



# **PARENT HANDBOOK**

## **2022-2023**

*(First edition September 2022)*

**10501 SUCCESS LANE,  
WASHINGTON TOWNSHIP, OH 45458**

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## **In the Name of Allah, Most Gracious, Most Merciful**

*“All praise is due to Allah ﷻ, by whose favor good deeds are accomplished.”*

*(Sunan Ibn Mājah 3803)*

*And peace and blessings of Allah ﷻ be upon Beloved Prophet Muhammad ﷺ,  
the Last and Final Messenger of Allah ﷻ.*

**Dear Parents,**

### **Welcome to Rawdatul Ilm Academy!**

We are honored to welcome all of our students to Rawdatul Ilm Academy's second year in operation! We hope to make it a memorable and wonderful year for our students and their families! All of our qualified staff members are excited and purposeful in planning and supporting a highly successful academic year for our students. To ensure that you are familiar with all of our school policies and procedures, please read through this handbook thoroughly and carefully. We hope that we can have a smooth year ahead with all parents, students and staff implementing our school policies.

## **INTRODUCTION**

Rawdatul Ilm Academy is a full-time Islamic School located within the premises of Islamic Center of Centerville (ICC) and a subsection of ICC; operating under the guidance and directorship of the Board of ICC; and registered with the Department of Education of Ohio as a Non-Chartered, Non-Tax supported school. Rawdatul Ilm Academy offers Kindergarten to 5th grade full-time day

school and an Early Childhood Program: *Bismillah Beginnings*, for preschool (3 years old) and pre-Kindergarten (4 years old) students.

Rawdatul Ilm follows Ohio States' Learning standards for curriculum design in English Language Arts, Science, Mathematics, Social Studies and Physical Education. Through our well-designed Tarbiyah-based academic program, we offer a holistic learning approach to build a strong and confident Muslim identity in our students.

A typical day at Rawdatul Ilm Academy begins with students being welcomed in our state-of-the-art Gymnasium by caring teachers and staff, and gathered for the morning assembly. In the *Barakah* morning assembly, students recite their Morning Adhkaar and duas with the teacher. Then, they learn about a faith-building lesson from our morning program which covers, belief, seerah, akhlaq, and more.

Students start off their school day with Quran in our Morning Hifdh Program. We have certified memorizer of Quran teachers, leading the hifdh program. Throughout the day, all teachers emphasize on adaab (Muslim etiquette) and connection to Allah ﷻ and His Beloved Messenger ﷺ. Students offer Salatul Dhuhur in congregation at the musalla and learn to follow proper masjid etiquette.

We strive to provide the best academic education by using curriculums by top publishers and supplementing with Faith-based learning resources. Our academic calendar plan (if Allah Wills) consists of various enrichment programs, such as weekly athletics program (starting in mid-Fall inshaAllah), Spelling Bees, Quran competition, Seerah exhibition and Science fair. These programs provide hands-on learning approach and boost the confidence and creativity in our students.

## VISION

فَاعْلَمْ أَنَّهُ لَا إِلَهَ إِلَّا اللَّهُ...

So, **know** 'well, O Prophet,' that there is no god 'worthy of worship' except Allah...(47:19)

The Vision of Rawdatul Ilm Academy is directly in reference to the command of Allah ﷻ : **Know well** that there is no god except Allah (47:19). We envision for our students to have a faith-centered education; in essence to build and increase the faith of the students in Allah ﷻ whilst studying all subject-lessons.

All education is purposeful and aimed at edification of the student with the core value of knowing his or her Lord, as well as excelling in academic knowledge and skills, for the purpose of serving the needs of the ummah as future leaders.

## MISSION STATEMENT

- To provide excellent, evidence-based academic programs with highest standards in all topics focusing on values and teachings in accordance with Quran and Sunnah of Beloved Prophet Muhammad ﷺ
- To commit to differentiating the instruction and activities based on the learning needs of the individual student.

أَقْرَأْ بِأَسْمِ رَبِّكَ الَّذِي خَلَقَ

*“Read with the name of your Lord who created (every thing)” (96:1)*

- Every education that is connected with the Lord of all the Worlds, is useful and beneficial. And since it is Allah who created us, then humility should be obtained as a result of becoming educated. We strive to, in turn, take this principle and focus on nurturing the holistic learning of the students, including: spiritual connection with Allah ﷻ, moral literacy (character-building), as well as the intellectual, social and emotional growth of the child.
- To prepare the students to further study higher Islamic Sciences as well as advance in academic education to uplift the Ummah and benefit the local and global community at large.

## RAWDA'S CORE VALUES

1. Ihsan (strive to excellence)
2. Rahma (Mercy- express mercy for all)
3. Adab - Respect
4. Muhasabah - introspection and reflective accountability





## **SCHOOL CONTACT INFORMATION**

### **BUILDING AND MAILING ADDRESS**

Rawdatul Ilm Academy  
Islamic Center of Centerville  
10501 Success Lane  
Washington Township, OH 45458

### **MAIN OFFICE:**

Phone Number: (937) 886-8185

Email: [admin@rawdlearning.com](mailto:admin@rawdlearning.com)

## **REGISTRATION AND ADMISSION**

### **Pre-Admission Assessment**

New students enrolling in Kindergarten will be administered a Kindergarten Readiness assessment, consisting of academic performance and skills and behavior. The student will be placed in Pre-K or KG accordingly.

### **Age Requirements**

All students must be fully toilet-trained and be able to communicate their needs. The following age requirements must be met before admission will be considered:

- Preschool children must be 3 years of age by August 31, 2022
- Pre-Kindergarten children must be 4 years of age by August 31, 2022
- Kindergarten children must be 5 years of age by August 31, 2022

### **Non-Discrimination Policy**

Rawdatul Ilm Academy is a private non-profit Islamic school operating under the institution of Islamic Center of Centerville. We welcome students from all cultures and backgrounds. We believe in fostering a learning environment with zero-tolerance policy; free from discrimination or racism, and making sure proper Islamic manners are followed by all stakeholders.

Rawdatul Ilm Academy does not discriminate based on race, color, national or ethnic origin or economic status.

## **Registration Procedures**

New and returning students must fill out the admission application form online, update their health and emergency contact information, and pay the school fees as per the tuition schedule.

All supporting documents in the registration packet must accompany the application for admission.

## **Student Withdrawal**

Parents must notify the office at least 30 days in advance in case of withdrawing students from Rawdatul Ilm Academy. An absence of a full week without notification or explanation of withdrawal will be considered early withdrawal and a fine of \$300 will be charged to the student's account. Upon withdrawal, all fees paid to that date will be non-refundable.

Parents must fill out a Withdrawal form to have access to student records.

## **Tuition Fees**

We offer affordable tuition amongst Ohio's private schools as well as scholarships for families with low income. All student accounts must be paid by the dates in the tuition schedule. Any late payments will accrue a late fine (see Tuition Schedule for payment options).

Please contact [admin@rawdlearning.com](mailto:admin@rawdlearning.com) for more information.

## Refunds on Fees

Parents are responsible for paying the full tuition. All one-time fees are non-refundable and full-year tuition payments will only be reimbursed if the students are in Preschool.

## School Hours for KG-5

	Monday-Thursday	Friday
Arrival/ Drop-off	7:45 - 8:00 am	7:45 - 8:00 am
Tardy	8:05 am onwards	8:05 am onwards
Dismissal / Pick-up	3:00-3:15 pm	1:00-1:15 pm

## School Hours for Preschool

	Monday-Thursday	Friday
Arrival AM and Full-Time	8:30 am	8:30 am
Arrival PM	12:00 pm	10:00 am
Dismissal AM	11:30 am	11:30 am
Dismissal PM and Full-Time	3:00 pm	1:00 pm

## Arrival

The morning assembly begins at 8:00 AM and the morning hifdh program starts at 8:30 AM. Students are expected to arrive between 7:45 AM to 8:00 AM to benefit from the morning adhkaar and Tarbiyah program. First class period starts at 9 AM.

## **Late Arrival**

Students are considered tardy if they arrive after 8:00 AM. Tardiness disrupts the morning assembly. Starting in October, 2022, all students arriving after 8:05 AM will receive a tardy slip from the office that needs to be handed to the homeroom teacher. Eight tardy slips will be counted as one unexcused absence. All students attendance records are reported to the Ohio Department of Education at the end of the year.

## **Dismissal**

All parents are required to pick up their children from the Gymnasium between 3:00 - 3:15 PM.

After 3:15 PM, a \$10 fine will be charged for every 15 minutes of late pick-up.

## **Early Pick Up**

- All parents **must** email the homeroom teacher and school administrator in advance to inform the school about early pickups.
- Parents may also call the school main line ( administrator) in advance to inform about early pickups.
- The parents and students are responsible for any missed work and must coordinate with their homeroom teacher to receive the work that will be missed.
- When picking up children during the day, parents must sign them out in the main office and wait in the school reception to pick up their children.
- Parents are NOT to pick up their children directly from their classrooms. School attendance records will be kept.

If the child is to return to school on the same day, parents must sign the child in at the school office.

PLEASE NOTE, parents MUST not pick up their children early on a regular basis. If there is a special case for regular early pickups, please submit in writing to the office for our records.

Picking up students during Dhuhr Salah time is highly discouraged because it disrupts the normal dismissal procedure. It is best for parents to wait until 3 PM to pick up their child, even if they happen to be at the Masjid for Dhuhr Salaah.

### **Late Pick Up**

Parents must pick up their child punctually with respect to our school dismissal timings. Dismissal starts at 3:00 PM and ends at 3:15 PM in the ICC Gymnasium.

Note: A late fee of \$10 for every 15 minutes will be charged for the day if the student is still in school after dismissal time.

At this time, we do not offer an after-school care program.

### **HALF DAY FRIDAYS**

Friday is an important and sacred day for the Muslim community. To honor the Friday prayers at Masjid ICC and to teach the value of this day with its specific acts of worship, Rawdatul Ilm Academy will be dismissed before Salat-ul-Jumah timings. Half-day Fridays will be in session throughout the year including Ramadan. Parents are encouraged to pray Jumah at ICC along with their children at early dismissal time. The teachers will be working until 3 PM, so in case parents would like to set up meetings with teachers, Fridays after Jumah is preferred.

## RAMADAN HOURS

In Ramadan, we will observe a modified school schedule with shortened hours. More details will follow closer to the blessed month Insha-Allah.

### Daily Schedule

<b>DAILY SCHEDULE Grades Kindergarten-5</b>			
<b>Monday - Thursday</b>		<b>Friday (Half-day)</b>	
7:45 AM - 8:00 AM	Student Arrival/ Drop-off	7:45 AM - 8:00 AM	Student Arrival/ Drop-off
8:00 AM - 8:30 AM	Morning Assembly at ICC Gym	8:00 AM - 8:30 AM	Morning Assembly at ICC Gym
8:30 AM - 9:00 AM	Morning Hifdh Program at ICC prayer hall	8:30 AM - 9:00 AM	Morning Hifdh Program at ICC prayer hall
9:00 AM - 9:30 AM	Period 1	9:00 AM - 9:30 AM	Period 1
9:30 AM - 10:15 AM	Period 2	9:30 AM - 10:15 AM	Period 2
10:15 AM - 10:25 AM	Snack Break	10:15 AM - 11:00 AM	Period 3
10:25 AM - 11:00 AM	Period 3	11:00 AM - 11:40 AM	Period 4
11:00 AM - 11:40 AM	Period 4	11:40 AM - 12:00 PM	Lunch (no recess)
11:40 AM - 12:15 PM	Period 5	12:00 PM - 12:40 PM	Period 5
12:15 PM - 1:10 PM	Lunch and Recess	12:40 PM - 1:10 PM	Period 6
1:10 PM - 2:00 PM	Period 6	1:10 PM	Dismissal/ Pick-up
2:00 PM - 2:20 PM	Period 7A		
2:20 PM - 2:40 PM	Dhuhr Salaah		
2:40 PM - 3:00 PM	Period 7B		
3:00 PM - 3:15 PM	Dismissal/ Pick-up		

## **Emergency Closings and Inclement Weather**

We will follow the Centerville School District's decision in case of inclement weather. Parents will be notified if school is closed, by emails and text messages from Rawdatul Ilm Academy school administration.

Parents are requested to use their own personal judgment to bring their children to school in severe weather.

In case of emergency weather situations and school closures, the school will notify parents immediately through voicemails, and phone calls. The school will follow all safety procedures and regular dismissal procedures.

## **Attendance Policy**

Regular and consistent school attendance is crucial for success in school and it is mandatory to attend a minimum number of school days during the academic year. Rawdatul Ilm Academy is a registered Non-chartered, Non-Tax supported school with the state of Ohio and by law, it reports student attendance to the Department of Education of Ohio, each year.

Students are required to attend at least 182 days of the academic year to be promoted to the next grade.

The morning Assembly time is important for students to build their good habits of reciting morning adhkaar (prayers) and to learn important mini-lessons on Seerah, Aqidah (Belief), and Character. The assembly begins at 8:00 AM. After 8:05 AM, the student is considered tardy.

Note: Eight tardy days will be considered as one unexcused absence.



## **Absences**

For unplanned absences, please notify the school by calling (937) 886-8185 or emailing: [admin@rawdalearning.com](mailto:admin@rawdalearning.com)

For all planned absences, parents must notify the school in advance by emailing: [admin@rawdalearning.com](mailto:admin@rawdalearning.com)

Excused Absences include:

- Student illness (flu, fever, vomiting, diarrhea, Covid)
- Dental or Doctor's note issued for school absence
- Serious illness
- Family emergencies (hospitalization, accidents, etc)
- Wedding or major event in immediate family
- Umrah or Hajj trip

All excused absences require a doctor's note or documented evidence.

Unexcused Absences are those not listed above as excused absences. For any special cases, parents must give a notice in writing and submit it to the school office for consideration.

## **Missing School Work Policy**

Parents are encouraged to request the homeroom teachers for any makeup or missed work during excused and unexcused absences. Makeup work must be requested to the homeroom teacher by email in advance. For unexcused absences, students and parents must request for missed work after returning to school. All makeup and missed work must be completed by the student and be returned to the teacher for evaluation.

Missed classwork will be reflected in the quarterly report card, therefore it must be completed and returned to the teacher for grading.

## **Late or Missed Class Work**

All classwork is assessed by the teacher and recorded for grading purposes each quarter. Therefore, parents must ensure students do not miss classes. Class work gives the student facilitated practice for the concepts being learned in class. Any missed classwork should be requested by the parents and completed by the student and returned to the teacher for evaluation.

## **Homework Policy**

Homework is assigned to students for extra practice and must also be completed by the students. **Parents must not complete their child's homework for him/her.** The purpose of the homework is to extend classroom learning to home-learning experiences; to provide extra time to work on major projects or assignments; to prepare the student for upcoming quizzes and tests; to reinforce concepts taught in classroom lessons; and to ensure student

develops good independent study habits. As such, the role of the parents is to supervise the homework and arrange a quiet study area at home for the child to complete his or her homework; to be involved in the child’s learning experience; and to communicate with the child’s teacher about school work completion.

### **Late and Missing Homework Policy**

It is the responsibility of the parents and students to complete assigned homework and projects and return them to the teacher in a timely manner. If students do not submit their work on time by the due date, it will be reflected in the student’s grades. If the work is submitted late, the following criteria will be used to deduct points from the homework assignment or project: 5 points will be deducted for every day the work is late. After the fourth day, the assignment or project will be graded as zero.

### **Grading Policy**

Student grades are a culmination of various components of learning performance and not limited to tests and quizzes. The grade in each subject will be calculated as follows:

Class Work and Participation (30%)	Includes all daily class work: Workbooks, notebooks, journals, worksheets, class discussions, activities, and participation
Chapter and Unit Test (30%)	Each chapter test and unit tests with 20-30 questions each
Quizzes (15%)	Weekly quizzes
Projects and Presentations (20%)	Class projects, labs, assignments, written papers
Homework (5%)	

## **Report Card Grading Policy**

At Rawdatul ILM Academy, we have adopted the grading policy used in Centerville City Schools. Specifically, we utilize the innovative Standards-Based Grading (SBG) that focuses on the learning achievement of the student and best informs the instructional practices.

Traditionally, teachers focused on delivering knowledge and assign an overall grade for each subject area. With the SBG, the teachers measure student learning and break down each subject area into smaller “learning objectives” that inform the teachers about specific instructional effectiveness and at the same time inform the parents and students about their specific learning targets to be achieved in each subject.

On the report card, you will see the following scale of proficiency levels:

4=exceeds expectation, demonstrates mastery and can apply to other concepts

3=mastery, meets expectation, performs independently

2=emerging, needs assistance, not there yet

1=basic, minimal demonstration of knowledge

## **Translating Traditional Letter grades into Standards-based Grading (for Reference purposes)**

LETTER GRADE	PERCENTAGE	SCALE	LEVEL OF MASTERY
A	90-100%	4	EXCEEDS EXPECTATIONS
B	80-89%	3	MASTERY
C	70-79%	2	EMERGING
D	60-69%	1	BASIC
F	0-59%	0	BELOW BASIC

### **REPORT CARDS**

Report cards will be sent at the end of each quarter. Parent-teacher conferences will be conducted each quarter. It is the responsibility of the parents to contact their child's teacher to schedule a separate parent-teacher conference, in case they cannot be present on the conference day.

### **PARENT EXPECTATIONS**

We believe parents are partners in their child's education. The responsibility of parents as partner in education is to nurture their child and provide them with the best upbringing (tarbiyah). At Rawdatul Ilm Academy, we involve parents in school enrichment activities and conferences every quarter, so that students can gain confidence and build a stronger self-identity. Research shows that regardless of family income or background, students whose parents are involved at school and in their child's education, are more likely to attend school regularly, show improved behavior, have a positive attitude towards school,

score higher on tests, have better social skills, adopt better homework habits and gain more self-confidence.

We expect parents to:

- Provide a caring and safe environment at home
- Reinforce Islamic etiquette and manners at home
- Pick up/drop off children to and from school on time
- Encourage children to have supervised outdoor playtime after school
- Motivate your child to complete their homework
- Have your children read Quran daily
- Read books to your children on a daily basis
- Keep video games and TV use to absolute minimum
- Nurture your children to be kind and respectful
- Ensure your children attend school daily and participate in all learning activities at school
- Keep in contact with your child's teacher regarding his/her progress
- Meet your financial obligations to the school in a timely manner
- Support the mission and vision of the school
- Stay involved in school activities for parents
- Help the school with its fundraising efforts

## **STUDENT EXPECTATIONS**

Please read the following responsibilities to your children.

We expect our students to:

- Arrive to school on Time

- Participate in the morning assembly and morning Hifdh program
- Dress modestly and clean
- Bring all school books and materials to school every day
- Make sure homework is complete
- Be responsible for completing work in class with a positive attitude
- Never bully or belittle other students
- Respect oneself, peers, and teachers
- Respect the school, classroom, and everyone else's property
- Do one's best to follow the example of Beloved Prophet Muhammad ﷺ in treating others

## **STUDENT CODE OF CONDUCT**

Students of Rawdatul Ilim Academy must adhere to the following school codes of conduct in order to create a safe and respectful learning space for all students. In Islam, there is a lot of emphasis placed on manners and etiquettes, respect for teachers and elders, and mercifulness towards younger ones.

### 1) Respecting your Teachers

- Speak to your teacher politely and respectfully
- Raise your hand to speak and do not interrupt
- Listen when your teacher is speaking
- Do not complain or whine about your classwork

### 2) Respecting your peers

- Speak to your peers politely
- Be friendly, kind and helpful
- Keep your hands to yourself

### 3) Respecting your Masjid, your school and learning materials

- Do not run in the Masjid area
- Do not speak loudly in the masjid
- Keep your space tidy and organized
- Do not litter
- Do not leave behind any food crumbs or trash
- Take good care of your books and school supplies
- Do not vandalize the school building and classrooms

### 4) Respecting yourself

- Dress neatly and be clean
- Bring all your notebooks and supplies
- Come to school on time and be attentive
- Follow directions
- Do your best in every subject

## **PARENT CODE OF CONDUCT**

Parents and families of students have an important role to play in the successful operation of our school. Parents are expected to comply with school policies and like other community members, must:

- Respect all members of the school community, including those in positions of authority
- Support the efforts of Rawda staff to maintain a peaceful and safe school environment
- Demonstrate honesty and integrity
- Treat others with dignity and respect, even in a disagreement
- Resolve conflicts peacefully and fairly



Inappropriate behavior that will not be tolerated, includes, but not limited to:

- Harassment of any kind towards school staff
- Uttering threats to harm any member of the school community
- Bullying, intimidating, or defaming a member of the school community by any means
- Exhibiting conduct that will harm the name and environment of the school
- Disrespecting school staff, verbally or on social media

If these misconducts occur, the involved parent must attend a meeting with the school administration and conclude with a plan of resolution. However, refusal of parent to meet and repair the misconduct committed will result in expulsion/suspension of the parent's child(ren) from school.

## **DRESSCODE**

Rawdatul Ilm Academy is located in the premises of Masjid ICC, and as such we uphold best etiquette in the House of Allah سبحانه وتعالى. Our students and staff must dress modestly according to Islamic requirements. Please review the following dress code policy:

- Clothing must be clean and ironed
- Clothing must be loose-fitting
- No shorts are allowed above the knees for boys
- Sleeveless shirts are not permissible
- Girls are encouraged to don a one-piece Amira hijab
- Girls in grade 4/5 must wear a hijab
- Boys are encouraged to wear a Kufi (head covering)

- Shirts should be long up to mid-thighs for boys and trousers should be loose-fitting
- No inappropriate images or messages should be on the clothing
- Open-toe sandals and heels are not allowed
- Leggings and tights are not permissible
- All students must wear running shoes, joggers or sneakers for Gym class (open sandals will not be allowed)

## **PARENT VISITORS**

Parent visitors are welcome to classrooms for volunteering, observing in-class presentations, attend school events, and to read to their child's class. However, we require that parents first schedule all visits by appointment at the school office and with teacher's permission. Upon arrival to school, all visitors must sign in at the office and meet the administrator before they can visit classrooms. They should obtain a visitor pass from the school office and must respect all school rules during their visit. Parents are not permitted to walk in the classrooms without a visitor's pass from the office.

## **ELECTRONIC RECORDING OF CLASSROOM ACTIVITIES POLICY**

Please be respectful and mindful of all of the staff and students. As such, taking videos and photographs of other students, or students' work, or staff without their consent is illegal and forbidden.

According to Ohio Administrative Code 3357:15-13-37, electronic recording is not permitted unless explicit permission is granted and other students are notified.

## **SCHOOL CALENDAR**

An updated version of the academic calendar for the 2022-23 year will be available on the website ([www.rawdalearning.com](http://www.rawdalearning.com)).

## **COMMUNICATION**

At Rawdatul ILM Academy, we value school-home connections and believe that parents and families play a vital role in educating children. We expect parents to stay informed about school activities, keep up with the academic calendar, and to attend all parent-teacher conferences, school events, and meetings.

Parents are not to converse with their child's teachers during pick-up and drop-off time, as it will distract the teachers in their supervision duties. If parents need to speak to teachers concerning their child's school progress or other school-related matter, they must set up a meeting during the school day with the teacher via email.

All matters pertaining to the child's behavior or academic performance must be discussed with the homeroom teacher first. If the matter was not addressed satisfactorily, the parent may set up a meeting with the administrator.

Important note: The Board of Directors, school administration, teaching staff and Rawda families work hard to make sure the school operates successfully.

Anyone who publicly defames or threatens the well-being of the school or any of its staff, will be asked to withdraw from the school immediately. Posting defaming or threatening messages on social media or spreading rumors and gossip about Rawdatul ILM Academy staff or school, will result in immediate expulsion from the school.

## **PARENT-TEACHER CONFERENCES**

Please review the school academic calendar for Parent-Teacher conferences dates. These are highly recommended meetings between teachers and parents to review student's academic and behavioral progress in school.

## **TRANSPORTATION**

Rawdatul Ilm Academy does not provide school transportation. We encourage families to contact other Rawda families living in their vicinity to carpool together. Rawda administration can facilitate communication between families to carpool to school together.

## **SNACKS AND LUNCH**

Rawdatul Ilm Academy fosters a whole-child approach to learning and development. We believe a healthy diet contributes to a strong and healthy body and mind. As such, parents are requested to provide a healthy lunch and snack to their child everyday. Children must come to school having a nutritious breakfast and energetic to learn. We do not encourage students to eat sugary snacks and soda. We have a nut-free and gelatin-free policy. Please make sure all lunches are packed in reusable containers and do not require heating. We do not provide access to a microwave at school.

## **ITEMS PROHIBITED AT SCHOOL**

For a better educational experience, students are not permitted to bring their personal valuables and toys to school (unless it is part of the lesson or for show-and-tell required by the teacher). Any objects brought to school by the student

that are considered unsafe or distracting, will be taken away from the student and will only be returned to the parent. Personal electronic devices are not allowed in the school.

## **ZERO TOLERANCE POLICY**

Rawdatul Ilm Academy is a subsection and department of the Islamic Center of Centerville. To honor the Masjid of Allah is considered an act of ibaadah. We have a zero-tolerance policy for the following acts committed by students, and will result in immediate detention and/or suspension from school:

- vandalism, plagiarism, racism, extreme disrespect of teachers and other students or their belongings, aggression, bullying and fighting.

## **DISCIPLINE POLICY**

We want to create a welcoming, friendly and Islamic learning environment for all of our school staff and students. We have an anti-bullying policy in place. Any act of oppression or verbal and physical bullying must be reported directly to the homeroom teacher.

Each teacher has their own classroom discipline policy and will strive to keep a safe and calm learning environment in the classroom. However, any case of bullying, fighting, harassment or use of profanity will be directly reported to the school administrator and be dealt with accordingly. Parents will be phoned and a written incident report will be kept in the student's records. Repeated incidences of this nature will have disciplinary consequences.

Please encourage your children to behave in school and at home with their best manners and show respect to all.

If student misbehavior is of such nature that it warrants immediate suspension from school, the parents will be notified in writing, an incident report will be kept in the Student Records, and a meeting with parents will be scheduled within the first three days. The best resolution will be sought at the meeting.

## **GRIEVANCE AND CONFLICT RESOLUTION PROCEDURE**

The following procedure must be followed by parents in case of grievances to allow for fairness, transparency and accountability. The parents must in case of real complaints, concerns, and grievances contact the homeroom teacher first, in writing or in person. Next, if the issue is not resolved, the issue will be brought up to the administrator in a meeting with the parents and teacher. If the issue is still not resolved, the administrator may set up a meeting with the Board to resolve the issue.

The parents are not permitted to deal with complaints through social media, direct WhatsApp messages or text messages, or phone calls to teachers or involved parties.

## **OUTDOOR WALKS AND PLAY**

Rawdatul IIm Academy understands the importance of fresh air, exposure to nature, and outdoor play for our students. We have plans in the future to build a playground enclosed by safety fence. At this time though, we are not offering outdoor play time as part of our school routine.

Parents are encouraged to provide supervised outdoor play time for their children after-school.

## **HEALTH AND SAFETY**

Student health is of utmost importance to us. If a child becomes sick during the school day, he or she will be isolated with a staff member. The parents will be contacted immediately to come pick up their child from school. If a seriously ill child is not picked up promptly, emergency procedures will be followed.

The parents will be notified if the child develops fever, diarrhea, begins vomiting, complains of stomach ache or earache, has head lice, or displays symptoms of communicable diseases (sore throat, lethargic, headache, reddened eyes, mucus discharge).

The parents must notify the school if their child is sick or has allergies. The student is not permitted to return to school unless a doctor's note is provided that he/she is physical well and able to partake in classroom activities and is not contagious.

School staff are not permitted to administer medications to the students and will not be authorized to take this responsibility.

## **ILLNESS OR INJURY**

Any injury or illness that occurs at school will be reported immediately to the school office and to parents. In case of a minor injury, the child will be treated and returned to class. The teacher will keep a record of the incident or accident in student files.

In case of serious accident or injury, the parents and emergency contacts will be notified immediately. In rare cases, where parents do not respond quickly, the child's physician will be called. If necessary, 911 will be called.

## **MEDICAL AND DENTIST APPOINTMENTS**

It is advisable that parents schedule all student medical and dental appointments after school hours or on non-school days.

## **RAWDATUL ILM ACADEMY'S PHILOSOPHY ON CELEBRATION**

### **Birthdays**

We do not celebrate student birthdays at school. We request that parents do not send cakes, birthday favors, gifts or invitation cards to the school. The teacher will not distribute such items on birthdays.

### **Celebrations and Holidays**

Rawdatul Ilm Academy will not endorse or support holidays or celebrations such as Halloween, Thanksgiving, Christmas, New Years, Valentines Day, Diwali, etc. Our teacher will ask students to refrain from discussing their home-based activities related to these celebrations at school. Teachers will discuss holidays and celebrations in their Islamic studies and Social Studies classes with an academic and cultural understanding viewpoint. They will not encourage to support or join in the celebrations. Rawdatul Ilm Academy will also not provide alternative activities on these holidays.

## **MOVIES AND MUSIC POLICY**

Occasionally, teachers may use educational videos to reinforce a concept taught in a lesson. The videos have been viewed and approved by the teacher



beforehand and will not contain any unIslamic or inappropriate content. Rawdatul ILM Academy will never show Disney or other movies in class for entertainment purposes.

Rawdatul ILM Academy has a strict policy on music. For the honor of the sacredness of the Masjid, and to adhere to Islamic teachings, music is strictly not allowed in school. Occasionally, Islamic Nasheeds without music, will be used in lessons or celebrations.

Rawdatul Ilm Academy has the right to amend the policies in this handbook as the need arises. A revised version of the handbook will always be available on the website and emailed to parents. It is the responsibility of the parents to review these policies with their children and familiarize and comply with all school procedures and policies for a successful school year.

We wish you a wonderful school year at Rawdatul Ilm Academy and hope you will work together with us to foster a safe and friendly school atmosphere.

ان شاء الله

### **ACKNOWLEDGEMENT**

I have read, understood and agree to adhere to the policies in this handbook:

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

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_