increased length and frequency of assignments in grade three. Students should be given points for completion.

For **grades three and above**, homework increases in length and rigor.

Between grades three and five, teachers may continue to assign homework packets that cover a week or more, affording the students and their families ample time to complete the tasks. Again, no pressure should be placed upon the students.

Suggested Amounts of Homework:

The National PTA recommendations fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth). Teachers can collaborate with the parents to make sure that students are not overburdened by the frequency and the amount of the homework. Below is a suggested schedule for the assignment of homework.

Grades	Amount of time spent on homework every night	# of Minutes of Daily Independent Rdg
K - 1	No more than 10- 20 mins. per night. As determined collaboratively with other elective teachers.	10 - 15 reading or being read to
2	No more than 20 minutes. As determined collaboratively with other elective teachers.	15 - 20 mins.
3 - 5	30 - 50 minutes As determined collaboratively with other elective teachers.	20 - 30 mins.
6 - 8	60 - 80 minutes As determined collaboratively with other elective teachers.	30 mins.

GRADUATION REQUIREMENTS

Middle School

Al Rahmah Middle School students must meet the following criteria to graduate

- Any student in 8th grade will not participate in graduation ceremony with their peers if they have not maintained a passing grade of 60% or above in all their core subjects.
- Students will need at least 15 community service hours during which can be completed between 6th-8th grades.
- Student cannot graduate if they have unexcused absences of eight days in any quarter, fifteen days in any semester, or twenty days in a school year.
- Awards for the Graduates:
- Students who have maintained a GPA 3.6 or above each quarter in grades 6th thru 8th will receive a Honor Roll Award- Yellow Cord.
- Students who have maintained a GPA 3.0-3.59 each quarter in grades 6th thru 8th will perceive a Merit Roll Award- Blue Cord.
- Valedictorian: For a student to qualify as a Valedictorian, he/she must complete all their middle school years fully at Al-Rahmah School. The Valedictorian status is calculated by student's cumulative GPA for all three years, grades 6th-8th at ARS. The student with the highest GPA in their graduating class is chosen as the valedictorian. Along this method, other distinguishing criteria to include are student conduct, community service and number of years of attendance at Al Rahmah

School. Valedictorian will be receive a ARS Stole as a recognition for their outstanding academic and behavior standing.

- SGA- Student Government Association officers, SGA President, and Class representative will receive Blue and White Cord.
- Graduates who have completed 15 or more hours of community service by the end of third quarter in 8th grade will receive a Maroon Cord.

TESTING

Students take a variety of tests including:

- MAP - NWEA (KG-8th graders)
- Terra Nova (3rd-8th graders)
- PSAT (8th graders)

COMMUNITY SERVICE HOURS

Middle School

Middle School students must complete 15 approved service hours while at Al Rahmah School. These hours will be certified by the Middle School Coordinator and may be transferred to most public or private high schools students may attend.

GOOD STANDING/ACADEMIC BEHAVIOR

Students in good academic standing are recognized throughout the year in various ceremonies and through the awarding of scholarships and certificates. However, students who are struggling will receive intervention through Al Rahmah Academic and Behavior Intervention programs described below.

School Awards/Scholarships

- ASET Trust Award - 8th grade Valedictorian
- Recognition Awards - All Grades
- Honor and Merit Roll - Quarterly Award for Grades 6th thru 8th
- Principal's List Award- Yearly Award for Grades 6th thru 8th

Honor, Merit Roll and Principal's List

- Honor and Merit Roll are calculated by student's quarterly GPA.
- Principal's List is a yearly calculation consisting of the GPA for all 4 quarters or a cumulative GPA.
- Valedictorian status is calculated by student's cumulative GPA for all three years, grades 6th-8th at ARS. Along this method, other distinguishing criteria to include are student conduct, community service and number of years of attendance at Al Rahmah School. For a student to qualify as a Valedictorian, he/she must complete all their middle school years fully at Al-Rahmah School.
- In order to qualify for Honor, and Merit students must meet the following criteria:
 - Honor Roll - GPA 3.6 - 4.0 and above each quarter
 - Merit Roll - GPA 3.0 - 3.59 each quarter
 - The basis for eligibility will be letter grades, "A"s and "B" s with the maximum of one "C". That "C", however must be balnaced by atleast one "A".
 - One or more "D" or "E" will automatically exclude a student from the honor roll for that quarter.
 - Character traits or citizenship will not be a consideration for eligibility.
 - Eligibility is based entirely on the academic achievement of the student.
- In order to qualify for Principal's List students must meet the following criteria:
 - Principal's List – GPA - 4.0 for entire school year
 - The basis for eligibility will be letter grades, "A"s and "B" s with the maximum of one "C". That "C", however must be balnaced by atleast one "A".

- One or more “D” or “E” will automatically exclude a student from the honor roll for that quarter.
- Character traits or citizenship will be a consideration for eligibility.
- Eligibility is based on both, the academic achievement and character excellence of the student.

ACADEMIC AND BEHAVIORAL CONCERNS

Retention

- It is expected that students will not be retained more than one time during their school career at ARS.
- Any student considered for a second retention must be referred to the Student Support Team for review. Any recommendation for a second retention must be approved by the Principal or their designee.
- In Grades 2nd through 8th, retention may be considered only when documented intervention strategies have not resulted in the expected student progress.
- Evaluation of progress should be based on a student’s overall performance in the school program.
- The evaluation should not be based solely upon performance in individual content areas.
- In Grades 6 through 8, retention may be considered only when documented intervention strategies have not resulted in the expected student progress. If a student earns a failing grade in two of the core courses will be considered a candidate for retention.
- By the end of the second or third marking period, students should be identified as possible candidates for retention and parents will be notified, in writing.

Remediation

Starting 2023-2024, any core class with 59% average or less for the year is defined as remediation. Students in remediation will need to complete additional work during the summer and will be placed on AIP.

Academic Intervention Plan (AIP)

AIP is a collaborative effort among parents and school staff designed to provide students with additional resources that are available to ARS in order to ensure student’s success. The process of progress monitoring for the AIP will be determined according to students’ needs.

Students with cumulative grade averages, or averages in one or more core subjects below 60% are candidates for placement on an Academic Intervention Plan. When a student is determined by the classroom teacher to be in danger of receiving a failing grade, parents will be notified by letter and through RenWeb prior the progress report being sent home.

AIP Process

Quarter-I September - November	Intake for previous AIP students. Probation begins. New AIP students identified. Initial parent/teacher conferences held.
Quarter-II November-January	Re-evaluate previous students AIP status. Second parent/teacher conference held.
Quarter-III January-March	Students on AIP from 1st and 2nd Quarter receive notice for potential retention for next year. Administrative conferences held.
Quarter-IV March - June	2nd Administrative conferences held. Initial Summer School recommendation letters sent out. Recommendations made to withhold students from Graduation.

Conditions of AIP:

- Students, teachers, parents and grade level directors will sign an agreement outlining conditions for AIP and probation when a student is placed on AIP
- Students on AIP can participate in extracurricular school activities **with approval from the Principal**
- Students who are on AIP for two quarters will be recommended for Summer School
- Any student placed on AIP will remain on *academic probation for two quarters
- No make-up work or extra credit will be accepted by students on AIP during 4th quarter

Students can be removed from AIP during any quarter where their grade average is above 70% for the entire quarter. Exception to any conditions outlined in the AIP is subject to the approval of the Administration.

*Academic probation - students on academic probation grades will be monitored by grade level Coordinator. Parents will also be required to attend at least one parent teacher conference during the quarter in which student is on probation. Additionally, they will not be eligible for certain extracurricular activities.

Behavior Intervention Plan (BIP)

Students who require frequent referral to the office are subject to placement on a Behavioral Intervention Plan. The BIP is a collaborative effort among parents and school staff designed to provide students with additional resources that are available to ARS in order to ensure student's success. The process of progress monitoring of the BIP will be determined according to students' individual needs.

BIP's are designed for students who have had repeated incidents (2 or more disciplinary offenses in a quarter) in and outside of the classroom which require administrative intervention.

Conditions of BIP:

- Students, teachers, parents and grade level directors will sign an agreement outlining conditions for BIP and probation when a student is placed on BIP
- Students on BIP can participate in extracurricular school activities **with approval from the Principal**

Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the greater ARS community. Once students are elected or nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special evening, discussing student concerns and working to improve the ARS community as a whole. Additionally, representatives from each grade will assume roles in planning grade level and grade wide events.

Field Trips

Field trips are an extension of the classroom and an immersive experience providing hands on training for future academic studies and careers. **Therefore, students who miss field trips are missing class and will be graded accordingly.** Many field trips include participation in activities that cannot be duplicated in the classroom. Students are expected to wear full school uniform unless otherwise indicated.

Permission slip forms (and any associated payments if required) will be completed online.

For their safety and the safety of all children taking part in the field trip, students with concerning behavioral issues may not be able to attend the trip unless an alternative arrangements is made by the teacher, parent and/or an administrator. For example, parent or a legal guardian can accompany the student on the field trip.

Chaperone: a person who accompanies and looks after another person or group of people. All chaperones are expected to adhere to the following expectation

1. Arrive on time for the field trip.
2. Never leave students unattended.
3. Always count them, every step of the way. If you start with 5 kids, you want to end the day with the same 5.
4. Learn assigned students names.
5. Monitor the behavior of your group and make sure they follow the rules.
6. Al-Rahmah Teachers have the ultimate responsibility and authority for ensuring a safe trip.
7. **Chaperones must abide by teacher requests.**
8. **Chaperones with cellular phones should provide the number to the teacher for emergency contact.**
9. Please refrain from using cellular phones for personal conversations.
10. Please do not buy your group anything (this includes food, drinks, souvenirs, extra activities, chaperones: may not use, sell, provide,
11. Please do not possess, or be under the influence of drugs or alcohol; you may not use tobacco in the presence of, or within the sight of students; you may not possess any weapon.
12. Help students with their coats, lunches and any other tasks they're asked to

complete while they're out and about.

13. Do not bring younger siblings and or older siblings on the field trip as well as younger children or older children to the field trip.

After School Clubs

Various after school clubs are offered at Al Rahmah School and participation is highly encouraged. Students may write a proposal for clubs that are not offered at the beginning of the school year. All proposals require teacher sponsorship and signatures of at least 10 students who are committed to participate. For proposals to be considered for the current Spring academic year 2023-2024, complete paperwork must be submitted no later than September 16th, 2023. The list of clubs with the registration information will be shared with students and parents for the 2023-2024 school year by September 30, 2023.

Any student involved in after school clubs agrees to abide by the school's policies, club rules, attendance and dismissal policies. Students who violate these rules will be dismissed from the club. Any student not picked up by the club dismissal time will be taken to aftercare and parents will be charged accordingly.

STUDENT SUPPORT SERVICES

School Counselors work with students and staff to resolve social, emotional and behavioral issues. They help to bridge the gap between school, home and community to help students be as successful as possible.

School Counselors do this by helping parents, students, and school staff identify needs that interfere with learning and work with students to get the services they need.

Roles of the Counselor include but are not limited to :

- Classroom Mini- Lessons
 - Listening Skills, Healthy Boundaries, Conflict Resolution, Healthy Habits
- Counseling Services
 - Short Term solution based interventions (see below)
- Parent/Family Services
- Professional Development
- Assessments/Observations
- Consultation/referrals to community providers

School counselors shall meet the provisions for professional practice set by their respective state department of education and possess knowledge and understanding basic to their profession as well as the local education system. They must have an active license/certification in the state in which they practice. A Masters level degree of education or its equivalent is also required.

Short term services:

One-on-one counseling sessions with students to address and improve:

- Coping skills
- Educational pacing
- Anger management

- Impulse control
- Anxiety management
- Behavioral modification
- Depression
- ADHD

Group Sessions

In addition to individual counseling, the school counselor can also conduct **group activity** to work on a variety of topics, for example:

- Social Skills
- Peer mediation
- Relaxation group
- Stress management
- Self esteem

Community Liaison

- Referrals to community agencies
- Coordination of services with community agencies /hospitals/treatment centers

Parent/Family Services

- Promote parental involvement in the schools
- Promote parental involvement in school conferences
- Empowerment of/advocacy for families
- Provide culturally competent services
- Provide crisis intervention services
- Refer to community agencies

Services to School Staff/Personnel

- In class observations of students and classroom behaviors and dynamics
- Providing feedback, strategies and tips to manage students and their challenges
- Being a liaison between parents and teachers to facilitate understanding and advocate for change
- Participation in family meetings to assist in providing feedback on student's difficulties, classroom behavior and staff concerns
- Providing staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior
- Developing staff in-service training programs/professional development

It is our primary goal at Al Rahmah School to provide a safe environment for learning. Positive and healthy behavior in school is imperative for creating that atmosphere. If your child is in a state of crisis or emergency, the school reserves the right to take action based on the best interest and well being of your child as well as all the children in our care. If your child has been identified by their teacher or counselor as requiring counseling intervention, the counselor will provide short term solution-based services.

Please note: It is legally and ethically our obligation to maintain the confidentiality of every student. However, if your child expresses thoughts of self harm, harm to others, abuse or neglect, the school staff is **mandated** to report these incidents to the appropriate governing parties.

If your child expresses thoughts or a plan to self harm , the following circumstances will occur:

- Your child will meet with the school counselor and appropriate administration team member. Together with the counselor , your child will fill out a “safety contract.” The counselor will also conduct a crisis assessment interview with your child.
- A mental health evaluation will be **required** within 24 hours of any self harm statements or plan/thoughts. This can be done at in an emergency department, a crisis walk-in clinic or an existing mental health providers office. (please note: proof of evaluation visit will be **required** prior to the students reentry to school)
- If a parent or guardian is unable to have their child evaluated through the Emergency department, a crisis walk-in clinic, or an existing mental health provider. ARS will enlist the help of a mobile crisis team or call 911 to ensure the safety of your child. Any parent that does not comply will risk having their child temporarily sent home until compliance.

Please sign below to indicate you are aware of the policies and services listed above.

Signature of Parent or Guardian

Date

HEALTH AND SAFETY

Health and Immunization Policy

All students are required to have a complete medical examination before entering Al-Rahmah School. Proof of such exemption is required on or before the first day of school along with all appropriate vaccinations. Students who are not able to obtain required vaccinations prior to school starting can be temporarily admitted but must submit proof of an appointment to do so. The appointment following this temporary admission may not be later than 20 days. If the evidence of required immunizations is not provided on day 21, the student will not be allowed to return to school.

Allergies and Medical Conditions

Parents should communicate immediately, upon registration, with the health staff that their child has an allergy or medical condition. All medications, special accommodations, and action plans should be presented on the same day. Students with allergies, food, environmental, seasonal, etc. should have an Epi-pen prescribed to them by their physician to be used at school in emergencies. Please discuss this issue with your physician.

Emergency Permission Sheets

Emergency care is an integral part of the records that are kept on file. It is the parents responsibility to make sure emergency permission sheets are completed, signed and contain up to date information with the child's health care providers numbers, or if the parent/guardian is refusing treatment for the child based on religious or medical reasons.

Health Center

Nurse's Hours: Monday through Friday from 9:00 am to 2:00 pm

Location: Room 134

The Health Center will observe the following parameters based on students' health status and the acuity of individual situations. Calls to parents are made frequently thus it is extremely important to inform us if contact numbers change for parents and friends/relatives.

Health Dismissal Policy

1. Students with a temperature of 100 °F or greater or at the nurse's discretion will be sent home. Student will not be allowed to return to school until they have been fever-free for 24 hours without fever reducing medication such as acetaminophen or ibuprofen
2. Students who vomit or have an onset of diarrhea during the school day will be sent home.
3. Students will return to school if they are symptom free for 24 hours without the use of medication.
4. Students with persistent severe pain or persistent cough/nasal drainage will be sent home.
5. Any student diagnosed with strep throat or pink eye must remain at home for 24 hours after beginning antibiotics.
6. Students with persistent rash or widespread rash will be sent home and need to seek medical clearance from their healthcare providers.
7. A student may be sent home for medical reasons not listed in the section. Whenever this happens, the school nurse and/or Al-Rahmah School staff will discuss the decision with the parents as well as the actions required to allow the student to return to class.

8. Parents must write a note for any student who needs to be excused from physical education during the school day. A healthcare provider's note is required to excuse a student from physical education for more than two days after any injury or illness. The healthcare provider's note should indicate restrictions and the date for return to normal activity.
9. Following any severe illness or injury, a physician's clearance is required to return to school.

Medication Policy

In order for any medication to be self-administered (inhalers) or administered by a health professional or a staff member of Al-Rahmah school, a "**Medication Administration Authorization Form**" must be on file. This form can be obtained from Al-Rahmah's office at registration or any time during the year. You will need one form per medication, whether it is prescribed or it is over-the-counter, and it must be completed by the physician as well as the parent(s). School Medication Administration Authorization forms are to be renewed annually (per school year). **No medication will be given without it.**

Al-Rahmah School carries some over-the-counter medications that can be used for minor conditions. The school nurse will administer the medications **ONLY** if the parents have signed the "**Consent for Administration of Approved Discretionary Medications and Health Contact Information**" form. The school nurse will not accept parental consents over the phone.

For the safety of all, students will not be allowed to carry medications on themselves or store any in their lockers. All medications will remain locked in the health suite for daily and/or urgent administration this includes medications for asthma, migraine, severe allergic reactions, seizures, diabetes.

1. Prescription and over-the-counter medications can only be accepted if a parent/guardian delivers them **in the original and proper pharmacy labeled package** and have given the first dose at home to assure there are no allergies to that medication.
2. All medication should be submitted to the nurse's office by the parent/guardian, whether it is a prescription or an over-the-counter, with a written permission from a parent/guardian and a prescriber for the nurse to administer. If the nurse is not available you must report to the office.
3. Non-prescription (over-the-counter) medications will be accepted from the parent/guardian in their original packages. All medications will be kept locked in the nurse's office.
4. Some medications such as antibiotics may be prescribed three times a day, whenever possible; parents should give the medicines at home or consult with the physician about other alternatives. This would prevent any possibility of leaving the medication in school overnight.
5. Medications that are used once or twice a day will only be administered by the school nurse if the time is specified by the prescriber. Parents are encouraged to administer these medications before and/or after school.
6. Efforts will be made to alert parents that a medication is about to expire but ultimately it is their responsibility to keep abreast of expiration dates.
7. At the end of the school year all medicines, whether used or unused, should be retrieved by the parent or a responsible adult within one week of closing or it will be discarded. Al-Rahmah School does not store medications over the summer vacation for the next year's use.

8. It is advisable for parents with children who have a condition that requires medication during school hours such as asthma, diabetes, seizures, allergic reactions, etc. to have enough medication for the school as well as home.
9. Parents of a child with diabetes, seizure, asthma, or severe allergic reactions need to arrange a meeting with the school nurse or administration prior to the first day of school. At this meeting, an action plan will be discussed and approved, and any documentation from their healthcare provider should be submitted to the nurse's office or administration, including but not limited to, spacers and medications.

Head Lice Policy

Students diagnosed with live head lice will be sent home. Students and families are **STRONGLY** encouraged to remove all eggs (nits) from the hair. Any student with an active head lice infestation (live bugs on the head) should be treated before returning to class. A proof of head lice treatment needs to be submitted to school. This proof can be the packaging of the shampoo used to treat head lice/nits. When your child has been treated and you are ready to bring him/her back to school, call the school nurse or the school administration. The school nurse or administration representative will check your child's head before putting him/her back into the classroom.

CODE OF CONDUCT

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. Thus, the right to an education carries with it the corresponding obligations and duties:

1. To respect the rights of others
2. To adhere to all rules and regulations established for Al-Rahmah School
3. To refrain from interfering with the orderly operations of Al-Rahmah School
4. To refrain from damaging Al-Rahmah School property, or the property and possessions of others.

The right to an Islamic education, however, may be limited or forfeited in the event that a student's conduct has brought about suspension, exclusion, or expulsion. Thus it is mandatory for all students to adhere to the codes of conduct prescribed for Al- Rahmah School. *Our code of behavior extends beyond the school day and into all extra-curricular student activities and after school, school sponsored events. It is essential that students conduct themselves properly, projecting positive behavior and/or sportsmanship whether attending any athletic competition or other school function.*

Minor Disciplinary Offenses

The following offenses should be handled **by the teachers themselves**. In most cases retraining the students in procedures should be sufficient, though establishing and following through with classrooms consequences will help reinforce and minimize re-occurrences. A student should not be sent to the office for violating a single offense. These offenses are assumed to be of a minor nature. It is important to note that one of these minor issues can become major when it recurs on a regular basis. If this is the case and the teacher has exhausted an array of classroom management and discipline techniques (including contacting parents), he or she should send them to the office.

- Possession of gum, candy, toys, radios, etc.
- Passing notes.
- Failure to follow procedures that does not result in harm to the student of others.
- Cheating on daily assignments.
- Failure to bring appropriate materials to class.
- Petty conflicts among students.
- Disruptive behavior in the classroom, which is of a minor nature.
- Not working in class after a parent contact has been made
- Tardiness to class (after the first two occurrences).

Major Disciplinary Offenses

The following offenses should result in an automatic referral to the office for discipline - NO EXCEPTIONS.

- Recurring disrespect towards staff members.
- Bullying another student. All reports of bullying must be documented.
- Cheating on a quiz, test, or exam.
- Missing detention twice after parent contact.
- Theft
- Leaving class without permission.
- Obscene language or gesture.

- Use of electronic telecommunication devices for non-educational purposes (i.e. texting, social media, etc.)
- Fighting
- Obscene pictures or literature.
- Vandalism
- Smoking and/or possession of smoking materials or tobacco.
- Possession, consumption, sale, or being under the influence of alcohol or drugs
- Possession of fireworks, matches, lighter, or other caustic devices/materials
- Verbal abuse of adults or students.
- Open defiance/insubordination
- Threats by word or deed

The teacher should use fair and appropriate judgment in the exercise of any discipline. This list is not comprehensive. Be consistent and timely in referring students and reporting incidents to the office. The goal of the teacher's disciplinary actions should be to teach the student why the behavior is unacceptable and to prevent the behavior from occurring again

Consequences for Non Compliance

(At the discretion of the School Leadership Team)

The following charts contain specific examples of leveled behaviors that could cause a student to be given warnings, parental notifications, exclusions, conference with administrative team, and suspension from school, and/or an expulsion from school. This information shall serve as a guide to understanding the disciplinary policies of Al-Rahmah School. **However, it does not preclude the discretionary authority of an administrator to impose further rules that are deemed necessary.** Disciplinary penalties are determined after consideration of a student's overall disciplinary record and the severity of the infraction.

This list is not intended to place undue restrictions on the students, but rather to encourage all students to behave in such a manner that their behavior will be pleasing to Allah, a credit to Al-Rahmah School, and an example of proper Islamic conduct.

Level One	Level One Behavior Definition	
	1. Behavior that is disruptive to the school environment of student/others. 2. Refusal to comply with reasonable requests.	
	Level One Behavior Examples (but not limited to)	
	<ul style="list-style-type: none"> ○ Third offense salah violations ○ Third offense uniform violations ○ Truancy ○ Entry into an inappropriate bathroom or lavatory ○ Excessive name-calling 	<ul style="list-style-type: none"> ○ Leaving After Care or Late Pickup Program without authorization ○ First offense Cheating/Plagiarism ○ Recurring misconduct at school functions or during an assembly ○ Recurring class disruptions ○ Cell Phone Policy
Level One Consequences		
Including but not limited to: informal talk, parent notification or parent/teacher conference, detention		

Level Two	Level Two Behavior Definition	
	<ol style="list-style-type: none"> 1. Repeated or significant incidents. 2. Disorderly behavior towards another student, staff, volunteers, etc. 	
	Level Two Behavior Examples (but not limited to)	
	<ul style="list-style-type: none"> o Vandalism o Second offense Cheating/Plagiarism o Recurring truancy o Bullying o Inciting a school disruption o Defamation against the ISB and any of its subentities 	<ul style="list-style-type: none"> o Insubordination o Continuous disruptions at assemblies and or other school related events o Violation of ARS Electronics Policy o Possession of unauthorized medication
Level Two Consequences		
<p><i>Including but not limited to:</i> disciplinary referral, detention or in school suspension and community service</p>		

Level Three	Level Three Behavior Definition	
	<ol style="list-style-type: none"> 1. Behaviors posing safety issues 2. Disorderly and disrespectful behavior towards student, staff, volunteers which impedes instruction, disrupts the learning environment and does not comply with Al-Rahmah’s Mission Statement and Student Code of Conduct. 	
	Level Three Behavior Examples	
	<ul style="list-style-type: none"> o Repeated Cheating/Plagiarism o Fighting o Racial slurs o Arson o Possession of firearms and/or weapons o Expressing harm or intent to harm/threat to the students, staff or school. o Possession and distribution of drugs and alcohol 	<ul style="list-style-type: none"> o Use of intoxicants o Threatening or harming staff or students o Bullying and cyberbullying o Sexual harassment o Bomb threat o Robbery o Prescription violation
Level Three Consequences:		
Including but not limited to suspension, expulsion and/or legal consequences		

Consequences defined:

Informal Talk – Teacher will speak with the student privately and try to reach an agreement regarding the student’s behavior in the future.

Parent Notification – The student and/or teacher calls and informs the parents of the student’s prohibited behavior. Students will take a note home from school, to be returned signed by his/her parents.

Parent/Teacher Conference – meeting of the parent, teacher, and student, with the option for the Coordinator and/or Principal to attend.

Detention – Student will stay after school for 1 hour, doing an offense appropriate assignment (at the teacher’s discretion).

Disciplinary Referral: Student will be sent to the school office with a pink disciplinary referral form to meet with the principal regarding their behavior.

Community Service: Projects assigned within the ISB Community to be signed off by an authorized supervisor upon completion.

In School Suspension – Student will spend an entire day alone doing class work, and an additional offense appropriate assignment. Student will not have recess, lunch with his or her class, or any other interaction with his or her classmates.

Suspension – The removal of a student from the school for 3 days or less.

Expulsion – Student is dismissed from the school indefinitely.

Please Note:

- Do not send students out of the classroom as a punishment, leaving them without adult supervision.
- Do not send students to the office without a referral form.
- Never mislead students about behavior expectations. Mixed signals and inconsistent consequences may cause students to become repeat offenders thinking that they will not face any consequence for their misbehavior.

BULLYING PREVENTION POLICY

The Al-Rahmah School believes that all students have a right to a safe and healthy school environment. The school, parents and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Al-Rahmah School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; spreading rumors, back biting, and social isolation or manipulation.

The Al-Rahmah School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Al-Rahmah School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Al-Rahmah School’s adopted Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the coordinator or the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

AI-RAHMAH STUDENTS C.A.R.E.

C= Community **A**= Awareness **R**= Responsibility **E**=Environment is a unique behavior system that sets forth clear social and behavioral expectations that informs and holds Al-Rahmah students accountable for school wide expectations.

CARE charts (listed below) will be displayed in the cafeteria, hallways, classrooms, bathroom, and musallah.

Bathroom Expectations

<u>C</u>ommunity	<ul style="list-style-type: none"> • Clean up after yourself. • Respect others' privacy.
<u>A</u>wareness	<ul style="list-style-type: none"> • Wait your turn. • Be quick and aware of your time.
<u>R</u>esponsibility	<ul style="list-style-type: none"> • Say the du'a before and after using the bathroom. • Flush the toilet. • Wash your hands with soap and dry them.
<u>E</u>nvironment	<ul style="list-style-type: none"> • Wipe away water at the sink after you finish. • Conserve water. • Throw trash in the trash can.

Recess Expectations

<u>C</u>ommunity	<ul style="list-style-type: none"> • Take turns. • Use polite language. • Keep hands and feet to yourself.
<u>A</u>wareness	<ul style="list-style-type: none"> • Play fairly. • Walk to where you want to go. • Apologize when accidents occur.

<u>R</u> esponsibility	<ul style="list-style-type: none"> ● Be safe with the equipment. ● Keep games/materials neat and organized.
<u>E</u> nvironment	<ul style="list-style-type: none"> ● Pick up trash, even if it's not yours. ● Clean-up and put away materials.

Dismissal Expectations

<u>C</u> ommunity	<ul style="list-style-type: none"> ● Be courteous. ● Use polite language and indoor voices. ● Say Assalamu Alaikum.
<u>A</u> wareness	<ul style="list-style-type: none"> ● Stay at your designated class spot. ● Walk when dismissed.
<u>R</u> esponsibility	<ul style="list-style-type: none"> ● Stay with your teacher until you are picked up. ● Notify the teacher when you are ready to leave.
<u>E</u> nvironment	<ul style="list-style-type: none"> ● Check that you have all your belongings when you leave.

Hallway Expectations

<u>C</u> ommunity	<ul style="list-style-type: none"> ● Be courteous. ● Use polite language. ● Be helpful to others ● Be respectful of everyone
<u>A</u> wareness	<ul style="list-style-type: none"> ● Walk to the right ● Be silent during transition. ● Keep your hands by your side. ● Walk with quiet feet
<u>R</u> esponsibility	<ul style="list-style-type: none"> ● Remain in line. ● Respect personal space. ● Eyes forward.
<u>E</u> nvironment	<ul style="list-style-type: none"> ● Keep area clean. ● Respect classes at work. ● Keep lockers, cubbies picked up

Cafeteria Expectations

<u>C</u> ommunity	<ul style="list-style-type: none"> ● Say du'a before and after eating ● Use polite language. ● Be helpful to each other. ● Be respectful of everyone.
<u>A</u> wareness	<ul style="list-style-type: none"> ● Have a quiet and respectful conversation at your own table. ● Raise your hand for assistance. ● Use utensils appropriately. ● Sanitize/ clean hands before and after you eat.

<u>R</u>esponsibility	<ul style="list-style-type: none"> • Eat your own food. • Chew with your mouth closed • Swallow your food before talking • Use a napkin
<u>E</u>nvironment	<ul style="list-style-type: none"> • Sit appropriately and remain in your seat until called upon. • Move safely. • Dispose of garbage. • Take your belongings back to class. • Keep your area clean.

Musallah Expectations

<u>C</u>ommunity	<ul style="list-style-type: none"> • Enter and Exit Quietly. • Be in Wudu. • Be courteous • Use polite language and whisper
<u>A</u>wareness	<ul style="list-style-type: none"> • Have Khushu • Walk In with your right foot. • Recite du'a silently.
<u>R</u>esponsibility	<ul style="list-style-type: none"> • Remain in prayer line. • Respect personal space. • Make 2 rakaat before sitting. • Make Sunnah prayer • Leave only when excused
<u>E</u>nvironment	<ul style="list-style-type: none"> • Keep Musallah clean. • Respect those who are praying or reading quran. • Use quiet voices.

Classroom Expectations

<u>C</u>ommunity	<ul style="list-style-type: none"> • Be courteous and helpful • Use polite language. • Be respectful to each other. • Respect others' workspace. • Work cooperatively. • Smile and say "Salaam" to anyone who enters the classroom.
<u>A</u>wareness	<ul style="list-style-type: none"> • Be mindful of others at work. • Be mindful of assigned tasks.

<p><u>R</u>esponsibility</p>	<ul style="list-style-type: none"> ● Respect materials (yours and others). ● Listen attentively to the speaker. ● Stay on task. ● Ask permission from your teacher to leave your seat, use the restroom, or drink water. ● Complete all assigned tasks.
<p><u>E</u>nvironment</p>	<ul style="list-style-type: none"> ● Keep your area clean and organized. ● Push in your chair when you leave your seat. ● Walk inside the classroom.

PHYSICAL RESTRAINT OF STUDENTS

"Allah's Messenger kissed Al-Hasan ibn `Ali while Al-Aqra` ibn Habis At-Tamim was sitting with him. Al-Aqra` said, "I have ten children and have never kissed one of them." The Prophet cast a look at him and said, "Whoever is not merciful to others will not be treated mercifully." (Al-Bukhari)

The State of Maryland has banned the practice of corporal punishment since 1993 (MD Code Education Sec. 7-306). In accordance with the teachings of our Prophet (saw) and the law of Maryland, the Islamic Society of Baltimore and all of its youth related programs have instituted a strict, no-hitting policy for all of its staff (paid or volunteer).

School authorities may be authorized to use reasonable force and restraint only to quell a disturbance threatening physical injury to self or to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense or for the protection of persons or property.

Reasonable force: is necessary and proportional to limit the disturbance threatening the physical injury to self or others.

Use of force will end when the person on whom the force is used no longer poses an imminent threat of physical injury or death to themselves, the school personnel or to another person or force will no longer accomplish a legitimate law enforcement objective.

CHILD PROTECTIVE SERVICES

According to Maryland State Law, teachers and other school officials are mandated reporters in the case of suspected abuse. Abuse may include physical, emotional, sexual, or negligence. If a school employee suspects any form of abuse, they will report it to Child Protective Services, who will investigate the claim. If your child has had a visible or serious physical injury, you must contact the office, nurse and/or teacher explaining what happened to the child.

Uniform Policy:

Uniform changes will be posted soon.

Non Uniform Dress Policy:

Students are expected to adhere to the ARS non-uniform dress code; modest attire that is in line with the Quran and Sunnah. ARS Head of School and/or Principal have discretion to address severe deviation from acceptable dress code. Clothing may not include images, or any messages contrary to the mission of Al Rahmah School. The ARS dress code is in effect at all school and community sponsored events in which the student is acting in his/her capacity as an ARS member.

Male Student Dress Code:

- Loose-fitting, modest pants and shirt. No shorts or tank tops are allowed.

Female Student Dress Code:

- Headscarf must be worn at all times (5th grade and above).
- Loose-fitting, modest pants and shirt. No shorts or tank tops are allowed.

Procedure and Consequences for Uniform Non-Compliance

Uniform checks will be conducted by staff members and by teachers and administration at any time of the day.

- First incident: Any student not complying with the uniform policy will be given a warning.
- Second incident: Any student not complying with the uniform policy for a second time will be given a warning and a note sent home.
- Third Incident: Any student not complying with the uniform policy for a third incident will not be allowed in class. Parents or guardians will be called to pick up their child immediately and to schedule a meeting with school administration. Your child will not be allowed back in school without meeting with school administration and without his/her proper uniform.

STUDENT STORAGE (LOCKERS)

Student storage areas or lockers are provided for most students in grades 4th – 8th. These areas remain the property of Al-Rahmah School and school officials have the right to inspect such areas. General searches of school property may be conducted at any time. Food and valuables must not be stored in the lockers.

Students will be given specific times to go to their lockers. These times are generally during homeroom and after school, and if necessary, before and after lunch. Absent permission, there is no need for a student to go to his/her locker at any other time. Students found using lockers at unauthorized times are subject to losing their locker privileges for a specified period of time. The lockers are not to be used during the times students are passing to class.

Homeroom teacher will assign students a specific locker during the first week of school. Students may keep outer clothing and other personal property in these storage areas as well as school textbooks and other school property assigned to them.

Parents are asked to purchase combination locks for their children. Locker must be secured with a lock within 2 weeks of school's opening. Students who do not comply will lose locker privileges. The homeroom teacher must be given the combinations or key if using keyed lock. Students should not share this information with other students. Locks should not be changed without notifying the homeroom teacher. Students will not be permitted to use their lockers until locks have been secured and combinations recorded.

Right to Search

Al-Rahmah School acknowledges the need for the in-school storage of students' possessions, however, they do not have any expectation of privacy regarding their belongings on school grounds. Examination of lockers for any legitimate purpose is permitted by school leadership and staff. This policy is done in order to ensure the safety of our students and to prevent harmful materials from being transmitted from one student to another.

Whenever there is cause to suspect the presence of such an object, a search—prompted by a reasonable suspicion that the health, safety and well-being of any student are threatened and school policies are being violated—will be conducted.

A Teacher's requests to search a student or a student's possessions will be directed to the School Leadership. No teacher may search a student or a student's possessions without the consent of

School Leadership. Whenever possible, a search shall be conducted in the presence of the student, a teaching staff member and School Leadership.

GENERAL POLICIES

Celebrations

Treats will only be allowed for Eid celebrations, class incentive celebrations (i.e. pizza party, ice cream party) or end of the year parties only.

When Sending Treats to School –

- Parents are strongly encouraged to send healthy treats (i.e. fruit salad, vegetable trays) in place of sugary and unhealthy treats such as cupcakes, cookies, etc.
- The school administration reserves the right to deny serving certain treats/foods to children if they consider them to be unhealthy.
- Please be considerate of any possible allergies in your child's class.
- It is always best to check with your child's teacher for suggestions of acceptable treats to be served in class.
- All food items should be Zabaha halal.

School Materials

All students at Al-Rahmah School are responsible for any books and materials issued to them at the beginning of the school year. Failure to return school property in the same condition as it was issued will lead to the levying of fines, withholding of school records and may prohibit students from graduating. These fines are necessary to replace lost or damaged instructional materials. Final report cards, transcripts, etc. will be withheld if books, materials and/or money are owed. These obligations must be resolved and satisfied before any records are given to the parents or forwarded to another school. Any materials including textbooks that are purchased through MSDE grants are the property of the MSDE.

Gum Chewing

Our school is an "institution of learning." Anything that distracts students from concentrating on their studies and completing assigned work will not be tolerated. Gum chewing can be a major distraction. Therefore, students are not allowed to bring chewing gum to school or to chew gum in the school building

School Visitors/Classroom Observation

The staff of Al-Rahmah School enthusiastically welcome to our campus. We enjoy the opportunity to share the wonderful learning that is taking place at Al-Rahmah. The staff also takes very seriously the responsibility of providing a safe and positive classroom learning environment with minimal disruptions..

In order to ensure maximum learning opportunities for our students, we follow the guidelines listed below.

- All visitors must entering the school must obtain a visitor's badge from the Welcome Center.
- Visits or observations to the classroom in which you child is currently assigned must be scheduled by contacting the teacher. The teacher will then arrange a time that is both convenient for the parent and is not disruptive to the teaching and learning process.
- Visits to the classroom in which your child is not currently assigned will not be scheduled.
- Visits during a teacher's absence are not permissible.
- Visitors, including parents are not authorized to roam around or wait in the school building after their observation.
- All visitors must sign out at the office at the end of their visit.
- Visitors seeking school tours must schedule an appointment with the school office by phone or email.
- Visitors may not disrupt the students and should only take part in activities invited to do so by the teacher. Visitors who would like to speak with the teacher should make an appointment. (Exceptions may be made in the case of emergencies).

Textbooks and Curricular Resources

Lost/ Damaged Books

- It is the student's responsibility to handle all school loaned textbooks, curricular resources and materials with care.
- Student will be fined according to the damage to the book. A fine of \$2.00 per page will be assessed for each missing or ripped page, a maximum fine of \$16.00 or full cost of the book, whichever is greater.
- A fine of \$5.00 will be charged for torn/missing covers of the book. Full cost of the book will be charged for any water damage or lost books in addition to any late fees incurred on the item.
- If the damage fine is more than the cost of the book, then the total cost of the book will be charged to the student.

Book Donations

- Book donations are only accepted, if the book fits within the ARS's values and collection development guidelines.
- Books should be in good condition.
- If for any reason, the donated book is not added to the library shelving, it will be placed in our used book sale and the income will be used to acquire needed materials for the library.

Technology Acceptable Use Policy

These procedures are written to support the Computer/ Internet policies of ARS and to promote positive and effective digital citizenship among students. Al-Rahmah school provides Internet access to students, teachers and the community as a learning tool. We believe that the internet offers vast, diverse and unique resources to our students and staff. Our goal is to provide both teachers and students with tools that will facilitate learning, innovation, collaboration and communication. We recognize that information posted on the internet is public and permanent and can have long-term impact on an individual's life and career. Al-Rahmah School also acknowledges the danger of the Internet and the possible exposure to inappropriate content, and has Access controls in place to prevent our students from accessing inappropriate content. These policies serve to guide for appropriate use of computer facilities and network resources. **Please note that internet use is a privilege, not a right.**

All use of the network must support education and research and be consistent with the mission of Al-Rahmah School. Al-Rahmah School students are expected to use school resources in a considerate, ethical, moral and legal manner. Students are subject to this policy and any student who violates this policy or any applicable local, state or federal laws, is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

Acceptable network use by school students and staff includes but is not limited to:

- The Internet is to be used for schoolwork only. Students must be able to demonstrate that the use is a valid component of research or classwork.
- All students are expected to abide by the generally accepted rules of network etiquette. They must be polite when communicating with other people via a teacher approved forum. This will include: not swearing, using vulgarities or inappropriate language.
- Students must respect the school's rights relating to privacy and confidentiality. They must not give other people any information about themselves other than their name, email address and their school. Similarly they should not provide any information about any other member of the ARS community.
- When using the Internet as a source of information, a complete works cited page including the web address and date should be given. Plagiarism is unacceptable, if another person's work is

used, it must be acknowledged in accordance with copyright regulations. Students must not download or post information and assume authorship of the material.

- Students may not access, display, download or send inappropriate or illegal material

Unacceptable network use by school students and staff includes but is not limited to:

- Using the network for purposes other than educational reasons.
- System tampering (any unauthorized alteration of operating systems, individual accounts, software networking facilities, and other programs).
- Using obscene, vulgar, and abusive or inappropriate language, pictures or other programs.
- Vandalizing, including equipment damage and willful tampering with data and software.
- Attempting to gain an unauthorized higher level of network privilege and access. Students using methods to bypass blocked sites by Al- Rahmah School will lose computer privileges.
- Attempting to libel, slander, or harass other users.
- Using network for illegal activities.
- Visiting internet sites that are obscene, offensive or inappropriate to current class activity is not permitted.
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools.
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.
- Accessing, uploading, downloading, storing or distributing obscene and sexually explicit material.

Sanctions

Sanctions for breaches of Computer Network Rules and Responsibilities may include the following:

- Termination of the use of technology.
- Restricted access to network facility
- Withdrawal of technology privileges to network facilities

If parents/students use ISB Internet, ISB has the authority to access/view that data and the device used for transmission.

Cell Phone Policy

Students are prohibited from using their cell phones during school unless special permission has been granted by their teacher and/or administrator. Cell phones must be turned into the homeroom teacher before the start of the first period. The homeroom teacher will return the cell phone at dismissal time. Students who violate this policy will be subject to the consequences mentioned in the Consequences for Non Compliance section of this handbook.

Social Media Policy

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platform, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Edmodo, Instagram, Snapchat, Youtube, Google+ and more.

Students using any type of teacher approved electronic device are not to use social media unless directed by their teacher.

Students must not post or any videos recorded of themselves, staff, and other students on the campus on social media. Students who violate this policy will be subject to the consequences mentioned in the Consequences for Non Compliance section of this handbook.

School Laptop Policy

Any student who brings a personal device (laptop, tablet, etc) to school is also responsible for keeping it secure. **ARS will assume no responsibility or financial liability for any issues, including but not limited to, theft, physical damage, loss of data or software malfunctions.**

Laptops may be used during school hours under the following guidelines:

- The student must adhere to any guidelines which the classroom teacher or library personnel may require. The use of the laptop may in no way disrupt the learning environment.

Opting Out

If a parent does not want his/her child to be photographed, videotaped, and/or audiotaped during school-sponsored activities and/or learning experiences; does not want pictures and intellectual property displayed on the Internet, posted to the school's web page, and Facebook page; he/she must complete an "Opt out Form." This form must be completed and returned to the office.

PARENT-SCHOOL PARTNERSHIP

Parent Teacher Shura Council (PTSC)

We strongly desire that a very active and interested group of parents and teachers will support the Parent Teacher Shura of Al-Rahmah School. PTSC will develop a schedule of meetings whereby parents and students can seek information and share their concerns about any improvements to Al- Rahmah School that they deem appropriate. We welcome all parents, teachers, and students who wish to become members to strengthen and enhance our school. Parents are strongly encouraged to attend all PTSC meetings. Parents who participate in PTSC activities that are school related - by request of school will have hours credited as service hours (i.e. assembling furniture).

Parent Service Agreement for Al Rahmah School

Parental commitment at Al-Rahmah School is two-fold: a financial commitment and a service commitment. During the yearly enrollment / registration process parents agreed to the opportunity of receiving a \$200 tuition discount by completing 20 parent service hours. Parents are encouraged to serve as lunch monitors, recess monitors, prayer monitors, library assistants, chaperones, attendance takers, or in many other roles. For more information please contact the school administration.

Parent Service Expectations

- Sign-up by clicking on Parent Service Agreement button on school's website.
- Parents must first report to the office to sign in and obtain a badge and wear it throughout the building. Wait for instructions from Sr. Hanan, Sr. Donna, or the school administration.
- Report directly to the assigned area of responsibility and follow the teacher's lead.
- You are required to complete a criminal background check if you are asked to spend 5 or more hours per week with students without the supervision of a school staff/teacher.
- Leave siblings at home and limit the use of cell phones when working with students.
- Please stay within the areas of the school which you are directed by your assigned staff member.
- Adhere to Al-Rahmah's dress code regarding modesty and dress appropriately for working with children.
- Be prepared to work in a class or area of the building other than your child's classroom.
- Maintain teachers' and students' right to privacy by not disclosing school information or personal matters..
- Discuss student problems or concerns only with teachers and staff member with whom you are directly working with or the administration.
- Do not discuss individual students outside the school setting.

Parent Responsibilities

In addition to teaching their children to follow the rules and procedures of Al-Rahmah School, parents are charged with the responsibility of:

1. Providing a nourishing breakfast for your child/children before school each morning.
2. Reinforcing the idea of proper respect for the *Masjid* and school.
3. Reinforcing the idea of showing courtesy and proper respect for teachers, school administrators, and other adults.
4. Reinforcing the idea of showing courtesy and proper respect for other students.
5. Reinforcing at home what the child is taught at school, both Islamically and academically.
6. Contacting the proper school administrator or teacher about any concerns.
7. Seeking to resolve problems according to the Qur'an and Sunnah.
8. Attending all scheduled report card conferences.
9. Attending at least two PTSC meetings per semester.
10. Providing school supplies and materials requested by your child(ren)'s teachers.
11. Ensuring the proper care of your child(ren)'s textbooks.
12. Ensuring the proper care and disposal of Islamic materials according to the Sunnah.
13. Scheduling appointments and reporting to the school office to obtain a visitor's pass before visiting classrooms.
14. Accompanying your child/children back to school after any suspension to reinstate the child.
15. Complete parent service volunteer hours before May 31st deadline.

Dress Codes for Parents and Visitors

All parents, regardless of religious affiliation, are asked to adhere to the following minimum standards of dress when on the school premises:

Females should:

- Wear loose fitting clothing
- Wear clothing that covers the legs
- Wear blouses, shirts, or dresses with sleeves

- Wear blouses, shirts, or dresses that do not expose cleavage

Males should:

- Wear shirts
- Wear pants that cover the knees



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Parent Volunteer Opportunities Sign-up Form

Assalamu Alaikum Warahmatullahi Wa Barakatuhu,

Dear Parents,

Welcome to the 2022-2023 school year. We offer many enriching programs and activities for your children. In order for these programs and activities to occur we need your help. Please look over the various areas where you can help in the school. Check the appropriate boxes and return to the office. We encourage you to complete AS MANY activities as you canou will be contacted by a school staff member. Be sure to provide your contact information below. Thanks for your support!

Jazak Allahu Khair,



Parent's Name Printed: _____

Student's Name Printed: _____ Child's grade: _____

Best way to contact you? (Circle one):

E-mail Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Please indicate your interest in the following:

- | | |
|--|--|
| <input type="checkbox"/> Annual Fundraising Dinner | <input type="checkbox"/> Giant A+ Coordinator (all year) |
| <input type="checkbox"/> Classroom Bake Sale | <input type="checkbox"/> Box Top Coordinator |
| <input type="checkbox"/> Volunteer Log Book Maintainer | <input type="checkbox"/> Classroom Parent |
| <input type="checkbox"/> Events Photographer | <input type="checkbox"/> Field Day/Sports Day Attendant |
| <input type="checkbox"/> School Newsletter Assistant | <input type="checkbox"/> Library Aide |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Office Support (copying, filing, stuffing) |
| <input type="checkbox"/> Spelling Bee Assistant | <input type="checkbox"/> Hallway Monitor |
| <input type="checkbox"/> Eid Festivities Facilitator | <input type="checkbox"/> Boys' Jumma Salat Monitor |
| <input type="checkbox"/> Science Fair Docent | <input type="checkbox"/> Guest Reader |
| <input type="checkbox"/> Field Trip Chaperone | <input type="checkbox"/> Art Provider |
| <input type="checkbox"/> Special Events Decorator | <input type="checkbox"/> Social Committee Aide |
| <input type="checkbox"/> Class Parent | <input type="checkbox"/> School Resource Researcher |
| <input type="checkbox"/> Other | |



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Parent/Guardian Permission Form

Walking Field Trips

Assalamu Alaikum Warahmatullahi Wa Barakatuhu,

Dear parents/guardians:

There are times during school year when students have the opportunity to participate on a walking field trip to places close to ARS (i.e. Crosby Park or nearby businesses or the new lot that ISB purchased on the same street). These trips will be related to the curriculum and will expose students to community resources.

No child will be allowed to participate without parent permission. We would like to secure permission for all walking trips for the school year; therefore, please complete the form and return it to your child's teacher or Sr. Hanan in the main office.



.....

I give permission for my child to participate in the walking field trips for the 2023-2024 school year.

Child Name: _____ Grade: _____

Emergency Contact:

Name Phone Number

Relationship to student _____

Parent/Guardian Signature: _____ Date: _____



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Application for Student Extended Absence

Student Name:			
Grade:			
Date - start of absence:			
Date - return to class:			
Total school days absent:			
Reason:		<input type="checkbox"/> Travel: Hajj <input type="checkbox"/> Travel: 'Umrah <input type="checkbox"/> Travel: Vacation <input type="checkbox"/> Travel: Business <input type="checkbox"/> Illness: Student or Immediate Family Member <input type="checkbox"/> Death: Immediate Family Member <input type="checkbox"/> Other (please indicate): _____	
Parent/Guardian Signature	Date	Student's Name	Date
Status:	Comments:		
<input type="checkbox"/> Approved (Recorded as an Excused Absence) <input type="checkbox"/> Unapproved (Recorded as an Unexcused Absence)			
Principal/Administrator:			
Signature	Date		
For Administration Use Only			

Teacher	Subject	Assignments and Instructions Provided to Student (Y/N) along with Date for follow-up upon return
Major Assignments or Events Missed (Attach list if necessary.)		



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Transcript Request Form

I request the release of transcripts for my child:

Student Name: _____ Grade Level: _____

Date: _____

From Al-Rahmah School to the transferring school, _____.

I would like the transcript to be emailed by date, _____, to the transferring school official _____, at email address _____

I understand that the transcripts will be emailed to the requested school directly within 3-5 business days from the date of submission of this form.

Parent/legal guardian Signature

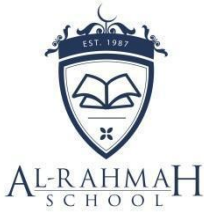
Date

Office use only:

Date completed request form received _____

Office Administrator receiving the form _____

Date transcript emailed _____



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Annual Handbook Signature Page

(2023-2024)

Al-Rahmah School Handbook provides students and parents a general idea of some of the expectations for the coming school year. Please sign this page and return it to your child's homeroom teacher.

- My child and I have read and understand our roles as a student and parent at Al-Rahmah School.
- My child and I have discussed and understand the policies and guidelines put in place.
- My child and I have discussed and understand the consequences for lack of adherence to school policies and guidelines.
- As a parent, I recognize that even though ARS mainly communicates through RenWeb school management system, other sources of communication include paper copies, emails, Remind SMS alerts, website and telephone calls. Therefore, it becomes vitally important that I can be reached especially in case of an emergency.
 - I understand that it is my responsibility to update RenWeb with my current information as described in the handbook.
- As a parent, I know my child, his teachers and parents are equal partners in my child's education. Thus, it is critical to maintain a positive partnership between the home and school, always.
 - I understand that Al-Rahmah School reserves the right to suspend or to terminate the current enrollment contract or not renew a student's enrollment contract for the next academic year if the School officials concludes that the actions of a student, parent or guardian make the partnership between the school and home impossible to maintain a positive relationship or knowingly goes against the school's published policies and/or promotes negative publicity against the school, verbally, in writing, and/or on any published medium, including social media or any other networking sites.
- I understand that I may contact the school office if I have any question or I did not understand any part of this handbook.
- I understand that I will be billed for any lost, missing, or damaged books, and equipment loaned by ARS to my child this academic year.
- I understand that I will be billed for any balance owed to Café Al-Rahmah.
- I understand that my child's final report card will not be released until I fulfill my tuition obligations to the school's accounting office.

Student Signature _____ Grade (3rd-8th) _____

Parent/Guardian Name(Please Print) _____ (K-8)

Parent/Guardian signature _____ Date _____

Parent Orientation Attended? Yes/no _____

Date of parent orientation attended _____

