

Baitul Hikmah Academy

Student Policies & Procedures

Immunization Requirements:

The State of Minnesota law states that *no student can enroll or remain enrolled in school if their immunization record has not been submitted to the school before the start of the school year.* This is to ensure the safety of all students attending the school.

School Closing:

School closings due to inclement weather will be announced by **6:00am** on the day of occurrence through text message.

Transportation/Student Drop off & Pick Up:

Transportation to and from school is parent provided. Students must be dropped off and picked up at the specified time. Students cannot walk in the parking lot unattended. For the safety of the student, please inform the teacher beforehand if:

- your child will be picked up by someone other than you
- you will be dropping your child off late or picking up early

School Fees:

All students are required to pay the school fees by the last week of the previous month for ten consecutive months beginning at the end of August. Failure to pay the school fees will result in the unenrollment of your child.

Volunteering:

Parents are encouraged to contact the school for various volunteer opportunities. Please sign in and out at the office and receive a volunteer badge when volunteering during school hours.

Code of Conduct:

The student is expected to follow all school regulations and demonstrate a high standard of Islamic conduct at all times. The student will:

- be respectful of all teachers, students and staff at the school
- listen quietly when someone is talking
- respect others' feelings and not touch/use other people's property (including computers)

- walk quietly in the hallways
- keep hands and feet to him/herself
- talk in a polite, respectful manner and not use foul language/words
- complete work on time
- not disrupt class or disturb others when they are studying
- keep the classroom, bathroom and school clean
- respect the privacy of others
- knock at the door and wait for permission before entering a room
- not fight or bully other students

Discipline:

Students are required to follow Baitul Hikmah Academy's code of conduct. If a student does not follow the school and classroom expectations, he/she will first receive a verbal and/or written warning. Depending on the misconduct, the student may lose their recess time, be sent to the office, parents contacted, receive in-school suspension or be suspended/expelled from school.

Communication:

Communication between students, teachers and parents is the key to success. We encourage you to contact your child's teacher or a staff member if you have any questions or concerns. As part of our communication system we will be having parent/teacher conferences and occasional progress reports.

Absence Reporting:

If your child is not able to attend school, please inform your student's teacher by 10:30am on the day of absence. In Minnesota if a student misses 7 unexcused days, parents are considered in violation of the state law. 3 unexcused tardies may be considered as 1 unexcused absence.

- 10 student absences will result in a letter of concern from the school.
- More than 10 absences will result in attendance closely monitored by the school and possible unenrollment.

The following are considered as excused absences:

- Illness
- Extreme family emergency
- Doctor or dentist appointment
- Planned family vacation
- Religious holiday
- Funeral
- Unique Circumstances that have been preauthorized by a school administrator

Dress Code:

Students are required to wear their school uniforms when on school grounds and school related events/field trips. These can be purchased from the office.

Healthy Snacks/Lunch:

This is parent provided. We strongly encourage students to bring healthy snacks and lunches to school. Please make sure that these food items are **free of nuts, fish and shellfish** due to severe food allergies of some students. The class teacher may provide a list of healthy and Islamically acceptable snacks based on any specific allergy a class student may have.

Homework:

It is the student's responsibility to complete any homework assigned to them and submit it on the assigned date. Parents are asked to encourage their child to complete the assignment on their own.

Illness:

Please inform your child's teacher if he/she is ill and the type of illness.

- Guidelines for When Not to Send Your Child to School: If your child has any of the following, please keep him/her at home for **24 hours after** the below symptoms have subsided:
 - Fever of 100 degrees or more
 - Diarrhea
 - Vomiting
 - Any rash whose cause is unknown to you
- Communicable Disease: For the safety of all students, a child with a communicable disease **MUST NOT** come to school until the child's doctor says it is safe to return. Any student suspected of carrying one will be sent home. A letter will also be sent to all school parents regarding it.