



*“Say: 'O my Lord! Increase me in knowledge.’”
The Holy Quran, 20:114*

wa qur-rab-bi zidnii ‘ilmaa

Hope for a Brighter Future ®

Al-Amal School Student/Parent Handbook

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About Al-Amal School

Welcome to Al-Amal School

Al-Amal School is an *AdvancED* and *CISNA* accredited private Islamic school from preschool (3-year-old) through 12th grade located in the suburbs of Fridley, Minnesota. The school is established for the sake of Allah (SWT), and it believes that our children are the future of Muslim communities. We strive to prepare our students to succeed in a changing and diverse world by providing them with a safe and healthy environment, dedicated to high academics, and values anchored in Islamic teachings of Qur'an and Sunnah of Prophet Muhammad (SAW).

Al-Amal School was established in 1994 in a home by a group of four parents and one community member who wanted an alternative to public schools for their children. In 1995, the school moved to a rented space at the Islamic Center of Minnesota in Fridley. By 2006, the school outgrew its capacity. In 2007, the school expanded the facility and built an adjacent building for the middle and high school classes. The current enrollment at Al-Amal is about 400 students.

Al-Amal School Mission Statement

Al-Amal School is a full-time, accredited school **established for the sake of Allah (SWT)** to help Muslim families by providing an **Islamic educational environment**. This educational choice strives to provide the highest academic standards in all subjects with a special **focus on the Qur'an and Sunnah of Prophet Muhammad (SAW), Arabic, and Islamic studies**. Al-Amal School's mission is to produce a generation of Muslims who:

- Have a solid understanding of **Tawheed** (oneness of the Creator)
- Have a strong **Islamic moral character**,
- Have leadership skills superseded by **Taqwa** (piety),
- Have a strong **sense of responsibility** and realize that Islam is the only solution,
- **Interact with community and global issues** with an Islamic frame of mind, and
- Are **academically equipped to succeed and excel** in an increasingly competitive and challenging world.

Al-Amal School Belief Statement and Curriculum Philosophy

Al-Amal School recognizes the necessity of educating leaders who believe in their creator, Allah (SWT). We believe in Tawheed (Oneness of Allah), following rules of Islamic moral character, and Taqwa (Piety), which teaches a sense of responsibility for all actions. Al-Amal School acknowledges that global and community interactions are important for academic excellence.

Al-Amal School strives for a holistic approach following our mission statement to nurture and enrich the next Muslim generation with consistent, correlated academic and Islamic education by doing the following:

1. A student-centered approach to education founded on the essential learning skills for each grade level, and includes opportunities for students to use their learning in real-world applications.
2. Learning is progressive. Therefore, our curriculum will reflect the following:
 - a. A progression/connection between lower and higher elementary grades, higher elementary and middle grades and middle and high school grades.
 - b. A scope and sequence framework for consistency from class to class
3. Evaluation of curriculum, learning and teaching is on going
 - a. Curriculum is reviewed every five years
 - b. Learning is reviewed through regular formative and summative assessments.
 - c. Teacher evaluations are done regularly for professional development.
4. Learning is a process.
 - a. Math and reading are fundamental for all learning and must be stressed in lower elementary to prepare a foundation for later learning.
 - b. Subjects are integrated for teaching. Reading may consist of science or social studies materials.
 - c. Learning is theme-based
5. Islam is our identity and Islamic principles and values are our driving forces. The school's curriculum will reflect these values and principles in all aspects of organization, instruction, and assessment.

Education Offer

Al-Amal School provides full academic curriculum that is comparable to and in most cases exceeding instructions that a child would receive in the public schools in Minnesota. In addition, the school provides an Islamic educational environment for both students and staff. The school further differentiates by offering Arabic Literature, Islamic Studies, and Quran memorization courses. The school also provides afterschool activities that cater to the needs of the students.

Learning requires discipline and hard work, and can only take place in a safe, accepting, and supportive environment driven by moral values. Al-Amal School strives to provide that environment for all its students.

Al-Amal School does not offer ESL classes. As a competitive private school, the school resources are limited, and it may not be able to address and provide equitable services for any special need students. Please contact the school for any further questions.

Al-Amal School offers the following levels of education:

Preschool

2-Day Preschool: Tuesday and Thursday. Must be 3 years old by September 15th to be eligible.

3-Day Preschool: Monday, Wednesday, and Friday. Must be 4 years old by September 15th to be eligible.

5-Day Preschool: Monday to Friday. Must be 4 years old by September 15th to be eligible.

Elementary and Middle School

Kindergarten to 8th grade: Must be 5 years old to enter kindergarten by September 15th to be eligible.

* The school may admit students in special cases if the birthdates fall within September 16th to November 30th, and it requires further administrative review and approval.

High School

Al-Amal School offers high school courses up to 10th grade only. 11th and 12th grade students need to take core subjects (Math, English, Science and Social Studies) in eligible post-secondary institutions through the Post-Secondary Enrollment Option (PSEO). The Post-Secondary Enrollment Options Act allows 11th and 12 grade students to enroll in nonsectarian courses or programs in eligible post-secondary institutions at no cost to the student. Al-Amal continues to support eleventh and twelfth graders through college readiness classes and math tutoring classes two days a week.

The school has a dedicated PSEO counselor to help in transitioning, coordinating and tracking student's progress with the students and their parents and assisting in filing of required documentations.

Al-Amal PSEO students (11th & 12th grades) take Islamic studies and mentoring from their designated teacher(s). School also offers (11th grade) College Readiness Course and math tutoring on school site.

High School Graduation Requirements

Below are the high school credit requirements students must complete, in order to graduate from Al-Amal School. The PSEO students are expected to consult with the school's PSEO counselor and Principal, to ensure the classes taken at universities or colleges are in compliance with the graduation requirements.

Subject	Credits
English	4
Math	3.5
Science	3
Social Sciences	3.5
Arabic	2
Religion	4
Physical Ed & Health	2
Art	2
Electives	3
Total	27

****Al-Amal School reserves the right to hold back any students if the graduation requirements are not met.***

****More detailed information about high school classes, requirements, and structure is available in the high school student handbook.***

Al-Amal School Organization Structure

The Al-Amal School Board governs and oversees the operations of the school. The daily education and operation of the school is performed by the administration and school staff. Parent volunteers also support various school activities and initiatives. The school draws on the resources of the parents and Muslim community to ensure the best education possible for its students.

School Board

The current Board consists of six members: Chairperson, Treasurer, Secretary, Education Director, Community Relations, and Fundraising Coordinator. The School Board is responsible for the governance and overseeing the school operations. The Board coordinates through the Administration on budget and finances, facility operation and maintenance, staffing, insurance and legal matters, and public outreach that adequately meets the school's needs. The board members do not receive any salaries or compensation for their efforts.

School Administration

The School Administration consists of the Principal and Vice Principal. The Principal is the leadership in the school and oversees the school education and operations. The Principal reports to the Board on all necessary plans and outcomes. The Vice Principal supports the school's initiatives and reports directly to the Principal and the Board.

School Staff

- ***Office:*** The Office consists of the Finance/Building Manager, Registrar/Admissions, Student Coordinator, Administrative Office Assistant, and the vice-principal. The Office staff reports directly to the Principal.
- ***Teachers and Education Aides:*** The school has homeroom teachers assigned for the preschool and elementary grades level. The homeroom teacher manages the curriculum, class activities, attendance, and coordinates with the Arabic and Islamic Studies subject teachers. The preschool and the lower elementary grades have teaching assistants to support the teacher in activities. The middle and high school classes have subject-based teachers.
- ***Support Services:*** A school nurse, counselor, and *Title-1 teacher work with the school staff to provide extra services.* The school nurse attends to minor injuries, conducts hearing and vision screening, and maintains health files for students. The counselor conducts small group sessions with students and talks to parents and students as needed.

Employment and Hiring

The principal is responsible for recruiting teachers, teaching assistants and other staff members with the final approval of the School Board. Both the principal and vice-principal are responsible for evaluating and monitoring the school's staff and faculty. The School Board, based on the Principal's recommendations, does termination of teachers and other staff.

Volunteers

Parents are encouraged to help in the school. Children will value their educational experience more when they see that their parents support the school. If you are interested in becoming a volunteer, we invite you to fill out an application in the main office. If there are volunteer opportunities at the school, the school office will contact you. All volunteers abide by the school rules and processes. Any volunteers helping in the school during school hours are required to go through the approval process by the Administration.

Student Enrollment

Registration

Before your child's first day of class, the school must receive the following completed in full:

- Copy of Birth certificate
- Health Care Summary (preschool, kindergarten, and new students only)
- Immunization record
- Previous school records (sent directly from previous school)
- Online enrollment packet application
- Release form
- Signed Parent Agreement (agreeing to comply with Al-Amal rules, procedures and tuition payment schedule)
- Copy of Social Security card

Student Removal/Refusal to Accept Policy

Al-Amal School retains the right to determine, in its sole discretion, whether or not to admit or re-enroll a student.

Al-Amal School strives to create a community of students, faculty, and staff that promotes academic excellence in the school. As a result, Al-Amal School carefully selects its student body in order to achieve the optimal mix of students for the school. The administration, faculty, and Board of Directors work closely to make determinations regarding acceptance, and re-enrollment, based on a variety of factors. Al-Amal School strongly believes that making thoughtful decisions regarding acceptance, and re-enrollment, results in students having an enhanced learning experience due to the high quality of the student body.

Transfer Procedure

Records are forwarded directly to the new school at the request of that school, unless a student is transferring to a school outside of the United States. In that case, records can be given to the parents. Request for a copy of the records must be submitted in writing, and takes up to five business days.

Withdrawal Procedure

Written notification to the school needs to be given immediately upon withdrawal of your child from Al-Amal School. Withdrawal Forms are available in the office. Any student who withdraws during the first semester of the school year, and reapplies for the subsequent school year, will be required to pass the admissions test. Parents are responsible for tuition until the end of month in which written notification is received by the School office.

PLEASE NOTE: Parents are responsible to ensure all financial obligations to the school are met before applying for the transfer or withdrawal procedure.

Transcript Request

High School transcript requests can be obtained by completing the Transcript Request Form located in the office. The student must complete and submit the request for himself/herself. Two types of transcripts may be issued to a student: official and unofficial. Official transcripts include the school seal and are signed by the principal or vice-principal. These may be used for official purposes such as applying to post-secondary institutions or for scholarships, and can be mailed out by the school to such institutions. Unofficial transcripts are a printout of a student's entire high school grade record. The costs of transcripts are as follows:

Official transcript requested in any given school year:

- *Currently in 10th Grade (First 5 free). Every additional official transcript that year will cost only \$5.
- *Currently in 11th PSEO (\$5) each. Every additional official transcript that year will cost only \$5.
- *Currently in 12th Grade (\$5) each. Every additional official transcript that year will cost only \$5.
- *Graduate Students (\$10)

The processing time for transcripts is up to 5 business days. Transcript requests will not be processed until payment is received.

Unofficial transcript requested in any given school year:

- *Currently in 10th Grade (first 5 free). Every additional unofficial transcript that year will cost only \$3.
- *Currently in 11th PSEO (\$3) each. Every additional unofficial transcript that year will cost only \$3.
- *Currently in 12th Grade (\$3) each. Every additional unofficial transcript that year will cost only \$3.

Non-Discriminatory Statement

It is the intent of Al-Amal School to practice non-discrimination also in the admission and enrollment regarding race, age, creed, gender, marital status, disability, sexual orientation, national origin or ethnicity, or any other protected classification under State and Federal Laws.

Academic Standards and Procedures

Academic Advancement

Promotion to the next grade is determined by the teacher's evaluation of the student's performance and meeting the academic standards for that grade.

No child is allowed to stay in the same grade more than two years. Failing to pass the same grade for the second time will result in an automatic dismissal from the school unless, there are compelling medical reasons that led to the failure.

Academic Warning

If the student falls behind in his/her academic performance, the teacher will initiate an improvement plan. If the student's academic performance is not improving, the administration will then issue an academic warning, which may include probation.

Homework Policy

All students will be required to maintain a student planner. Parents are responsible to check their children's planners and make sure that their children do their homework assignments. Many teachers also post homework and test dates on Renweb.

Some helpful homework tips

- Make sure your child uses his/her planner to write down homework assignments
- Provide children with a quiet place in order to concentrate
- Let children do their homework independently with minimal help, if needed

Evaluation/Reports/Tests

Students are evaluated each quarter through tests, homework, and teacher observations. *Each quarter, the school will provide you with an evaluation of your child's performance.* If you have any questions or concerns about your child's progress, please call the teacher and discuss these issues. Concerns should be communicated as soon as possible with the teacher to ensure the best outcome for the student.

The school holds standardized testing such as; NWEA Maps and Minnesota Comprehensive Assessments (MCA), to measure the progress and growth of cumulative grades and individual students. The school also goes through various academic measures to ensure *AdvancED* and *CISNA* accreditation renewals through continuous improvement cycles.

Attendance Policy

Attendance

Please schedule vacations, dental and medical appointments and all other necessary appointments, outside of school hours or during school breaks whenever possible. Excessive absences will affect a student's overall performance and will be reflected on his/her record. If the student does have any urgent appointment set during school hours, parents must call the main office and notify them in advance.

Absences in General

When a student is absent between one to three days because of sickness or other emergencies, parents must inform the office through e-mail or phone call. This information will remain in the student's file. It is imperative that the parent/guardian call the office on the day of the absence. Extended absences (more than three days) due to illness must be noted by the attending physician, in order for the main office to classify the absence as excused.

Classification of Absences

Each absence is classified as either "excused" or "unexcused."

EXCUSED ABSENCES: *Only absences caused by illness, death in the family, legal or medical matters, or genuine family emergencies are subject to excuse. NOTE: You are responsible to pay tuition, even if your child is sick for an extended period of time.*

UNEXCUSED ABSENCES: Absences that are not caused by reasons listed above will be considered unexcused. Attendance will be reviewed periodically by staff members and communicated to parents to determine the reasons for excessive absences. Upon the conclusion of this review, appropriate action will be taken.

EXTENDED ABSENCES: *If you elect to take a vacation during the school year, you are still responsible to pay tuition during that time and all other expenses. The student is required to catch up on missed work when they return. The student is also responsible on informing their teacher(s) of their trip in advance and if it is possible to make up missing work when they return. Teachers are not obliged to provide make up work for any student at any time.*

Excessive Absences

Students who miss more than 20 days of school in a year may be required to repeat the grade.

If absences continue to occur, the administration will take appropriate actions, which might include but are not limited to, placing the student on a probationary watch, asking the student to repeat the grade, not being allowed to enroll the following year, or being expelled from the school at any given time.

Sick Policy

When you know your child is sick, you should call the school as soon as possible, preferably one-half hour before the start of classes. You may leave a message on our voice mail. You should keep your child at home whenever you feel he/she is too sick to come to school. **Your child will not be allowed to come to school if he/she has experienced any of the following in the past 24 hours:**

- **A fever of 100 degrees or more. Remain home until fever free 24 hours without medication.**
- **Vomiting/Diarrhea (due to illness) more than 2 times in 24 hours**
- **Any contagious condition, bacterial or viral as determined by the family doctor or the school nurse (e.g. a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have not yet scabbed over, lice until 24 hours after treatment, etc.)**

The administration will consider an exception if the attending physician provides written permission to return to school.

The following conditions must be reported to school immediately upon diagnosis (EVEN WHEN SCHOOL IS NOT IN SESSION): H1N1 flu, lice, strep infection, bronchitis, pneumonia, tuberculosis, pertussis (whooping cough), diarrhea, pinworm, ringworm, staph infection, mumps, measles, chicken pox, small pox, rubella, tetanus, any food borne illness, meningitis, lead poisoning, Reye's Syndrome, viral hepatitis, OR any contagious disease determined by a medical professional.

The administration and the school nurse have the right to determine if any child is too sick to attend. If your child becomes sick at school, you will be notified as soon as possible. **You will be required to pick up your child immediately or make arrangements for someone else to do so.** We will be in contact with the District in case of school closing due to a medical condition.

Parents are required to provide a physician's documentation to the school regarding any serious medical condition that may require emergency care for their child (e.g. allergies, asthma, diabetes, heart condition, or seizures). Please be advised that even in the event of illness, parents must fill out an excused absence form and attach any documentation to excuse the absence.

Late Arrival

Students are considered late if they are not seated and ready to begin class at 8:00 am sharp. An “excused” late arrival is defined the same as an “excused” absence and will not contribute to the late arrival fee (see below). A student who has a legitimate excuse for arriving late, must obtain a late pass from the office before reporting to their homeroom/1st period and present their pass to their homeroom/1st period teacher. Students who are not given a late pass are automatically written up as an unexcused tardy (see the tardiness section below for further information). Late arrival is documented both by the homeroom/first period teacher and the secretary of the school. Two unexcused late arrivals (tardies) are allowed per week. After the second unexcused late arrival, parents will be charged **(\$ 5 per child)** for the third unexcused late arrival to occur in a given week. If unexcused late arrivals occur habitually, the administration will take appropriate actions, which might include expulsion or cancellation of enrollment for the following school year. Al-Amal School will adhere to State truancy policies.

Tardiness

Students in Grades 6th through 10th are allowed five minutes between classes to go to their lockers, to get a drink of water, use the bathroom, etc., before they are expected to be seated in their next class. Tardiness is defined as arriving late (after the five-minute allowance) to class. Students are allowed two unexcused tardies per week. Upon the third unexcused tardy, and each additional tardy in a given week, the Dean of Students will assign an after-school detention. These incidents will be reported on student’s records and consequences will be given. If it is the first time the student receives three unexcused tardies in a given week, they will be receiving a verbal warning and a written warning on their record. Also, their parents will be informed of this incident, after the Dean of Students meets one on one with the student. If a second offense occurs, the student will be given an after-school detention and demerits will be placed on their record. Any offense following that, can result in a probationary period. In addition, depending on the class time missed, students may in fact be asked to repeat that class/grade.

School Operating Hours and Parking lot Policy

School Hours

Preschool to 5th Grade: **8:00 a.m. to 3:15 p.m.** Monday through Friday.

6th Grade to 10th Grade: **8:00 a.m. to 3:30 p.m.** Monday through Friday.

PSEO: Assigned time is provided for school hours on Tuesday and Thursdays.

Drop-Off Policy

Drop-off for all students starts at 7:30 am until 7:55 am. After 8:00 am, all doors will be locked. All late arrival students must enter through the main entrance and get a late pass from the office (please check the previous page regarding late passes). Students will not be allowed in school before 7:00 am. **Students should arrive no later than 7:50 am so they have adequate time to go to their lockers and be seated in class by 8:00 am.** In addition, all parents are expected to vacate the premises by 7:55 am.

All doors will remain locked during school hours. Visitors can enter the school only through the door bell to the office and are required to proceed only to the Main Office.

End of School Procedures & Pick-Up Policy

Parents will arrive at school and give their assigned pick up number to the dismissal coordinator outside. While parked in either the parking spaces or on the sides of the parking lot, students will directly come out to their parents.

All students are to be dismissed at 3:30pm.

Preschool and Elementary Grades students should be picked up from the Gardena/Elementary side entrance.

Middle/High students should be picked up from the Middle/High building.

All students must be picked up by 3:55 pm. After 4:00 pm, there is a late charge fee in the amount of \$5 per child for every 15 minutes or any fraction thereof.

For parents who consistently cannot pick up their children on time, Al-Amal offers an after-school program for a fee. Please visit the main office for more information. Students are only allowed to leave school with their parents, siblings, guardians, or people appearing on the emergency card. Any other person must have prior permission through a note or phone call to the office.

***If a parent/guardian is to pick up their child early, they must come through the main office and ask for an early dismissal for their child. Parents must not enter classes during school operating hours.**

- Students are to stay with their parents after they are picked up. Any student caught outside or in the hallways unsupervised after school (3:45 pm) will be brought to the after-school care area. Consequences may be administered if this act becomes in any way habitual.
- Any elementary student still in the classroom at 3:30 pm, will be escorted by the homeroom teacher to the late stay room.
- Middle/High School students should go to Middle/High late stay room if not picked up by 3:35 pm.
- After 3:30 pm, any student not picked up and caught wandering in the building, will be escorted to the late stay rooms. Fees may be charged to any student not picked up by 3:45 pm.
- Teachers, staff, and administration will be monitoring hallways as assigned.
- Students leaving school property and/or walking home without a parent's permission on file will have an "in school" suspension and further consequences may apply.
- Any staff member or parent who finds a student outside of the building should report that student to the office.
- Absolutely "**NO PARKING**" or standing in fire lanes and handicap parking spaces.
- After 3:35 pm, parents should come in and pick up their children directly.
- **Ramadan Schedule timings will be announced.**

Afterschool Programs

Al-Amal school offers a variety of after school activities throughout the year. Eligible students will receive a permission slip flyer from the office. The flyer includes applicable fees, duration, and location of the event(s). All students participating in an afterschool activity will need a permission slip signed by a parent or guardian and for the permission slip to be submitted to the main office.

Students participating in the afterschool activity must abide by the rules and directions provided by their designated instructor. Attendance during these activities will be taken.

Afterschool Care

The Afterschool Care Program is designed for the working parent to ensure that children will not be at home alone, rather they will be cared for in a safe and positive atmosphere. This program features organized indoor and outdoor activities, supervised homework time, and a snack.

The primary focus of this program is to provide quality childcare that is affordable. This program will be assigned in a convenient location within the premises of the school.

This Afterschool Care Program will operate from 4:00 pm to 5:00 pm, Monday through Friday. If you would like to enroll your child, you will have to fill out an afterschool care form from the office and will be charged \$100 monthly for this service. Failure to complete this form and sign up, will result in you paying \$10 for every 15 minutes your child is in the afterschool care program. Check with the main office for more details, rates, and availability.

Please note that there will be no after school activities when school is canceled, dismissed early, or if there is a delayed start due to weather conditions. Parents will not be notified individually when these cancellations occur. Please tune in to radio and television programs for updates and monitor the “One Call Now” phone message system during bad weather conditions.

Emergency Closings or Delayed School Openings

- **Due to Weather:** In case of severe weather (i.e. snow/ice storms, extreme cold, etc.), you should call the school at 763-571-8886 any time after 6:00 am. There will be a message regarding late start or cancelation. School closing or delays will also be announced on Channels 4, 5, 9, and 11. For an *email alert*, log onto www.kare11.com and register for school closings at Al-Amal School. An automated phone messaging service, “On Call Now”, will alert parents about school closings.
- **Due to Other Emergencies:** In case school is closed for any other reason (i.e. heating failure), a note will be posted at the school entrance, and an automated phone messaging service, On Call Now, will alert parents.

Parking Lot and No Parking Zone Rules

No vehicle parking or idling is allowed in front of all school entrances including the pavement adjacent to the school from 7:00 am to 4:00 pm during the school operating hours except for the school buses.

The pavement in-front of the entrances in both buildings are ONLY for drop off and pick-up. No waiting or idling is allowed. The school buses have priority, and all vehicles are expected to move out of the way to allow the buses in and out of the school parking lot.

If you need to drop off or pick up your children from inside the school, park your vehicles at the school parking lot **in the marked parking areas only**. You may also use the Totino Grace parking (early morning or after 2:30 pm). Please obey the handicapped signs and do not park your vehicle at the designated two ICM spots. Follow directions for all parking lot signs, **drive slowly (5 MPH)**, and always watch for children in the parking lots.

Violators will be towed at the Owner’s expense.

Visitors

Visitors must enter the school through the main school entrance when school is in session. Ring the doorbell alongside the main entrance door to obtain access. All other entrances will be locked. Visitors must proceed directly to the office and obtain a visitor's pass. **Visitors, including parents, are NOT authorized to roam or wait in the school buildings during the school hours.** Visitors wanting to observe classrooms must have prior approval by administration and an appointment with the teacher in advance at least 2 days before the date of the visit.

Dress Codes

The intention behind our uniform guidelines is to please Allah (SWT) by conforming to His standards in terms of modesty and cleanliness. Other factors, such as safety (i.e. closed toe shoes and sandals) and aesthetics (e.g. color, neatness) are also used to determine the school's uniform.

All students from Kindergarten to 10th grade are required to wear uniform.

Dress Code Guidelines for all students

- No nail polish, fragrance, or make-up (kohl, lipstick, colored lip gloss, eyeliner, mascara, etc.).
- No strong scents, oils, or colognes for boys/men.
- No jewelry for elementary students. Minimal jewelry is allowed for middle-high students.
- All shirts must have collars (turtlenecks are acceptable).
- All students must wear clean uniforms and have a tidy appearance.
- All students must wear socks (white, navy blue, or black).
- Students should not wear extra attire that modifies the uniform (for example: hoodies, jackets, hats, sunglasses, etc.)
- Students may not be allowed to enter classrooms if they do not have proper uniform attire.
- Students may have to wait in the office for their parents to bring proper uniform.
- Clothing should be non-transparent and loose fitting.
- Shoes should not be more than 1 inch high; and heeled shoes, open toed shoes, sandals, and flip-flops are not allowed.

Preschool Dress Code

Preschoolers may wear any comfortable clothes. However, shorts or leggings must be worn underneath a dress or skirt. All preschoolers should have an extra set of clothes at school in case of accidents. During the winter, preschoolers should leave a pair of comfortable shoes at the school.

Kindergarten through Fifth Grade Dress Code

- ***KG to Fifth Grade Girls:*** are required to wear a pleated, v-neck or rounded navy-blue jumper with navy or black leggings (no tights or jeans). A plain, white or light blue, collared shirt or turtleneck must be worn underneath the jumper. Hijabs (plain white, light blue, navy blue or black opaque hijab) are mandatory for prayer only.

- **KG to Fifth Grade Boys:** are required to wear navy blue dress pants (no side /patch pockets, cargo pants or jeans) with a white or light blue collared shirt or turtleneck. **No shorts are allowed.**

Both boys and girls must wear white, navy, or black socks. **Sweaters, when necessary, must be navy, and non-hooded.** Shoes must be white, navy, or black (no open toed shoes or sandals).

Grades Six through Ten

- **Sixth to Tenth Grade Girls** are required to wear a plain white or navy blue hijabs. Scarves must be non-transparent, and plain in color with no designs. Jilbab must be navy blue (plain, no design), loose, and ankle-length. Track pants (on gym days) /8must be worn under the ankle-length jilbab. Girls must wear white, navy, or black socks. **Sweaters, when needed, must be navy blue, knit, and non-hooded.** Shoes must be plain, no-scuff, soft-soled, white or dark (no open toed shoes or sandals).
- **Sixth to Tenth Grade Boys** are required to wear loose khaki dress pants (no cargo pants). Shirts must be navy blue, and collared. Boys must wear white, navy, or black socks. **Sweaters, when needed, must be navy blue, knit and non-hooded.** Shoes must be plain, no-scuff, soft soled, white or dark (no open toed shoes or sandals).

Friday Islamic Dress Days for 6th to 12th Grade Students

On Fridays, students in Grades 6-12, may wear Islamic attire.

- **Boys** may wear ethnic clothing:
 - Jalabiya or other appropriate attire
 - loose shalwar kamis
 - No jeans unless wearing jalabiya
 - No hooded jackets with name brand logos
 - No shorts are to be worn at any time.
- **Girls** may wear:
 - jilbab
 - loose-fitting long-sleeve shalwar kamis (Abaya)
 - Girls may wear different colored hijabs with an appropriate attire
 - No hooded jackets with name brand logos

Students who do not wish to participate in “Friday Islamic Dress Days” must wear their regular school uniforms.

Gym Uniform

Students in kindergarten through tenth grade have physical education (PE) twice a week. Please be sure to send your child with gym shoes on their respective gym day. Sixth grade and up boys and girls have gym shirts that the PE teacher orders. Consequences for not wearing the correct gym uniform may include not participating in gym class for that day and receiving reduced points for preparedness.

PSEO Students' Dress Code

PSEO students are not required to wear the school uniform. However, as Muslim representatives of Al-Amal School, they are still expected to follow Islamic dress codes and wear appropriate attire. Girls must wear an abaya or jilbab.

Out of Uniform Exception Days

On specified days throughout the year (e.g. picture days, Eid celebrations, and other occasions parents will be notified), students will not be obligated to wear the uniform. Guidelines for No Uniform Days are the same as Islamic Dress Fridays for 6th grade and up. Islamically appropriate clothing should be worn by all students at all times.

Out of uniform consequences

If a student comes to school with improper uniform, he/she will be issued an out-of-uniform notice. One copy will be sent home with the student and another will be submitted to the office and kept on the student's file. Upon the 3rd infraction within a given quarter, the student will perform community work at school or will be given a detention. If the violation persists thereafter, additional consequences will be given.

In addition, girls comes to school out of uniform will be given a Jilbab to wear for the remainder of the day.

All students, "Out of Uniform" on Friday, will lose the privilege for "Friday Islamic Dress days" for the following Friday. A first offense will lose the privilege for one week, the second offense will lose the privilege for two weeks, and the third offense will make them lose the privilege for all subsequent Fridays in the remainder of the school year.

Uniform Policy Consequences Procedures

- **First offense** – Teacher fills out "Out of Uniform" notice and sends student to the Dean of Students with the slip. Offense is recorded by the Dean of Students and notice is sent to the parent.

- **Second offense** – Teacher fills out “Out of Uniform” notice and sends student to the Dean of Students with the slip. Offense is recorded by the Dean of Students and parents are called. Student will be assigned community service to work during lunch time.
- **Third offense** - Teacher fills out “Out of Uniform” notice and sends student to the Dean of Students with the slip. Parents are called and notified. Student will have an “in school” suspension.
- **Fourth offense** - Teacher fills out “Out of Uniform” notice and sends student to the Dean of Students with the slip. Parents are contacted and a conference is set up with the Principal. Warning may be given to parents that student’s enrollment in the school may be in jeopardy for the following year if the situation is repeated.

Behavioral Expectations

Al-Amal School's objective is to provide a safe, caring, and supportive environment which caters to the needs of its students, while carrying out any necessary behavioral interventions. Students are expected to behave in an Islamic manner towards themselves and others. The school will not tolerate undisciplined behavior such as bullying, harassment, or any other form of disrespect towards anyone.

Al-Amal School will take disciplinary measures including, and not limited to, detention, suspension, and expulsion to correct improper behavior. Corporal punishment is not allowed on school property by school staff or parents. The teachers and administration work together to solve discipline problems during the school day. A student's visit to the office for discipline will be documented.

Anti-Bullying Policy

Introduction:

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

Definition

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

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

Aims

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

Strategies

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

Reporting Bullying

As a school we will:

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

Responding to Bullying

As a school, we will endeavor to:

- Take all bullying problems seriously
- Deal with each incident individually and to access the needs of each student separately
- Regard all incidents as potentially serious and investigate them thoroughly
- Ensure that bullies and victims are interviewed separately
- Obtain witness information

- Keep a written record of the incident, investigation and outcomes
- Inform staff as necessary, about incidents
- Ensure that action is taken to prevent further incidents. Such action may include;
 - Imposition of sanctions – detention, suspension, expulsion
 - Obtaining a sincere apology
 - Informing parents of both bully and bullied
 - Provide support for both victim and bully

Discipline Code and Bullying Prevention

The discipline code provides guidelines for the teaching staff to ensure proper and consistent classroom management measures are applied throughout the year. The entire teaching staffs are expected to follow the guidelines and procedures as outlined in the discipline code. The discipline code provides the outlines of infractions (misbehavior) with intended consequences into four different levels although bullying consequences are highlighted separately at the beginning. Depending on the type and nature of the infraction, the appropriate consequence may implicate more than one level.

Non-Discriminatory Statement

Al-Amal School does not tolerate any form of discrimination. It is the intent of Al-Amal School to practice non-discrimination also in the discipline code regarding race, age, creed, sex, marital status, disability, national origin or ethnicity, or any other protected classification under State and Federal Laws.

Al-Amal School – Student Discipline Code and Bullying Prevention	
Bullying Occurrence	Consequences and Measures
1st Offense	<ul style="list-style-type: none"> • Meeting with the students involved with the Dean of Students • Written and verbal apology to the student being bullied and their family • Meeting with the students’ families (separate) regarding the incident • Detention 1-2 days for the perpetrator
2nd Offense	<ul style="list-style-type: none"> • 1 day suspension • Administrative meeting with student and family • 4 hours of community service
3rd Offense	<ul style="list-style-type: none"> • 2 – 5 day suspension • Administrative meeting with student and family • Recommended for counseling before return to school
4th Offense	<ul style="list-style-type: none"> • Administrative recommendation for exclusion/expulsion/or withdrawal of student • Recommended for counseling

Level 1	Consequences
These acts of misconduct include inappropriate student behaviors that least seriously disrupt the orderly education process. These infractions are addressed and resolved at the time and place in which they occur. They include but are not limited to the following:	

<ul style="list-style-type: none"> – Talking in a class and hallway when unauthorized resulting in the disruption of classes – Eating or drinking in the school other than break or lunch time – In unauthorized area or hall without permission (hall pass needed) – Not following directions given by staff, teacher, or Administration – Use of cell phones, I-pods, games, and other inappropriate electronic devices between 8:00 am – 3:30 pm. – Out of uniform (see uniform policy) – Running/disruptive behavior in the hallway – Chewing gum 	<p>In Class Intervention measure:</p> <ul style="list-style-type: none"> • The teaching staff is expected to enforce proper classroom management measures in the class. <p>2nd Offense</p> <ul style="list-style-type: none"> • If the student continues to misbehave, the teacher sends the student to the Dean of Students with Discipline Referral form. • Confiscation of electronic devise or cell phone until the end of the day. • Written warning with parent notification; confiscation of electronic devise or cell phone given back at the end <p>3rd Offense</p> <ul style="list-style-type: none"> • All of 2nd offense plus: The misbehavior information is entered in the system. The student may have after school Detention for an hour. <p>4th Offense</p> <ul style="list-style-type: none"> • Saturday detention 8:00 am – 12 noon
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Level 2	Consequences
These acts of misconduct include inappropriate student behaviors that disrupt the orderly education process. They include but are not limited to the following:	
<ul style="list-style-type: none"> – Copying homework and/or class work assignments – Chronic disruption of classes – Disrespect/defiance to another student, school staff or volunteers, or their property – Verbal disrespect to other students (swearing, name calling, etc.) to intimidate or demean them or their families – Disrespect to school property (food throwing, littering) – Inappropriate use of classroom/school equipment – Illegal assembly in the school building or on school property – Plagiarism – see addendum to consequences at end 	<p>1st Offense – send to the Dean of Students immediately</p> <ul style="list-style-type: none"> • Informal conference with Dean of Students • call home <p>2nd Offense – send to the Dean of Students immediately</p> <ul style="list-style-type: none"> • Formal conference with student, parent, and Dean of Students 1 day In-school suspension <p>3rd Offense – send to the Dean of Students immediately</p> <ul style="list-style-type: none"> • 2-5 days Out-of-school suspension <p>4th Offense –send to the Dean of Students immediately</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension • Administrative recommendation for exclusion/expulsion

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Level 3 These acts of misconduct include inappropriate student behaviors that seriously disrupt the orderly education process. They include but are not limited to the following:	Consequences
<ul style="list-style-type: none"> – Damage to school and private property (including bathrooms) – Possession of matches or lighters; smoking or possession of tobacco – Profanity, obscene gestures, possession of indecent materials, violent pictures – Stealing – Fighting – Gambling – Un-Islamic interaction with someone of the opposite gender – Ditching/truancy – Leaving school property unauthorized – Refusing to meet with Administration after an incident – Information Technology & Social Media Policy violations – Aiding/abetting in any of the above 	<p>1st Offense</p> <ul style="list-style-type: none"> • Student is immediately sent to the Dean of Students. Administration is informed. • Notification and meeting with parents; In-School Suspension; restitution of property damages <p>2nd Offense</p> <ul style="list-style-type: none"> • 2-5 days out-of-school suspension; restitution of property damages <p>3rd Offense</p> <ul style="list-style-type: none"> • Restitution of property damages • 10 days out-of-school suspension • Administrative recommendation for expulsion or immediate termination/withdrawal <p>For all Level 3 offenses: students will not be able to return to class until consequences are served and a meeting with the Dean of Students, Administration, parent, and student is held.</p>
Level 4 These acts of misconduct include inappropriate student behaviors that most seriously disrupt the orderly education process. They include but are not limited to the following:	Consequences
<ul style="list-style-type: none"> – Mocking Allah (swt), the Prophets (pbut), the revealed Books, the companions and family of Prophet Muhammad (pbuh), and the pious people after them – Furnish, possession, use or selling of any controlled substance (tobacco, alcohol, drugs) or weapons – Arson or attempted arson – Assault/serious threat of physical harm/verbal or written threats to life or property involving students, school personnel, or school property in person or on social media – Bomb threats – Hacking into the school Network Systems 	<p>1st Offense</p> <ul style="list-style-type: none"> • Notification and meeting with Administration, student and parents • Immediate removal from classes and school • Up to 10 days out-of-school suspension • Administrative may also recommend for expulsion or immediate termination/withdrawal <p>2nd Offense</p> <ul style="list-style-type: none"> • Immediate expulsion

<ul style="list-style-type: none"> – Extortion/robbery – Lewd, indecent, obscene, or offensive conduct – Inappropriate videotaping Al-Amal students & posting on the web – Sexual harassment – Pulling the fire alarm when there is no safety threat – Aiding/abetting in any of the above activities in Level 4 	
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<p>Detention</p> <p>Student serves a detention between half an hour to a whole hour (<i>depending on the severity and consistency of the violation committed</i>) after school in an identified school area under supervision. Failure to serve detentions will result in an in-school suspension.</p> <p>Saturday Detention</p> <p>Student serves a 4 hour detention on Saturday morning from 8:00 a.m. – Noon in an identified school area under supervision. Failure to serve detentions will result in out-of-school suspension.</p> <p>In-school Suspension</p> <p>Removal of student from class to serve a specific time in the detention room/or identified area. Possibly Saturday detention (8:00-12:00).</p> <p>Out-of-school Suspension</p> <p>Removal of student from school and a required student/parent/guardian conference with an administrator.</p> <p>Exclusion/Expulsion</p> <p>The student will be permanently removed from Al-Amal School.</p> <p>Addendum/Exceptions/Expectations</p> <ul style="list-style-type: none"> • Plagiarism will result in no higher than a “C” grade for the first infraction after redoing the assignment, and with a zero for any subsequent infractions in this area. Disciplinary action will be documented on the student discipline record. • Students who are caught cheating on any exam will receive a zero for that exam. • Electronic devices need to be turned off or placed on vibrate on school premises between the times of 8 am and 3:30 pm, and stored in the backpack. Electronic devices seen outside of the backpack (or beeping or ringing) will be confiscated and turned in to the Dean of Students. For the first offense the electronic device will be returned to the student after the school day finishes. For the second offense the device will be handed to parents; and the third offense, the school may hold the device until the end of the school year. • Counseling – Administration reserves the right to recommend, and expect, counseling for any student who falls in the Level 3 and Level 4 categories. Refusal to follow through on the recommendation will result in immediate termination/withdrawal of the student.

The policy may be modified or subject to change during the school year. Please inquire at the office if any changes have occurred.

Transportation

Al-Amal School does not have its own transportation or busing service. The K-12 students reside within Fridley school District #14, and are at least one mile away to Al-Amal School, are eligible for Fridley school district busing services. Limited transportation service is also available through independent contractors, but the parents are responsible for arranging it directly through the contractors.

Minnesota Transportation Reimbursement

Minnesota provides reimbursement of transportation to the non-public school residents if the students are living at least 1 mile away for elementary and 2 miles away for secondary school. The amount varies based on commute and distance travelled to and from the school. The school encourages all parents to apply. Please complete and submit the transportation reimbursement form at the time of registration for each student. Failure to send the form on time, will result in an automatic denial of your request. The office coordinates the process through the districts, and notifies parents when the reimbursement amounts are available.

In the case of a few school districts, parents applying for transportation reimbursement need to contact their designated district directly to fulfill reimbursement matters. More information regarding this can be given by the admission office.

Field Trips

- Students must submit field trip waiver forms with their parent(s) consent/signature before their field trip takes place. If parents are going along as chaperones, they must inform the main office in advance, along with informing their child's classroom teacher.

Rules while using the bus:

- Students must take a seat when they enter the bus and remain seated while the bus is in motion.
- Students' conduct on the bus shall be substantially like classroom conduct, except that reasonable conversation is permissible.
- No, fighting, pushing, yelling, etc. on the bus or at the bus stop is allowed. Taunting or teasing of any child is not permitted.
- When a child breaks the bus rules repeatedly, the school reserves the right to take actions deemed appropriate, including exempting the student to go on any future fieldtrips.

Financial and Tuition Payments Process

Tuition Policy

Al-Amal relies on tuition to pay for staff salary, rent, and operations. The school does not receive funding from the State similar to any public schools. Prompt payments on time by parents are crucial to ensure school meets its financial obligations.

The Following policy applies to New and Returning students for the upcoming school year:

1. New Student Admission Fee:

- Pre-K to 5th Grade (\$120)
- 6th Grade to 8th Grade (\$275)
- 9th Grade to 12th Grade (\$500)

2. Advanced Deposit and Re-enrollment: All returning students must pay a non-refundable fee of \$250/student as an advanced deposit fee during the time of Reenrollment in March. The amount applies to the next year tuition and ensures the school to secure the seat for the next year. All new applicants admitted prior to August 1 also pay the advanced deposit towards next year tuition, but are expected to pay the first full installment if admitted after August 1 date. All new students pay \$500 of an advanced deposit.

3. Registration Fee: All returning students pay \$50/student non-refundable registration fee at the time of registration during in late summer. The office notifies the dates. All New admitted students are also expected to pay \$50 registration fee, in addition to New Student Admission Fee.

4. Total Tuition Fee: Al-Amal School Total Tuition Fee per student includes the Tuition, Books, Building, and Technology Fees are defined in the Annual Tuition Rates and Schedule. The most recent year's Tuition Rates and Schedule are available from the office or the school's website.

5. Sibling Discount: Second and third child discount on tuition applies only to KG to 10th grade. No sibling discount is applied to the PSEO and preschool students.

6. Late Fee: \$29.00 late fee will be charged if the installment payment is not received by the monthly due date. Any payment that is returned for Non-Sufficient Fund will be charged \$29 NSF fee.

7. **Lunch Program & Other Fees:** The Lunch Program, Field Trips, and Afterschool Activity fees are not included in the Total Tuition Fees. Moreover, to apply for the Free/Reduced lunch program, the school will provide you with a form that you will need to fill out and submit on a yearly basis. Please contact the Admission office to get those details. Once again, you must complete one application per household for every school year.
8. **Tuition Aid Application:** Parents are responsible to file an on-line application and nominal pay \$35 fee to FACTS directly if they elected 'intent to file for Tuition Aid' in the new admission form. Please note by meeting the qualification and applying to FACTS does not guarantee the student(s) will receive the Tuition Aid automatically. Contact the Admission Office for details on FACTS process.
9. **Past Due Payments:** Student's continued enrollment at Al-Amal School is contingent upon the school receiving timely payments from the parent/guardian.

Tuition Payment Schedule

Al-Amal School tuition fee is among the most competitive tuition rates in Minnesota. Al-Amal School relies on tuition for its operations and expenses. The revenues collected through tuition, pay the expenses of the school including salary, rent, utilities, and operations.

Tuition Payment Option:

One Payment (Preferred Option):

Al-Amal School offers 5% discount on tuition by paying the entire tuition amount prior to September 25th. Please inquire in the office about the deadline.

Ten Installment Payments:

To ease the payment burden to parents, Al-Amal School offers ten (10) installment payments in a school year. The first installment payment is due at the beginning of the school year and the last (tenth) payment is due prior to the school year's ends. If more than one payment installment plan is chosen, a \$45 processing fee will be charged. This fee is a non-institution fee.

Al-Amal School relies on tuition fees and donation to meet its financial obligations. It is important the parents make the prompt payments by the given month's installment deadline. The staff is already working at school as early as July and the first major salary payment obligation for the school is at the start of the school as the classes are getting started. It is imperative that you pay your child(s) tuition on time, so that the school's financial obligations can be met including paying the salary of the staff on time.

The finance office will provide the installment payment schedule to parents that highlights the past due dates.

Past Due Dates: Al-Amal School will invoice each installment payments to ensure parents receive the tuition bill, and parents are expected to make the payments by the Past Due Date to avoid late fee penalty.

Late Fee Penalty:

\$29.00 per family invoiced per installment period will be applied if the invoiced installment payment is not received by the Past Due Date. Parents are expected to pay all Late Fees to clear the account.

The school encourages parents to use Automatic Bank Draft or other similar options to avoid the \$29.00 Late Fees.

There will be a \$29.00 return check fee applied to all checks returned to Al-Amal School for any reason. Returned checks will not be re-deposited. School will require certified funds (money order, cashier's check, etc.) for all returned checks in the amount of the check plus the \$30.00 return check fee.

Failure to pay tuition may also result in dismissal of your child from Al-Amal School. Academic records will be held until you have met *all* of your financial obligations with the school.

Tuition Aid

Al-Amal School offers limited Tuition Aid to qualifying families. The Tuition Aid qualifying criteria are based on family meeting the income at or below the federal poverty guidelines or in circumstances of temporary hardship. The criteria include student exhibiting superior grades (GPA) with clean discipline report card from the transferring school. **Please note by meeting the qualification and applying for the Tuition Aid does not guarantee the student(s) will receive the Tuition Aid automatically as it is based on availability of funds.**

Al-Amal School utilizes third-party income evaluation and assessment firm (FACTS) as a process to qualify the income criterion. The Tuition Aid application process for the following year initiates during the 2nd Quarter. Parents are expected to file an on-line application to FACTS directly within two weeks of filing the Admission Application. The process for the following school year is conducted during the 2nd Quarter of the current school year. Contact the Admission Office if you have any questions about the process.

Tuition Aid award is ONLY for the given year. The parents must go through re-application and qualification process each year.

Tuition Aid Cancellation

Continuation of the Tuition Aid throughout the year is contingent upon students exhibiting good conduct and behavior while maintaining a passing GPA. All students are expected to adhere to Al-Amal School's discipline code of conduct as described in the proceeding Behavioral Expectation section below. The Administration will maintain and review the monthly behavior reports for all students.

The Administration will provide a quarterly behavioral and academic report of all Tuition Aid recipients to the Financial Aid Committee. The committee will generate a warning letter and inform the parent that the student is put on probation, and any violation in the following months may revoke the Tuition Aid award. From that month forward, Administration is expected to provide the behavioral and academic report to the committee of all students with tuition aid placed on probation on a monthly basis.

- However, in some cases where there has been a continuous violation of the behavior policy, the administration will not wait until the end of the quarter to take an action. Rather, the administration will notify the Financial Aid Committee if behavioral issues arise, which will in fact cancel the financial aid.

Parents Responsibilities and Interaction with the School

Parents are role models for their children. They are expected to conduct themselves in a respectful and responsible manner while on school property. Failure to follow these guidelines may result in the misconduct being recorded in the student's permanent record. Repeated infractions may result in the parent being barred from the school property and/or the expulsion of their children.

The above policy applies to all parents, their children, and their guests.

Parents and all visitors are required to follow all posted signs in and outside of the building, including parking lot signs.

Student Homework

Al-Amal School wants every child to succeed and excel. Homework is assigned for the benefit of our students. Parents play a key role, not only in the moral character of their children, but also in their academic success. Student planners have been provided to facilitate assignment organization and parent- teacher communication. Parents are expected to check students' planner on a daily basis and make sure that their children are completing homework assignments by the specified due date.

Communication with Teachers

In addition to students' planners, parents are encouraged to schedule meetings or phone calls with teachers if there is any concern. You may contact the teacher either by leaving a phone message with the office or emailing the teacher directly.

Online Grade Portal

All parents are recommended to use an on-line grade portal set up by the school for student grades from Kindergarten – 12th grade. Communications from the Al-Amal School IT Department will be given at the beginning of the school year for access codes and instructions. Students' grades information is considered confidential. Parents will be given username ID's and passwords to access the grades online at their convenience.

Parent-Teacher Conferences

Parent-teacher conferences are held twice a year. These conferences serve as a tool for parents, teachers, and students to communicate achievements, concerns, and suggestions to each other. The student may be present for part or all of the conference, based on the discretion of the parent. Parent-teacher conferences are not mandatory unless requested by the teacher.

Parents Grievance Process

Al-Amal School is committed to providing an effective means for the grievant to voice concerns and complaints. The administration and/or board also strive to resolve concerns and complaints whenever possible. To this end, the board has established the following processes:

Informal Resolution: The grievant (parent or guardian) will discuss the grievance with the most immediate and appropriate school official (e.g. teacher or principal) as soon as possible after the occurrence giving rise to the grievance. The initial discussion may be as informal as a telephone conversation. If the grievance is not resolved after an informal discussion, the formal grievant will follow the steps provided below:

Grievance Process: grievance procedure for addressing concerns regarding specific decisions, especially where there are concerns that board policy or law has been misapplied, misinterpreted or violated.

Complaints that are not specifically included in other policies should be addressed in the following manner:

- a. Submit a written complaint to the school:
 - i. If the complaint involves a staff or faculty member, a written complaint is submitted to the principal no more than 30 days after the issue occurs,

The school wants to ensure all complaints are submitted and addressed and the English language should not be a barrier to our diverse group of parents to raise their concerns for the education of their children. To ensure the grievant (parent/guardian) can file a formal complaint, the grievant may elect to bring the translator to the school office. In addition, the school may also provide translators to assist if needed in translation or writing.
 - ii. If the complaint involves the principal or a board member, a written complaint is submitted to the Al-Amal board no more than 30 days after the issue occurs.
 - iii. The written complaint must contain the following information:
 1. Name of the person the person the complaint is against.
 2. The specific decisions or actions that caused the complaint.
 3. The specific resolution or remedy I am requesting.

b. Receive a written response:

- i. If the complaint involves a staff or faculty member, the principal will investigate the situation and send a written response that is postmarked within 10 business days of receiving the complaint.
- ii. If the complaint involves the principal or a board member, the Al-Amal board (without the involvement or presence of the individual who the complaint is against) will investigate the situation and send a written response that is postmarked within 10 business days of receiving the complaint.

c. Appeal Process - Requesting a hearing:

- i. If the grievant is unhappy with the written response, he/she can request a hearing by submitting a written appeal request to the Al-Amal board.
- ii. The board will schedule appeal hearings one time per month. The board will hear complaints individually on the scheduled date and time. The board will send a written notice of the grievant hearing.
- iii. All hearings and proceedings regarding complaints will be private.
- iv. The Al-Amal board will issue a written decision within 10 business days of the hearing.

d. Formal Communications

- i. To ensure the complaint is registered in the office, the grievant will contact the Al-Amal staff, faculty, and board members using the school mailing address and the school e-mails about issues regarding Al-Amal School.
- ii. Grievant will respect the privacy of the Al-Amal staff, faculty, and board members and only raise issues about Al-Amal school at appropriate times and locations.

Fundraising and Volunteering

Al-Amal School is a private school, and it relies on tuition fees to operate. Al-Amal School tuition fees is among the most competitive among any private school in the Twin Cities. The school relies on tuition to meet its financial obligations to operate and pay salaries of all staff and teachers.

However, the school requires fundraising to address major initiatives including paying off the personal loan of the expansion project, technology integration and improvements, and investment in education to further enhance the academic standards. The school holds various fundraising initiatives throughout the years that includes but are not limited to annual fundraising and social media fundraisers. The school encourages parents to participate and volunteer to raise funds for the school as well as to come up with new and creative ways of fundraising.

Donations

Al-Amal School recognizes and appreciates all of the support from parents and community members. Donations of money or supplies are gratefully accepted. Al-Amal School is a non-profit 501c entity, and all donations are tax deductible. The school issues the receipt of its donations. The school accepts both one time and monthly occurring donations, and parents can donate through the Finance Office or online via checks, credit/debit cards, or Pay-Pall. May Allah (SWT) bless you for any extra help you provide for the school.

The School is always in need of support. This support ranges from, paying off tuition for a family facing a financial emergency, to upgrading class and office supplies. Parents can inquire with the Principal to address any school needs and how they can help.

Volunteering

Parents are encouraged to help in the school. Children will value their educational experience more when they see that their parents support the school. If you are interested in becoming a volunteer, we invite you to fill out an application in the main office. If there are volunteer opportunities at the school, the school office will contact you for an interview, selection, and orientation. All volunteers are expected to abide by the school rules and processes. Any volunteers helping in the school during school hours, are required to go through the approval process by the administration.

Parents Organizations

Al-Amal School encourages the development and participation of parent organizations that support the goals of the board and the schools. The board also supports parent organizations as an effective means of actively involving parents in the schools. The Principal is expected to educate such organizations on the goals of the school, especially as it relates to improving student academic and behavioral success. The school administration is expected to help such organizations in identifying the dates, times and locations of these opportunities.

Parent organizations, including PTSAs and booster clubs, are not considered a part of the school. However, because activities by these organizations reflect the school, all parent organizations must adhere to the Al-Amal School Parent Organization Policy. Please contact the Administration or Board to review the policy guidelines.

The Al-Amal Principal and/or the board of directors must approve all groups involving parents, students, or staff that meet on the Al-Amal School grounds, including the parking lot. No unauthorized group may use the school building. Please contact the Principal and/or board of directors of the school with details to obtain the authorization at least a week in advanced.

General Policies

Care of Books

Textbooks are loaned to students for their use for the school year. Maintaining textbooks in good condition is the student's responsibility. No excuses will be accepted for damage, loss or theft of a textbook. In the event the book is lost, stolen, damaged, or destroyed, it shall be the parent's responsibility to pay the replacement cost. Failure to pay for the replacement of textbooks will result in a hold on the student's record. All books need to be covered by the student.

Student Personal Belongings (Cellphone use prohibition)

Students are only permitted to bring items to school that are related to schoolwork. Any items, included but not limited to; cell phones, video games, movies, or trading cards will be confiscated and not returned to the student. Parents must come to the office to retrieve any confiscated items; they will not be released back to students. Cellular phones must be turned off during school hours and to be put away. Cellphones may be used for communicating with parents only after school. In addition, if a student brings any material that is deemed inappropriate by the school's administration, the student may face disciplinary action.

Changes of Address

Parents must report, as soon as possible, to the office any change of address, e-mail, home, cellular, or work telephone numbers. The school is not responsible for any lost mail.

Child Abuse and Neglect

Minnesota law mandates the reporting of neglect, physical or sexual abuse of a child, which is known or suspected. Consequently, when a staff member suspects that a child has been physically abused at home, they must report it to the police/authorities, or face criminal prosecution and/or licensing investigation.

Fire and Tornado Drills

Students must be familiar with the fire and tornado drill procedures of the school. Al-Amal School participates in the annual statewide tornado drill and conducts city-mandated fire drills on a monthly basis. Students are required to walk in a quiet and orderly manner during such drills. Building maps are posted in every classroom for fire evacuation directions.

Fieldtrips

Periodically throughout the year, field trips are arranged for the students. Parents have an opportunity to participate in such trips if there is a need for parent chaperones. Field trips could take half or an entire school day. Parents will be notified ahead of time and be required to sign a permission slip and pay field trip costs for your child to attend. **The signature permission slip is mandatory and a child cannot go without a signed permission slip.** We welcome and encourage parents to chaperone field trips. However, in order to ensure the safety of all our children, chaperones may not bring other children along. If you wish to join the class only as a parent (i.e. not as a chaperone) you must provide your own transportation and pay regular admission fees. If you choose not to allow your child to attend a field trip, he/she is required to stay home for the duration of the field trip. There are several in-school field trips planned throughout the school year. Parents will be notified of all field trips, and students will be required to have a permission slip signed by a parent or guardian and fees paid before attendance to a field trip is allowed.

Lockers

Each student is assigned a locker. Lockers may not be switched and any items in unassigned lockers will be thrown out. It is the student's responsibility to maintain this locker properly (areas inside and outside the locker). This includes removing any food from the locker and emptying it every Friday afternoon. Students must have locks, and are permitted to use combination locks only (no key or laser locks are allowed). All combination codes **MUST** be submitted to the teacher. Any locks for which the code has not been submitted will be removed. The school has the right, to examine locker contents should the need arise.

Lost And Found

Articles of clothing found anywhere in the building, or on school grounds, will be taken to the lost and found bin in the gym hallway. These articles may be claimed by the person who lost them. Students should refrain from bringing valuables or large sums of money to school. At the end of each month, all items will be given to charity. Valuable items such as watches, cell phones, jewelry, game systems, etc., will be held by the Dean of Students. Lost money, wallets, or purses will be held in the office.

Lunch/Breakfast

Hot breakfast and lunch program:

Our school offers healthy meals each day. **Starting school year 2023-24, we are joining Minnesota's Free School Meals Program.** All students (K-12) can get ONE breakfast and ONE lunch free of charge each day at school.

If students would like to purchase additional food (i.e. an extra milk, second entrée, second lunch, etc.) then fund is needed.

Hot lunch meals are available for preschool through twelfth grade. All meat is Zabiha. If you would like to purchase meals for your child you must submit payment to the office which will be deposited in Student lunch account.

Menus will be posted or distributed by the third week of each month. Al-Amal School is a Peanut-Free environment due to allergies.

Students should not order meals that they don't like, even they receive free or reduced lunch, as this leads to food waste.

Students who are not enrolled in the hot lunch program are expected to bring a healthy lunch. We encourage sending nutritious foods and drinks. Candy, and gum are not allowed for anyone.

Our school cafeteria uses computer at the point-of-sale. Every student is assigned a personal identification number (PIN) to access to their meal account.

So number of Meals purchased by any student are tracked by the system and can be verified at any point of time.

How the Meal PIN works:

- 1- Each student has a unique PIN which is linked to your child's account. Your child's account is accessed when the PIN is entered.
- 2- The account is not a credit account. Money needs to be deposited into your child's account prior to using the PIN. This money can be used for a la carte food items (Extra Items or Second lunch or breakfast).
- 3- If your child is eligible for free/reduced meals, or the students is in grades K-12, the system will not charge the student account and only a la carte food items will be charged so you may prepay for a la carte food items (Extra Items or Second lunch or breakfast) or you have a preschool

Instructions for Prepayments How to put money in the Meal Account:

1. Prepayment Form need to be sent along with cash or check made payable to the Al-Amal.
2. Money will be placed in your child's account. If your child choose not to get lunch from school any day, the money will still can be used for future purchases.
3. The Prepayment Form also allows you to determine the type of purchase your child can make. (e.g. Don't Allow ala carte purchases)
4. The school will send a low balance notification email once a week. You can also call or email the office to find out your child's balance at any point of time. Any outstanding balances must be paid regularly.
5. Refund policy: In the event of an unscheduled absence (due to illness, etc.), or no meal purchased, the account balance can be carried over to the following school year or a credit will be issued in case the student leave the school. Same for overdue accounts, any debt will be carried over from year to year.

General Principals / Rules

- 1- A student who has been determined eligible for free or reduced-price lunch is served a reimbursable meal, even if the student has an outstanding debt attributable to a la carte purchases or for any other reason.
- 2- A student who has lunch account to purchase a full paid meal at the time of the meal service is served a reimbursable meal, even if the student has an outstanding debt.
- 3- AL-Amal School may use a collections agency to collect unpaid school meals dept.
- 4- Any reminders for payment of outstanding student meal balances cannot demean or stigmatize any child, including, but not limited to dumping meals, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.
- 5- Student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students may not be restricted due to an unpaid student meal balance.

Medical Emergencies

Each child is required to have an emergency card on file. The information on these cards regarding special needs will assist us in taking action. Parents will be notified as soon as possible in case of an emergency. In situations that are not life threatening, the parents, or the emergency contact listed, will be responsible for transporting their child to the appropriate health care facility if needed. Life-threatening emergencies and serious injuries will be referred to 911.

Please keep all information on your child's emergency card updated.

Administering Medication

No children are allowed to take medication (prescriptions as well as over-the-counter drugs) independently at school. If any child requires medication at school, daily or when ill, the school must have the following from the parent to be able to administer the medication:

- A signed release from the parent waiving any school liability for problems that may occur as a result of this medication;
- A copy of the prescription;
- Written and signed instructions from the child's doctor (for long-term prescriptions only).

School Property

The school will take actions deemed appropriate in response to any damage caused to its property by the students, parents, their siblings, or their guests. Such actions can include, but are not limited to, charging the parents of the child who caused the damage, suspension, or expulsion.

Telephone Use

Personal messages or telephone calls cannot be accepted for students. Messages will not be given to any student during school hours, except in an emergency.

Students may use the telephone in the main office for emergencies only. Please make transportation arrangements in advance; the office staff cannot leave the office to notify staff/students about last minute transportation arrangements. Messages for teachers will be noted and placed in a designated message center. All teachers have voice mail extensions. It is the teachers' responsibility to check his/her messages. Office staff cannot leave the office during office hours to deliver messages to students and/or staff.

Computer & Technology Acceptable Use Policy

Al-Amal School provides access and allows usage of Information Technology (“IT”) to support our staff’s efforts for the benefit of student’s education as well as to our students for their learning benefits . ----

Al-Amal School’s Information Technology includes but is not limited to, computer hardware and software, facsimiles, printers, e-mail, voice mail, access to and use of Internet services, and all other associated computer, communications, network facilities, telephones, copiers, equipment, and related services.

All employees and students having access, either direct or remote, to the School's IT must abide by these guidelines:

- **Keep Confidential Information Secure.** School’s Technology Systems contain business and financial information, personal contact information for employees and students, software source and object code, and other information that is confidential (“Confidential Information”). Use caution when sending Confidential Information in an email or voicemail message. If you receive Confidential Information that you are not supposed to view, let the sender and your supervisor know.
- **Keep Your Login Private.** Don’t share your password with others. Change your password often. Logoff from your workstation at the end of each day. Make sure your password is not easy to guess. Use a minimum of 8 letters and include numbers and special characters (e.g. @, #, \$, %).
- **Report Breaches of Security.** Report any suspected or confirmed security incidents to your School’s IT Staff.
- **Backup of Data.** It is essential to back up your work in case something should go wrong with your local computer or with the network. In addition to saving your work on the hard drive of your local computer, please back up all of your work on the network (T Drive). The school will only be responsible for the T Drive. Do not save files only on the C Drive (local).
- **Don’t Download Improper Materials.** Do not download, display on, or otherwise transmit through the School’s Technology Systems any material that is fraudulent, harassing, sexually explicit, profane, obscene, or otherwise illegal.
- **Don’t Misuse the Systems.** Do not use your Internet access for visiting chat rooms, online gambling, internet auction sites, playing computer games, or performing any type of hacking-related activity.
- **Don’t Violate Copyright Laws.** Do not download or store any content that violates copyright law. Don’t use the School’s Technology Systems to download music, images, or other copyrighted materials, unless you have permission. Don’t use the Systems for downloading from any peer-to-peer networks.
- **Conserve Resources.** Don’t use the School’s Technology Systems in a manner that uses up large amounts of file space or slows the Systems’ functions. Limit personal use of the Systems.

- **Don't Expect Privacy.** Al-Amal School has the right to monitor any activity occurring within the School's Technology Systems. You are granted access to the School's Technology Systems solely to conduct School business. The School's IT Staff can, and may, review any information that you create, store, send or receive through the Systems, including e-mail and instant messages. Be aware that deleting your e-mails and IM messages may not remove this information from the School's Technology Systems.

Computer & Technology Use for Students

Al-Amal School provides its students with access to the computer hardware, software, computer networks, telephone systems, and other aspects of Al-Amal's technology ("Al-Amal Technology Systems") to the students for the purpose of learning. To protect the Al-Amal Technology Systems from misuse, Al-Amal has implemented an Information Technology Acceptable Use Policy ("AUP") as stated above.

All students are required to comply with the AUP. Violation of these policies could lead to disciplinary measures including, and not limited to, detention, suspension, and expulsion from school. Al-Amal School at its sole discretion, may conduct periodic monitoring of students' electronic communications through the Al-Amal Technology Systems, such as e-mail and instant messages, as well as any information that is stored on the Al-Amal Technology Systems.

The school owns the rights to all data and files in any computer, network, or other information system used in the school. Al-Amal School also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Students, Employees and Volunteers must be aware that the electronic mail messages sent and received using school equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by school officials at all times. The school has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with the school's policy, state and federal laws. No student, employee or volunteer may access another student, employee or volunteer's computer, computer files, or electronic mail messages without prior authorization from the student, employee, volunteer or an appropriate school official.

The school has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No student, employee, or volunteer may create, use, or distribute copies of such software that are not in compliance with the license agreements of the software. Violation of this policy can lead to disciplinary action.

Student/Parent Social Media Policy

At Al-Amal School, we understand that the Internet can provide social media tools that allow users to create and communicate in new and exciting ways. While recognizing the potential benefit of social media applications and platforms, it is equally important that this be balanced with our duties to the school, the community, our responsibilities and our reputation.

This policy provides guidance for best practices that pupils and parents are expected to follow when using social media to ensure that its use is responsibly undertaken and that the confidentiality of students, staff and the reputation of Al-Amal School are safeguarded.

This policy applies to all means of communication or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Al-Amal School, as well as any other form of electronic communication.

It is important that social media users act responsibly and respectfully. Users should not discuss personal information about other pupils, parents and the school. Users should not represent their personal views as those of Al-Amal School on any social medium. Users should not use social media and the internet in any way to threaten, harass, abuse or defame pupils, their family members, school employees, staff, administration or school organizations. Similarly, users should not use social media to threaten school property or invite others to do so.

Audio recordings, photographs, videos or any other type of image of pupils and their families should not be published on social media unless as part of an organized school activity and only upon advance permission from school administration.

Students and parents should only use official school sites for communicating with staff and administration.

Any violation of this policy that leads to a breach of confidentiality, defamation or damage to the reputation or property of Al-Amal School, or any illegal acts or acts that render the school liable to third-parties, may result in legal or disciplinary action.

Any policy that is updated during the school year will be included here at the end as an Appendix.

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Acknowledgement

The Student/Parent Handbook is also online. It is the responsibility of all parents to read the Student/Parent Handbook as they enroll their children to the school. The FACTS online enrollment process requires parents to acknowledge that it will be their responsibility to read and abide by the Students/Parents Handbook.

For the hardcopy versions, parents sign below that they acknowledge and read this handbook.

Parents Signature and Acknowledgement

By signing below, you are stating that you have read and understood the student/parent handbook along with all its responsibilities and rules. Once signed, please return this last page to the main office, thank you.

Parent Signature

Date