

Student Handbook 2015-2016

Assalaamu'alaykum wa rahmatullahi wa barakatuhu,

Dear Parents or Guardians,

This handbook has been provided for you as a reference for information on school policies and procedures for the school year 2015-2016.

Please read and review these rules with your child(ren).

For questions related to administration and school policies, please contact the principal or vice principal.

Best regards,

Legacy Learning Center Administration

“O Lord! We believe in what You have revealed, and we follow the Apostle (SAW), then write us down among those who bear witness.”

Al Quran, Surah Al-Imran (3:53)

“O Lord! Pour out constancy on us and make our steps firm; help us against those that reject faith.”

Al-Quran, Surah Al-Baqarah, (2:250)

“O My Lord! Advance me in knowledge.”

Al-Quran, Surah Ta’Ha (20:114)





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PREFACE

Please make Du'a

Without Allah's help and Mercy, our efforts would all be in vain. We therefore ask you to make du'a regularly that Allah bless and guide our efforts, and make Legacy Learning Center a successful benefit to the Muslim children and parents of Indiana.

Parents Pledge

Help us help your children succeed at LLC-Legacy Learning Center. We are asking parents to please pledge themselves to their child's education by fulfilling the following responsibilities:

- Make regular du'a for your child and for those involved in his/her education.
- Provide an Islamic atmosphere and example in your home; this is the most important thing you can do for your children because children learn by example.
- Take an active role in the school; attend parent-teacher conferences, meetings, and other school related educational programs.
- Let your child see that you are proud of the school they attend and are concerned about their educational environment.
- Encourage your child to be respectful of administration, teachers and assisting adults; don't undermine school authority by disagreeing with us behind our backs.
- Children need to see that we are a united force for their benefit. Always address your concerns directly to the teacher or administration.
- Cooperate with your child's teacher in matters related to the classroom; if problems or questions arise related to your child, then approach the teacher in an Islamic manner and address it.
- Fulfill your financial obligations to the school; your tuition payments are applied towards salaries and our daily operations.
- Support the school throughout the year in its policies, academic and religious programs, fundraising efforts, and other school activities; become a member of the LLC Parent Teacher Organization (PTO).
- Volunteer one hour per week, each semester. Please contact administration with your available time and talents. This requirement may be fulfilled by payment of \$25.00 per hour.

"I consider it a duty to educate my child in an Islamic environment, and therefore I shall endeavor to support and uphold the principles, practices, and policies of Legacy Learning Center in every way. With Allah's help, I pledge to fulfill these responsibilities as a parent of a Muslim child."



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INTRODUCTION

Our History

Legacy Learning Center (LLC) evolved into a community school in December 2014 from the homeschooling program, to online, and then into a traditional school. The school first started its operation as a traditional school in January 4, 2015 with 87 students, then grew to a current 117 students in the span of three months.

Our Philosophy

Why an Islamic Education?

Education in any society is linked to the beliefs, ideas, and practices of that society. As Muslims in America, we cannot ignore the effects of a non-Islamic environment on our children and expect them to retain their Islamic identity. The strength, security and continuance, InshAllah, of the Muslim community in America depends upon the establishment of our own educational system and the accomplishments of our children and future alumni. It is our duty as parents and educators to base this system firmly on Islamic morals and values as commanded in the Holy Quran and the Sunnah. Our children have this right over us and we are bound to provide for them.

Thus, the theory of Islamic education is centered upon the principle of Tawhid, and it is holistic, integrated, comprehensive and balanced. It strives to activate and nurture all the potentialities of the student; physical, intellectual, emotional, and spiritual. The one goal of an Islamic education is to draw the Muslim closer to Allah Ta'ala by inspiring him/her an awareness of his/her obligations as a servant of Allah, one who adheres to, and promotes righteousness.

Islamic education also encourages the student to explore and grow, ask questions, and seek answers both within themselves and within the bounties and creations of Allah Ta'ala, while at the same time acquiring the necessary skills and knowledge to become productive members of society.

Our Goals

At LLC-Legacy Learning Center, we aim to empower the future generations of Muslims by providing an Islamic foundation combined with a solid academic education that will enable them to serve as the witnesses and leaders of Islam in America and the world. Our goals are as follows:

Overall Goals

- To develop and nurture and expand each student's knowledge of humanity, society, the universe and Allah SWT
- To develop and nurture in each student a positive attitude towards seeking and acquiring knowledge and upholding truth
- To develop and nurture each student's ability to think, analyze, and solve problems creatively and independently, with an Islamic awareness and perspective
- To develop within each student Islamic pride and well-focused world view
- To develop and nurture each student to become a productive, useful, contributing member of society



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Islamic Educational Goals

- To prepare each student for the role of being a contributing Muslim adult through instruction in faith, knowledge, and righteous conduct according to the Quran and authentic Sunnah
- To develop in each student a desire to contribute, uplift and uphold the Muslim Ummah
- To enable each student to represent the true and correct idea of Islamic socialization and interaction

Academic Goals

- To provide a quality, academically challenging education that surpasses state requirements
- To emphasize personalized instruction through small class sizes
- To provide a creative and disciplined, Islamic learning environment that stimulates growth and emphasizes high academic standards

Financial Support

A strong academic education in an Islamic environment is an expensive, but rewarding undertaking.

LLC-Legacy Learning Center does not receive any funding or grants from local, state, or federal sources (school vouchers only provide tuition assistance to qualified parents and does not benefit the school directly).

Operating costs are underwritten by tuition payments, donations from community members, and annual fundraising activities.

To continue our mission, we need the faithful support and sacrifice of our families enrolled in the school and the Muslim community as a whole. Parents are asked to show their appreciation for the school by supporting fundraising efforts.

All donations and contributions to the school are tax deductible.

“O Allah! I seek refuge in You from unbelief and poverty. O Allah! I seek refuge in you from punishment of the grave. There is no deity but You.”

“O Allah! I seek refuge in You from worry and grief, from hopelessness and laziness, from cowardice and stinginess, and from overpowering of debt and from oppression of men.”

“O Allah! There is nothing easy except what You make easy, and You make the difficult easy if it be Your Will.



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STAFF

The teachers and administrators at LLC have academic training and various years of experience, some state certified, combined with a commitment to the principles of high academic standards in an Islamic environment. Each member of our staff, along with your help, is dedicated to the goal of educating your child to enable him/her to achieve their full potential.

The list of school staff for the year 2015-2016:

Administration

Sheikh Tewfik Choukri, Dean
Amir Zahed, Principal

Academic Instructors

See insert

GENERAL POLICIES AND PROCEDURES

1. Admissions Policy
2. Attendance Policy and Student Records
3. Academic and Islamic Curriculum and Programs
4. School Dress Code
5. Disciplinary Procedures
6. Half Days, Early Dismissals and Withdrawals from School
7. Home and School Communications
8. Emergencies, Drills, and School Closings
9. School service, Parent Volunteers and PTO
10. Administration and Teacher Appointments
11. Visitors
12. Spiritual Growth and Development
13. Miscellaneous Rules and Regulations



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1. ADMISSIONS POLICY

Registration

Registration takes place in early spring of each year. All returning students must pre-register in the spring for the coming school year.

If classroom space permits, new students will also be accepted for admission during the first month of school in August only. New students entering the second semester must have been enrolled in another school for the first semester at the same grade level. All new students will be tested before admission.

Status of All Admitted Students Probationary and Provisional Status

Good Standing: All Students are considered in “Good Standing” unless on probation status.
Probationary Status:

New Student Probation: All new students will be admitted on a probation period for the first quarter, during which time their academic and social progress will be closely monitored. New students are expected to participate in all school activities unless prior stipulations prevent them from doing so.

Academic Probation: Any student failing to earn a grade of 70/C- at the end of the semester will be placed on academic probation. These students will be restricted from all extra-curricular activities, be ineligible for certain school privileges and will be closely monitored in academic and social performance.

Social Probation: Any student earning more than three disciplinary referrals to Administration in a given semester will be placed on social probation. If this occurs parents of the student will be notified and a conference will be scheduled.

Provisional Acceptance and/or Placement: Students admitted under Provisional Acceptance will be closely monitored based upon their provisional status. All extra-curricular activities and eligibility for school privileges will be regulated for at least a year according to their provisional contracts.

Student Records

All student records (including transcripts, evaluations and credentials) from all previously attended schools must be received by LLC-Legacy Learning Center administration prior to deadline for admission. Students will not be considered officially enrolled unless these records have been received; such students will be listed on probation placement status. Parents will be notified of this status in writing.

Student Medical Records

Indiana law requires that current medical records be on file BEFORE a child begins school. Parents and/or guardians must provide the school with a copy of the original medical records and keep the originals at home. If students have incomplete shot records they will be sent home, and not be permitted to attend school until their shot records have been brought up-to-date. If your child does not receive shots due to religious objection you must bring a letter of explanation to LLC-Legacy Learning Center prior to enrollment. Any child with a medical reason for not taking shots must bring a doctor's signed statement detailing the medical reasons. Personal preference is not an acceptable objection.



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Student's Shot Record must Include:

Diphtheria, Tetanus, Pertussis (whooping cough), Polio, Measles, and Rubella

1. Student's must also have received the following prior to enrollment:
Mumps vaccine and Hepatitis "B" screening
2. All 6th graders must have the following prior to enrollment
Mumps, Measles, and Rubella (MMR) records

All immunization records must be up-to-date and submitted before ANY student is admitted to school. NO EXCEPTIONS.

D. Parental - Student Interview

- All students seeking admission will be interviewed.
- Parents and/or Legal Guardians will also be interviewed.
- Non-custodial parents(s) may be interviewed, if possible, via telephone in person or in writing.

E. Enrollment Criteria and Transfer Students

1. All students seeking enrollment must have been promoted to the next grade level at the end of their previous regular school year.
2. Transfer students applying for admission will be assessed on a case-by-case situation based upon current grades, attendance, and standardized testing in their previous academic program, and whether such a program facilitates an easy transition.
3. Newly enrolling and transfer students must have had passing grades in these subjects: Reading, Math and Language Arts. Students who fail to meet these requirements may be admitted on a probationary status.

F. Home schooling Admittance

1. Parent(s) of home schooled students must submit all transcripts, evaluations and standardized test results.
2. Parents must submit, in writing, an outline of their curriculum, student test results and all forms of evaluations used to assess student performance.

G. Admissions Testing

All students seeking admission into LLC will be given a grade level placement test.

H. Non-Muslim Students Admission

Non-Muslim children and parents must adhere to the same rules and regulations as Muslim parents and students. Non-Muslim parents, guardians and children must attend orientation.

I. Special Needs Students

Legacy Learning Center (LLC) reserves the right to refuse acceptance of students with special needs and learning disabilities based on the school's inability to adequately meet the needs of such students and parent(s) and/or guardian(s) at this time.



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Students with no or limited English-speaking ability are considered special needs students and will be admitted on a probationary or provisional status.

Currently, students with emotional or psychological problems cannot be admitted. However, in the future if we are able to accommodate such students, they will be admitted if professional help has occurred prior to admittance and an on-going relationship is established between LLC and any professional help on behalf of the student.

When we observe a candidate for special needs, then parents are required to get proper help and counseling. If the situation is not handled in a timely manner, or if the case is severe the student may be required to transfer to an equipped school.

J. Admission Age Requirements for Kindergarten (KG)

All students seeking admittance into our Kindergarten (KG) program must have had their 5th birthday before September 15th. Students under the age of 5 will be accepted under individual circumstances. Students entering the PreK4 program must have had their 4th birthday before September 15th. Students entering the PreK3 program must have had their 3rd birthday before September 15th.

K. Orientation

1. All parents and/or guardians must participate in order for their child(ren) to be admitted.
2. Out-of-State students will be admitted without orientation at the discretion of the administration.

L. Tuition and Fees

A non-refundable application fee (\$10) is due at the time of registration for each new student, payable upon return of the completed application form. Once a family is accepted to LLC, a non-refundable acceptance fee is due. In February, a non-refundable pre-registration fee (\$50) is due to secure placement for the next school year.

Tuition is per year and per child enrolled. First month's tuition is due before the start of the school year in August. Payment plans are available, with the first payment being due by the first day of school. All other payments will be due on the 1st day of each month. A \$20 late fee will be charged for any payments received after the 5th day of each month.

In the event of dismissal/withdrawal, the tuition for that month is due in full for any day in that month (non-refundable). Parents and/or guardians with a student enrolled in LLC-Legacy Learning Center for at least 15 (fifteen) days are obligated the tuition fees in full, for that month, notwithstanding the subsequent absence, withdrawal, or dismissal from school.

All tuition payments may be made by cash, check or money order. Checks returned by the bank due to insufficient funds (ISF) or a closed account, are expected to be replaced immediately plus any charges incurred by LLC. Failure to replace returned checks within 5 (five) working days will result in an additional service charge and all remaining payments for the school year will be required by money order or cashier's check.

Due to our low tuition rate, we require that all parents and guardians volunteer one hour per week, each semester. Please contact administration with your available time and talents. This requirement may be fulfilled by payment of \$25.00 per hour.

Any delinquent, unpaid tuition will result in the following:

1. Child(ren) being barred from attendance until the past due amount has been paid.
2. Report cards and records being retained.



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3. If payment has not yet been received or arrangements are not made by the end of the school year, all final grades, reports, and any other records will be retained by administration until the account is paid in full.

M. Textbooks

There is a nominal rental fee per child for all school issued hardback textbooks. In addition, some supplemental soft cover books may need to be purchased.

Any books lost, defaced, or damaged, by students will result in a replacement charge and book fines charged to parents.

N. School Supplies

All parents and/or guardians are expected to provide necessary school supplies for their children; remember that some items will need to be replaced more often than others (i.e. pencils, paper, etc.) Parents should be sure that their children come to school each day with their necessary books and supplies. A supply list will be provided to parents detailing what items each child will need according to grade level and classes.

Also make sure your child comes to school each day prepared for the weather. Rainy days: Boots and raincoats as are needed; for the winter/cold season: Hats, gloves or mittens, loose fitting navy blue or black sweaters or loose fitting sweatshirts.

O. Medical Emergency Forms and Medications

Parents and/or guardians are required to fill out a medical emergency form for each student enrolling in LLC-Legacy Learning Center. **You must update this information as soon as it changes.**

Emergency Information must include the following:

1. Family doctor name, phone, and address
2. A named emergency contact, their relation to the child, and phone numbers
3. Preferred hospital
4. Any allergies or medications taken on a regular basis
5. Emergency medical card will be issued

In the event of a non-emergency where the parent or any of the named emergency contact persons cannot be reached, the student will remain at school.

P. Illness and Injury

Any type of injury is to be reported to the school office; if it is minor, the students will be treated and returned to class. If the injury is more serious, the student will be made comfortable and parents, guardians, or the named Emergency contact will be called to pick the student up. If no one is available, we will consult the named family doctor for directions.

Any type of illness occurring in school is to be reported to the school office immediately; if it is minor, the student will be allowed to rest for a while in the prayer areas; if it is more serious parents, guardians, or the named Emergency contact will be called to pick the student up. If no one is available, we will consult the named family doctor for directions.

LLC-Legacy Learning Center has no on-staff nurse; therefore no medications will be dispensed or administered to students, including prescription and/or any over the counter drugs unless written permission is received from a parent or verbal instructions are given from a family doctor.



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2. ATTENDANCE POLICY

All students are to report to school with proper uniform and supplies during these hours:

Monday – Thursday 7:50am – 3:20pm - Morning Assembly begins promptly at 7:50am and any students not present at this time are marked as late.

Friday 7:50 am – Until Jummah Service Ends – usually between 2:00 – 2:30pm (all students are to be picked up in their classrooms by a parent, guardian, older sibling, or others with prior notification, immediately at the end of service; parents will be charged a fee (\$10 for each ½ hour) for any students not picked up on time unless prior arrangements have been made.

A. Lateness & Tardiness

It is the parents responsibility to ensure that their child(ren) arrive to school on time. Excessive tardiness or unexplained absences will not be tolerated and may result in disciplinary action or dismissal. Administration must receive phone notification prior to 8:15am for those students who will be absent or tardy for the school day.

All tardy students must present a signed, written explanation from a parent or guardian to their teacher upon arrival to school, unless prior notification has been given to the teacher or administration.

The following are NOT VALID reasons for an absence, lateness, or tardy will be considered unexcused:

Oversleeping
Shopping
Extended Celebrations or Guests
Extended Trips or Vacations (with no prior notification)

B. Truancy/Cutting Class

If a student is on school premises, but is not in class (without permission), he/she will be counted as truant and subject to disciplinary action. Students are not to leave campus without prior notification/permission by parent.

C. Drop-Off, Late pick-Ups and Non Parental/Guardian Pick-Ups

Students must be picked up promptly at 3:30pm or late fees will be charged. (\$10 per every 5 minutes late). LLC-Legacy Learning Center is not responsible for any students left on the premises after 3:30pm unless prior arrangements have been made.

For safety reasons, administration must be notified by phone, but preferably in writing, if someone other than a parent or guardian will be picking up a student.

Parents and/or guardians are to use the front entrance drive-up area for drop-offs and pick-ups following all directional signs; **Do not park or leave your car in this area.** If a parent or guardian needs to enter the building, they must park in a designated parking space out of the flow of traffic.

Students who have been picked-up from school by their parents/guardians, but have not left school grounds, must remain in the car or with the parent or guardian.



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D. Students Walking To and From School

Parents of students who are able to walk to and from school are still responsible for making sure their child(ren) arrive to school on time.

E. Student Behavior During Pick-Up Times

Students awaiting pick-up must sit or stand in the hallway in an orderly fashion. All students, whose parents are late picking them up, are to wait inside until their parent arrives—for safety reasons, children will not be allowed to wait or play outside. LLC-Legacy Learning Center is not responsible for students on the premises after school hours.

F. Student Absence Due to Illness or Medical Reasons

Do not send sick children to school.

When at all possible, parents are asked to make every effort to schedule medical and dental appointments for after 3:30pm, on school days, or when school is out; student absences due to these appointments make teaching and learning more difficult.

Students who are or will be absent for 3-10 days due to illness or medical reasons, must report to the administration office, upon the first day of their return to school, with a signed doctor's statement in order to receive an admittance form for class. Students are responsible for any missed assignments or homework. All test make-ups will be at the discretion of the teacher(s).

A written explanation of absence must contain the following information:

1. Current date
2. Name of student
3. Reason for absence
4. Parent(s), guardian(s) and/or doctor's signature

When to keep your child home

The American Academy Pediatrics recommends that your child be kept home from child care or school if any of the following conditions exist:

A child with any signs of severe illness, including fever, irritability, difficulty breathing, crying that does not stop with the usual comforting, or extreme sleepiness should not be sent to child care or school.

A child with diarrhea or stools that contain blood or mucus should not attend childcare or school.

A child who vomits two or more times in 24 hours should not attend child care or school, unless a physician feels the cause of the vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.

A child with mouth sores and drooling should not attend childcare or school, unless a physician or the local health department authority does not feel the condition is infectious.

A child with fever or rash or a change in behavior should not attend school or childcare, unless a physician has determined that it is not caused by an infectious disease.

A child with diarrhea caused by E-coli 0157:H7 or shigella that has been diagnosed by a physician should not attend childcare or school. The child may not return to day care or school until two stool cultures (collected 24 hours apart) are negative for the organisms and the child no longer has diarrhea.

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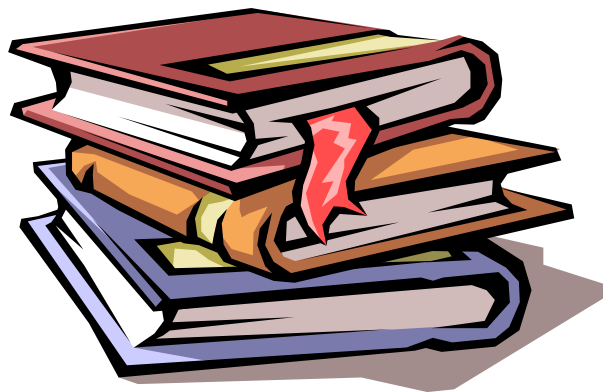
For shigella, the child may return if treated with an appropriate anti-biotic for five days and if the child no longer has diarrhea.

- A child with conjunctivitis or “pinkeye” may not attend day care or school without being examined, treated, and approved for readmission by a physician.
- A child with impetigo may not attend school or day care until 24 hours after beginning antibiotic treatment and until the child no longer has a fever. Be sure to cover any lesions.
- A child with strep throat may not attend school or day care until 24 hours after beginning antibiotic treatment.
- A child with head lice may not attend day care or school until the first treatment has been given.
- A child with scabies may not attend daycare or school until after treatment has been completed.
- A child with chickenpox must remain out of daycare or school until all lesions are dried and crusted, which is usually after about six days.
- A child with pertussis (whooping cough) must remain out of school or daycare until five days of antibiotic treatment have been completed. (Treatment is to continue for a total of 14 days).
- A child with mumps may not return to school or daycare until nine days after the swelling begins.
- A child with measles must remain out of school or child care until four days after the rash begins.
- A child with hepatitis A must remain out of school or child care until the child’s physician or local health department authority feels the child’s condition is no longer infectious.
- A child with an illness that prevents the child from feeling well enough to participate in the usual activities and routines should not be sent to school or child care.

For child care only: A child whose illness requires more care than the child care staff can provide without putting the health and safety of other children at risk not be sent to child care.

G. Non-Illness, Non-Medical Student Absences

Parents of students who will be absent for extended periods of time for non-illness or non-medical related reasons must inform administration and the classroom teacher in writing prior to the absence. Also, arrangements for all missed classroom assignments, homework, or tests must be made prior to the absence. If arrangements are not made in advance, all schoolwork missed will not be counted as leave, and will receive a value of zero.





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3. ACADEMIC & ISLAMIC CURRICULUM AND PROGRAMS

Every student has the right, and is expected to be academically successful by putting fourth his/her best effort to achieve this goal. Every student has the right to learn and be taught, and every student must respect the rights of his/her fellow students and teachers.

A. Policies

a. Homework

LLC-Legacy Learning Center is a homework school. Homework in some form will be given on a daily basis (unless otherwise stated by the teacher) with the purpose of reinforcing material learned in the classroom. Parents will be notified whenever there are 3 (three) missed homework assignments.

Parents are encouraged to review their child's homework for completeness and neatness. Students should be given ample time nightly to complete all homework assignments. We recommend that weeknight television viewing be limited with the exception of class assignments and educational programs.

b. Student Expectations

Students are expected to adhere to the following guidelines:

- Behave Islamically in all situations
- Participate fully in class discussions and activities, as well as school functions
- Be aware of all homework assignments and return completed assignments on time
- As questions concerning any unclear assignment or instruction
- Put forth an effort to complete all assignments and homework as designated
- Be respectful of administration, teachers, staff, and other students
- Report to school on time, prepared to learn, with proper uniform supplies and books

c. Teacher Expectations

- Behave Islamically in all situations
- Make every effort to encourage student dialogue and participation so as to gauge their level of comprehension
- Assign meaningful, related homework and be sure that all students are aware of the assignment
- Collect and review homework, quizzes, exams in a timely fashion, providing oral or written feedback to students
- Treat each student as an individual and be flexible with his/her teaching methods
- Be respectful of students and parents
- Report to school on time with prepared lessons and supplies
- Have a class syllabus, class rules and regulations

B. Curriculum

The curriculum of LLC-Legacy Learning Center consists of the following subjects:

- English/Language Arts
- Mathematics
- Science
- Social Studies
- Computer Science
- Arabic Language
- Islamic Studies
- Islamic Arts and Crafts (when available)



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All academic subjects are based upon the State of Indiana standards, and are taught from an Islamic perspective. Supplemental materials are usually provided by individual teachers and are structured according to current lesson topics.

For questions concerning the format of the Quranic, Arabic and Islamic Studies curricula, please contact the administration.

C. Grading Policies

LLC utilizes a grading system based on an absolute scale and no curve system. Mid-quarter notices will be issued regarding possible failures and/or for those students earning less than a '70/C-' average.

The academic grade is computed according to the following percentage scale (may vary slightly):

1. Class work – 20%
2. Unit tests, weekly and/or daily quizzes and special projects – 40%
3. Homework – 20%
4. Final Examinations

Methods for the evaluation of the quality and/or quantity of a student's academic progress is measured according to:

- a. Notebook, folder, portfolio, and classroom demonstrations
- b. Reports, oral and/or written
- c. Review of tests and quizzes, oral and/or written
- d. Student participation and classroom behavior
- e. Reports, term papers and/or research papers
- f. Tests and examinations, weekly, quarterly and/or by semester

D. Progress Evaluations, Report Cards, & Parent-Teacher Conferences

There will be one student progress evaluation & and one report card per semester at which time a Parent-Teacher Conference will take place. Parents and/or guardians are expected to attend these conferences. In addition, individual conferences may be scheduled throughout the school year and are at the discretion of a teacher.

E. Letter Grade System

Letter grades that symbolize student progress or achievement are based upon the following scale and grade points:

A = Excellent (4.0)	B = Very Good (3.0)	C = Average (2.0)
D = Below Average (2.0)	F = Failing (0.0 Point)	

Percentage Groupings

(Note: +/- symbols combined with a letter grade indicate a percentage level range):

A + = 98 - 100	A = 95 - 97	A - = 90 - 94
B + = 88 - 89	B = 85 - 87	B - = 80 - 84
C + = 78 - 79	B = 75 - 77	B - = 70 - 74
D + = 68 - 69	D = 65 - 67	D - = 60 - 64
F = 59 and below		



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GRADUATION PROCEDURE

It is intended that LLC will graduate students that are capable of performing in academic settings beyond High School matriculation. This is the process for validating that students have met the school's minimum graduation requirements and assure that the appropriate amount of credits have been obtained. This process, to the extent of being able, will become effective upon adopted by the LLC's academic committee.

- Beginning with the Eighth grade class upon implementation of this policy, each student and parent will meet with the school's Administrative staff to review the student's academic objectives and goals and be advised of the necessary requirements for graduation.
- Upon the completion of each academic year thereafter, the student and parent will receive written notification of the number of credits obtained and the number outstanding in order to complete graduation requirements. This notification shall be in addition to the end of the year report card.
- Beginning at what is expected to be the student's final year of matriculation, both the student and parents will meet with the school's Administrative staff to review any outstanding requirements that need completion to comply with graduation requirements;
- Each January, the Principal of the school shall present to the school's academic committee a certification of the candidates for graduation. This information shall consist of a written report verifying, by name, the candidates for graduation and the completion of all credits except for those intending to be completed during the Spring semester.
- At the beginning of the final quarter of the school calendar, the Principal shall again report to the committee the progress of those students intending to graduate. In the event that a student is in jeopardy of not graduating due to lack of attendance, failure to progress academically or any other reason this shall be made known to the committee and a copy of the stated reasons shall also be provided to the parents.
- In the event that a student is in jeopardy of not graduating, the Principal shall provide to the parents options for completion of the outstanding credits after the completion of the semester.
- If it is determined that a student does not meet the minimum standards for graduation, the student will be allowed to participate in the graduation ceremony and the diploma will be held until all requirements or deficiencies are cleared by the Administrative office of the school.
- If a student transfers to LLC, the Administrative staff shall notify parents and prospective students of the graduation requirements.

GRADUATION REQUIREMENTS

The following requirements shall be completed for graduation from LLC with a Core 40 diploma issued by the State of Indiana, upon accreditation by the State and by LLC until the accreditation by the State occurs:

English (including speech, composition and Literature)	8 credits
Science (including Biology, Chemistry and Physics or an Earth Science)	6 credits
Math (including Algebra I, Geometry, Algebra II Or Integrated Math)	6 credits
Social Studies (consisting of American History, World History)	4 credits
Economics	1 credit



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U. S. Government	1 credit
Health/Wellness	1 credit
Physical Education	2 credits
Arabic	6 credits
Islamic Studies	6 credits
Electives	4 credits
Technology	2 credits

CORE 40 WITH ACADEMIC HONORS DIPLOMA (MINIMUM 40 CREDITS) (IDOE)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40;
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits;
- Earn 2 Core 40 fine arts credits;
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” (3.0) or above
- Complete one of the following:
 - Two Advanced Placement courses and corresponding AP exams;
 - Academic, transferable dual high school/college courses resulting in 6 college credits;
 - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits;
 - Score 1200 or higher combined SAT math and critical reading;
 - Score a 26 composite ACT;
 - An International Baccalaureate Diploma.

CORE 40 WITH ACADEMIC HONOR DIPLOMA (LLC STANDARD)

For the **Core 40 with Academic High Honors** diploma, students must:

- Complete all requirements for Core 40;
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits;
- Earn 2 Core 40 fine arts credits;
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B+” (3.5) or above
- Complete one of the following:
 - Four Advanced Placement course and corresponding AP exams;
 - Academic, transferable dual high school/college courses resulting in 12 college credits;
 - Two Advanced Placement courses and corresponding AP exams and academic transferable dual high school/college course(s) resulting in 6 college credits;
 - Score 1350 or higher combined SAT math and critical reading;
 - Score a 26 composite ACT;
 - An International Baccalaureate Diploma.



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MINIMUM GRADUATION REQUIREMENTS FOR LLC STUDENTS

All persons must have completed the following to qualify for graduation from LLC:

- Attended at least 4 consecutive semesters at LLC unless approved by the Academic Committee, with said requirement being waived on a case by case basis;
- Performance of at least a minimum of 40 community service hours during each of their years of matriculation at LLC. Said community service hours will be required to be logged and verified by the agency or organization for which the student volunteers;
- Obtained a minimum 2.0 "C" cumulative GPA for their school matriculation;
- All classes must have been attended at LLC, IUPUI (through the SPAN program) or any other accredited High School program.

F. Promotion and Retention

All students in grades KG-12 will be promoted, if in the judgment of the teacher, satisfactory academic, social, and behavioral progress has been made during the current school year that would predict success in the following grade. A failing grade in Reading, Math or English/Language Arts will result in the student being retained in the current grade level.

A decision to retain a student is made by consultation between teachers, principal, and parents. A letter stating a definite retention will be sent at the end of the third grading period. In borderline cases promotion may be granted upon satisfactory completion of summer school or tutoring sessions.

Minimum attendance required for promotion in all grades is 180 days per IODE regulations (10 days of excused absences).

B. Honor Roll

Honor roll status is determined at the end of each grading period. Student who achieve all A's, B's in all subjects will be on the honor roll. Being named to the honor roll indicates an achievement of high academic standards.

C. Awards and Student of the Month

Each month a student may be selected from each grade level to be recognized as student of the month. This program lets students, and their families know that their positive behavior is noticed and appreciated. It is given a recognition of a students' behavior, citizenship, concern for others, and overall positive attitude. Selected students are honored in morning assembly.

D. End of Year Awards and Programs

At the closing of the school year, students are recognized in assembly for any special awards and achievements for outstanding work throughout the year. Awards are given in the following areas:

- Academic Achievement
- Islamic, Quranic, and Arabic Studies achievements
- Service
- Attendance

- E. LLC also produces an End-of-Year Program and invites all parents, friends, and supporters to attend. Please encourage your child to actively participate in the program.



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F. Field Trips and Outside-School Activities

Students will periodically leave school to attend and/or participate in individual classes or school wide field trips, programs and/or activities.

Parental permission slips will be given out by the classroom teacher and must be signed and returned (with any necessary monetary fees) before that student(s) will be allowed to leave school property. LLC-Legacy Learning Center has no means for transporting students; therefore parental assistance is needed for some field trips. Additionally, parents may also be asked to serve as chaperones for any field trip. If your child is not participating in a field trip, keep him/her at home.

G. Daily Prayer and the Jum'ah Prayer

All students over the age of 7 (seven) years are expected to perform daily prayer. Exceptions are for female students with menses and non-Muslim students. Prayer is serious and must be recognized as such; parents will be notified and disciplinary action taken if a student is disruptive and/or refuses to perform the salaah.

The following regulations have been established to ensure that students learn and benefit from the daily salaah(s):

1. All students are to make wudu (ablution) before entering the prayer area.
2. Students are to enter the prayer area in a quiet, dignified manner
3. No horseplay, running, or excessive talking will be tolerated
4. Students are encouraged to read Quran or dhikr (remembering Allah) quietly
5. A designated male student will make the call to prayer according to a predetermined schedule

Any student found in violation of the above regulations will be disciplined and/or suspended for the continued violation.

Salaatul-Jum'ah (Weekly Friday Group Prayer)

The purpose of the weekly Jum'ah (Friday) congregational salaah and lecture, Salaatul-Jum'ah, is to educate Muslims in matters pertaining to faith, recall them to the correct observance of Islamic teachings, and to inform them of current events of mutual concern to the community.

LLC-Legacy Learning Center requires that its students learn and behave in the correct manner of Muslims of this day.

The following rules must be observed by all students to ensure that everyone attending the Masjid for Salaatul-Jum'ah receives its full benefits and blessings:

1. Student should be neat and clean, have proper wudu (ablution) and walk quietly to the prayer area (multipurpose room) seating boys in front, girls in back. All students are encouraged to read Quran, dhikr, and pray Sunnah salaahs prior to the start of Jum'ah.
2. Students may join the adults in the upstairs prayer areas provided they are with a parent and/or guardian. Parents and/or guardians must pick-up the student from the classroom prior to the start of Jum'ah.
3. After the Jum'ah, students are to remain quiet, until the announcements have been read, and then return to their classrooms in an orderly fashion.

All students should be picked up immediately from their classrooms at the end of Jum'ah service. No student will be allowed to roam the hallways or leave the classroom unless their teacher has physically seen a parent, guardian and/or older sibling that has come to pick the student up.

As with the daily salaahs, any students willfully violating any of the above rules will be subject to some type of disciplinary action and/or suspended for continued violations.



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M. SCHOOL UNIFORM AND DRESSCODES

Uniforms are required for those students in 1st Grades and up. All students are expected to be neat and be clean daily. Students purposely reporting to school without the proper uniform will be sent home to change, or if this is not possible, the student will be put on in-school suspension for the rest of the day.

The official standard uniform for all students consists of a navy blue, loose fitting top, navy blue loose fitting pants, and a white kufi (males) or a white 2 piece scarf (females) with navy blue, black, or white shoes or sneakers.

Parents should inspect their child's uniform periodically for signs of wear and tear and repair any damages as needed. Please encourage your child to keep his/her uniform clean.

The following are general procedures and policies regarding daily dress and uniform requirements for all students: (individual female/male regulations listed below) Any student violating these regulations will be subject to removal from class and disciplinary action.

1. Students in 1st Grade and up are required to wear the official, standard school uniform until the last day of school, while in school, between the regular school hours of 8:00am to 3:30pm and on all school field trips, unless otherwise notified by administration or teachers.
2. Only black, navy blue, or white shoes or sneakers are to be worn with the uniform. All shoes or sneakers must be closed heel and toe. **NO SANDALS OR SLIPPERS** (for safety reasons). Heel height is limited to 1 inch only.
 1. Students in 1st grade and up are required to wear only clean black, navy blue, or white socks only- all socks, stockings, or hosiery must be removed when performing wudu.
 2. No heavy coats or jackets are to be worn in the class. Only navy blue or black front-buttoning sweaters or lightweight navy blue or black jackets or loose fitting sweatshirts will be allowed.
 3. Nose or tongue rings, ankle bracelets, or ear straws are not allowed at any time. All chain or beaded necklaces are to be worn underneath the uniform.
 4. No visible tattoos or other such markings
 5. No colored contact lenses that change eye color are to be worn whatsoever.
 6. All earrings must be completely concealed under a scarf.
 7. No see thru clothing of any type is to be worn to or during school programs or activities.
 8. No make-up, heavy perfume or even colored lipgloss
 9. Sunglasses are to be worn outdoors only and not in the classroom.

A. Female Student Uniform and Dress Code

1. All female students in 1st grade and up are required to wear clean, white scarves that cover the hair and neck completely at all times, as part of their daily uniform, while in school and/or on school property or attending school programs. Different color scarves may be worn for field trips and uniform dress-out days.
2. Only white, navy blue or black socks are to be worn. No sheer stockings or oddly-colored hosiery. All socks, stockings, and hosiery must be removed prior to making wudu.
3. No perfume, make-up, artificial nails and/or nail polish of any kind is permitted.
4. No studded collars or wrist bands. Students may wear only one ring per hand.
5. Female student in the 7th Grade and up may be permitted to wear navy blue jilbabs (with minimal decoration).

B. Male Student Uniform and Dress Code

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C. No Uniforms, Special Occasions, and Dress Ups

Students are expected to observe reasonable standards of cleanliness, grooming, and dress on non-uniform days. Reasonable standards of dress are those which do not cause disruption in the learning activity and/or call undue attention to the individual or some part of his/her person. No clothing with suggestive words or pictures is allowed.

Also, students are not permitted to wear any clothing, hats, buttons, pins, etc. containing any drug-alcohol related logos of any type. Students not properly dressed will be excluded from attending and/or possibly sent home.

All students must adhere to the following additional guidelines:

No Uniform Days

On no uniform days, all students are expected to dress clean, neat, and with modesty. No tight or ripped clothing, shorts or short skirts/dresses. Loose tops are to be worn outside pants (not tucked in) and should be long.

For females these tops must comply with Islamic guidelines of dress, meaning long, loose and knee length. Female students must wear scarves that completely cover the hair and neck and male students must wear kufi caps.

All students are expected to abide by the general grooming and dress code regulations. Shoes and socks must be worn at all times, unless performing salaah.

B... Dress Up

Sometimes outside school trips require dressing-up. In these incidents students must dress appropriately, meaning no t-shirts, jeans, or sneakers. All loose, long sleeve dresses or loose skirts worn by female students must be ankle length, with no slits. All loose blouses or dress shirts to the knee must be long sleeve and come to the wrist.

DISCIPLINARY PROCEDURES

School is a place of discipline and orderly behavior. At LLC-Legacy Learning Center, discipline is taken very seriously and violations will not be tolerated. All students are expected to behave in a respectful, dignified Islamic manner on a daily basis. Disruptive behavior of any type, such as excessive unnecessary talking during class, distractive behavior, rudeness, etc. will not be tolerated and will be reported to parents by the teacher. Continued occurrences may result in suspension and or expulsion. All behavioral occurrences and correspondences with parents will be documented and placed in the student's permanent file.

Serious behavioral problems such as cursing, fighting, or hitting a teacher and/or another student will result in immediate suspension followed by a Parent-Teacher conference to discuss the problem. If the behavior continues, the student will be expelled from LLC Legacy Learning Center.

A. General Rules

1. Students are not to bring toys and/or personal belongings to school unless directed by a teacher and/or for the purpose of an educational presentation. All magazines, toys, skateboards, Game Boys, trading cards, roller blades, and other such items will be confiscated and kept until the end of the school year.
2. No selling, trading or borrowing of toys or other such personal items between students at school.
3. No eating or drinking in classrooms.

B. Cheating

1. Cheating is a very serious offense and will not be tolerated at LLC Legacy Learning Center. Cheating is defined as copying another students' paper, homework, assignments, quizzes, and/or tests without permission from a teacher and/or using 'crib sheets', gestures and/or verbal signals or any student who purposely shares their work with another students with the intention of cheating.

Plagiarism – copying another person's work from books, magazines or other sources is not tolerated. Plagiarism is cheating, no ifs, ands, or buts....



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When evidence is clear that cheating has occurred, the teacher has the authorization to do the following:

- a. Give the student a zero (0) for the assignment, quiz, and test.
- b. Notify the parents and/or guardian immediately of the situation and the consequences.
- c. Schedule a conference to discuss what action will be taken to prevent future incidents.

Students will not be allowed to make up any work for which a zero (0) has been given because of cheating.

C. Suspension and Expulsion

Students may be suspended or expelled, and parents notified for violation of any of the following:

- Recurring unexcused absences or tardies
- Failure to maintain a minimum grade point average (GPA) of 2.5 during the school year
- Failure to accept correction and/or disciplinary action
- Fighting, using profane language, and or making obscene gestures
- Lewd and licentious behavior, pregnancy (unless married) or sexual misconduct
- Stealing, vandalism and/or malicious destruction of school property
- Disrespecting or disruptive behavior during daily prayer & Jumuah prayer
- Failure to adhere to school dress codes
- Sale, use, possession, or distribution of drugs, drug paraphernalia, alcohol, tobacco, or other such contraband
- Gambling
- Cheating, hiding, or willfully missing a class or classes
- Leaving school or Masjid property without prior permission and authorization
- Possession of any weapon on school or Masjid property
- Affiliation with gangs or gang-like behavior and/or activity
- Repeat offenses of any kind

D. Student Grievances

The Student Grievance Process is available to all students to resolve problems should a misunderstanding arise between students, teachers, aides, and/or staff. Students may file a Grievance Form, available in the school office, or an informal written or verbal statement to any staff member. A parent or guardian may also file a grievance on behalf of the student.

The following Student Grievance Policy should be followed:

- a. When feasible, student(s) should meet with the accused teacher or aide to discuss the problem/
- b. If the initial student meeting does not resolve the situation, then a parent or guardian may confer with the accused teacher to resolve the problem.
- c. If after these meetings the situation is not resolved, then the matter shall be referred to the principal or vice principal.
- d. In extreme situations, unresolved issues may be referred to the school board. (By appointment)

6. HALF DAYS, EARLY DISMISSALS and WITHDRAWALS FROM SCHOOL

Half Days

Those days indicated as being half days 'Half Days' as stated on school calendar will end at 12:00pm (Noon).

Early Dismissals

Parent(s) and/or guardian(s) must inform the school office and the homeroom teacher, in writing, of any appointments for which the student(s) must leave during the school day.



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Students who must leave school early due to appointments, etc., must be signed out of the office by a parent, guardian, or a designated by a parent or guardian.

Student leaving school or Masjid property without prior permission and/or NOT in the company of a parent, guardian or designated person will be automatically suspended.

The procedures for early dismissals are as follows:

a. Pre-arranged check outs:

On the day of the early dismissal, upon arrival to school, the student must present a signed note to administration and the homeroom teacher. The note should state the time of leaving, the reason, the time of return and a phone number where the parent can be reached for confirmation. All notes for early dismissal will be verified by phone before a dismissal slip is issued.

b. Illness check-outs:

Any sick student will be issued a hall pass by a teacher or aide and is to immediately report to the administration office. A parent will be called and must sign out the student form the administration office.

Withdrawal from School

If a student is to be withdrawn from school, a parent and/or guardian must make an official request in writing to administration in a timely manner (10 working days). Appropriate form must be completed and signed by parent(s) and/or guardian(s), as well as the principal or vice principal. No school records will be released until delinquent accounts are paid in full.

Parent(s) and/or guardian(s) who wish to re-enroll student after having withdrawn them may be subject to a waiting list if their child's space has been taken already.

Parents who withdraw their child(ren) for LLC-Legacy Learning Center for whatever reason during the academic year, may not re-enroll their child(ren) again in the same academic year.

7. EMERGENCIES, DRILLS AND SCHOOL CLOSINGS

Emergency Closings

The decision to close school during sever weather will be made from a practical standpoint. If these conditions occur before school starts, it is the parent and/or guardians responsibility to monitor news and weather repots for information regarding school closings.

Al weather related school closing announcements will be broadcast on local television stations, local radio stations and their websites. You may also call the school and listen to the voicemail for any updates. All updates will be made by 6 am.

In the event LLC-Legacy Learning Center is not listed, then follow the announcement closing for Indianapolis Public Schools (IPS) unless otherwise notified by the classroom teacher or administration. Call school voicemail for confirmation.

Emergency Drills

Periodically throughout the school year, as mandated by law fire, tornado, and intruder alert drills will be held. These drills will not be announced before hand so that students can learn the iPTOrtance of obeying rules and regulation, remaining calm, and taking the drill seriously. Students must pay careful attention to any directions given by their teachers or classroom aids.



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8. SCHOOL SERVICE, PARENTAL VOLUNTEERS, AND PTO

School Service

LLC-Legacy Learning Center is a community school, and as such is dependent upon student and parent cooperation. School Service is an obligation for every student and our program is designed to instill in students school pride and a sense of belonging by accepting personal responsibility for the maintenance and upkeep of the school.

Assigned tasks will include, but are not limited to the following:

1. Cleaning of physical facilities (classrooms, public areas, and hallways)
2. Classroom special assistants and/or aides
3. Wudu and/or Prayer monitors
4. Office special assistants and/or aides

Parental Volunteers

LLC-Legacy Learning Center relies heavily upon parental and community support. All parents are required to volunteer one hour per week during the school year. Please check with your child's teacher or administration to see where you can be service; please let them know if you have any special training or skills in any area of our academic or religious curriculum. This requirement can be substituted by paying \$25 per hour to the school.

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) was established to assist with the operation of the school by providing additional fundraising and support as necessary. PTO works to establish a cooperative effort between administration, teachers and parents (as stated in pledge).

9. HOME AND SCHOOL COMMUNICATIONS

Parents, teachers, and school administration should make every effort to maintain ongoing communication.

Notes, reminders, announcements, flyers, and other communication will be sent home in family folders designated for this purpose. Parents are responsible for reading all of the communications sent home and are asked to stress to their children to return all papers or notices needing signatures in a timely manner.

To express your concerns or to make suggestions for improvement in any area, please send your remarks in writing to the school office at the attention of the principal or vice principal or school board. Be sure to sign your name and phone number. Unsigned letters will be disregarded.

Please keep the school informed of any changes of address, phone numbers or emergency contacts.

10. ADMINISTRATION AND OR TEACHER APPOINTMENTS

If at any time a parent or guardian feels the need to speak with administration or a teacher, please call the school office to schedule an appointment (9:00am-2:30pm).

Please do not just "pop-in" and demand to speak with administration or a teacher; interruptions are not allowed as this distracts from the attention given to students. This includes speaking to a teacher before and after the morning assembly.

11. VISITORS

We are happy to have parents or guardians visit the school in their child's classroom; however classroom visits must be scheduled in advance with the teacher. On the day of the visit, parents must check in at the school office and obtain a visitors pass prior to going to the child's classroom.



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Parents visiting the classroom are expected to enter quietly and sit in the rear of the classroom and are not permitted to interrupt, interfere, disturb, or discuss anything with the teacher or other students without the teacher's permission. Parents may not bring other children or adults with them, unless the child is a prospective student. Parents may not send other children not enrolled in LLC-Legacy Learning Center to spend the day with their enrolled child unless prior administrative permission has been attained.

12. SPIRITUAL GROWTH AND DEVELOPMENT

In fostering correct Islamic spiritual growth, nothing is more important than a child's home environment. Parents and guardians should be role models in daily prayers, fasting, reading Quran, and family study. Attitudes and conduct within the family contribute greatly to the spiritual growth or decline of a child.

LLC-Legacy Learning Center also helps to provide and reinforce spiritual growth for your child. Each day, morning assembly is opened with a dua and an Islamic presentation by grade levels on issues relating to Quran, Sunnah, Fiqh, and the example of the companions. We also pray Salaat al-Dhuhr together and throughout the day Islamic manners and attitudes are encouraged and implemented into all subjects. We ask that you avoid backbiting, defaming, criticizing or otherwise undermining the authority of administration, teachers, staff, and supporters of LLC-Legacy Learning Center in front of children or with other parents. If you are unhappy about any situation at LLC-Legacy Learning Center please address it to the administration.

13. MISCELLANEOUS RULES AND REGULATIONS

These are rules and regulation which do not fit into any specific category, but are still important and must be adhered to by all students and parents.

a. Class room Parties

Classroom parties are permitted when related to specific units of study, class projects, and/or in celebration of Islamic holidays.

b. Lost and Found

Although the school maintains a lost and found service, students are expected to assume responsibility for all personal belongings, textbooks, lunch boxes, book bags, and other such property. Parents are expected

to encourage this responsibility by ensuring that clothing, books, and personal items are clearly labeled. All items in lost and found will be held for one week only, and then disposed of.

c. Siyam or Fasting

During the month of Ramadan, all students are expected to fast (with the exception of student 3rd Grade and under). We ask parents to encourage and support their child's fasting.

If your child will not be fasting during the month of Ramadan, we ask that they respect others that are fasting and not eat or drink in front of them.

d. Meals

All children should have a nutritious breakfast before coming to school as this enhances the learning process. Students who don't eat breakfast tend to be weak, tired, and listless and will often fail to learn and comprehend..

All students must provide their own lunch (for KG & 1st grade students, an additional light snack should be included).

Students are not allowed to bring glass bottles and/or breakable containers or jars in their lunch boxes/bags. No soda pop in cans, except for those students in grade 5 and up.



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All lunches will be kept in the classrooms and students will not be allowed to use the refrigerator, Microwave, or oven for warming-up any food items. All food items must not contain any pork or pork by-products.

e. Recess

Recess time for students is encouraged, weather permitting and will be at the discretion of the homeroom teacher. Any student causing a disruption, hitting, or otherwise hurting another student(s) during recess will be subject to disciplinary action and/or dismissal.

f. Restroom Procedures

All students when leaving the classroom to use the restroom are to be considerate of others by:

Awaiting their turn quietly and orderly

Flushing the toilet and refilling the water holder

Cleaning up spilled water after making wudu

Each student is responsible for cleaning up after his/herself after using the bathroom. Making wudu is not playtime. Students are not allowed to play in the water and/or splash it around. Instead water should be used wisely.

g. Child Abuse and Neglect

Indiana law requires that all cases of suspected child abuse or neglect be reported to the appropriate agencies. All teachers, child care providers, and school administration are required to follow the guidelines of this law.



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Ways Parents Can Help Their Child(ren) Succeed in School

- Be sure your child(ren) has suitable place to study and do their work
- Ask about any unclear assignments; advise your child of the importance of writing down all assignments clearly, neatly, and in the appropriate notebook or ledger.
- Praise your child(ren) for good work in school – your support and encouragement or the lack thereof can make a huge difference
- Discuss the importance of that doing well in school now is important to the future success; if your child(ren) understands that you value education and learning, they will too.
- Become a school volunteer, join the PTO, become involved
- Attend school meetings and other programs; show your children that you are committed to their education
- Make sure your child(ren) attend school every day unless there is an important reason or illness preventing them from doing so
- Limit television watching or find programs that have educational value
- Visit museums or other programs that have educational value outside of school time
- Be informed about school happenings; visit the website or read the newsletter
- Know your child's teacher and communicate with them regularly
- Make your house a house of books and reading; if your children never see you reading a book or Quran, then don't expect them to
- Ask your children what they learned in school today
- Remember you are the first teacher and model for your child, what is important to you will be important to them; they will do what they see you do, say and act
- Give your children opportunities to practice and reinforce what they have been learning- let them read, count, write, or keep track of information and/or provide opportunities for scientific exploration and discovery
- Help your child(ren) to judge people individually and avoid prejudices; Avoid making any derogatory remarks about other people, races, or ethnic groups in front of your child(ren)
- Encourage your children to have Muslim friends and playmates and to take part in Islamic activities and events
- Practice good health habits, provide a balanced diet, and observe the rules of nutrition, exercise, and safety. Talk to your child(ren) about how to deal with strangers, animals, heavy traffic areas, and unsafe areas.

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Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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