



Islamic Academy of Huntsville (IAH)

2014-2015 Parent & Student Handbook

**1645 Sparkman Drive
Huntsville, AL. 35816
Phone: 256-722-9838 / Fax: 256-721-1752**

islamicacademyofhuntsville@gmail.com

islamicacademyofhuntsville.org

Table of Contents

Mission	3	Records	16
Vision	3	Directory Information	16
Core Values	3	Medication	16
Objectives	3	Communicable Diseases	17
Tactics	4	Emergency Plans	18
Message to Parents	4	Report Cards	18
Code of Ethics for Parents	4	Publicity/Website Policy	18
School Calendar	5	Miscellaneous Polices	18
IAH- An Accredited School	6	Things In Pockets	19
Structure	6	Supplies	19
School Hours	6	Holidays/Birthdays	19
Friday Dismissal	6	Charity and Community	19
Whether A Advisory	6	Service	
Admissions	6		
Requirements for Registration	7	Parent- Teacher Association	19
Restrictions	7	Dismissal Policy	19-20
Financial Assistance	7	Discipline Policy	20-23
Tuition and Fees	8-9	Computer Policy	23
Parent Service hours	9	Internet Terms of use	23-24
Withdrawal	9	Library Policy	24
Assessments	9-10	Care of Books and Materials	24
Attendance	10	Handbook Agreement Form	25
Tardiness	10		
Absences	10		
Dismissal/ Afternoon pick up	10		
Early Pick up	10		
Late Pick up	11		
Student Release Policy	11		
Communication	11		
Important notices	11		
School visitors	11		
Lunch	11		
Lunch Room Rules	11-12		
Field Trips	12		
Parent concerns	12		
Students' Responsibilities	12		
Parents' Responsibilities	13		
Teachers responsibilities	13		
Homework Policy	13-14		
Dress Code	14		
Chance of Clothes	14		
Uniforms	14-15		

Mission:

The Islamic Academy of Huntsville (IAH) believes that all children should have an opportunity to become well-rounded individuals and to mature to their fullest human potential in an Islamic environment that promotes high academic achievement and moral excellence based upon the guidance of the Quran and Sunnah.

Vision:

IAH strives to create an Islamic environment where students will learn to love learning, serve others, and become tolerant individuals.

Core Values:

The Core Values of the Islamic Academy of Huntsville are that we support and emphasize the teaching of Islam to our students who can understand and put into practice:

Value # 1: **Honesty**- We are truthful, sincere, and act with honor.

Value # 2: **Kindness**- We choose to treat others with compassion, courtesy, respect and dignity.

Value # 3: **Responsibility**- We are in control of our own behavior. We do what our teachers ask of us at school to the very best of our ability. We admit when we make mistakes and try to correct them ourselves.

Value # 4: **Service**- We look for ways to help those who are struggling or have less than we do.

Objectives:

- Students will learn the basic tenets of Islam.
- Teachers will offer appropriate intervention for struggling students.
- Teachers will utilize best practices in providing learning experiences for all students.
- Student will have access to support services.
- Students will be exposed to character education through daily experiences.
- Students will participate in community projects.
- Teachers will participate in professional learning communities.

Tactics:

- We will provide a learning environment that is physically safe and emotionally secure for all students, faculty and staff to accomplish our mission and objectives.
- We will increase student achievement in all areas and subjects through differentiated, personalized instruction and the use of best practices that actively engage all students to accomplish our mission and objectives.
- We will provide a variety of experiences to cultivate the development of outstanding character in our students to accomplish our mission and objectives.
- We will integrate technology as a seamless part of the curriculum through the use of technological tools to accomplish our mission and objectives.

MESSAGE TO PARENTS

All praise and thanks belong to Allah, the High Exalted, the Beneficent, and the Merciful. May the peace and blessing of Allah (SWT) be upon his messenger and servant Mohammed (PBUH).

Welcome to Islamic Academy of Huntsville (IAH). The purpose of this student handbook is to inform students and parents of the policies and procedures of IAH.

Education is a partnership between the students, the parents, and the school. It is a partnership to provide quality Islamic education in a positive and supportive environment.

For IAH to be successful, we need your cooperation and support. Parents, please take time to review and discuss the items in the handbook with your children.

After you have reviewed this handbook, please detach, sign and return the last page. Your signature assures that you have received, read, and discussed this handbook with your child. We look forward to a productive and rewarding year.

The website is islamicacademyofhuntsville.org and should give information about the school. Check often.

CODE OF ETHICS FOR PARENTS

As a parent of a student(s) in IAH, you are expected to maintain personal Islamic relations with the child, the child's teacher and all other employees of the school. The parent should recognize the worth and dignity of each child and the importance of devotion to excellence, and the nurturing of Islamic character.

Recognizing the significance of parental support to qualify an Islamic Education, the parent should constantly strive to maintain communication and cooperation between him/herself and the personnel of the school system that in all matters affect the student.

ISLAMIC ACADEMY OF HUNTSVILLE CALENDAR 2014-2015



July '14

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '14

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '14

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '14

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July
July 30^h & 31^h – Teachers Development Days/Workdays

August
Aug. 1st & 4th - Teachers Development Days/Workdays
Aug. 5th –Students’ First Day

September
Sep. 1st – Labor Day Holiday (No School)
Sep. 26th – Collaaborative Day - Half day students

October
Oct. 3rd - End of 1st 9 weeks (41)
Oct. 3rd & 4th -Eid AlAdha (No School)
Oct. 6^h -10th- Fall Break(No School)
Oct. 31st – Collaborative Day - Half day students

November
Nov. 11th – Teacher Workday (No school for student)
Nov. 15th –
Nov. 26th –Half day for student and the staff
Nov. 27th to 28th – Thanksgiving Holiday (No School)

December
Dec. 19th End 1st Semester(47) (88) Half day for students
Dec. 12th- Geography Bee
Dec. 20th- End of the 1st Semester(42) (Half day for Student)
Dec. 22nd to Jan.2nd – Winter Holiday (No School)

January
Jan. 5th – Teachers’ Development Day
Jan 6th – Students Return
Jan 19th – Martin Luther King Holiday (No School)

February
Feb. 13th – Collaborative Day - Half day students
Feb. 16th - President’s Day Holiday (NO School)

March
Mar. 6th – End 3rd 9 weeks(50)(180)
Mar.23rd to 27th –Spring Break

April
Apr. 17th – Collaborative Day - Half day students

May
May. 18th – Graduation Day
May. 22nd – End 2nd Semester (49)(180) Half day for student
May. 25th Memorial Day Holiday (No School)
May. 26th – Teachers Last workday

- Student Instructional Day
- Teacher Workdays/Professional Development
- Holidays- Emploeyss/ Students
- Teacher Collaborative Day- Half day for student .
- Weather day
- Half day for Student & teachers

	Student Day	Teacher Days
First Semester	89	94
Second Semester	<u>91</u>	<u>93</u>
	180	187

Grading Period	Progress Report	Report card
Aug.5 -Oct.1	09/12/2014	10/01/2014
Oct. 13-Dec.19	11/07/2014	12/19/2014
Jan. 6-Mar.6	02/06/2015	3/06/2015
Mar.9-May22	04/08/2015	5/22/2015

January '15

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '15

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '15

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '15

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Requirements for Registration:

Pre-K:

- A child must be two years and six months old at the time of registration. The child must be toilet trained prior to the admission to the program.
- A non-refundable registration fee of \$100.00 has to be paid at the time of registration to reserve a seat for the child.
- If a pre-school student misses the school for a month or more, and does not pay the required tuition fee, the student has to be re-registered. At the time of re-registration, the admission will depend on spot availability in pre-school.

Kindergarten and above:

- The student has to successfully pass 1st grade readiness evaluation in the end of Kindergarten.
- Students transferring from other schools must submit certified copies of most recent transcripts and school reports from other school or they have to complete the form "REQUEST FOR RELEASE OF PREVIOUS SCHOOL RECORD".

Restrictions:

- All new students may be tested to assess their command of English language. Acceptance may be influenced by the test results.
- After accepting a child, if it is determined that he/she has inadequately familiarity with the English language, the child may be asked to transfer to an ESL program as such programs are not available at IAH.
- After accepting a child, if it is determined that he/she has emotional or behavioral problems and/or severe learning disabilities, the child may be asked to leave as programs are not available at IAH to meet the needs of these children.

FINANCIAL ASSISTANCE:

Financial assistance is available to families who qualify under set income guidelines. Please see the office for an application and list of income guidelines. Application for financial aid must be made prior to the beginning of the school term and require income verification.

TUITION AND FEES for 2014-2015

<u>Fee</u>	<u>Yearly</u>	<u>Monthly</u>
Registration Fee for New students	\$100.00	
Registration Fee for Returning students	\$50.00	
Testing Fee (1 st -7 th)	\$65.00	
Book Fee (K)	\$220.00	
Preschool Supply Fee	\$150.00	
Book Fee (1-7)	\$260.00	
Elementary Tuition (K-5) First Child	\$3,850	\$385.00
Middle Tuition(6 th -7 th)	\$4,050	\$405.00
Elementary Tuition (K-5) Second Child	\$2,750	\$275.00
Middle Tuition(6 th -7 th)	\$2,850	\$285.00
Elementary Tuition (K-5) Third Child	\$2,350	\$235.00
Middle Tuition(6 th -7 th)	\$2,500	\$250.00
Preschool Full Day Program	\$4,450	\$445.00
Preschool Five Half Days	\$3,800	\$380.00
Preschool Three Full Days	\$3,600	\$360.00
Preschool Three Half Days	\$3,200	\$320.00
Snack Fee (Preschool and Kindergarten)	\$250.00	\$25.00
Pizza Fee	\$200.00	\$20.00
Science lab fee (Middle School)	\$30	
Library school fee for all (PK-7 th)	\$30	

Tuition is **due on the first day** of the month. Tuition is past due on the sixth day of the month. There will be an added late fee of \$25 as of the sixth day of the month. Returned checks will be assessed a \$35 service charge. If payment is not made in accordance to this policy, IAH shall have the right to refuse to admit the child and/or to terminate enrollment.

As disbursements of the school are in no way lessened by the departure or absence of a student, refunds and/or credits cannot be given for absences, even extended absences of several weeks. If your child enrolls in IAH in the middle of the month, tuition is based on the first day of attendance and will be prorated. Tuition is not prorated for the child who withdraws before a month ends.

Limited need-based tuition assistance is available. If you are in need of tuition assistance, applications are available in the office. All applications for financial assistance are strictly confidential.

PARENT SERVICE HOURS

Each family is required to perform 10 hours of school service per year. This is your school and your child will benefit greatly from your involvement. You may choose from a variety of jobs that can be done at the school or at home. Any hours not fulfilled by the end of the school year may be billed at the rate of \$10 per hour.

WITHDRAWAL

Should you plan to withdraw your child during the school year for any reason, you must notify the school in writing at least two weeks in advance, sooner if possible. Your tuition for the month during which you leave is not refundable. If you fail to provide at least two weeks' notice, you will be charged for an additional month's tuition as well as any expenses the school incurs collecting these fees.

In the event of a student's transfer to another school, for whatever reason, IAH may provide pertinent information and records to requesting schools, only when all fines and fees are paid.

ASSESSMENTS

PRE-SCHOOL

At the end of the academic year, all Pre-K students are given developmentally appropriate screenings and assessments, both academic and emotional, in their natural learning environment. These assessments DO NOT determine an accelerated placement

KINDERGARTEN

Children in the Kindergarten class will be tested for academic and emotional readiness at the end of the academic year. These assessments DO NOT determine an accelerated placement.

GRADE 1-8

Prior to admission, students applying for grades first through seventh may be administered the STAR Reading Test and other tests as necessary to determine reading level and English proficiency. The results of this exam may be used for transmission.

Islamic Academy of Huntsville annually administers the SAT to students in grades 1-8. Tests for Reading, Language Arts, and Math are tested in all grades.

ATTENDANCE

IAH believes good student attendance and punctuality are essential for a successful school experience. When a student is not in school, he/she misses valuable instructional time. The State of Alabama requires that every child age seven and above attend school every day and on time. Insufficient attendance can result in repeating a grade and/or may be reported to the state. Parents are responsible for student attendance.

TARDINESS

Students in Kindergarten and above are considered late at 7:50 am. Tardies are recorded. An accumulation of three tardies will result in contact from the school. Students WILL Not be admitted to class or assembly without a pass from the office. Parents MUST accompany and sign the child in if he/she arrives after 7:50 a.m.

ABSENCES

Parents must notify the office by 8:00 am on days a student is absent and please give a specific reason for the absence. Students may be required to make up missed work. Sometimes makeup work is impractical as in the case with standardized tests or science experiments. Parents are responsible for student attendance. Excessive absence will result in a conference with the Principal.

DISMISSAL/AFTERNOON PICK UP

Dismissal begins at 3:30 pm. Parents must follow the dismissal procedure. Students will be in carline holding in the gym from 3:25-3:30. If you plan to stay at the masjid you must park in the front of the center. If you are picking up your child you will come to the side by the gym for pickup. All students will be dismissed from the gym door for safety reasons; last year numerous problems with traffic and unknown visitors concerned the teachers.

IAH will only release students to individuals listed on the student release form on file in the office. It is your responsibility to keep this information updated.

EARLY PICK UP

After arrival at school, a student is not allowed to leave school without permission from the office. Parents must provide a valid excuse (doctor appointment, family emergency or illness). **The following procedure MUST be followed.**

1. Notify the school office before arrival by sending a note or calling.
2. Pick up the child from the school office
3. Sign the child out.

Teachers may not release students from the classroom for early dismissal.

LATE PICK UP

School timings are from 7:50 am to 3:30 pm. Any pick up after 3:30 is considered late and fees will be applied. \$10 will be charged for the first 15 minutes and then \$1 for every additional minute. Parents will be asked to sign a log indicating pick up time and fee will be paid immediately.

STUDENT RELEASE POLICY

IAH will release students **ONLY** to parents and individuals listed on the student release form on file in the office. **Please be sure that individuals listed on this form live in the immediate area, as family or friends who live out of town will be of no help in the event your child must be picked up early and IAH is unable to contact you.** Persons listed on this form do not have to be family they could be anyone from the community, a neighbor, or an IAH staff member. As any changes are made through the school year, the student release form must be updated.

COMMUNICATION

The following methods are used to keep parents informed of how their children are progressing in school:

IMPORTANT NOTICES

- ❖ **THURSDAY FOLDERS are sent home weekly. This is your most important source of information:** weekly work, schedule, teacher notes, teacher email, and/or teacher website should also be checked often.
- ❖ Important notices are often posted on the school doors.
- ❖ Five-week progress reports are sent to parents.
- ❖ Report cards are issued at the end of each nine weeks.
- ❖ Mandatory parent-teacher conferences are held at the end of the first nine weeks and by request of the teacher or parent at any other time during the year
- ❖ Parent/Executive Committee meetings are held once a quarter.
- ❖ Parents are encouraged to have open communication with teachers. To set an appointment with the teacher send a note with your child or call the office.

SCHOOL VISITORS

For the protection of our students and school employees, during school hours, parents and all other persons visiting the school for any purposes are required to go to the school office immediately upon entering the building to report their presence and business.

LUNCH

Children are required to bring a nutritious lunch with them. Please inform the administration and your child's teacher of any allergies your child may have. Do not send sodas or any food/drink that needs refrigeration.

LUNCH ROOM RULES ** No use of microwave allowed

- 1) Use Islamic manners at all times.
- 2) Use silverware correctly.

- 3) Do not play with food.
- 4) Remain seated unless permission is given.
- 5) Do not touch other people's food.
- 6) Talk only when seated at the table and use a soft voice.
- 7) Students MAY NOT trade food.

**When a student forgets lunch, the parent will be called to bring lunch for the student, as teachers and staff cannot provide lunch for safety reasons.*

FIELD TRIPS

A permission form must be signed by the parent or guardian and returned to school before a student is allowed to leave the school on a student trip. All field trips must have adequate adult supervision. Parents will be invited to accompany students as supervisors. This will count toward your volunteer hours.

PARENT CONCERNS

Parent concerns and problems that may arise from time to time should be resolved at the immediate level. Parents are required to adhere to the following procedures:

- 1) **Consult with the classroom teacher.**
- 2) If the problem cannot be resolved with the teacher, a written complaint should be made with a request to meet with the principal.

- 3) If the problem is not resolved with the principal, send a written complaint to the IAH committee.
- 4) If the parent still has concerns, contact the Secretary of Education who will resolve the problem.

All complaints beyond those addressed to the homeroom teacher must be in writing. The parent will receive a written response within three working days of the conference or review of the written concern. Parents may proceed to the next working step after written notification of any unsatisfactory decision.

STUDENTS' RESPONSIBILITIES

Students have the right to express their opinions verbally and symbolically as long as such expression does not interfere with Islamic manners and the rights of others. School officials have the authority to ensure that student expression is responsible and is not disruptive.

Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- ❖ Behaving in an Islamically responsible manner.
- ❖ Attending all classes, regularly and on time.
- ❖ Being prepared for each class with appropriate materials and assignments.
- ❖ Showing respect toward others.
- ❖ Being appropriately dressed and groomed.
- ❖ Obeying all school rules, including safety rules.
- ❖ Showing proper restraint, if confronted by other students and reporting such incidents and violations to teachers or principal.

PARENTS' RESPONSIBILITIES

- ❖ Parents should offer their child a healthy breakfast before school.
- ❖ Parents have the responsibility to bring their children to school on time and pick them up on time.
- ❖ Parents have the responsibility to follow Islamic standards and dress students modestly.
- ❖ Young children need 10-12 hours of sleep each night. Parents have the responsibility to see that their children are well rested before coming to school.
- ❖ Parents are highly encouraged to show support for IAH by participating in school functions and communicating with school personnel.
- ❖ Parents must show respect for school personnel.
- ❖ Parents are responsible for providing a quiet, well-lighted place for the student to do his/her homework and for scheduling homework time in a way that will not interfere with other activities.
- ❖ Parents must review their child's homework and sign any forms requested by the child's teacher.

TEACHER RESPONSIBILITIES

Teachers have the responsibility to:

- ❖ Provide a safe and nurturing classroom environment using effective classroom management techniques.
- ❖ Establish clear and concise classroom rules including consequences of misbehaving.
- ❖ Teach students to develop and practice self-discipline.
- ❖ Be punctual and have regular attendance.
- ❖ Be prepared to perform their duties with appropriate preparation, assignments, and resource materials.
- ❖ Comply with IAH school policies, rules, and regulations as outlined in the Parent/Student Handbook and Faculty Handbook.
- ❖ Establish good communications and an effective working relationship with parents, students, and other staff members.
- ❖ Encourage good work habits that will lead to success in meeting personal goals.
- ❖ Serve as appropriate role models for students, in accordance with the standards of the teaching profession and according to the Quran and Sunnah.
- ❖ Interact with parents to mutually resolve any disciplinary problems the students may have.
- ❖ To enforce discipline techniques in compliance with Islamic school policies.

HOMEWORK POLICY

Students are expected to complete all assigned homework in accordance with the classroom teacher's written homework policy. Homework consists of school related projects or assignments that are completed outside the regular school day. Both the time and the nature

of the homework will vary according to factors such as age, grade, special needs of the individual student, and the units of study in the classroom.

Grade	MAXIMUM Homework Time
K - 2nd	10 - 30 minutes
3rd - 5th	30 - 60 minutes
6th - 8th	2 hours

DRESS CODE

Proper school dress encourages good conduct, higher self-esteem, and respect for others. Good personal grooming habits are an essential part of Islam. Students are required to wear the appropriate school uniform each day. Clothes that are torn or missing zippers, buttons, etc. are not proper school uniform. Students who do not comply with the IAH dress code will be asked to wait in the office until parents bring a change of clothes.

CHANGE OF CLOTHES

On the first day of school, each preschool through first grade student must bring a complete change of clothes (top/bottom, underwear and socks) in case of toilet accidents or spills. Occasional accidents are normal and no cause for alarm. Parents are asked to label each item of clothing.

Please bring a shirt, with the child's name clearly written, to put over the child's clothes for art projects.

- ALL girls must wear tights or shorts under skirts and dresses.
- Clearly label ALL coats, sweaters, and scarves with student's name.

UNIFORMS

IAH Uniform

K- 5th grade

Boys

- Khaki dress pants or knee length shorts
- White shirt WITH collar
- Black or brown dress shoes or loafers

K-5th grade

Girls

- Khaki dress pants, jumper, or skirt (below the knee in length with white tights)
- White shirt WITH collar
- Black or brown dress shoes

6th - 8th grade

Boys

- Khaki colored dress pants
- Sky blue polo shirt WITH collar
- Black or brown dress shoes

6th- 8th grade

Girls

- Khaki colored dress pants, full length skirt to ankle or jumpers with navy joggings
- Sky blue polo shirt with a collar
- Black or brown dress shoes
- White colored hijab and white under piece / scarf optional; available in IAH office for purchase

Gym uniform

- Navy blue sweat pants/ windbreaker pants
- K-5 grade white shirt and 6th -8th sky blue shirt (no graphics or print)
- White colored hijab/ scarf optional
- Tennis shoes are mandatory
-

Friday Dress Code (Mandatory):

- Khaki Colored Slacks ONLY
- White long sleeve button down dress shirt for K-5; 6th – 8th will wear their blue shirts
- Black or Brown dress shoes or loafer/No Tennis Shoes
- Mandatory Plaid Tie (IAH designated print purchased in IAH office)
- full length skirts required for Friday prayer
- Mandatory blue vest or Blue Cardigan (embroidery/Upper left side purchased at Educational Outfitters)

All students

- Solid navy blue sweaters or sweatshirts (school logo on upper left) on cold days

Uniforms, hair and nails should be kept neat and clean. Hair should be kept in a ponytail if it is long enough to tie up. For grades 6th through 7th, students are expected to follow Islamic rules in regards of covering and modesty. Uniform inspections will be conducted on a regular basis and warnings issued for infractions. Students will not be permitted to attend classes unless they are in the proper uniform. Parents will be given the option to bring the uniform to school or to come and take child home.

*Educational Outfitters is a uniform store located at 97 Hughes Road in Madison, AL (256-464-6151). In apx 1-2 weeks they will have our logo for items to be embroidered or pressed on. This will include polo's, vests, cardigans, or sweatshirts. The store will stock our tie, ribbons & full length skirts required for Friday prayer. Logo will be encouraged but optional this year.

*Uniforms, hair & nails should be kept neat and clean. Uniform inspections will be conducted on a regular basis and warnings issued for infractions.

RECORDS

The parents of a student may inspect and review education records pertaining to their student. The parent of a student may request that educational records pertaining to their student be amended or may write a challenge or disagreement to be inserted as part of the student educational record.

DIRECTORY INFORMATION

Parents who object to the disclosure of any or all items specified as directory information shall place objection on the file with the school at the time of the student enrolment. Information classified as “directory information” by definition includes: the student’s name, address, telephone number, date and place of birth, names and addresses of parents, dates of school attendance, the school presently attending as well as previous schools attended, diplomas and awards for which nominated, considered, and/or received, and class rankings or ranking associated with special awards, scholarships, or testing programs.

Directory information also includes the students’ comments and observations as well as photographs, recordings, films, and video tapes of the students or in which the student is included, or is a part, for school publications or productions (includes all media as well as live performances or presentation, and/or other governmental agencies, publications, or purposes, and/or the public).

MEDICATION

Students may not have prescription or non-prescription medication in their possession during school hours on school premises or at school-sponsored events and field trips away from school. Student must take any medication only in the presence of an authorized school official.

- A) Prescription Medication- Prescription medications will be administered by authorized school personnel or taken by a student in the presence of authorized school personnel only if a properly completed medication release form is on file in the principal’s office.
- B) Non-prescription medication- Non-prescription and dietary supplements administered in accordance with the same precedence and requirements used for prescription medication. The form must be signed by both the parent and the physician, must address extended use, as well as dosages.
- C) Transportation of medications to school: Students are not allowed to transport any type of medication to the school. Parents must transport medication.
- D) Field trips: For medication, field trip planning considers transportation and transit time. Documentation for medications normally administered outside of school must be completed by the parent and available to the Principal before the trip departure.

COMMUNICABLE DISEASES

A student maybe excluded from school if the student is known to have a communicable disease or parasite known to be spread by any form of casual contact and considered a health threat to the school population. The principal has the authority to exclude any student, and the exclusion will be for a period of time prescribed by a nurse or physician. If requested by the principal, a statement of clearance from the Department of Health, a nurse, or a physician will be required before the student may return to school, and the school will advice the parent of conditions to be satisfied prior to the student's return to school.

In accordance with public health guide lines designed to decrease the spread of communicable diseases, a student will not be allowed to remain in the school and will be dismissed with the evidence of the following or similar conditions and a parent will be called to pick up the student.

- 1) Temperature of one hundred (100) degree F or higher.
- 2) Vomiting and/or diarrhea within the last eight hours.
- 3) Productive cough.
- 4) Rashes of unknown origin. (Student may be readmitted with evidence of physician diagnosis and treatment required.)
- 5) Conjunctivitis. (Student may return to school after having undergone a minimum of twenty-four (24) hours of treatment.)
- 6) Streptococcus or other infection. (Student may be readmitted with the evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment.)
- 7) Impetigo. (Student may be readmitted with the evidence of physician diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment. Lesions must be covered when the student return to school.)
- 8) Scabies. (Must be treated overnight with proper medication, and parent must accompany student to school for the student to be rechecked by the principal for readmission.)
- 9) Ringworm. (Must be treated with proper medication for minimum of twenty-four (24) hours before returning to school. Lesions must be covered when the student returns to school.)
- 10) Head lice. (Must be treated with proper medication. Parent must accompany student to school for the student to be rechecked for readmission. The student must be free of all nits (eggs) and live lice.
- 11) Undiagnosed open sores. If the student has an open sore that appears infectious (oozing fluid or pus), the student must see a physician, be treated as necessary and present evidence of physician diagnosis to be readmitted.
- 12) DISEASES NOT SPREAD BY CASUAL CONTACT: Will be handled on a case-by-case basis.

EMERGENCY PLANS

It is understood that when a child is injured at school, a staff member will administer suitable emergency first aid. If the injury is believed to need further attention, the parent will be contacted. If the parent cannot be reached, the person listed on the child's Emergency Form and the child's physician will be contacted. **Please keep this form up-to-date.**

In the event of a severe injury, the child will be taken directly to the nearest Emergency Room (Huntsville Hospital) and the parent will be contacted immediately. The child will be transported by ambulance at the parent's expense.

In the event of a tornado warning, the children will be taken to safe areas of the building where they will sit quietly until the warning has been cancelled. We advise parents not to attempt to pick up children during a tornado warning, as you and your child may be safer indoors. Fire and tornado drills are held regularly and these procedures will be followed in the event of an actual emergency.

In the event of a fire, power failure, frozen pipes, or other problem that would interfere with the children's well being, you will be contacted immediately to pick up your child from school. In the event of a toxic spill, gas leak, earthquake or other emergency that would require evacuation to a specified location as directed to do so by authorities you will be contacted as soon as possible to pick up your child.

REPORT CARDS

Report cards will be sent home at the end of every nine weeks for Kindergarten through 7th grade. Grading is based on quality of work, completion of assignments, and teacher judgment. The teacher is the final judge of all grades.

PUBLICITY/WEBSITE POLICY

From time to time, photos of students or their work will be used for media and for advertising. Parents are asked to file a statement regarding the use of the image of their child.

MISCELLANEOUS POLICIES

SHOW AND TELL

Children love to share things from home and may bring things for "show and tell" at group time, when requested by the teacher. Appropriate items include nature items, postcards, and favorite books. **Children may bring items from home for "show and tell" only.** Remember that toys are often a source of disputes and can be lost or broken. Weapons or

“Super Hero” toys are not allowed. Students are not permitted to give things they bring from home to other students.

THINGS IN POCKETS

Occasionally small pieces of school materials accidentally make their way into pockets. They may not seem very significant but they take time and money to replace. If you find any strange objects in your child’s pockets, please return them to school. There is no need to scold younger children, just explain that school items stay at school.

SUPPLIES

The supply list will be distributed by your child’s classroom teacher at the beginning of the school year. The teacher may occasionally request additional supplies as the year progresses.

HOLIDAYS/BIRTHDAYS

IAH officially observes Ramadan, ‘Eid al Fitr and Eid al Adha. Other holidays are discussed as part of the curriculum. Children are not expected to observe non-Islamic holidays.

Observation of birthdays is limited to a congratulatory acknowledgement. **Birthday cakes, hat, balloons etc. are not permitted.** Parents may provide the afternoon snack for that day.

CHARITY AND COMMUNITY SERVICE

Every teacher has a sadaqa collection jar in the classroom. Students are encouraged to bring earned and found monies to put in the sadaqa jar. Sadaqa is collected from teachers once a week and sent to a charitable organization.

Every Thursday is Dress down day for sadaqa. Children are allowed to wear regular appropriate clothes in exchange for sadaqa. Students will participate in community service projects throughout the school year.

PARENT-TEACHER ASSOCIATION

The IAH PTA is formed through the National Parent Teacher Association. The PTA’s goal is to raise funds to support academic and extracurricular programs and enhance the school community. You will be invited to join at the beginning of each school year. This is one of the best ways for parents to participate in their children’s education.

DISMISSAL POLICY

- If a child exhibits repeated behavior problems that cannot be improved by normal discipline techniques, a conference will be set up for the parents, teachers who have observed the behavior, and the principal. If the behavior is not corrected and the child is

causing disruption or danger to other children, the parents will be asked to remove the child from IAH for a period as specified by the IAH Committee. Upon readmission, a probationary period will be given by the Principal to monitor the child's behavior. If the behavior still exists during the probationary period, IAH reserves the right to terminate the child's enrollment.

- If a monthly tuition installment has not been made by the sixth day of the month, verbal or written notice will be given. If the tuition payment and the late fee are not paid within five days (or arrangements made) the child may be dismissed from school.
- There is a six-week adjustment period for all children. Keep in mind that each child is different and some take longer to adjust than others. Please be patient and talk with the teacher if you feel your child is not happy. Likewise, the teacher will notify you if she feels that your child is not adjusting well. We reserve the right not to accept or to dismiss a child that we feel is not ready for school or for other reasons, including but not limited to, academic, behavioral, or financial concerns. Dismissal is at the discretion of the Principal and the Executive Committee.

DISCIPLINE POLICY

CLASSIFICATION OF VIOLATIONS AND CONSEQUENCES

The following lists of violations are classified according to their relative seriousness. These lists are not intended to contain all violations of the code nor all the rules, regulations, and procedures of the school. They are intended as a guide for parents, students, and school officials in handling violations and consequences. When violations occur and are not found within any one classification, the principal or designee determines the classification and consequences. Principal and teachers will assess each disciplinary situation separately with regard to the student and passed disciplinary practice to determine an appropriate consequence for a given violation by the student. Resulting consequences for students may differ.

CORPORAL PUNISHMENT: Corporal punishment is not administered in school.

Class I Violation:

1. Distraction of other students
2. Intimidation or harassment of a student.
3. Unauthorized organization.
4. Non-direct use of profane language or obscene manifestation.
5. Misbehaving inside the Masjid or during prayer time.
6. Dress code violations.
7. Unexcused absence from class or classes or school for part of a day.
8. Refusal to complete class assignment.
9. Unauthorized use and/or abuse of school or personal property.
10. Littering of school property.

11. Any other violation that the teacher may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances.

Class I Consequences

1. Conference with the student
2. Verbal reprimand
3. Required Written Reflection
4. Withdrawal of privilege
5. Parent conference.
6. Temporary removal from class.
7. Owing time (student owes time for the distraction caused in class. Example: Student disrupts class for 5 minutes by talking out of turn; receives 5 minutes consequence for the time wasted.)

Class II Violations

1. Refusal to follow appropriate directives from a responsible adult.
2. Use of profane language or obscene manifestation
3. Verbal abuse or disrespect (verbal, written, or gesture directed toward another person)
4. Vandalism/property damage

5. Theft of property
6. Possession of stolen property with the knowledge that it is stolen
7. Threats/extortion
8. Inappropriate physical contact (See note)
9. Dishonesty
10. Providing false information to a teacher or the principal
11. Repeated Class I violation
12. Cheating
13. Forgery of school records and/or forms
14. Throwing objects that can cause bodily injury or damage to property (Rocks etc.)
15. Attempting to access direct or by trying to defeat school-applied blocks on school computers, any internet world wide web-sites or content prohibited by school rules or regulation
16. Unauthorized use of telephones
17. Individual or group conduct resulting in demeaning, belittling, intimidating or otherwise harassing another person by verbal, written, electronic or other means of communication
18. Any other violation that the principal and the teacher may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances.

Note: This violation is committed whether or not there is mutual consent. If there is obvious mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent) both/all parties involved have committed the violation and are dealt with accordingly.

Class II Consequences

1. Temporary removal from class
2. Detention
3. Out-of-school suspension
4. Dismissal
5. Other consequences determined to be reasonable and appropriate by the school principal.

CLASS III Violations

1. Arson
2. Robbery
3. Criminal mischief
4. Bomb threat
5. Fighting
6. Inciting or participating in major student disorder
7. Unjustified activation of fire alarm or fire extinguisher
8. Refusal to perform obligatory and practice prayers
9. Physical assault causing physical harm to or threatening physical harm to students, school employee, or other persons on school grounds or at a school activity elsewhere or at any other location if the students' conduct is potentially disruptive to the educational environment in the school or on school grounds
10. Preparing and/or igniting and incendiary or explosive device
11. Sale and/or use of a tobacco product
12. Selling, purchasing, furnishing, giving, using, and/or being under the Influence of alcoholic beverages or illegal drugs
13. An unauthorized accessing of or changing information in school computers or endangering or causing harm to another individual's or to the school's or school system's computers, data, and files stored there on, or settings, to include the international introduction of a computer virus, or/and an international introduction of a computer virus arising out of failure to comply with the school computer procedures.
14. Repeated class I and II violations.
15. Gang activity (in or out of school)
16. Perjury or lying as a witness during a school investigation.
17. Sexual offence, to include exposure of private body parts or compromising or an abetting in the compromise of the modesty of another individual (see note below.)
18. Bypassing, disabling, attempting to bypass or disable, or cooperating in an attempt to bypass or disable any security device, person, or procedure in a school or established for a school activity, to include participation requirements established by any responsible adult at or away from school.
19. Harassment of a student or a school system employee of a threatening, sexual, or abusive nature at school, on school grounds, or at school sponsored activity elsewhere, or of any other person at or from any other location if the conduct is disruptive or potentially disruptive to the educational environment in the school or on school

grounds. Harassment under this offence may consist of verbal or non-verbal communications or written communications delivered by any means.

20. Egregious individual or group conduct resulting in demeaning, belittling, intimidating or otherwise harassing another person including verbal, written, electronic or other means of communication.

21. Any other violation that the principal and the teachers may reasonably deem to fall within this category after investigation and consideration of extenuating circumstances.

Note: This violation is committed whether or not there is mutual consent (as indicated by the absence of resistance, failure to avoid, or admission of consent), both/all parties involved have committed the violation and are dealt with accordingly.

Class III Consequences:

- 1) Out-of-school suspension.
- 2) Dismissal
- 3) Restitutions and/or undoing of actions where appropriate.
- 4) Other consequences determined to be reasonable and appropriate by the school principal and the teachers.

COMPUTER POLICY

Each class, preschool through 8th grades, is scheduled for computer class twice a week. Children will be taught basic typing skills and computer knowledge. An adult will supervise use of the Internet at all times.

INTERNET TERMS OF USE:

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The staff of IAH will incorporate regulations for the use of technology and their ruling will be final. The principal and the teachers of IAH may deny, revoke or suspend Internet access due to a student's inappropriate use.

Acceptable use:

The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Internet access must be in support of education and research and consistent with educational objectives of IAH. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulations is prohibited. This include, but is not limited to, copy right material, threatening or obscene material, or material protected by trade secrets.

A student may not:

- Write or draw anything profane, abusive, obscene, or not appropriate for school.

- Record, copy, or import sounds that are profane, abusive, obscene or not appropriate for school.
- Alter any files on the computer except those owned by the user; no changing file or folder names, deleting files or folders, no moving files or folders
- Change any computer system setting including system files, desktop appearances, and icons unless instructed to do so by a teacher or the technology manager
- Connect or disconnect any cables or peripherals unless approved by either a teacher or the technology manager
- Touch another student's computer or disk unless instructed by the teacher or the technology teacher
- Use the computer or network for financial gain, commercial activities, or for any illegal activity.

LIBRARY POLICY:

Two books and one video/cd/dvd may be checked out a time. Materials can be checked out for one week. IAH materials are available for check out to IAH students and staff only. Parents are responsible for materials checked out of the IAH library. For items that are not returned, parents will receive a notice that includes the cost of replacing the material. The total will be added to your monthly tuition and fees.

CARE OF BOOKS AND MATERIALS

Students may not write on, draw on or misuse any library material or classroom material. Parents will be asked to replace damaged materials.

Handbook Agreement Form

I _____, parents of _____ have read and understand the guidelines and rules set forth by the Islamic Academy of Huntsville for the 2013-2014 school year. I understand that the rules and regulations as they are stated in the handbook cannot and will not be changed for any reason.

Signature of Parent(s)

Date

Signature of Principal

Date