



Islamic Studies Program

STUDENT HANDBOOK

SPRING 2023



Arrival and Dismissal Times

**Sunday, January 15, 2023, is the first day of school.
Please arrive at 11:20 am. Classes start at 11:30 am**

Morning Carpool

- A. Cars will take a left turn as soon as they enter the parking lot and drive to drop off kids at the front entrance. Making a right turn is for QSP pick up only. Parents should remain in their cars, our admins will help children get out of the car and take them to the lobby.
- B. For the first day parents may drop their child to the classroom, They will need to park on the smaller sides of the building and walk them in.
- C. Cars are requested to form 2 lanes if cars are backed up.
- D. Exit will be from the black gate at the back.
- E. Parents need to follow directions of the security officers and volunteers helping with carpool.

Dismissal Carpool

- a. All student will be dismissed from the classrooms. Parents are required to show the carpool tag image to dismiss their children. Please match the carpool tag with the list provided to you by the RCM admin before dismissing the child
- c. They are welcome to park in the parking lot across the street if there is no parking at RCM.
- 3. The latest pick-up time is by 2:15 pm, after which a \$10 late will be charged. fee for every 10 minutes they are late.



Disciplinary Procedure for Students

This disciplinary procedure is to be implemented by the staff of the Islamic Studies Program. The procedure is only meant to be implemented if there are disturbances occurring that cause an egregious disturbance to the classroom environment. Teachers are trained to handle students without needing to implement this procedure and will only utilize it if all other resources have failed.

These offenses are for the course of 1 school day. If a student commits multiple level 2 or level 3 offenses, they will be removed from the school.

Level 1:

Offense: Talking, eating, making excessive noise in class, not completing assigned work

Punishment: Verbal warning from Principal and break detention

Level 2:

Offense: Verbally disrespecting a teacher, openly using profanity, caught skipping class, multiple level 1 offenses in a day

Punishment: Verbal warning from Principal, break detention and incident report sent to Parents to be signed and brought back in by parent

Level 3:

Offense: Stealing, fighting with classmates (no punches thrown), bringing in inappropriate material, multiple Level 1 or Level 2 offenses in a school day

Punishment: Conference with Principal and parents, student suspended from school for the rest of the day

If there are any fights in which a punch is thrown, the student caught throwing the punch will be suspended for 2 weeks. Any student committing multiple level 3 offenses will be suspended for the remainder of the semester.

All suspensions are at the discretion of the Principal



Absences

- All parents are required to email a note to their child's teacher explaining the cause of absence.
- The new CDC guidelines require that if your child tests positive for COVID-19, please have them stay home for at least 5 days and isolate from others in your home.
- Three unexcused absences will result in a warning given to the parents and a mandatory meeting with an RCM Administrator.

Tardiness

- Students are expected to arrive at least 5 minutes prior to the beginning of class.
- Regular tardiness is very disruptive to the whole class, especially to the tardy student.

Behavior and Responsibilities

Student Behavior and Expectations

- **Masks are recommended for everyone that enters the building.**
- Students are expected to display their best manners by respecting their classmates, teachers, staff, and the facility.

Use of Facility/Parent Responsibilities

- Students are expected to make wudu before they come to class.
- Please make sure your children eat a snack and are fully hydrated before they get to class.
- Please send in a snack and reusable water bottle.
- Please find the calendar attached.

Dress Code: All students are expected to dress modestly. Please make sure dresses and shorts fall below the knee. The hijab is not mandatory, but it is encouraged for girls.

Safety and Inclement Weather

- Please check your phones when bad weather is in the forecast. In order to receive our text messages, you need to download the Remind App.
- The ISP administration follows the Fulton County decisions on School Closings due to inclement weather.
- If the County makes an announcement the night before school, we will be closed as well.
- If another parent is picking up your child(ren), please notify your teacher via email before 1:00 pm of that same day.