

# ISLAMIC ACADEMY OF ALABAMA



## Parent/Student Survival Guide 2015 - 2016

1810 25<sup>th</sup> Court South  
Birmingham, AL 35209  
Phone: (205) 870-0422  
Fax: (205) 868-1112  
[www.iaaschool.net](http://www.iaaschool.net)

**FAMILY NAME**

**BOOK NUMBER**

## Student/Parent Letter

Dear Students and Parents:

*Asalaamu Alaikum,*

Welcome to the Islamic Academy of Alabama. We have chosen a caring, dedicated, and qualified, staff to help make school a learning and enjoyable experience, *Insha'Allah*. During your future years at IAA, many new friendships and memorable encounters await you, and it is our hope that you find a satisfying and rewarding educational experience in the Islamic atmosphere of our school.

We encourage parents, our “Partners in Education”, to work closely with our school and get acquainted with our faculty and staff. Cooperation between home and school is essential for any student’s success. An Islamic educational program is only effective when it is also reinforced in other areas of life besides school. We hope that both parents and teachers share the responsibility of representing Islam; not just as a religion, but as a way of life.

This handbook contains basic information about our school including student and parent rights and responsibilities, tips to make your school experience more successful, a school calendar, and other useful information. Please use this handbook as a reference tool throughout the school year.

You may contact me or the school administration at (205) 870-0422 should you have any questions or concerns. We hope your experience with IAA will be worthwhile and enjoyable, *Insha'Allah!*

Sincerely,

Ziyad Awad  
IAA Principal

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## **Mission Statement**

The mission of Islamic Academy of Alabama's richly blended community is to ensure that students positively contribute to our global society by providing an education which maximizes learning potential in a safe, stimulating, Islamic environment.

## **Our Beliefs**

1. **Academic Excellence** – All students have the potential to learn and to be successful. The educational curriculum should be relevant, balanced and foster excellence.
2. **Learning Styles** – Students learn in different ways; therefore a variety of instructional approaches should be employed in order to support their learning styles.
3. **Arabic and Islamic Foundation** – Students should be provided with a solid foundation of the Arabic language, Islamic history and the teachings of the Qur'an in order to be better equipped to succeed in this life and the hereafter.
4. **Self-Discipline** – Instilled with Islamic values, students should be self-disciplined, skilled, and knowledgeable to succeed in an increasingly complex and dynamic world.
5. **Respect** – Students are valued as unique individuals and deserve respect.
6. **Responsibility** – Students are responsible for their actions.
7. **Productive Environment** – A safe and physically comfortable environment promotes healthy student learning.
8. **Cooperation** – The success of the school's mission requires a cooperative effort and good example from all stakeholders: teachers, parents, staff, students and community members.

## **IAA School Board Members 2015 – 2016**

Rebhi Awad - Chairman  
Amin El-Husari - Treasurer  
Adam Awad ( non-voting member)  
Sammy Kanpher

Ibrahim Zaqut  
Aymen Saad  
Mohammad Mekdad  
Yasmin El-Husari (non-voting, Secretary)

*Contact: [iaaboard@iaaschool.net](mailto:iaaboard@iaaschool.net)*

### **MPTO (Muslim-Parent-Teacher Organization)**

The MPTO is a valuable and necessary organization, which serves as a support system for the school, the school policy, and its staff. The main function of the organization is that of fundraising and helping organize and/or assist extra-curricular activities for the students. Parents are considered to be the partners in education with the teachers and as such are essential to facilitate the process of education. All functions carried out by the parents of the MPTO will be carried out with the approval of the principal and any teacher or staff member involved in that function. The MPTO is not a policy making body.

**The MPTO can bring the teachers, parents and school board together in a positive relationship that can only result in a better situation for the students. We urge all families to join the MPTO.**

#### **Current IAA MPTO Officers:**

Maha Safarjalani, President  
Reem Alsaidi, Vice President  
Itihad Abdullah, Secretary  
Basma Lubbad, Treasurer  
Sundae Mobley, Vice President of Support

### **Statement of Equal Educational Opportunities**

It is the policy of IAA that no student will be denied access to programs, or services, or treated differently on the basis of race, sex, religion, belief, national origin, or ethnic group as required by Federal Regulations.

### **Admissions**

The Islamic Academy of Alabama provides education for average and above average - children. All students are entered in an introductory/probationary period for the first 4 weeks. Those showing behavioral issues or academic needs that go beyond our capabilities will be referred to another educational facility. In addition to these requirements, a student must complete the application and registration process as outlined below:

### **New Student Application for Admission**

Applications are accepted beginning in *May* for entry into all grades for the following year. Applications must be filled out completely and mailed or returned to the school office along with:

1. Application fee: \$75 (\$50 – early registration)
2. Copy of Birth Certificate
3. **Current** Alabama Certificate of Immunization
4. Copy of Social Security Card

5. Transfer of previous school records request form (available in the IAA office)

Applications will be screened on the basis of the filing date as well as previous school performance to determine eligibility for admission to IAA.

## Registration

### Cut Off Date

***The cut - off date for students from Pre-K to 1<sup>st</sup> Grade is October 15<sup>th</sup>.***

- Students will be admitted according to the cut-off date.
- Transfer students need to present the original letter from the previous school certifying that the student attended the school, in K-5 or 1<sup>st</sup> Grade, for the whole academic year and was promoted to the next grade level.

### **Registration for new students requires the following documents:**

#### **Registration Forms**

A variety of forms must be completed and signed by the parent including a school record release form. In addition, you must have a tuition payment contract on file.

#### **Proof of Birthday**

In order to enter PreK-1<sup>st</sup> grade, the original or a certified copy of the birth certificate must be presented to the office.

#### **Immunization records**

(Code of Alabama 1975, Section 16-30-5, et. Seq.):

All students entering public or private school are required to present an *Alabama Certificate of Immunization (IMM-50)* before attending school at any grade level. At the time of registration, the school is required to have proof that your child's immunizations are up to date.

Only the UNEXPIRED ALABAMA Certificates of Immunization will be acceptable. Students will not be allowed to attend school without proof of these immunizations.

#### **Returning Students**

Students who are currently enrolled in IAA and want to continue enrollment for the following year must notify the school during the period of re-enrollment in order to guarantee a reserved space. Paying the registration fee and submitting the registration forms completes registration. Students who do not attend the first day of school, without meeting requirements as stated in the Absences and Absences Due to Travel sections of this guide will forfeit any reserved space, regardless of pre-registration status. ***\*\*All past due fees must be paid or a payment arrangement must be made prior to the renewal of registration or pre-registration.***

The registration fee is \$75.00. The pre-registration fee is \$50. **Registration for IAA students is from May 15<sup>th</sup> – 31<sup>st</sup> (unless otherwise stated). Beginning May 31<sup>st</sup> pre-registration becomes open to the public on a first come, first serve basis for all applicants.** Registration fee is due upon submission of the application.

***An application may not be accepted and/or processed without the appropriate fees and required documents.***

## Tuition and Fees

IAA receives no financial support from government sources and therefore, depends solely on tuition, fees and charitable donations from community members. With the help of Allah (SWT), we strive to keep our fees as moderate as possible through fund-raising efforts. We encourage parents to join our Muslim Parent-Teacher Organization (MPTO), which assists the school in fund-raising and related efforts. All tuition and fees are non-refundable. Annual book and library fees are due upon registration of school or by the fifth day of the first month of school if the school year is already in progress. IAA encourages returning parents to pay book fees at early registration. One time material fees for Pre-K classes are due upon registration.

**\*\*All returned checks are subject to a fee payable to IAA, totaling the amount charged by the bank for returned check fees.**

## Tuition

Tuition for K3 and K4 is \$495.00 per month for a nine month pay period; for K5 and up it is \$490.00 for the 1<sup>st</sup> child, \$390.00 for the 2<sup>nd</sup> child, and \$320.00 for the 3<sup>rd</sup> child/more per month for a nine-month pay period for the 2015-2016 school year and will increase as the IAA School Board determines for the subsequent years.

## Tuition Discount

**Students in K3 and K4 classes will not receive any tuition discount.** For example, if a parent has two children attending K3 & K4, they will pay \$495 per month for both of them. If the parent has children attending K3/K4 and an upper grade, a discount is applied as follows: \$495 for the child in K3/K4, \$490 for the 1<sup>st</sup> child in an upper grade, \$390 for a 2<sup>nd</sup> child in an upper grade and \$320 for a 3<sup>rd</sup> child and any other child thereafter per month as explained above.

## Special Incentive

Parents who make an **advance** tuition payment will receive a discount of \$250 if the whole year is paid for in full in September and \$100 discount if half the year is paid in September. This applies to all grades from Pre-K to 12.

## Payment Arrangements

There are three tuition payment options: annually, semi-annually, and monthly (9 month arrangement covers September 2014 through May 2015.) There will be no tuition payment in June 2015. The appropriate payments are listed in the following table for each option and for each child enrolled.

Child	Monthly		Semi-Annually (Incentive Included)		Annually (Incentive Included)	
	K3/K4	K5&up	K3/K4	K5&up	K3/K4	K5&up
1 <sup>st</sup> *	\$495	\$490	\$2,127.5	\$2,105	\$4,205	\$4,160
2 <sup>nd</sup> *	\$495	\$390	\$2,127.5	\$1,655	\$4,205	\$3,260
3 <sup>rd</sup> *	\$495	\$320	\$2,127.5	\$1,340	\$4,205	\$2,630
4 <sup>th</sup> *	\$495	\$320	\$2,127.5	\$1,340	\$4,205	\$2,630

\* *Multi-child discounts do not apply to the Pre-K level*



Monthly tuition payments are due in advance on the first day of each month for a period of 9 months. Payment must be received by the 5<sup>th</sup> of each month. **A child will be dismissed from the school if tuition is not received after 30 days of delinquency - including the first 5 days.** Tuition is due in full for each month regardless of the number of days your child attends school. If your child does not attend class (for any reason), *the payment will not be dropped and no compensation will be made for the hours missed.*

Parents are required to sign a contract, which shows specific information on payment arrangements and requirements. Parents who have genuine financial difficulties in paying their child/children's tuition are responsible to report to the office and request to make an alternative payment arrangement *before the thirty (30) day dead-line* of dismissal.

All other fees are due upon registration unless prior arrangements have been made.

<b>Pre-K:</b>	Material Fee \$185
<b>K – 5<sup>th</sup>:</b>	Book Fee \$230.00 Library Fee \$35.00 Computer Fee \$35.00
<b>6<sup>th</sup> – 11<sup>th</sup>:</b>	Book Fee \$280.00 Library Fee \$35.00 Computer Fee \$35.00 Parking Decal (if applicable) \$10.00

### **Withdrawing a Student** (moved from page 21 as per office staff request)

The following procedure must be followed in order to withdraw a student from IAA:

1. Notify the office at least one week prior to the date of the student departure.
2. Complete withdrawal forms and exit survey.
3. Insure that all fees are paid; no record will be released until the account is cleared.
4. Parents will be charged the pro-rated tuition until all paper work are received by the school office.
5. Return all books, (texts and library).
6. When you enroll your child at the new school, you will be required to sign a release of information form. IAA administration will transfer a copy of the student's record upon receiving the request from the new school.

## GENERAL INFORMATION

### Attendance Policy

Regular school attendance and punctuality are essential for a successful academic experience. State law requires school attendance. ***The education code of the State of Alabama requires every child seven years and older to attend school every day and on time.*** Parents are charged with the responsibility of their child's school attendance.

***Within the state of Alabama, any child with 10 unexcused tardies, per 9-week period, is considered truant, subject to disciplinary action and the parents must come in for a conference with the Principal. Furthermore, any student missing more than 20 days per academic year will be up for review for passing to the next grade.***

### School Hours

All Students	8:00 a.m. - 3:30 p.m. Monday – Thursday <b>8:00 a.m. - 1:50p.m. ON FRIDAY ONLY</b>
Ramadan Schedule**	8:00 a.m. - 2:30 p.m. Monday – Thursday 8:00 a. m. –1:50 p.m. Friday

\*\* Ramadan schedule applies when school is in session during the month of Ramadan.

Teachers will be available to receive students by 7:45 am every day. ***Students should not arrive to school before 7:45 am, unless due to parent work constraints, they are participating in the early drop off program detailed in the Drop-Off/ Pick-up section on page 13!*** Parent cooperation will be highly appreciated in this regard.

### Tardiness

Students who arrive to school after 8:00 am will be considered tardy. Tardiness will be recorded and becomes a part of your child's permanent record. ***Three unexcused tardies will equal one unexcused absence.*** To avoid double jeopardy, whenever three unexcused tardies are transferred to the unexcused absence category, as one unexcused absence, they will no longer count in the tardy category. ***If a student (K5 – 12<sup>th</sup>) is tardy, he / she must first report to the IAA Office before going to class.***

Students are expected to be punctual to school and to ALL classes.

#### ***Procedures:***

1. Classroom doors will be closed once the tardy bell has sounded. Students who are tardy will immediately report to the main office to receive a pass to class.
2. Students will receive consequences for **cumulative** tardies in increments of five.

#### ***Example:***

***On Tuesday, Johnny is tardy to first period, third period, fifth period, sixth period and seventh period. Since tardies are cumulative, Johnny has earned five tardies. Therefore, he will receive detention as the first consequence.***

3. Tardies will start over at the beginning of the second semester (Jan.)
4. Students will lose exemption status in any class where they have accumulated five tardies. Students will lose exemption status in **all** classes if they accumulate five tardies to school.

## **Tardy Consequences: (Middle and High School Only)**

5th cumulative tardy – Detention

10th cumulative tardy – Saturday School

15th cumulative tardy – ISS\*, two days (mandatory parent conference)

20th cumulative tardy – ISS\*, three days

25th cumulative tardy –ISS\*, five days

30th cumulative tardy – OSS\*\*, three days (referral to IAA School Board)

\*ISS- In school suspension

\*\*OSS- Out of school suspension

## **Absences**

Regular attendance in school is very important. Students who are absent for 1-3 consecutive days due to illness must bring a note explaining the absence in order for it to be marked excused. If a student remains absent for 4 or more days due to illness, a doctor's excuse must be furnished in order to be marked excused. Any student, who has unexcused absences and/or fails to make up missed assignments will receive unsatisfactory grades for those assignments and will be marked truant. **Truancy will not be tolerated and may result in a failing grade for the student.** Please help your child to develop a commitment for regular school attendance and getting to school on time. If your child is going to be absent, call and inform us at your earliest convenience. If no one is available to answer the phone, please leave a message on our answering machine. Students who are absent will be expected to make up all missed work in a timely manner.

Each day the parent or guardian of any middle or high school student whose absence is unexplained by 10 a.m. will be telephoned by the school office staff to verify the reason for the student's absence. Absences may be verified /explained by a note or phone call to the school office from the appropriate parent or guardian. IAA wants to work with parents to ensure the safety and welfare of our students.

**Excused absences** are defined as one of the following:

1. Illness
2. Death in the immediate family
3. Inclement Weather which would be dangerous to the life of the child
4. Legal quarantine
5. Emergency conditions as determined by the principal
6. Prior permission of the principal upon request of the parent or legal guardian

The procedures for **unexcused absences** are as follows:

1. Three (3) unexcused absences will result in a letter being sent to the parent explaining the absence and outlining the process of future unexcused absences.
2. Five (5) unexcused absences will result in a conference with the parent/guardian and student along with any applicable disciplinary action(s).
3. Seven (7) unexcused absences will result in a referral to the IAA School Board.

*\*\*Any student absent twelve (12) or more days during a semester shall be subject to loss of credit for the semester's work. (Middle and High School Only)*

## Absences Due to Travel

We are aware that many of our stakeholders travel during the summer months. We strongly encourage our students to remain until the end of the school year and return for the first day of school. In the event this is not possible, to hold a spot for a student, the tuition for September must be paid by the fifth of September - regardless of how many days a student is absent. **It is the family's responsibility to inform IAA office administration, before the first day of school or in any case of travel, if they will be unable to attend school. IAA will not hold a spot for any registered or known non-registered student who does not report to school by the first scheduled day of school, as indicated on the school calendar, unless the arrangements have been made as indicated above.** Any student who misses **any** school days for this reason will be unexcused and these days will be counted as such for the student's annual/quarterly attendance record in accordance with the State of Alabama Education Code. (See the Absence section of this Survival Guide for more details.)

**The only exception to this policy is traveling for Hajj.** In order for Hajj absences to be excused:

1. The student must be participating in the Hajj
2. Pre-approval by the school administration must be obtained a minimum of three weeks prior to travel. Parents must fill out an Anticipated Absence Form and submit it to the IAA Office for approval.
3. All travel must be related to the Hajj

## Check -in/ Check-out Policy

After arrival at school, a student will not be allowed to leave school without a written permission from the office staff. Parents who need to pick up their child before the regular dismissal time must:

- Have a valid reason for early dismissal.
- Sign an early release form in the school office.
- Pick up their child from the school office.
- There will be no early pick up after 3:15 p.m. This is to keep the school premises free from unnecessary crowding during the pick-up time, 3:30p.m.
- For a speedy pick up, **please remain in the car at all times.** It is discouraged to come inside the school between the hours of 3:15p.m and 3:45pm.
- Student drivers may check themselves out only if a parent /guardian telephones IAA office at (205) 870-0422, emails [iaasecretary@bellsouth.net](mailto:iaasecretary@bellsouth.net) or faxes a letter to the school office at (205) 868-1112 on the same day **before** the check-out time.

It is preferred that parents call the school office beforehand so that the office can inform the teacher to let the child prepare to leave for the day.

Teachers are instructed not to release students to anyone coming to the classroom. This policy is made for the protection of your children.

Any student who checks into school must present a note within three (3) school days following the check – in to excuse the tardy. Students must check in through the office when tardy to school or to any class period.

Students who wish to check out for any reason must do so through the office by having a parent/guardian sign them out or send a fax giving permission to leave campus. The person who will be checking the student out must be listed on the student's Enrollment Release Form and must be prepared

to present a photo ID to the IAA Secretary. Upon return to school, the student must provide an excuse within three (3) days to excuse the periods missed due to check - out.

For driving students who check themselves out with a note that has been faxed or emailed to the IAA office, the email and fax will suffice as the excuse for **that** day. If the absence extends beyond this initial check out date, students are required to submit their excuses within 3 days upon their return to school. Requests may be faxed to the IAA office at (205) 868-1112 or emailed to [iaasecretary@bellsouth.net](mailto:iaasecretary@bellsouth.net).

**\*\*Any student tardy to school thirty (30) or more minutes must have a note from his/her parent, a doctor's excuse or be accompanied by a parent/guardian to enter school that day.**

### **Drop - Off and Pick -Up**

**Regular drop off time in the morning is 7:45 – 8:00.** The adult who brings a student to school must walk him/her to the classroom if the age range is Pre-K to 2nd grade. Children from 3<sup>rd</sup> to 11<sup>th</sup> grades do not have to be walked to the classroom, but the parent or guardian drivers must make sure that their child/children safely pass the school entrance towards the classroom.

***EARLY DROP OFF TIME- is available to parents who cannot meet the regular drop off time due to work constraints. Two staff members will be on duty in the lunchroom from 7:30 -7:45am daily. All students participating in this program must report or be escorted to the school lunchroom in accordance with their age groups. No student is to be in any undesignated area during these time periods. Any student who breaks this policy is subject to disciplinary action. IAA cannot be responsible for the safety of students not in the designated areas during these time periods.***

The safety of the children is the only reason to require such close supervision.

***If you are not participating in the early drop off program, do not leave any child in a classroom or on campus before the teacher is prepared to receive him/her at 7:45 am. We cannot be responsible for children prior to these specified times and/or who are not in accordance with the pre-set conditions.***

For **pick-up**, the arrangement is different. On **Monday-Thursday**, instead of coming to the classroom, parents will drive through the IAA parking lot and stop in front of the school entrance by the office to receive the children escorted by the assigned teacher and safety patrol student. ***Parents should not exit vehicles during pick-up nor enter the school except for a special reason that should be made clear to the administration in advance.*** Children will not be allowed to wait outside for their rides. If not picked up by 3:45, ALL STUDENTS (***REGARDLESS OF AGE***) will automatically be sent to the after school care and appropriate fees will be charged. **Friday pick-up** requires that parents come to their child's classroom and sign him/her out from the homeroom teacher. No child will be allowed to leave from the prayer. All students should report to their classrooms or designated areas and wait to be signed out by their parent or guardian.

## Health

### **Illness**

Because we want to ensure our school program is as successful as possible, we must ask that children who are sick be kept at home. A child may not attend school with a fever (100 degrees or higher) and **must be fever free for at least 24 hours before returning to the school.** (Example: If a student has a fever on Monday, but doesn't on Tuesday.....he/she **MAY NOT** return to class until Wednesday). Lengthy illnesses will require a doctor's notification.

### **Communicable Disease**

If a child has a communicable disease such as Chicken Pox, Strep throat, Measles, Mumps, Lice, or any other infection, the parent of the child should notify the school immediately. Children with a communicable disease must stay at home and will not return to school until a physician has declared in writing that the child is symptom free. (For more detailed information about common communicable diseases, please see the school office for the *Exclusion of Ill Persons Package*)

### **Emergencies**

Each child must have emergency information in their school record file. This file includes information on persons to be contacted in lieu of parents, if necessary. If your child becomes ill or injured while at school, you will be contacted and requested to pick up your child. In the event that you cannot be contacted, alternate individuals will be contacted using the emergency information in your child's file. If there is a change in this emergency information, please notify the school immediately to update the records.

### **Administration of Medications**

The School's goal in administering medication to students during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

The State Department of Education and the Alabama Department of Public Health have developed new regulations in order to provide safe and proper administration of medication in all public and private schools. These regulations prohibit the unnecessary distribution of "Over the Counter Medications" (such as Tylenol or Motrin) to any student except in extreme or necessary circumstances.

The school office personnel will assist any student, who is required to take medication prescribed by a physician. In order to do this; parents must submit a *School Medication Prescriber/Parent Authorization* form to the school office specifying:

1. Name of Medication
2. Times of medicine administration
3. Dosage to be given

*(Medication to be given must be in its original container. This includes prescription and over-the-counter medications) (All prescriptions must have the student's name on the label. No child will be allowed to take medication that has been prescribed to another family member)*

Physician statements will not be required if the information above is provided on the medication packaging. Parents are asked to bring all medications to the school office instead of sending it with a student. Please remember to include a note that lists the last time the medication was administered.

## Transportation

Transportation is the responsibility of the parents. IAA encourages parents to car-pool to help meet transportation needs.

## Student Drivers and Parking Guidelines

**An IAA 2014-2015 parking permit must be purchased and displayed in the vehicle daily.** Students having vehicles on campus without a permit will be subject to disciplinary measures. Parking forms can be obtained from the school office during the school year.

Student drivers will be dismissed at the same time as non-driving students.

Park only on a “first come, first served basis” in the spaces designated for student parking. Students are required to adhere to the following guidelines and procedures for parking.

1. The parking fee is \$10.00 per year.
2. Registration forms for parking are available in the main office. ( proof of valid insurance and a valid driver’s license will be required)
3. Take form home for accurate completion and parent/guardian signature.
4. Register all vehicles that will be driven during the school year.
5. Maintain 10 miles per hour speed limit or less.
6. Park only in designated student parking spaces.
7. Keep vehicles locked and valuables concealed.
8. Enter the building immediately after parking.
9. IAA is not responsible for any damage or loss involving a student’s vehicle as a result of parking on campus.
10. Student drivers are not permitted to transport other students without written permission from both the driver’s parents and the parents of the student passenger.
11. Student drivers are not permitted to drive themselves or others on field trips. All student drivers must travel with the school provided transportation while on field trips.

Note: Students should drive with extreme caution during severe weather conditions.

**Remember that parking is a privilege that can be revoked at any time.**

## After School Care

The after school care program will be operable only if enough parents request it during any school year. It will run from 3:45 - 5:00 p.m. Monday – Thursday and 2:00 - 4:00 p.m. on Fridays. If a child is not picked up within fifteen minutes of the pick – up time, he/she will be sent automatically to the after school caregiver and **the parents or their designees will be responsible to pay for an entire hour at the hourly rate below:**

1 <sup>st</sup> child	4 dollars
2 <sup>nd</sup> child	3 dollars
3 <sup>rd</sup> child.	2 dollars

*Parent will make the payment directly to the caregiver at the time the child is picked up.*

## Standards

### **Dress Code**

Proper school dress encourages scholarship, professionalism, good conduct, self-esteem, and respect for others. Good personal grooming habits are an essential part of Islam. Clothing should not be a distraction or point of competition. In order to further this goal, IAA adopted a school uniform policy as delineated below. Uniforms can be purchased from Dennis-Larose Uniform, located at 130 Wildwood Parkway North, Suite 112, Homewood, Al 35209.

#### **Boy's Uniform (K-5 – 3<sup>rd</sup>):**

Solid navy-blue pants (or shorts to the knee up to 1<sup>st</sup> grade) with a solid white shirt (short or long sleeves permissible). No T-shirts, blue jeans, or sweat pants are allowed.

#### **Girl's Uniform (K-5 -3<sup>rd</sup>):**

Solid navy blue jumper or navy blue skirt and solid white shirt (short or long sleeves permissible). Leggings or tights or solid navy pants should be worn under uniform. Solid navy blue sharwal-kameese or black abaya can also be worn on top of uniform, on Friday only.

#### **Boy's Uniform (4<sup>th</sup> - 5<sup>th</sup>):**

Solid navy-blue pants with a white shirt (short or long sleeves permissible). No T-shirts, blue jeans, or sweat pants are allowed. Boys in fourth grade and up should wear a belt at all times. Solid white *dish-dasha* on top of uniform is acceptable for Friday prayer.

#### **Girl's Uniform (4<sup>th</sup> - 5<sup>th</sup>):**

*All 5<sup>th</sup> Grade girls are required to wear hijab as part of the school uniform.* 4<sup>th</sup> Grade girls are required to wear hijab for salat. Hijab should be white or solid light blue Ameera style (one or two pieces no pins.) Girls are to wear solid navy blue jumper or navy blue skirt and solid white long sleeve shirt. Navy blue loose pants should be worn under uniform. Solid navy blue sharwal-kameese or black abaya can also be worn on top of uniform, on Friday only.

#### **Boy's Uniform (6<sup>th</sup> – 8<sup>th</sup>):**

Solid navy-blue pants with light blue shirt (short or long sleeves permissible). No T-shirts, blue jeans, or sweat pants are allowed. Boys in sixth grade and up should wear a belt at all times. Solid white *dish-dasha* on top of uniform is acceptable for Friday prayer.

#### **Girl's Uniform (6<sup>th</sup> - 8<sup>th</sup>):**

*All girls are required to wear hijab as part of the school uniform.* The hijab should be pinned or tied and not hanging loosely to reveal the neck. Acceptable colors of hijab are solid blue (all shades), black, or white. Uniform includes a solid light blue, long-sleeved button down shirt and solid navy blue ankle length skirt. Girls may also choose to wear a navy blue jilbab, an ankle-length jumper, a black abaya, or navy blue shalwar- kameese that has sleeves to the wrist with tops that reach to four inches above the ankle.

#### **Boy's Uniform (9<sup>th</sup> and up):**

All boys are required to dress in Islamically modest clothing. Boys should wear loose collared shirts or button up or T-shirt with no inappropriate designs, language or graphics. All shirts should be tucked



into their pants. Pants should be relaxed/loose fit and must fit at waist and not sag. Belts should be worn. Hats and caps are not allowed.

### **Girl's Uniform (9<sup>th</sup> and up):**

All girls are required to wear hijab as part of the school uniform. The hijab should be pinned or tied and not hanging loosely to reveal the neck. Clothing must be Islamically modest. Skirts must be loose and no shorter than 4 inches above the ankles. Some type of Pants or tights or leggings must be worn underneath. The long sleeved top must be loose and not see-through. Abaya or jilbab is recommended. Abayas should be loose, closed from the front, and not have excessive decorations.

***\* No Makeup of any kind, perfume or nail polish is ever permitted.***

In addition, the following concerning dress and hygiene should be followed at all times:

1. Uniforms should be neat and clean, and in good repair.
2. Shoes sturdy enough for outdoor play must be worn. Sandals, flip-flops, backless shoes or high heels shoes are not acceptable. Tennis shoes are recommended.
3. Hair should be trimmed or styled to stay out of eyes and be clean and neatly combed.
4. Clearly label all coats, sweaters, and scarves.
5. Shirts and jilbabs should be completely buttoned and shirttails tucked inside pants.
6. Hats are not allowed.
7. Jeans are not allowed except for High School.
8. No jewelry is allowed, except for watches.

If a student comes to school not conforming to the dress code, that student will not be allowed to attend class. Parents of any student not conforming to the dress code will be called and asked to bring suitable clothing to the school. **Failure to observe the school dress code will result in detention, suspension, and expulsion from the school, as the situation warrants.**

### **Students' Lockers Policy**

Students 2<sup>nd</sup> grade and up will be issued a locker to use during the school year. Students are required to keep their lockers in clean and tidy condition. The lockers are the property of the school. The school reserves the right to inspect the lockers at any time. Student must cooperate with IAA administration by unlocking the locker for random inspection. Locker must always be clean. Any object found in the locker that is illegal or Islamically offensive will cause disciplinary action, including but not limited to, detention, suspension, and/or expulsion. Students are required to provide combination to any locks used on school lockers and must be given to their homeroom teacher on the first day of school to be filed in the school office.

Students are required to adhere to the following guidelines and procedures as they use book lockers.

1. Book lockers are the responsibility of the students. Any abuse or destruction of lockers will result in the student losing his/her privilege to use the locker. Disciplinary consequences will be administered and monetary charges will be applied if the locker needs repair.
2. Students are not to share lockers, give out their combinations or "rig" the locker to open without using the combination.
3. Students should not go to lockers between **all** classes. Planning can save students time as well as keep congestion to a minimum. Plan to get materials for more than one class at a time.
4. Students should go to their lockers **only** during the break between classes and not during class time.
5. Students are not to go to their lockers during lunch/study.

6. Students found at a locker during class time or lunch/study times are subject to disciplinary action.
7. Students are not to put decals or writings/drawings on lockers. i.e. Do not draw/write or put decal directly on to the locker.

## **Change of Address**

It is very important that you inform us immediately of any changes in your telephone number, address, or emergency information. Please notify the school office well in advance of a planned move of your child from our school.

## **Safety Drill**

Fire, tornado, and lock down drills are held regularly during the 1<sup>st</sup> two quarters of the school year and continue with less frequency in the rest of the year. Directions for exiting the school are posted in each classroom. Students are expected to exit the building in a safe and orderly manner during drills and stay in the designated areas.

## **Homework**

Homework is assigned as an extension of our daily instructional program. Specific homework assignments are left up to the individual teacher. If parents have any questions regarding their child's homework, please bring it to the attention of the child's teacher.

## **Inclement Weather**

For information on school closings due to inclement weather:

1. All parents will be contacted by phone via "Calling Post".
2. Visit IAA's Facebook page: <https://www.facebook.com/IAASchool2012>
3. You may call 205-870-0422 for a recorded message.
4. Visit Information Now website: <https://226405.stiinformationnow.com/InformationNow>.
5. Visit IAA's website: <http://iaaschool.net>

## **Lost and Found**

Lost and found items are collected in the office and displayed in the hallway outside the office. Wallets, jewelry and other valuable items are kept in the office. All lost and found items will be discarded after 30 days.

## **Lunch**

Students of elementary school will need to bring lunch and one snack from home. Students of middle and high school should bring a lunch. The lunch should be nutritious and adequate. Lunches should be sent in a lunch box clearly labeled with the student's name. Ice packs are recommended if you want your child's food to remain cool; however, food that requires refrigeration is discouraged. Soda, candy, hot liquids, "foods that will spoil" (such as eggs and milk products), and breakable bottles are not allowed. **Sharp objects such as knives are not allowed and bringing them to school will have serious consequences.** Students should bring lunch items that do not require heating up. This will save time during their assigned lunch period and give students more time to enjoy their food. Items sent in lunches should be thoroughly cooked and prepared at home. Time and lunchroom facilities are limited and teachers are unable to accommodate all of their students by preparing their food during this time. Students of Pre-K through Kindergarten will have their lunch in their classrooms. The rest of the classes, 1<sup>st</sup> – 12<sup>th</sup> grades, will have their lunch period in the lunchroom. Each class will follow the lunch schedule set by the administration. Occasionally, however, students may be allowed to have lunch outside under

the supervision of their homeroom teacher, but within the school boundaries, with prior permission from the administration.

### **Telephone Use and Telephone Messages**

Students may use the school telephone for urgent matters. When a student does not have a valid pass from a teacher, he/she will not be permitted to use the telephone. Should a student receive a telephone message during class and the message is of a non-emergency nature, the message will be delivered at a later time. Office personnel will use their discretion in determining whether a message should be sent immediately or held until a later time in the day. Students who receive phone calls and/or texts from parents during school hours via cellular telephone or other personal electronic devices will still be subject to the Cell Phone/Electronics Policy Disciplinary Consequences. To insure that a student receive a message left in the office by the end of the school day, please call prior to 2:00 p.m.

### **Parental Call**

If you wish to talk to a staff member, please call the school office at 870-0422 during school hours. During the school day, the administrative assistant will take your number and notify the staff member to return your call on their next available preparation period.

### **Cell Phone/Electronics Policy**

Electronic devices such as cellular phones and iPods are permissible in school only for instructional use within the classroom as determined by the teacher. Unauthorized use in school of personal electronic communication devices, including but not limited to cellular telephones, or beepers will not be permitted. Personal communication devices cannot be turned on or be visible during the instructional day without permission from the teacher or principal.

The first time one of these items is visible, on, or in use (texting, using phone, MP3, etc.) during the school day, the staff member will confiscate the item and pass it on to the school office. A parent must meet with the principal to pick up the device between 3:45 p.m. – 4:15 p.m. No devices will be returned before school or during school hours.

The second time one of these items is visible, on or in use (texting, using phone, MP3, etc.) during the school day, the staff member will confiscate the item and pass it on to the school office. The administrator will enter the offense into STI and assign a disciplinary consequence. A parent will be required to pick up the device.

Staff members will make confiscation judgment based on the following criteria: noises or ring tones, vibrations, earphones in ear, visibility of device, or other unusual movements that would indicate electronic usage. **Upon request by a staff member, students must relinquish the electronic device immediately. Refusal to do so will be considered defiance and coded as a Level 2 offense.**

### **Disciplinary Consequences:**

1st Offense Warning and parent must pick up device

2nd Offense Saturday School and parent must pick up device

3rd Offense Three (3) days of ISS and parent must pick up device

4th Offense One (1) day suspension from school and parent must pick up device

5th Offense More severe action will be taken and parent must pick up device

## **Visitors**

ALL visitors to IAA must report to the Main Lobby upon entering the building. Visitors will be required to sign-in and obtain a visitor's badge. Visitors who do not comply with this policy could be considered intruders.

Parents wishing to visit the child's class will need to obtain a Visitor's Pass and badge from the school office for a ½ hour visit. The parent will bring the pass to the class, put it on teacher's desk and quietly sit in the back of the room. In order to avoid distractions in the class, we request that visitors refrain from any interruptions, interference or discussions with the teacher or any pupil during class time. A parent may not bring children or other adults with him/her except when the child is a prospective student.

**Parents may not send other children to school to spend the day or any part of it with their enrolled child.**

## **Volunteer Helpers**

Volunteer helpers are greatly valued and needed in the Islamic School. Any community members and/or parents who would like to share their expertise with the school are encouraged to do so. Volunteers are needed for Room Mothers/Fathers, Reading Moms/Dads, Math Moms/Dads, creative arts, lunchtime and many other areas. We ask that all volunteers follow the visitor guidelines.

Volunteers are also needed to assist the school in making educational materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer, please leave your name in the office and identify the areas that you would like to help with in the school.

## **Parties**

*Eid* Parties are an integrated part of the IAA curriculum. Parents will be notified in advance if there will be a class gift exchange or if they need to provide items for the Eid parties or other special event parties. All other parties, such as birthdays and other holidays, *are never allowed*. IAA requests parents to donate a book or any other item, in the birthday child's name, in place of a party.

## **Field Trips / Chaperones**

*Field trips are planned as additional educational experiences for our students. Parents will be requested by their child's teacher at various times to act as a chaperone on field trips. The parent chaperone will be responsible for 5-10 pupils. It is the chaperone's responsibility to maintain discipline in their group and to keep the group with him/her at all times. It is left to the teacher and administration's discretion as to whether the chaperone is permitted to bring other adults or children along. The chaperone will not pay transportation charges but may be asked to pay admission charges to the place visited.*

Parents will be notified at least one week before the field trip of the date, times, destination, lunch information, cost, etc. The parent must sign and return the notification in order for a student to go on the trip. The cost of the trip must also be paid at that time. If the money has not been paid by the time school begins on the day of the trip, the child will remain at school. The school may deny a student the privilege of a field trip due to discipline concerns. Students are required to maintain the current school uniform on field trips, unless otherwise specified by the teacher, on the permission slip. School

personnel will provide the best possible supervision for your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip. Student drivers are not permitted to drive themselves or others on field trips. All student drivers must travel with the school provided transportation.

### **Extracurricular Activities**

In addition to a quality educational program, the Islamic Academy of Alabama promotes the emotional, physical, and social well-being of its students by offering a host of extracurricular activities at all levels. Students participating in extracurricular activities must have a grade point average of C-. Students may have to miss school to participate in an extracurricular activity. Any absence due to an extracurricular activity is considered an excused absence. The written consent of classroom teachers and parents must be secured in order for a student to miss school for extracurricular work.

The administration reserves the right to deny any student the privilege of participating in extracurricular activities if he/she has discipline violations resulting in suspension during the school year.

### **Personal Property at School**

A student should not bring extra money, toys, trading cards, or similar objects to the school without prior permission from the teacher. Items brought from home should be clearly labeled so they can be easily identified. IAA cannot take responsibility for the loss of any such items.

### **Special Services**

Although IAA is a private school, your child may be entitled to special services through the public school district in which your child lives. Typical services include speech therapy, testing for certain learning disabilities, etc. At some point during the school year, it may be beneficial for teachers and parents to request an evaluation from these specially trained professionals. If you feel your child may benefit from these services, please contact your child's teacher.

### **Student Pictures/Year Book**

In the fall of each academic year, all students will have the opportunity to have their pictures taken by a professional photographer. These photos, along with the photos taken for special events throughout the year, will be included in a yearbook at the end of the school year. Advance notification of picture day and price information will be given to parents and students. Parents will be notified about reserving yearbooks in advance. The number of copies printed will be determined by advance orders.

### **Student Supplies**

A supply list is sent to the parents at the beginning of each school year; copies are available in the office. From time to time, your child's classroom supplies may need to be restocked and your child's teacher will notify you.

### **Transcripts**

Student's academic records are sent in school transcripts. Based upon set criteria, it is at the discretion of the principal to include discipline records of any suspensions and/or expulsion in these transcripts.

## Academic Standards

*Students at the Islamic school will be expected to perform academically to the best of their ability. They must strive for excellence.*

### Weekly and Quarterly Reports

#### Progress Report

At the middle of every quarter, parents will receive a progress report of their child indicated in the IAA Calendar. The report will illustrate your child's progress in terms of academics and discipline. Please review and sign your child's report and return it to your child's teacher immediately. This is necessary so that the teacher will know you are up to date on your child's progress.

#### Report Card

By the end of each quarter, four times per year report cards for each child will be available to the parents following the date indicated in the IAA Calendar. The 1<sup>st</sup> quarters' report card may be picked up on Parent Teacher Conference Day. The 2<sup>nd</sup> and 3<sup>rd</sup> quarter report cards will be sent home with the students. The 4<sup>th</sup> quarter and final report card will be mailed to parents. Grading is done according to grade level, quality of work, completion of assignments and teacher judgments. The teacher is the final judge of all grades. Parents are responsible to return the report card to the relevant teacher within a week following the date of receipt of report card. Grades will be generally given on the following aspects:

*Citizenship*    *O-Outstanding*  
                          *S-Satisfactory*  
                          *N-Not Satisfactory*

<i>Academics</i>	<u>K3-K5</u>	<u>1st &amp; 2<sup>nd</sup></u>	<u>3<sup>rd</sup> Grade and up</u>
	<b>VG-</b> Very Good	<b>A-</b> Excellent	<b>A-</b> Excellent      90-100
	<b>G-</b> Good	<b>B-</b> Very Good	<b>B-</b> Very Good      80-89
	<b>S-</b> Satisfactory	<b>C-</b> Average	<b>C-</b> Average      70-79
	<b>I-</b> Improving	<b>D-</b> Unsatisfactory	<b>D-</b> Unsatisfactory      60-69
	<b>N-</b> Needs Improvement	<b>F-</b> Failing	<b>F-</b> Failing      0-59
	<b>U-</b> Unsatisfactory		

*Plus or minus grades may be added to the letter score.*

#### Awards

*Students will be awarded for outstanding behavior, academic excellence, and perfect attendance. Students will have opportunities to receive awards in both the classroom and the school.*

#### Semester Exam

The semester exam grade comprises 20% of the student's semester average. Students who are absent from exams will receive an exam grade of zero. Therefore, it is extremely critical that students be present and on time to take their exams on the scheduled date and at the scheduled time. All students must follow the school's semester exam schedule. Parents and students are strongly advised to avoid making any plans that will conflict with the semester exam schedule and result in the student being absent.

## Semester Exam Exemption Policy

Students at IAA High School are eligible to exempt one\* exam per semester if they meet the following criteria for that class:

1. A average and no more than 3 excused/unexcused absences (excluding academic excused absences)
2. B average and no more than 2 excused/unexcused absences (excluding academic excused absences)
3. No more than 4 tardies to school (Note: 5 tardies to school will result in a loss of exemption for all classes)
4. No more than 4 tardies to Periods 2–7 (Note: 5 tardies to these classes will result in a loss of exemption for these classes)
5. Any student found guilty of a level two infraction or a level three infraction, as defined by the IAA Student Handbook, during that semester will not be eligible to exempt any semester exam, regardless of his or her average or attendance status.

*Seniors may exempt only one exam first semester and all exams second semester if they meet the exemption criteria for that semester. This exemption includes only exams of courses taken on the IAA campus. The criteria are listed above.*

## High School Diploma Requirements

### Islamic Academy of Alabama Diploma with Advanced Academic Endorsement

#### Advanced Academic Diploma Requirements for the Graduating classes of 2015 and 2016

English .....4 years

Mathematics .....4 years

To include the equivalent of the following:

Algebra I

Geometry

Algebra II with Trigonometry

Science .....4 years

To include the following:

Biology

A Physical Science (Physical Science, Physics, or Chemistry)

Social Studies .....4 years

To include the following:

World History

Early U.S. History

Modern U.S. History

Government/Economics

Computer Applications .....1/2 credit

Health Education .....1/2 credit

Lifelong Individualized Fitness Education (LIFE) (PE) .....1 year

Fine Arts .....1/2 credit

Foreign Language \* .....2 years

Electives (includes Islam).....4 1/2 credits

**TOTAL REQUIRED UNITS FOR ADVANCED DIPLOMA .....25 CREDITS**

\* Two years in the same language. A foreign language taken in the eighth grade does not count toward the requirements or the required units toward graduation.

**Note: Diploma Requirements for the Graduating Classes of 2017 and 2018, please see Appendix 1 and Appendix 2.**

## **Volunteering**

High school students are required to complete 60 hours of community service from the beginning of their 9<sup>th</sup> grade year to the completion of their 12<sup>th</sup> grade year. If students are not able to attend outside volunteer opportunities, Staff and Faculty members can provide in-house volunteer opportunities. In-house volunteer opportunities will include beautification of the campus, assisting teachers in their classrooms, and assisting the office staff. On the last day of each month students should turn in their Volunteer Log Sheet to Sr. Yasmin Nimer.

For current IAA students the hours will be prorated as follow:

Students graduating 2015 – 50 hours

## **Mathematics Placement**

There are two critical stages at which the student will be evaluated and a school recommendation will be made for math placement. One comes after completing 6<sup>th</sup> grade and the other after Algebra II. Parents will be informed of the recommended placement for their child. If the parents disagree with the school's decision, a math placement waiver (available in the school office) may be signed to override the decision; however, it is the parents' responsibility to ensure that the child performs at a satisfactory level in the class if they override the school's placement decision.

### **7<sup>th</sup> Grade Mathematics Placement**

At the end of 6<sup>th</sup> grade, students will be given an **Algebra Prognosis Test** to determine proper math placement for their 7<sup>th</sup> grade year. Results of this test and the student's overall performance in 6<sup>th</sup> grade math will determine his/her placement either in 7<sup>th</sup> Grade Mathematics or Pre-Algebra.

### **High-School Math Placement**

At the end of Algebra II, a recommendation will be made for math placement in Algebra III, Pre-Calculus or Calculus. Factors that will affect placement decisions are overall student performance in Algebra II and ACT/SAT scores on the Mathematics subset. *Only students with an ACT math score of 25 or above will be allowed to skip Pre-Calculus and take Calculus. No exceptions.*

## **Promotion and Retention**

**Promotion** *from one grade to another normally occurs at the end of the school year. It is based on the students' achievement and performance in the current grade level. For promotion to a higher grade, a student must:*

- 1. Maintain regular school attendance*
- 2. Maintain at least a D average in all subjects individually*

### **Elementary School Retention Policy**

A child will be retained in the same grade if and only if the teacher feels that he child will not perform adequately at next level. The teacher will use all available evaluation tool including test scores, reading and comprehension skills, and any other source they find appropriate. The teacher will also confer with the parents and the Principal in the decision making process.



### **Middle School Retention Policy**

If a student fails in one or two major subjects they should attend private tutoring (or home study) sessions in the summer. At the beginning of the following school year, the child will be given the opportunity to take an exit exam in each deficient area. The student must pass this exam with at least 60% of the total grade in order to get promotion to the next grade. If the student is still deficient in only one subject, the student will be promoted to the next grade and will be required to attend remedial classes after school for one quarter or until successfully catching up to their grade level. The expense of the remedial classes will be the burden of the parents. If the student is deficient in two or more subjects, the students will be retained in the current grade. If a student fails the same subject for 2 consecutive years (for example, fails 6<sup>th</sup> and 7<sup>th</sup> grade math), the student fails automatically and must repeat the entire year.

### **High School Retention Policy**

In the event of a high school student failing a credit class the following procedure will be followed: Students who have not achieved a baseline average of forty (40) or above (on a 100 –point scale) or its equivalent on IAA’s or a locally adopted grading scale must repeat the entire course. Students who have earned a baseline average of 40- 59 on a one hundred (100) point scale or the equivalent on IAA’s or a locally adopted grading scale will have the option of attempting a credit recovery. The information on Credit Recovery is available in the school office. Any expenses incurred in attempted credit recovery and/or remedial classes will be the burden of the parents. Students will not advance until the failed course(s) are successfully repeated and passed or they successfully complete the Credit Recovery course.

### **Parent Conferences**

Each year, parent teacher conferences are scheduled to coincide with the end of each ten-week grading period. Parents or teachers may call additional conferences whenever there are questions about a child’s academic progress or behavior.

### **Communication**

Our success in our mission of providing quality education in an Islamic environment relies heavily upon the interaction between the school and home. Parents are encouraged to keep up with their child’s academic progress and to attend all orientations and meetings announced by the school. They are also encouraged to read the school publications, especially the class newsletter sent or mailed home to parents each month.

Parents may request a meeting with their child’s teacher at any time during the school year. To avoid disruption of classes teachers are not allowed to confer with parents during class time or during student supervision under any circumstances. Therefore, all parents must schedule an appointment either through the IAA office or via email communication with the teacher. If parents wish to drop items off for their children, they must give them to the office staff and they will be delivered to the child as soon as possible without disrupting the educational process in the class.

**Parents should follow the proper chain of procedure when concerned about their student and all other school related matters. Matters concerning a child’s academic or behavioral performance in the school must be discussed with the classroom teacher first. If the matter is not addressed satisfactorily, a meeting with the principal may be requested. The principal will address your concerns and may refer the matter to the relevant teacher or staff member.** Matters concerning

general school rules, policies, or tuition may be brought to the attention of the Principal directly. Parents may request a meeting with the principal and schedule the meeting as soon as possible. If you believe that the staff and administration did not address your concern properly, you may submit your concern to the IAA School Board in writing. The Board may request further information in writing or a meeting before addressing your concerns.

The school will abide by court decisions regarding communication with non-custodial parents. It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children; otherwise, the school will assume that both parents are custodial parents. Such notification must be in writing and a copy of the court order must be provided to the school.

## **Grievance Policy**

1. An advisory Committee shall be in place to hear grievances of students and parents. The wisdom of the Qur'an and Sunnah must always be the guide.
2. Hasty decisions must never be made concerning student discipline unless and until it is according to written policy that is clearly made known to students, staff, administrators, and parents.
3. Disciplinary guidelines must be formulated for all members of IAA staff and administration; regardless of their position (parent, volunteer, part-time, full-time, substitute, secretary, administrative assistant or principal) and will be adhered to in a just manner.
4. When a grievance is issued in writing to the office – whether initiated by student or parent, it will be the duty of the office to set an appointment for the involved parties to be heard within 48 hours of notification. At that time, equal opportunity should be provided without exception for each party to state his/her case. In this way, fairness is preserved. No one should feel belittled or exalted. This is recommended through the teachings of Islam. After hearing from both sides, the issue will be discussed by the advisory committee and a written decision will be issued to all parties involved within 24 hours. Until the decision of the committee is reached, the punishment will prevail. ***After investigation, if the committee reaches the conclusion that the punishment was inappropriate or unwarranted, then the student will be allowed to make up all missed assignments and any absence(s) in relation to the disciplinary action and the occurrence will not be held against him/her.***

## IAA DISCIPLINE PLAN

### **A reminder to parents:**

Hadhrat Luqman's advice to his son:

*“O my son, establish the Salaat, enjoin good and forbid evil; and bear with fortitude every affliction that befalls you. These are the things, which have been strictly enjoined and do not speak to the people with your face turned away, nor walk proudly on the earth, for Allah does not love any self-conceited, boastful person. Be moderate in your gait, and lower your voice, for the most disagreeable of all voices is the braying of the asses.” (Qur’an 31:16)*

One of the most important lessons education should teach is discipline. It is discipline that develops self-control, character, orderliness, and efficiency. It is the key of good conduct and proper consideration for other people. IAA follows the Assertive Discipline Plan and strives to promote self-discipline in children. The Assertive Discipline Program, Insha Allah, will prove to be very successful as emphasis is placed on rewarding good behavior. The consequences for misbehaving are immediate and consistent, thus helping children to see the results of their own actions.

Parents are urged to cooperate with the school in the matter of child behavior. Since behavior patterns are formed early in life, the elementary years are the most crucial. When a student understands the purpose of discipline in the school, he/she forms a positive attitude toward making himself a better person.

The entire staff of IAA has the goal of establishing an atmosphere throughout the school in which the children will feel safe, secure, and happy and have a maximum opportunity to learn. In an effort to accomplish this goal a cooperative relationship between student, parent, and educator is essential.

Since IAA is an extension of the family and home, we expect complete support from the parents in the school's efforts and request that they read and discuss the discipline plan thoroughly with the student (s). We are confident that clearly stated and thorough school/classroom plans will help students learn to be responsible for their actions and make their school years positive and motivating experiences.

One of the main goals of IAA is to develop an Islamic personality where students learn to follow Islam as a way of life and not just a religion. Hence IAA has higher expectations for the code of conduct than any other private or public school.

The school is faced with greater challenges in the secondary level where students are adjusting to the need to assert independence as are maturing and adapting to the higher standards set by Islamic principles. Although parents bring their children to Islamic schools for various reasons, the most important one is to maintain the Islamic identity in children. Parental support is a pre-requisite to learning and proper behavior; therefore, parents are encouraged to reinforce the school's Islamic code of conduct at home as the home is an extension of the school. Since most students come to Islamic schools from diverse cultures and ethnicity, the Islamic conduct followed in the school is largely based on the Qur'an and the Sunnah. The following behavior code is an example from the teachings prescribed in the Qur'an and the standard that both staff and parents can comply with:

## **Staff and Parent Goals of Islamic Development**

- Motivate our students to seek excellence and reach their full potential.
- Cultivate in our students a love for Islam and Islamic values.
- Prepare our students to achieve worldly success.
- Inspire our students to choose unity and cooperation.
- Meet our students' cognitive, emotional, social and spiritual needs.
- Encourage cooperation between the home, school and community.

## **Student Rules of Conduct Policy**

One of the most essential purposes of education is the formation of the character of the students. By accepting discipline, respecting authority, obeying laws, rules, and policies, the student develops his or her own character, preparing him/her to assume the responsibilities of membership in the school's society and ultimately, all societies. In most situations, discipline problems can be handled in the classroom. After exhausting all classroom interventions, the student will be referred to the principal by a teacher. Any student involved in a fight or level 3 infraction will be sent to the principal immediately, and his/her parents will be notified.

- Students at the Islamic Academy of Alabama are expected to conduct themselves as young Muslim men and women. It must be remembered that a diploma from IAA means more than an accumulation of credits. It also implies that the school can vouch for the character of the student.
- The student's attendance at IAA indicates a willingness to comply with the rules and policies of the school. These rules and policies are intended to guide students while they form their own characters and acquire for themselves a strong will and a correct moral and ethical sense.
- IAA's discipline policy is based on Islamic principles. The staff, students, and parents model Islamic principles in all that we do and say. We strive to lead by example. Prophet Muhammad (PBUH) led us all by his example. We must model appropriate behavior so as to represent the values of the Qur'an and Sunnah. Students are expected to model proper Islamic behavior at all times, while in school and outside of school.
- Students are responsible to know and follow all rules that have been set by the administration. A sign of maturity is one's willingness to follow reasonable rules set forth by a proper authority.
  - Show respect for themselves and others.
  - Follow directions of all IAA staff and the classroom rules.
  - Keep hands, feet and objects to themselves.
  - Use clean language and speak in an appropriate tone of voice.
  - Safeguard and protect all school, Masjid and private property.
  - Be honest and truthful.
  - Be prepared: report to class on time, bring supplies, homework and materials.
  - Keep the school clean.
  - Walk at all times while inside the school building and the Masjid.
  - Leave personal items at home.

## Honor Code

Think not that those who exult in what they have brought about, and love to be praised for what they have not done –think not that they can escape the penalty. For them is a penalty grievous indeed. Al Qur'an: Surah Al-Imran, Ayat 188

We the staff, students, and parents of the Islamic Academy of Alabama believe that learning must be an ethical pursuit in compliance with the tenets of Islam. We believe that in order to be prepared for future learning and careers, we must always be honest in the completion of our work. We further believe that dishonesty will undermine the integrity and respect afforded us individually and collectively.

We will, therefore, support and enforce the policy of the Islamic Academy of Alabama, which opposes and forbids plagiarism and any type of cheating.

Plagiarism may be either intentional or unintentional.

### **Penalties for Plagiarism and /or Cheating**

**4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grade** - Partial compliance is expected *in regard to plagiarism*. Instruction will be provided in summarizing, rephrasing, using quotations and making citations. When it is determined that a student at 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade level understands the requirements, warnings will be issued for both intentional and unintentional violations. Students may be asked to redo assignments. Full credit will be received if the student complies.

*Full compliance is expected of all students in regard to other forms of intentional cheating, examples are listed below.*

### **7<sup>th</sup>, 8<sup>th</sup> and High School -Full compliance is required.**

The following penalties will apply when a teacher believes plagiarism has occurred.

Examples of unintentional cheating:

- Student tried to rephrase.
- Student tried to use quotations.
- Student tried to use citations.

Habitual offenders will be treated severely. Offenses defining a pattern of cheating will take into account all incidents of cheating. Some examples of cheating include:

Examples of intentional cheating:

1. Student copied and pasted.
2. Student failed to cite works of others.
3. Copying another person's work to be submitted as one's own work;
4. Plagiarizing;
5. Having, using or attempting to use unauthorized aids (books, notes, calculators and other electronic aids or persons) on test, quizzes, homework, papers, or projects;
6. Writing formulas, notes, or anything on desk, paper, hands, or clothing to be used or actually used on the assignment, or test;
7. Talking during a testing session;
8. Having a copy of the test or answers to the test;
9. Providing specific information about a test to someone who has not yet taken the test;
10. Attempting to deceive by changing a test paper that was previously graded;
11. Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for him/her;

12. Forgery in connection with academic endeavors or school processes or procedures, i.e., changing any grade on the report card; signing someone else's name on papers, reports, or passes; signing parent's name on notes for absences, tardies, or any communication; falsifying information on official school records.

Any student suspected of violating the Honor Code will be referred to the administration. Should the administration and the teacher determine that the student did indeed cheat, the following penalties apply:

All staff members of IAA who instruct this student will be informed of the student's infraction.

### **7<sup>th</sup> and 8<sup>th</sup> Grades Penalties:**

1<sup>st</sup> violation – the student will be allowed a rewrite with a 20% reduction in grade. The parent will receive a notification letter. Student will not be allowed to exempt any exam during the semester.

2<sup>nd</sup> violation- the student will not be granted a rewrite. He will receive a grade of zero. A parent letter and/or Parent Conference is required. Student will not be allowed to exempt any exam during the semester.

3<sup>rd</sup> and Continuous Violations- Further violations will result in one or more of the following: removal from offices held, removal from sports teams, referred to honor societies, disqualification from entering academic competitions sponsored by IAA (Essay Competitions) and permanent remarks to the student's transcript.

*Any subsequent incidences of cheating, i.e. 3<sup>rd</sup> offense or more will warrant more severe actions and possible expulsion.*

### **High School Penalties:**

1<sup>nd</sup> violation- the student will not be granted a rewrite. He will receive a grade of zero. He will receive an after school detention. The parent will receive a notification letter. Student will not be allowed to exempt any exam during the semester.

2<sup>nd</sup> Violation-The student will not be granted a rewrite. He will receive a grade of zero. He will receive an after school detention. A Parent Conference is required. Student will not be allowed to exempt any exam during the semester. This violation will result in one or more of the following: removal from offices held, removal from sports teams, referred to honor societies, disqualification from entering academic competitions sponsored by IAA (Essay Competitions) and permanent remarks to the student's transcript

*Any subsequent incidences of cheating, i.e. 3<sup>rd</sup> offense or more will warrant more severe actions and possible expulsion.*

## **Harassment Policy**

IAA seeks to be a community in which every individual is treated with sensitivity and respect. This means that IAA will not tolerate harassment or bullying of fellow students, teachers or any school employee. All forms of harassment of fellow students, teachers or any school employee, including harassment based on sex, race, color, handicapped status, or any other protected characteristic are strictly forbidden and will not be tolerated. Bullying is defined as one or more students exposing another student to negative actions/behavior on a one-time or repeated basis. Forms of bullying may include teasing, taunting, threatening, name-calling, aggressive physical contact, spreading rumors, inappropriate laughing or sneering, and exclusion or isolation of classmates. This zero-tolerance policy extends to any incidents of harassment between members of the IAA community, both on and off campus. Students who believe that they are the objects of harassment should report these actions to a teacher or the principal. The principal will then designate an investigator and, depending upon the results of this preliminary investigation, will determine whether or not there is just cause for the

complaint. The principal will determine consequences according the IAA Discipline Plan. IAA considers any form of harassment or bullying to be a major offense which can result in serious consequences, including suspension or expulsion. In order to respect the privacy of all involved, all communications about potential harassment matters must be kept confidential.

Students who encounter harassment are encouraged to:

**STOP** – listening or participating with offender

**WALK**- away for offender

**TALK**- to a teacher or staff member immediately

## The Rights & Responsibilities of IAA Students

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear, or inhibition	Conduct them in such a manner as to promote a positive educational environment
Present an appeal for grievance in an unfair situation.	Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
A copy of the Discipline Handbook	Read and abide by the Code of Conduct
Receive and respect from school personnel and other students	To inform school personnel about persons who show disrespect
Due procedures (from Handbook)	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct
Full access to opportunities within the educational environment without discrimination by gender, religious beliefs, ethnic background, nationality, or disability, support services which promote the development of student potential	Access necessary support services, participate in these support services, and make school personnel aware of individual needs

### Parents' Responsibilities

Parents are expected to:

- See that their children are well rested before coming to school.  
(Young children need 10-12 hrs. of sleep, teens need 8.5-9.5 hrs. of sleep each night.)
- Show respect for the school administrators and teachers.
- Provide a nutritious lunch, snack and offer students a healthy breakfast before school.
- Reinforce and support the school policies at all times.
- Be role models for their children.

### Corporal Punishment

The Islamic Academy of Alabama teachers, staff, volunteers, etc. will not use nor condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc., as physical punishment only reinforces bad behavior.

### Counselor Referral

In most cases student discipline can be handled inside the classroom. When the teacher has employed all suitable classroom interventions and the student continues to use inappropriate behavior it becomes necessary to refer the student to the Counselor. The Counselor will then take appropriate actions. If the Counselor feels the matter should be addressed by the Principal, then he/she may do so accordingly.



If there is concern for a student in the classroom, the teacher will review and utilize, at his/her professional discretion, the appropriate procedures from the following list of interventions before referring the student to the principal for counseling or disciplinary action:

- Verbal reminders and positive comments
- Redirection and modified assignments
- Taking away privileges / Time Out
- Change of seating position in the classroom
- Student/teacher conference (a professional approach)
- Behavior contract between the teacher and the student
- Positive reinforcement, extra credit work or tutorial program
- Contact parents by note or phone for reinforcement
- Cumulative folder reviews, for a better understanding
- Daily/weekly progress reports, focus on the main concerns
- Behavior Report sent home

**Conduct Is Enforced:**

1. During regular school hours, lunch, and any free time.
2. On the school premises, Masjid, or other places sanctioned by the school.
3. During school sponsored events.
4. When arriving at school (from drop off) until leaving school grounds.

**Level 1 Infractions:** Conduct that impedes orderly operations of classroom or school productivity.

*Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents. Thereafter, the classroom teacher may refer the student to the Principal through a written referral. However, earlier referrals without conferences, may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. Any student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.*

INFORMATION	DEFINITION	LEVEL I DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.  Eating in class or chewing gum.	Example of disciplinary actions which classroom teacher can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, classroom detentions (1-3 days), teacher or team conference with student/parent(s); separation from peers, denial of class privileges, administrative referral.
2. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property.	” ” ” ”
3. Littering	Throwing or dropping paper, trash, or other material on the floor or ground.	“ “ “
4. Refusal to do classroom work	Refusing to complete work, labs, projects or other assignments given by the teacher.	“ “ “
5. Tardiness	Not being seated in the classroom when class is scheduled to begin as defined by the classroom teacher.	“ “ “
6. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	“ “ “
7. Violating classroom rules	Not following the classroom rules.	“ “ “

**Please Note:** Following the third documented occurrence of any of the above infractions, a written referral should be made to the Principal’s office for each subsequent infraction.

**Level 2 Infractions:** Illegal and/or serious misconduct.

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the student’s past record, seem to warrant a more severe penalty. In any case, parent/guardian contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication.

**Note: Any student charged with a subsequent level 2 violation can be referred to the Principal for expulsion.**

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSES
8. Academic Misconduct	Plagiarizing, cheating, copying another’s work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	1-3 days in school detention	1-3 days after school detention	1-10 days suspension
9. Inappropriate Language / Bringing to School Inappropriate Material in the Form of Videos, Magazines, etc.	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	”	”	”
10. Lying	Giving or providing intentionally untrue or misleading information or communication	”	”	”
11. Altering Official Documents	Forging, falsifying, or unauthorized alteration of a document	”	”	”
12. Damage or Destruction of Property	Causing, attempting to cause, or threatening to cause damage to school or private property	Under \$50, Restitution and ”	Restitution and ”	Restitution and ”
13. Electronic Access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1-3 days in school detention	1-3 days after school detention	1-10 days suspension

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>SUBSEQUENT OFFENSES</b>
14. Insubordination	Refusing to comply, either verbally or non-verbally with a reasonable request or directive.	1-3 days in school detention	1-3 days after school detention	1-10 days suspension
15. Intimidation or Menacing Incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct.	”	”	”
16. Loitering	Being present in or about a school under one or more of the following circumstances: 1-After a reasonable request to leave. 2-Without a legitimate reason for being there. 3- Without proper authorization or permission from anyone authorized to grant permission. 4- After refusing to identify oneself.	”	”	”
17. Misuse of Equipment	Students using school online services for illegal, inappropriate, or obscene purposes.	”	”	”
18. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.	”	”	”
19. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedures; Skipping classes/school	”	”	”

\*\* Students will be referred for counseling and/or treatment programs.

**Level 3 Infractions:** Conduct that is serious or illegal and is potentially life or health threatening.

The Islamic Academy of Alabama has a **zero tolerance policy for all level three infractions**. A student charged with a Level 3 violation will be subject to an open suspension of up to 10 days, a recommendation for expulsion to the school board and/or legal action. Students expelled from Islamic Academy of Alabama may be reinstated in accordance with School Board policy. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with the school Principal and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that is not found on the list is still subject to disciplinary and/or legal action.

**Note: Any student charged with a Level 3 violation will be denied participation in any school or school related extracurricular activity or event.**

\* *HPD stands for Homewood Police Department*

INFRACTION	DEFINITION	LEVEL 3 DISCIPLINARY ACTION
20. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property.	10 day suspension, recommended for expulsion, HPD notified
21. Assault/Felony	Striking with a weapon with the intent to inflict harm, or inflicting bodily harm.	10 day suspension, recommended for expulsion, HPD notified
22. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials; Activating the fire alarm system, or making false "911" calls.	10 day suspension, recommended for expulsion, HPD notified
23. Breaking and Entering	Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so.	10 day suspension, recommended for expulsion, HPD notified
24. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.	10 day suspension, recommended for expulsion, HPD notified
25 Vandalism	Destroying, damaging, or defacing school private property in a willful or malicious manner.	10 day suspension, recommended for expulsion, HPD notified
26. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community.	10 day suspension, recommended for expulsion
27. Reckless Endangerment	Acting in a willful or unwillful manner, to cause harm, place others in jeopardy of injury, or result in the damage destruction, or defacement of school or private property.	10 day suspension, recommended for expulsion

28. Extortion or Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	10 day suspension, recommended for expulsion, HPD notified
29. Gambling	Participating in or organizing games of chance to gain money or other rewards.	10 day suspension, recommended for expulsion
30. Legal but Dangerous Substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; Paraphernalia.	10 day suspension, recommended for expulsion
31. Sales, Use, Possession, or Distribution of Alcohol, Drugs, Tobacco products or Other Chemically Controlled Substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals or substances (including counterfeit or look alike substances), distributing any narcotics, drugs, controlled substances of any kind, alcoholic beverages, or other intoxicants on school property or at school functions or events.	10 day suspension, recommended for expulsion, HPD notified
32. Theft	Stealing, attempting to steal, possessing or transferring school or private property; Participating in the theft or attempted theft of school or private property.	10 day suspension, recommended for expulsion, HPD notified
33. Possession or Concealment of Weapons / Dangerous Instruments	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, material, look alike or replica of any item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	10 day suspension, recommended for expulsion, HPD notified
34. Obscenities, Verbal Abuse or Vulgarity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any member of the school community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	10 day suspension, recommended for expulsion
35. Promiscuous Behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter; Relations either inside the school or outside.	10 day suspension, recommended for expulsion

**Please Note:** Cases of all inappropriate behaviors between genders will be handled by the administration directly. The Principal, as deemed necessary, will assign relevant teachers to mediate in resolving personal conflict between students.

## **Detention Procedures**

Either an administrator or a teacher may assign students to detention. Detention will be assigned any day Monday through Thursday from 3:30- 4:30 P.M. Latecomers will not be admitted.

### **Assignment of Detention by Principal**

A student sent to the office by a teacher will be given due process. The student should not leave the office until seen by an administrator. The infraction will be assigned an appropriate consequence, according to the IAA's Disciplinary Plan and Honor Code. If detention is the chosen consequence, the administrator will assign a specific day of the week (not the same day of the offense). Each student will be notified of his or her assigned detention at least one day prior to the detention. The disciplinary notice will be sent home with the student. The administrator will enter the infraction, the consequence, the date, and a narrative in the STI program to document the incident.

### **Assignment of Detention by a Teacher**

A classroom teacher may opt to assign a student to detention for a level 1 violation, as outlined in IAA's Disciplinary Plan and Honor Code. The teacher must give the student due process, and send a notice home with the student describing the infraction and documenting the detention. The teacher is also responsible for calling the parent to give notice for the detention. This must be documented on the disciplinary form. The teacher will then present the disciplinary referral to the principal, with the phone call documented. The principal will enter this information into STI that day. Again, the detention will never be scheduled for the same day as the infraction, giving the parent a written notice and time to arrange transportation. The student may always **request** to attend the detention prior to the specified day, but they may not postpone the consequence without prior approval from the principal and assigning teacher.

### **Consequences for Missing Detention**

Students who are absent from detention or come late to detention will be assigned Saturday School.

### **Saturday School Procedures**

Only the principal assigns Saturday school.

**Time: 8 a.m. – 12 noon**

#### **Rules and Guidelines**

1. Students are to arrive by 8:00 a.m.
2. Late students will be denied entrance.
3. Students must be in dress code.
4. No food or drinks will be allowed.
5. No sleeping, talking or note writing allowed.
6. No electronic devices are allowed (c.d. players, iPods, cell phones, etc.).
7. Students must bring materials to work on while attending Saturday School (only reading material related to school assignments will be allowed).
8. Students will receive one break during Saturday School.
9. Students will be dismissed from Saturday School for any inappropriate behavior or violations of IAA's Discipline Plan and Honor Code. Additional consequences will be assigned.

### **Rescheduling**

Saturday School may be rescheduled only by a parent contacting the principal in writing or by phone prior to the date of the student's Saturday School assignment. Saturday School will only be rescheduled once. A student may be eligible for reassignment if there is a family emergency; death in the family,

medical injury, doctor excuse, work-related issues, or matters of a serious nature deemed reasonable by the principal.

Not attending Saturday School or violating the Discipline Plan or Honor Code during Saturday School will result in a one-day Out-of-School Suspension (OSS).

## **Suspension / Expulsion**

A student may be suspended for committing an offense or other severe disruption of the education process. Students on suspension may not come to school or participate in school activities while on suspension. They may not make up any assignments missed during suspension. Upon suspension a parent-principal conference should take place, with the time frame to be determined by the principal.

### **In School Suspension / Out of School Suspension Procedures**

In School Suspension (ISS) is a consequence that can be assigned for Level I or Level II offenses. ISS is an alternative to out-of-school suspension (OSS) and gives the student the opportunity to remain on campus while his or her disciplinary consequence is served.

The minimum assignment for ISS is one (1) full day. There is no set maximum time length; however, students who exhibit continued behavior leading to ISS, will be subject to OSS or an alternative disciplinary action. ISS is not designed for long term assignments.

Students assigned to ISS are required to bring all materials needed to complete assignments. Failure to comply could result in an extension to their time in ISS. Failure to comply with any rule in ISS will be considered defiance and could lead to further disciplinary consequences.

When a student is assigned to ISS, the teacher will be notified via STI. Teachers are expected to email or send work to the ISS instructor as soon as possible after notification of the student's placement.

Upon arrival, the student will be assigned a desk, and he or she will begin work immediately. The instructor will have work for the student upon arrival. Students are required to work the entire time in ISS. Sleeping will extend the stay a minimum of one day, and could lead to OSS. See Disciplinary Action Plan page 41.

### **Expulsion Procedures**

A student may be referred to the IAA School Board as a result of committing an offense subject to suspension, while they are on a disciplinary action plan, or as a result of committing a level three infraction. ***Board approval is required for all expulsions.***

1. When a student is referred to the Board for expulsion, the family will be informed in writing that the student is placed on open suspension and the letter will describe the reason for the school's action.
2. The Board will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian will be invited to appear before the Board to present their case during that meeting if they desire to do so.
4. The Board will make a decision that will be conveyed to the parents in writing as soon as possible.
5. The decision of the Board is final.

Students on open suspension may not return to school without a decision from the Board. They may not participate in any school activity or function, including field trips or after school events.



## Due Process

Any student whose conduct may warrant suspension or expulsion will be provided due process.

Students will be given:

1. A written notification of the violation.
2. An opportunity to present his/her side of the story.
3. An opportunity for a speedy and impartial conference with the Principal for level 1 and level 2 infractions.
4. An opportunity for an immediate conference with the Principal.

The relevant parent(s) or guardian(s) will be given:

1. A written notification of the violation.
2. An opportunity for a fair and impartial conference with the Principal.
3. A written notification of the suspension/expulsion.
4. An opportunity to appeal the Principal's decision to the Board.

## Disciplinary Action Plan

If a student earns three suspensions, he/she will be placed on a **disciplinary action plan**. He/she may also be placed on a disciplinary action plan by the administration for committing a level three infraction. If a student commits a suspension - level offense during the time set in an action plan, he/she will be placed on an open suspension and will be submitted to the IAA Board of Directors for possible expulsion.

## Appeal Process

Parents may appeal in writing, any disciplinary action taken by the school staff or administration to the IAA Board of Directors. The Board will review the appeal and will respond in writing. Parents may request a hearing to meet with the Board directly. Such requests must be made in writing. The Board may further request written clarification or a face-to-face meeting with the parties involved prior to making a decision. **Any decision taken by the Board after the appeal is final.**

## Student Welfare-Child Abuse Policy

According to Alabama law, a staff member who has reasonable cause to suspect that a student may be abused or neglected shall report such a case to the Department of Children and Family Services, DHR. The staff member shall notify the principal that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report suspected cases.

Abuse and neglect are defined by Alabama law and may generally be understood as follows:

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

## **A Note to Our “Partners in Education”**

Dear Parents:

This Parent Survival Guide has been compiled with the assistance of experienced educators, curriculum specialists, involved parents, and other administrators. Not reading this information thoroughly can lead to misunderstandings, undue stress and can hinder your child’s progress in school. After reading this handbook thoroughly with your child, please sign the enclosed acknowledgement, and return it to the school no later than five days after receipt. Failure to comply does not exempt the student(s) from the policies or consequences associated with the policies.

***“A FAITHFUL BELIEVER TO A FAITHFUL BELIEVER IS LIKE THE BRICKS OF A WALL, ENFORCING EACH OTHER. ...” ( Bukhari)***

### **Handbook Interpretation**

This handbook is intended to provide a general overview of IAA policies and procedures. The information in this publication should be helpful in familiarizing parents and students with IAA. It is not possible, however, to anticipate every situation or answer every question about employment.

To ensure flexibility and effectiveness, IAA reserves the right to change or revise policies and procedures without notice when deemed necessary.

# NOTES

**PARENT/ STUDENT SURVIVAL GUIDE ACKNOWLEDGEMENT**

*We, the parents/guardians of \_\_\_\_\_ have thoroughly read, understand and agree to abide by the contents in this handbook, Number: \_\_\_\_\_. We understand that the policies and procedures are subject to revision with or without prior notification. In addition to reading and discussing the school rules and policies with our child/children, we have also read and discussed the following statements with them:*

*We will follow all the policies set forth in this handbook to the best of our abilities.*

*We are willing to have our children educated in accordance with the Mission and Beliefs of IAA.*

*We (parents and children) will seek to advance and support IAA in every way possible – spiritually, socially, academically, physically, and financially.*

*If we become dissatisfied with IAA in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism.*

*The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.*

***Both parents/guardians must sign:***

\_\_\_\_\_  
*Father's Name*

\_\_\_\_\_  
*Father's Signature*

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

\_\_\_\_\_  
*Mother's Name*

\_\_\_\_\_  
*Mother's Signature*

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

\_\_\_\_\_  
*Student's Name*

\_\_\_\_\_  
*Student's Signature*

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

Class of 2017

	2013-2014 9 <sup>th</sup> gr.		2014-2015 10 <sup>th</sup> gr.		2015-2016 11 <sup>th</sup> gr.		2016-2017 12 <sup>th</sup> gr.		Total Credits
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	
<b>Language Arts</b>	.5	.5	.5	.5	.5	.5	.5	.5	<b>4.0</b>
<b>Math</b>	.5	.5	.5	.5	.5	.5	.5	.5	<b>4.0</b>
<b>Science</b>	.5 Biology	.5 Biology	.5 Chem.	.5 Chem.	.5	.5	.5	.5	<b>4.0</b>
<b>Social Studies</b>	.5 World Hist.	.5 World Hist.	.5 Early U.S.	.5 Early U.S.	.5 Modern U.S.	.5 Modern U.S.	.5 U.S. Gov't	.5 U.S. Econ.	<b>4.0</b>
<b>Health</b>			.25	.25					<b>.5</b>
<b>PE</b>	.5 Boys	.5 Boys	.5 Girls	.5 Girls					<b>1.0</b>
<b>Career Prep</b>	.25 Career Prep A	.25 Career Prep A			.25 Career Prep B	.25 Career Prep B			<b>1.0</b>
<b>Foreign Language / Art</b>	.5 Arabic	.5 Arabic	.5 Arabic	.5 Arabic	.5 Art	.5 Art			<b>3.0</b>
<b>Electives (Islamic Studies)</b>	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	<b>2.0</b>
<b>Electives at IAA and/or Jeff State Comm College</b>					.25 TBA TBA=to be announced	.25 TBA	.25 TBA	.25 TBA	<b>.5</b>
					*You must have a <b>3.0 GPA</b> and a score of <b>16 or higher</b> on your <b>ACT</b> to attend Jeff State. Any course taken will be counted as an Elective. Each course will be .5 credits.				
<b>Total Credits</b>	<b>7.00</b> (Boys) <b>6.00</b> (Girls)		<b>6.00</b> (Boys) <b>7.00</b> (Girls)		<b>6.50</b>		<b>5.00</b>		<b>24.0</b>
<b>Community Service Elective</b>			.50 =30 hrs		.25 =15 hrs		.25 =15 hrs		<b>1.0</b>

Class of 2018

	2014-2015 9 <sup>th</sup> gr.		2015-2016 10 <sup>th</sup> gr,		2016-2017 11 <sup>th</sup> gr.		2017-2018 12 <sup>th</sup> gr.		Total Credits
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	
<b>Language Arts</b>	.5	.5	.5	.5	.5	.5	.5	.5	<b>4.0</b>
<b>Math</b>	.5	.5	.5	.5	.5	.5	.5	.5	<b>4.0</b>
<b>Science</b>	.5 Biology	.5 Biology	.5 Chem.	.5 Chem.	.5	.5	.5	.5	<b>4.0</b>
<b>Social Studies</b>	.5 World Hist.	.5 World Hist.	.5 Early U.S.	.5 Early U.S.	.5 Modern U.S.	.5 Modern U.S.	.5 U.S. Gov't	.5 U.S. Econ.	<b>4.0</b>
<b>Health</b>			.25	.25					<b>.5</b>
<b>PE</b>	.5 Girls	.5 Girls	.5 Boys	.5 Boys					<b>1.0</b>
<b>Career Prep</b>	.5 Career Prep A	.5 Career Prep B							<b>1.0</b>
<b>Foreign Language / Art</b>	.5 Arabic	.5 Arabic	.5 Arabic	.5 Arabic	.5 Art	.5 Art			<b>3.0</b>
<b>Electives (Islamic Studies)</b>	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	.25 Islam	<b>2.0</b>
<b>Electives at IAA and/or Jeff. State Comm. College</b>					.25 TBA TBA=to be announced	.25 TBA	.25 TBA	.25 TBA	<b>.5</b>
					*You must have a <b>3.0 GPA</b> and a score of <b>16 or higher</b> on your <b>ACT</b> to attend Jeff State. Any course taken will be counted as an Elective. Each course will be .5 credits.				
<b>Total Credits</b>	<b>7.50 (Girls) 6.50 (Boys)</b>		<b>6.00 (Girls) 7.00 (Boys)</b>		<b>6.00</b>		<b>5.00</b>		<b>24.0</b>
<b>Community Service Elective</b>	.25 =15 hrs		.25 =15 hrs		.25 =15 hrs		.25 =15 hrs		<b>1.0</b>