



DeSoto House of Peace &  
Community Center

# Student/Parent Handbook

Salam Weekend School – DeSoto  
2022-2023 Academic School Year

## **WELCOME**

Welcome to Salam Weekend School! Our school offers classes for students from pre-kindergarten (age 3) through high school levels (age 16). Dedicated members serve as teachers, substitute teachers, and other staff roles run the school. Our vision is to establish a strong, Muslim identity of our students through enrichment not only in the classroom, but beyond. We aim to impart knowledge and instill in our students the love for Islam and the knowledge of it in order to become practicing Muslims and engaged citizens of this country. Muslims are a part of the American mosaic, and we hope to develop our students into American Muslim citizens who are proud of their Islamic heritage.

Insha'Allah, with the help and blessings of Allah (SWT), we will work together to meet this vision and be successful. We take pride in conducting our school in a professional, well-organized manner, with excellent communication with you. We hope this Student/Parent Handbook will serve as a resource to help ensure the smooth operation and optimum success of our school program. The handbook outlines administrative policies and procedures, curriculum information, the school year calendar and more.

## **MISSION STATEMENT**

The mission at Salam Weekend School Our mission is to provide students an Islamic education in an environment to help improve their knowledge of the Quran, build their Arabic language skills, and develop a love for Islam.

## **GOALS/OBJECTIVES**

Salam Weekend School's educational process seeks to instill in each student the desire and competence to learn and to interpret, apply, and integrate his or her knowledge of Islam. In this process, the faculty is a source of knowledge and provides the leadership, guidance, evaluation, help, and inspiration. Education at this school seeks to preserve the general and cultural character of the Muslim community. In an effort to provide the atmosphere and facilities necessary to fulfill this goal, the faculty has accepted the following objectives:

- To help students fashion their Islamic commitment by providing courses in Quranic studies, Islam studies, and Arabic language studies.
- To help students practice Islamic values, manners, morals, and ethics by creating an atmosphere suitable for them to do so.
- To direct students in their quest for knowledge of Islam by: (a) the skillful use of tools of communication by means of writing, speaking, and creative expression; (b) reasoning and analyzing constructively in various independent and teacher-directed classes and activities; and (c) making use of a wide variety of instructional experiences such as videos, films, lectures, etc.
- To establish cooperation between parents and teachers, by creating open lines of communication through the school website, progress reports, conferences, and written messages.

## **ORGANIZATION**

Salam Weekend School is administered through various roles in the following manner:

- Executive Director/Principal: Dr. Jihad Matariyeh (Director@salamdesoto.org)
  - The Executive Director serves as the liaison between the school administration and the board. He is responsible in maintaining the organizational integrity of the school and shall serve as a mediator and/or arbitrator in the case of any disputes.
  - Shall serve as the Principal and Chief Administrative and Academic Officer of the weekend school. He shall:
    - Direct the implementation of the school policies and procedures
    - Work to develop good public relations among community, parents, and faculty
    - Develop administrative policies (including disciplinary) and direct their implementation
    - Evaluate faculty
- Associate Director: Sr. Ruba Kuzbari (AssociateDirector@salamdesoto.org)
  - Serves in the same role/capacity as Executive Director in his absence.
  - Serves as lead Arabic Curriculum Coordinator.
- Sheikh/Imam: Qutaibah Abbasi (Imam@salamdesoto.org)
  - Serves as lead Quran and Islamic Studies Curriculum coordinator.
- Faculty
  - The faculty mainly consists of teachers and teacher assistants. Other personnel, such as maintenance staff and teacher aides may be added as the needs arise.

## **STUDENT EXPECTATIONS**

Students are expected to adhere to all Salam Weekend School policies and procedures as outlined in this handbook and/or as instructed by Salam School administration and staff, including:

- to abide by the rules and regulations in this handbook
- to be courteous and respectful to others
- to respect the property of the mosque as well as the property of others
- to behave responsibly at all school events and functions, on and off Salam School campus
- to attend class regularly
- to be on time and avoid unnecessary absences
- to arrive to class fully prepared, bringing all necessary materials to class
- to dress according to school dress code
- to cooperate with all Salam School administration and staff, including teachers, hall monitors, volunteers, etc., in order to maintain safety, order, and discipline
- to report any threats of bullying, or any other misconduct which may jeopardize the safety of students and/or Salam School staff.
- to not carry weapons and/or be in possession of any drug paraphernalia

- to not be involved in violence of any kind

## **PARENT EXPECTATIONS**

Parents are expected to adhere to all Salam Weekend School policies and procedures as outlined in this handbook and/or as outlined by Salam School administration, including:

- to read the Student/Parent Handbook in its entirety with their child(ren) and encourage them to adhere to these policies and procedures
- to be actively involved in their child(ren)'s Islamic education
- to encourage and support their child(ren) to establish a positive attitude towards Islamic education, discipline, and Salam Weekend School staff
- to bring their child(ren) to school regularly and on time
- to attend open houses, parent-teacher conferences, and other special school-sanctioned events
- to communicate regularly with Salam administration and staff to ensure the success of their child(ren)
- to respect all Salam Weekend School administration, staff, students, and parents
- to respond to any communication sent by Salam Weekend School administration and/or staff
- to adhere to appropriate drop-off and pick-up procedures and timings
- to provide emergency contact information and be available during school hours should any emergency arise

## **REGISTRATION/ADMISSIONS**

Parents are expected to formally register their child(ren) before the school year begins and within the appropriate registration period. Parents are also expected to submit any tuition fees by the first of every month. Salam Weekend School will work with families who wish to be enrolled in the school outside of the specific enrollment period. Financial Assistance will be offered to those who are in dire need and qualify. Please email [info@salamdesoto.org](mailto:info@salamdesoto.org) for more info.

Students must be at least 3 years of age (and potty trained) by June 30, 2022 for enrollment and must be able to follow basic instructions by Salam Weekend School administration and staff.

## **BOOKS/SUPPLIES**

Salam Weekend School will provide students with textbooks for use in the classroom for the school year. Textbooks are expensive and limited; students are expected to take good care of these books and return them at the end of each class session. Students will be given workbooks for each class. These will remain their property; students are asked to write their names on the front cover of each workbook given to them. Parents must make every effort to ensure students bring all workbooks to every school day. Any lost or missing workbooks will be charged at cost to the student's/parents' account and must be paid in full in order for another to be acquired.

Students are required to have at least 3 two-pocket folders in order to compile and collect any and all handouts, assignments, exams, etc. Any other needed supplies will be solicited individually from their respective teachers. Folders and supplies are requested to be labeled clearly in order to help facilitate any lost

& found scenarios. Students are requested to have a school bag (book-bag, backpack, etc) to help carry and escort their textbooks and folders to and from the school campus.

## **SCHOOL HOURS**

Salam Weekend School is in operation Saturday/Sunday from 9:45am to 3:00 pm.

## **DROP-OFF/PICK-UP**

Parents must drop-off their child(ren) at the school premises (**door #11**) between 9:35-9:45am and pick-up their children (**door #9**) between 3pm-3:15pm. Salam Weekend School assumes no responsibility for supervision of any child(ren) before 9:35am or after 3:15pm. For safety and security purposes, parents are requested to drive carefully during drop-off/pick-up. Please drop off your kids in front of **door #11** (volunteers and staff will be standing at the drop-off area) or you may walk your child(ren) to the entrance. Pick-up will be in the same fashion however, parents will drive/walk-up to **door #9** and we will walk your child to you. Parents being in the masjid at drop-off time and pick-up time will disrupt the smooth flow to our setup and parents are discouraged from doing so. In case of emergencies, parents may contact Salam Weekend School to inform them they will pick-up their child(ren) late. This exception is emergencies only, and should parents frequently pick-up their child(ren) late, Salam administration will arrange a parent meeting to discuss possible solutions and/or consequences.

## **ATTENDANCE**

In order for students to receive the maximum benefit from their Islamic education, regular school attendance is fundamental. However, from time to time unforeseen circumstances and illnesses may require a student to be absent from classes. Therefore:

- In all cases, a call from parents stating the purpose of absence must be made to Salam Weekend School at least 30 minutes prior to the start of school
- A note must be provided to Salam Weekend School administration in case a student needs to be picked up before the formal end of the school
- A student who arrives after 10am is considered tardy
- If a student is tardy/absent, he/she must make arrangements to make up for any missed work
- A student tardy for more than three days will necessitate a conference with the parents and Salam School Principal, who shall handle the situation according to his/her discretion and may or may not lead to suspension and/or expulsion from the school
- Absence without notice for three class days may lead to expulsion from Salam Weekend School, however re-enrollment may be considered given the proper circumstances and situations and any accompanying penalties and fees

## **DISCIPLINARY POLICIES/PROCEDURES**

Salam Weekend School is very strict regarding discipline and will not tolerate any misbehavior. Students are expected to behave, show good manners, and be respectful of all Salam Weekend School administration, staff, parents, and fellow students. Bad or abusive language, physical, mental, or sexual abuse or assault, vandalism of mosque, school, or others' property, possession of weapons or drug paraphernalia, etc., all will not be tolerated at Salam Weekend School. Such behaviors may result in suspension and/or expulsion from Salam Weekend School.

Salam Weekend School has established a "three-strike" policy, wherein in regards to a student's first offense, a verbal reprimand and warning shall be issued in order to correct behavior. For the second offense, students shall be issued a pink slip, identifying what occurred and what disciplinary actions were taken. For a student's third offense, Salam Weekend School administration will arrange a conference between the Principal and parents, wherein the Principal shall handle the situation according to his/her discretion and may or may not lead to suspension and/or expulsion from the school. As a reminder: the Principal of Salam Weekend School also serves as Executive Director of the Mosque. His decision in these matters is final.

Child Abuse – By law, as a school we are required to take child abuse and neglect very seriously and to be able to recognize when it happens as well as know what to do next. Child abuse is defined as mistreatment of a child under the age of 18 by a parent, caretaker (including teachers), or anyone who has mistreated the child(ren) leading to injury or putting the child(ren) at risk of physical injury. Child abuse can be physical, sexual, or emotional. Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter, or other basic needs of the child(ren). If, during school hours any staff members witness any of the following points, they will be required to report it to Salam Weekend School administration, and following an internal investigation recognizing apparent child abuse, the administration shall inform the appropriate authorities. The key points are:

- Seeing someone hit the child(ren) with an object
- Seeing marks on the child(ren)'s body that do not appear to have been caused by an accident
- Hearing the child(ren) say that he/she has been harmed by someone
- Observing the child(ren)'s (1) apparent undernourishment, (2) inappropriate clothing in inclement weather climates, and/or (3) desertion and abandonment.

## **DRESS CODE**

In order to preserve the religious nature of Salam Weekend School, all students are required to adhere to the following dress code during school hours and while on the mosque premises:

- Boys and girls are required to wear modestly loose clothing
- Boys and girls are required to wear blue (navy or royal) polo style or long sleeve shirt with no images or text displayed
- Girls in 5<sup>th</sup> grade and older are required to wear a white hijab (headscarf) covering during the school day
- Students in grades preK-4<sup>th</sup> should bring a hijab with them for prayer if they choose not to wear it throughout the day
- All students must wear gym shoes (since we will be using the gym at times). Sandals and other shoes (other than gym shoes) are not allowed during school hours.

If a student is observed not honoring Salam school's official dress code policy, student must be sent to the office immediately

## **ELECTRONICS/DEVICES/TOYS**

Electronics, devices of any kind, or toys are not allowed at Salam Weekend School. Devices include cell phones, iPads, iPods, handheld games, earphones, etc. Toys include action figures, water guns, sports balls, etc. If a student is found using such devices and/or toys, he/she shall have it confiscated and in order to have it back, the parent must retrieve at the end of the school day. Repeated offenses and failure to follow school rules may result in suspension and/or expulsion from the school.

## **SCHOOL COMMUNICATIONS/EMERGENCY CONTACTS**

Salam Weekend School shall send communications (except emergencies), as needed via email, text, and voice messages. Please be certain that the proper email address and cellphone number is correct and always up-to-date. It is the parents' responsibility to regularly read emails and/or texts to get the latest information. Parents are required to arrange for any direct communication to teachers and staff only through Salam Weekend School administration.

In the event of emergencies, parents must provide emergency contact numbers and ensure someone can be reached by phone during school hours. If parents are unavailable, they must designate another for emergency contact. In case of any life-threatening emergency, 9-1-1 will be dialed.

## **CURRICULUM**

Salam Weekend School shall adhere to the following curriculums, or courses of study to be used as a guide for instruction. Please note that these curriculums are subject to adjustment in order to enhance students' learning experience and success:

- Quran studies
  - Classes will focus on three aspects in regards to all ages and all levels: (a) reading (if applicable), (b) memorization (top priority) & (c) general understanding (supplementary).
- Islamic Studies
  - Classes will focus on the following texts regarding their respective age group:
    - Elementary Boys/Girls (grades k-5) – Students will follow the “I Love Islam” textbook series along with supplemental materials that students will be given.
    - Middle/High Boys/Girls (grades 6-10) – Students will follow the “I Love Islam” textbook series along with supplemental materials that students will be given. Yaqeen curriculum will be used for HS.
- Arabic studies
  - Classes will focus on three aspects in regards to all ages and all levels: (a) reading (priority), (b) writing (secondary), and (c) speaking (supplementary). Students will follow the Noorani Qa`ida curriculum along with supplemental materials the students will be given.
  - Advanced Arabic Students will follow the “Iqra’ Arabic Reader” textbook series along with supplemental materials that students will be given.

## **ASSESSMENT/GRADING/CONFERENCES**

Salam Weekend School shall incorporate testing and examination to ensure that no child is left behind in achieving his/her respective learning goals and reaching his/her true potential. At the beginning of the school year, students will be tested on their existing knowledge.

Grading at Salam Weekend School is broken down according to the following categories:

- (15%) Attendance
- (30%) Class work/Homework/Assignments
- (35%) Tests/Exams
- (20%) Class Participation/Behavior

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Letter grades shall be issued on bi-annual progress reports according to the following criteria:

A+ (97-100%)	B+ (87-89%)	C+ (77-79%)	F(69% or below
A (93-96%)	B (83-86%)	C (73-76%)	
A- (90-92%)	B- (80-82%)	C- (70-72%)	

After the issuance of the first report card, Salam Weekend School shall schedule parent-teacher conferences as needed, in order to discuss student performance and areas of strength and weakness. Each student will receive a final report card on the last day of school, which will include a final grade.

### **SPECIAL EVENTS**

From time to time, Salam Weekend School may arrange special events and/or field trips for students and/or parents during the school year. Events may or may not occur during school hours, however all students and/or parents are encouraged to participate. Flyers with relevant information and/or costs (if any) will be duly posted.

### **PUBLICITY**

On occasion, Salam Weekend School takes photographs or makes an audio or videotape recording of children and/or adults involved in school activities. Such photographs or video records may be used by staff and participants to remember the activities and participants. In addition, such photographs and audio/visual recordings may be used in Salam Weekend School publications or advertising materials to let others know about our program.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events for news reporting on special interest features. By enrolling their child(ren) in Salam Weekend School, parents give consent to the use of any such audio or visual record to be used, distributed, or displayed as agents of the school see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

### **CONCLUSION**

This handbook was prepared in good faith for the benefit of all concerned Salam Weekend School parents and students. Comments and suggestions are always welcome. Changes in this handbook will be made from time to time as deemed necessary.

### **Please note there is No School on the following dates:**

November 26,27

December 24,25,31

January 1

March 25,26

April 22,23

**RELEASE OF LIABILITY**

I understand that participating in the Salam Weekend School program is a privilege. I acknowledge that there are certain risks associated with the activities, including physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. I understand that there may also be other risks inherent in these activities of which I may not be presently aware.

I grant permission for the child named above to participate in any of the activities discussed above. I also expressly assume all risks of the child participating in the activities. I further release Salam Weekend School, its administration, staff, or volunteers, and the DeSoto House of Peace & Community Center, its administration, staff, or volunteers from any claim that my child may have against them as a result of injury or illness incurred during the course of participation in the activities. I further agree to indemnify and hold harmless Salam Weekend School, its administration, staff, or volunteers, and the DeSoto House of Peace & Community Center, its administration, staff, or volunteers from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of my child during such activities.

**ACKNOWLEDGMENT**

I acknowledge that I have registered my child(ren) for the sole purpose of Islamic education. I acknowledge that the teaching staff consists of volunteers from the community. Furthermore, I acknowledge that I have completely read through this Student/Parent Handbook with my child(ren). And Allah is the Witness over all.

**STUDENT NAMES & Grade level**

1.
2.
3.
4.
5.

**PARENT SIGNATURE:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Relationship to Child(ren):** \_\_\_\_\_

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

<b>SINGLE FAMILY PERMISSION SLIP</b>	
STUDENT/TODDLER NAME(S):	1.
	2.
	3.
	4.
	5.
	6.
	7.
PARENT/GUARDIAN NAME:	
PARENT/GUARDIAN ADDRESS:	
PARENT/GUARDIAN PHONE:	
EMERGENCY CONTACT 1:	full name
	phone number
EMERGENCY CONTACT 2:	full name
	phone number
<p style="text-align: center;"><i>By signing below, I declare that I am the lawful parent/guardian of the above named student(s). My child(ren) have my consent and permission to participate and travel in any programs and/or activities of the Salam Weekend School. I know of no restrictions, physical impairments, or any other factors, which in any manner limit their participation. I grant permission for my child(ren) to receive emergency medical treatment and hospitalization, if necessary. I understand that every attempt shall be made to contact me before such action is taken. I hereby waive and release Salam Weekend School, DeSoto House of Peace &amp; Community Center, its administration, staff, or volunteers from any liability for any injury or illness incurred in the duration of or as a result of any event/programs/activities. I will be financially responsible for any medical attention needed, or resulting from an injury at any time in the duration of this event. And Allah is the Witness over all.</i></p>	
signature	date
<div style="text-align: right; padding-right: 20px;">NOTES (office only)</div>	