



# Parent-Student Handbook 2023-2024

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## **Welcome to Islamic Academy of Huntsville!**

We're so happy to have you here at IAH. The purpose of this handbook is to inform parents and students of the policies and procedures at IAH. We know that education is a partnership between the school, staff, parents, and students. At IAH we believe that an Islamic education is one of the best investments a parent can make to secure success for their child's future. IAH staff and parents work together to provide a quality Islamic environment and education. Communication between IAH and parents is essential. This handbook will lay out all the rules, expectations and much more. Please take time to review and discuss the information and guidelines in this handbook with your child. If you have any questions feel free to call/email the office. We want to work closely with you to provide the best education possible for your child. Remember that the safety of your child is our number one priority.

## **About Us**

The Islamic Academy of Huntsville (IAH) was established in 1997 as a private Islamic school serving the North Alabama area. It was founded by parents, community members, and the board of Huntsville Islamic Center. IAH has now developed into a full time independently accredited school offering classes from Preschool to 6th grade. Since its founding IAH has been committed to making the school accessible and affordable to all.

## **Equal Education Opportunity**

IAH does not discriminate based on race, color, religion, national origin, or sex in providing educational services and activities. Questions or concerns about discrimination of students on any of the bases listed should be directed to the principal.

## **Mission**

IAH is dedicated to the Islamic, intellectual, social, personal, physical and spiritual growth of students to promote excellence. IAH will do so by creating a safe, welcoming, God conscious environment that inspires leadership and a global perspective that promises success based upon the guidance of the Quran and Sunnah.

## **Vision**

IAH is the foundation that helps students transition to higher educational systems as well rounded, responsible learners, citizens, and leaders of tomorrow equipped to face the challenges of this world and beyond.

## Beliefs

1. Islam is a perfect and comprehensive way of life.
2. Islam guides spirituality, education, science and technology, economics, politics, law, entertainment, social affairs, in fact all aspects of our lives.
3. Islam aims to secure happiness and prosperity to mankind in this life and in the hereafter. The real success is succeeding in both lives.
4. Islam represents perfect unity between faith and practice. By applying the core values we seek excellence in character.

## Core Values

### Faith

- A. Belief in one God.
- B. Belief in Muhammad (SAW) as the messenger and the seal of the prophets.
- C. Belief in Quran as a guidance to the believers, verifying the previously revealed scriptures.
- D. Purifying one's intentions to serve our Creator.
- E. Excelling in every aspect of life.

### Honesty

- A. Being truthful at all times
- B. No stealing
- C. No cheating

### Cleanliness.

- A. Personal hygiene
- B. Neat and clean appearance
- C. Keep backpacks clean and organized.
- D. Pack lunch boxes neatly.
- E. Clean and organize your personal space when in the classroom.
- F. Help teachers keep the classrooms spotless.
- G. Dispose of trash properly.
- H. Keep your school, playground and masjid clean.

### Kindness

- A. Treating others with compassion, courtesy, and dignity.
- B. Embracing different perspectives (empathy).

### Responsibility

- A. Taking Ownership.
- B. Controlling and analyzing one's behavior.
- C. Admitting when one makes mistakes and trying to correct them.
- D. Taking care of each other as well as the environment.
- E. Taking care of school property: Books, furniture etc.

## Justice

- A. Being fair with everyone.
- B. Giving each person what is their due.
- C. Not usurping anyone's rights.

## Respect

- A. Listening to others and not interrupting.
- B. Disagreeing politely.
- C. Apologizing when one is in the wrong.
- D. Showing gratitude when helped.
- E. Complimenting the achievements of others.

## Service

- A. Being proactive about identifying needs or problems.
- B. Helping those who are struggling or have less.
- C. Giving to the community at large.
- D. Donating your time and materials.

# Admissions Requirements

## Pre-School:

- A child must be three years old before enrolling at IAH. The child must be independently using the bathroom (potty trained) prior to admission.
- A non-refundable registration fee of \$100 has to be paid at the time of registration to reserve a spot for your child.
- If a Pre-K student misses school for a month or more, and does not pay the required tuition fee, they risk losing their spot and must re-enroll paying all fees.

## Pre-K:

- A child must be 4 on or before September 1st of the new school year to enroll in Pre-K.
- A non-refundable registration fee of \$100 has to be paid at the time of registration to reserve a spot for your child.
- If a Pre-K student misses school for a month or more, and does not pay the required tuition fee, they risk losing their spot and must re-enroll paying all fees.

## Kindergarten and First Grade :

- State law requires that students be 5 on or before September 2nd of the new school year to enroll in Kindergarten.
- State law also requires students to be 6 on or before December 31st of the current school year, to enroll in first grade.
- The student has to successfully pass a grade readiness evaluation in order to be promoted to the next grade level. The teacher will assess the student to see if he/she is emotionally and socially ready.
- Preschoolers and Kindergarteners, regardless of age, will be tested in order to advance to the next grade. Previous preschool experience is taken into consideration.

## 2nd - 6th grade

- All new students will be tested to assess their command of the English language.
- After accepting a child, if it is determined that he/she has limited familiarity with the English language, the child may be asked to transfer or be re-assessed as such programs are not available at IAH to meet their needs.
- 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 transfer or be re-assessed as such programs are not available at IAH to meet their needs.

## Tuition

- Tuition is due on the first day of the month. There will be an added late fee of \$30 added to the balance after the 5th automatically.
- Returned checks will be assessed a \$35 service charge. IAH has the right to refuse to admit the child and/or to terminate enrollment if balance is not paid in full.
- Tuition is not prorated for any reason.
- Sibling discounts do not apply to Pre-K students.
- Refunds and/or credits cannot be given for extended absences as this ensures your spot is guaranteed

## Tuition Table

\$550	Pre-K Full Time
\$490	Pre-K Part Time
\$515	KG - 6th

## Fees\* Table

\$300	PreK
\$430	Kindergarten
\$460	1st - 2nd Grades
\$535	3rd - 6th Grades

\*Fees include registration, book, science lab, library, testing and supply fees. Other activities (e.g.: field trips, t-shirts etc) will have an additional charge.

## Application Process

- Complete a form in person or online.
- Schedule an interview with the teacher, and principal.
- Have your registration fees ready.
- Bring the following paperwork:
  - ◆ Immunization Records
  - ◆ Birth Certificate (or Passport)
  - ◆ Social Security Card
  - ◆ Notarized Affidavit for Pre-K and KG students
  - ◆ Report cards or information from previous schools.

## Transfer Students

- Students transferring from other schools must submit certified copies of most recent transcripts and school reports from any other schools attended. They will also have to complete the form "REQUEST FOR RELEASE OF PREVIOUS SCHOOL RECORD".



## **Withdrawal Policy**

Should you plan to withdraw your child during the school year for any reason, you must notify the school in writing as soon as possible. Your tuition for the month during which you leave is non refundable. If you fail to provide at least two weeks notice, you may be charged for an additional month's tuition as well as any expenses the school incurs.

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

## **Financial Assistance**

Limited need-based tuition assistance and grants are available to families who qualify. If you are in need of tuition assistance, applications are available in the office.

## **Income Based Assistance**

All applications for financial assistance are strictly confidential. All forms and financial paperwork will be sent to a 3rd party Imam by the parents. We will then be informed on what the discount will be.

## **Grants and Subsidies**

### **Scholarship for Kids**

There is a full scholarship grant available for the families who qualify. These forms will be filled out in tandem with the office. As this changes every year, please contact the office for more information as these must be filled out in February/March of the previous school year for new incoming students.

## **CMA**

A subsidy from the state of Alabama for assistance in childcare for preschool and pre-k. The state decides the payment rates for the parents based on income.

## **Academics**

### **Assessments**

IAH reserves the right to assess any incoming or current student to give us a better understanding of their academics.

### **PreK**

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

### **Kindergarten**

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

### **Grades 1-6**

Prior to admission, students applying for grades first through sixth may have to take math and reading assessment and other tests as necessary to determine skill levels and English proficiency.

## **Curriculum**

### **Alabama state standards**

All of our curriculums cover Alabama State Standards. Copies of all state standards are available in the office for perusal at any time. You can also find them online at <https://www.alabamaachieves.org/academic-standards/>

### **Core Subjects**

IAH uses McGraw Hill curriculum for English, Math, Science, and Social Studies. Arabic is offered as a foreign language. Quran memorization for the whole school is also part of the curriculum. Islamic studies focuses on Wudu, Salah, Aqidah, Akhlaq, and lives of the prophets. Other classes offered are Tech, Art and Gym.

### **Homework**

Homework is validation of the classwork done in the daytime, especially for lower grades, in order for successful retention and to build good study habits.

#### Maximum Homework Time by Grade\*:

K-2nd: 10-30 mins

3rd-4th: 30-60 mins

5th-6th : 2 hours

\*This is excluding 15 min of Quran, IXL, vocab words, and reading, as these should be part of a routine for the learner. Example: Quran recitation on the way to school, reading before bedtime, vocab words on the way home, and IXL games or lessons during tablet/computer time.

# Grading

## Weight Table

Grade 1	English	40% Reading 45% Tests 15% Homework/Classwork 20% Spelling/Grammar	Grades 1-4	Arabic	50% Reading 30% Spelling/Writing 20% Vocabulary
	Math Science Social Studies	40% Homework/Classwork 60% Tests	Grades 5 and 6	Arabic	40% Spelling/Writing/Grammar 30% Reading/Comprehension 30% Vocabulary
Grade 2	English Math Science Social Studies	50% Classwork/Daily Work 50% Tests	Grades 1-6	Quran 1	80% Memorization 20% Homework
			Grades 1-6	Quran 2	80% Memorization 20% Homework
Grade 3 and 4	English Math Science Social Studies	40% Homework/Classwork 60% Tests	Grades K-6	Islamic Studies	60% Classwork 40% Tests
			Grades 5 and 6	Art	80% Participation 10% Effort 10% Understanding of Concepts

## **Thursday folders**

Weekly work and communications between teachers and parents will be sent home in Thursday folders. Parents must go through this folder each week to sign the required work that needs returned and take out all the work to be kept.

## **Testing**

We test our students with Star Reading and Star Math to monitor their progress in these subjects. Testing occurs at least three times during the year.

IAH annually administers a national test for students in grade 3 and above. The subjects covered are language, reading, math, science, and social science

## **Make-up Tests**

- Pertains to students who have an excused absence. Unexcused absences will receive a zero.
- Parents can, if preferred, receive an email about the time and day of the makeup test.
- The test is marked as \* until the test is taken and graded.

## **Retaking Tests**

- Applies to any student who has received a failing grade on a test (69% or below).
- Students may elect to retake the test within one week of the actual test.
- Parents can, if preferred, receive an email about the time and day of the makeup test.
- Tests must be taken after school or at a time that does not disrupt learning or recess. Any test reflections must be done immediately after the test has been graded.
- The maximum total grade a student may receive on the retake is 70%.

## **Extra Credit/Dropping the lowest grade**

- Extra Credit is up to the discretion of the teacher.
- The lowest grade can be dropped per subject per quarter, at the discretion of the teacher.

## **Parent Teacher Conferences**

We have one mandatory teacher conference a year in the fall after the first report card. Another optional one is held in the spring. Parents are encouraged to attend both, and contact the office when they would like extra meetings.

## **Field Trips**

IAH does 2 school-wide field trips a year. Parent attendance is encouraged for chaperoning and to have a learning experience with your child. Other individual class field trips may occur and are up to teacher and principal discretion.

## **Library**

IAH has a full library as well as classroom libraries. Students are encouraged to check books out to promote reading at home. IAH also encourages parents to get their children a public library card and check out books there.

## **Tech**

IAH provides each student with an iPad, not to be taken home, to learn tech skills on. There are also laptops, not to be taken home, for use during tech classes and for projects they may need them for. Students will learn basic computer skills, coding, etc.

## **Art**

IAH provides art classes and supports students doing art projects as art instruction has proven to have many benefits. Islamic art is also covered alongside the Alabama state standards.

## **Dress Code**

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 uniforms. Proper school attire encourages good conduct, higher self-esteem, and respect for others. 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.

## **PTO**

The Parent Teacher Organization (PTO) at IAH is a volunteer-driven non-profit that aims to foster a vibrant learning environment through fun activities for students and supportive gestures for teachers throughout the academic year.

As a private school, we believe in the power of small, impactful events that can bring joy and excitement to our school community. These precious moments can have a lasting effect on our children's developmental journey.

Parents or guardians are encouraged to participate, it's important to understand that the success of the PTO relies heavily on parental involvement.

# Expectations

## Akhlaq (Manners)

IAH not only provides quality education but also promotes and maintains a high standard of personal conduct and discipline, according to the tenets of Islam. School is not only a place of learning academic concepts and skills, but also a place to learn and instill Islamic Akhlaq (manners). Parents must assume the responsibility to reinforce these values at home. Teachers are required to emphasize and demonstrate Akhlaaq during school hours.

## Students

### General

1. Be punctual
2. Knock when entering and greet everyone
3. Use appropriate language at all times
4. No bullying, teasing, name-calling, or backbiting is permitted
5. Show respect for teachers/staff and school property
6. Do not bring candy/gum, toys ,games etc, to school
7. Follow uniform guidelines
8. Show up willing and eager to learn.

### Area Rules

Students are expected to follow area rules at all times.

#### Classroom:

1. Follow classroom rules given by the teachers.
2. Come prepared to class with all necessary materials e.g. homework, pencil, backpack etc.
3. Classrooms are off limits when a teacher is not present
4. Do not bring distracting items such as electronic devices, games, magazines etc.
5. Stay seated until given permission otherwise.
6. Be responsible for your space. Keep it clean and organized.

#### Hallway:

1. Walk to/from class, do not run.
2. Use quiet voices when classes are in session.
3. Backpacks/jackets should not be on the floor
4. Do not eat in the hallways
5. When outside your class, form a line and stay single file.

#### Prayer Hall (Musallah)

1. Enter and leave the prayer hall quietly and respectfully.
2. Quietly take off and put on your shoes.
  - a. Put them on the shoe rack and do not disturb others.
3. Come prepared with wudu, scarves, etc that might be needed.
4. Pray two sunnah.
5. Sit down criss-cross with hands in your lap
6. Concentrate on your prayers and do Dhikr in between.
7. Listen attentively and quietly (especially during the Khutbah)
8. Do not bring any distractions e.g. books, watches, small toys
9. Keep hands, feet, and objects to yourself.

## **Restrooms**

1. Use the restroom for its intended purpose.
2. Do your Wudu steps as instructed by the teacher.
3. Do not splash water during Wudu.
4. Do not eat, socialize, do homework, etc in the restroom
5. Ensure the toilet seat is clean after each use
6. Boys are to sit, not stand, when using the bathroom
7. Clean yourself with water, as per the Sunnah
8. Wash your hands with soap and water when you are done
9. Throw trash and appropriate items in proper waste receptacles.

## **Lunch Area**

1. Do not play with or throw away food.
2. Clean up your space after eating
3. Use your table manners
4. Throw away all trash

## **Outdoors**

1. Follow directions given by teachers on duty
2. Show respect for others
3. Use equipment according to safety rules
4. Follow the rules of the game
5. Practice good sportsmanship
6. Return equipment neatly.

## **School Property**

1. Show respect for the school, its property, and walls
  - a. Property consists of, but is not limited to computers, books, walls, desks etc.
2. No graffiti on school property
3. Parents will be responsible for any damages incurred by their child.

## **Parents**

- Parent involvement and cooperation are key for setting up routines and instilling good habits
  1. Make sure the student is getting at least 9-12 hours of sleep.
  2. Please provide a nourishing breakfast before school.
  3. Make sure they brush their teeth and do wudu.
  4. Make sure they have a nutritional lunch and snack packed for school.
  5. Dress them in the proper school uniform.
  6. Revise Quran and recite Duas on the way to school
  7. Designate a quiet area for homework.
- All students are unique; learning and developing at their own pace.
  1. Actively support the teacher's efforts.
    - a. Respect the teachers time
    - b. Communicate appropriately
  2. Be aware of the teacher's expectations.
  3. Establish education as a high priority
  4. Take an active interest in the learning process

5. Positively reinforce the student's efforts.
  - a. Correct rather than criticize. Criticism differs from correction as it focuses on judging rather than helping.
6. Refrain from comparisons (between students or siblings).
  - a. This is proven to reduce their self esteem and damage their interpersonal relationships.
7. Students are prepared to learn when emotional needs are regulated.
  - a. Emotions and attitudes affect every aspect of learning.
  - b. Please - work with the school to regulate emotional needs.
    - i. Emotional states include crying, anger, sullen behavior etc.
8. Parents will be asked to monitor and limit students' social media accounts (Facebook, Instagram, Twitter, Snapchat, etc.). IAH will not be responsible for exchange of comments or content between students or others on social media outside of school time or school-sponsored activities.
9. Promote and reinforce good healthy habits at home
  - a. This includes physical exercise and eating healthy.

## **Staff**

Staff at IAH do their part in ensuring that the student is on the right track. Please support their efforts. Any inappropriate communications, from any parties, with the staff will result in disciplinary action from the school.

1. Administration and teachers work in harmony to create a welcoming environment, ready for learning
2. Teachers challenge students in areas of creative and critical thinking.
3. Teachers evaluate students' performance in a fair, objective, and consistent manner.
4. Teachers make full use of instructional time and are goal oriented.
5. Teachers provide a safe and nurturing classroom environment using effective classroom management techniques.
6. Teachers establish clear and concise classroom rules including consequences for bad behavior.
7. Teachers and administration help students develop and practice self-discipline.
8. Teachers are ready to perform their duties with appropriate preparation.
9. Teachers comply with IAH school policies, rules, and regulations as outlined in the Faculty/Staff Handbook.
10. Teachers establish good communications and an effective working relationship with parents, students, and other staff members.
11. Teachers instill good work habits and organizational skills
12. Administration and teachers serve as appropriate role models for students, in accordance with the standards of the teaching profession, the Quran, and Sunnah.
13. Administration and teachers interact with parents to mutually resolve any disciplinary and behavioral problems the students may have.
14. Administration and teachers enforce discipline techniques in compliance with IAH school policies.



# Policies and Procedures

The school has adopted policies and procedures, which, when implemented, will help to ensure a safe and pleasant learning and working environment for students and teachers.

## Release of Liability

By reading and signing this Handbook the parents/guardians agree that during school hours IAH will do everything within their power to safeguard the students. Once they are dismissed from school into the parents/guardians care IAH will not be held liable.

## Attendance Policy

IAH views regular student attendance as necessary to learning. Valuable instructional time, learning, and experiences are missed when a student is absent. The instruction of other students is adversely impacted by the interruption of students arriving late or departing early. IAH views punctual arrival and readiness for instruction along with presence for the full instructional day as *essential* elements of regular attendance. For these reasons, and to enhance the student's right to learn, IAH establishes policies and procedures to encourage and require students to be in school in compliance with Alabama state law.

## Compulsory Attendance for All Students.

All students enrolled in IAH, apart from Pre-K, are **required** to be in school each day. The parent of any child required by law to attend school per Ala. Code § 16-28-3 is responsible for the attendance and behavior of the child under Ala. Code § 16-28-12. A portion of Ala. Code § 16-28-12 is quoted below:

1. Each parent/ guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local Board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

2. Each local public Board of Education shall adopt a written policy for its standards on school behavior. Each local public school Superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

3. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the Superintendent of education of the school system in which the suspected violation occurred. The Superintendent of education or his or her designee shall report suspected violations to the district attorney within ten days. Any principal or Superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

### **Tardy Policy**

The instruction of other students is adversely impacted by the interruption of students arriving late. IAH views punctual arrival and readiness for instruction along with presence for the full instructional day as *essential* elements of regular attendance.

After 5 tardies in one month, there will be an after school detention on a day of IAH's choosing. Parents will be notified. Students with more than 5 tardies in the span of a month will be required to have a conference with the Principal no later than the following month. Failure to comply with the above rules will result in an unexcused absence. Further tardies may put the students' place at IAH at risk or fines.

### **Parents' Explanation of Absences, Tardies, and Early Checkouts.**

Parents must provide a written explanation of each student's daily tardiness, absence from school, or early checkout to the student's teacher and school office in accordance with the Alabama Code.

The explanation must be provided within three school days of each absence, tardiness, or consecutive absences. If a written explanation is not provided within this period, the student's absence(s) or tardiness will be classified as **truant** and left unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.

## **Present, Absent, or Tardy.**

1. IAH believes that attendance places a joint collateral responsibility upon the parent and student for the student to be faithful and punctual in attendance.
2. A student must be in attendance for at least 51% of the instructional day to be counted present for the day, otherwise the student is counted absent.
3. To promote student/school safety, and to facilitate proper accounting for students, parents shall deliver tardy students to the school office and sign them in.
4. Absences, tardies, and early checkouts will be excused for the following reasons:
  - a. Illness that endangers the student's health or the health of others.
  - b. Students that are deemed ill by the school on a given day.
  - c. Death or illness in the family.
  - d. Legal quarantine.
  - e. Students who are receiving healthcare or are hospitalized.
  - f. Inclement weather that would be dangerous to the life and health of the child.
  - g. Legal requirements for students.
  - h. Military deployment date of a student's family.
  - i. Emergency conditions as determined by the school.
  - j. Absences approved by the principal (to include out-of-school suspension)

## **Early Checkout**

Requests for early checkout must normally be communicated in advance to the school office. The reason for the request must be consistent with one or more of the reasons listed in the above paragraph and must be approved by the Principal in order for early checkout to take place. After three approved early checkouts, the Principal may request additional documentation prior to approving additional requests. Early checkout for convenience is not consistent with regular attendance and shall not be approved and may be classified as an unexcused absence.

## **Work Makeup, Excused Absences**

Students are permitted to make up work, tests, and other assignments, activities, etc., when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences when homebound services are not necessary, the teacher may grant additional time, but not to extend beyond two weeks after returning to school. It is the joint responsibility of student and parent to ensure make-up work is turned in following excused absences. Teachers may alter assignments, tests, work, activities, etc., at their discretion to ensure an accurate evaluation of the student's performance after an excused absence.

## **Excessive Excused Absences.**

1. A student may have a total of ten days of excused absences per academic year with a written excuse from a legal custodial parent.
2. After the excused absences permitted above have accumulated to their respective limits for a student, the student's absences will be classified as

unexcused unless documented by a doctor's statement or a satisfactory written explanation provided to the Principal.

3. The Principal may require a doctor's documentation of an illness or conditions requiring absences that may not be covered by this policy.
4. IAH shall prepare and implement criteria and procedures for notifying the student and parent as to attendance (including tardiness) and promotion/credit status when promotion/credit are at risk. The procedures will include phone calls, letters, emails, and conferences. The student and parent should understand that criteria and procedures will vary due to requirements of grade, schedule, course content, achievement standards, etc.
5. In case of a protracted illness the student and parent should contact the school for assistance in completing work from home.

## **Truancy**

**The State of Alabama defines truancy as any absence without an excuse.**

### **Excessive Unexcused Absences, Truancy, and Denial of Promotion**

1. Unexcused absences are defined as excessive and the student defined as truant when the student accumulates more than ten days unexcused absences per academic year.
2. The Principal shall prepare and implement criteria and procedures for notifying the student and parent as to attendance and promotion and/or credit status when promotion and/or credit are at risk. The procedures may include phone calls, letters, emails, and conferences. The student and parent should understand that criteria and procedures may vary due to requirements of grade, schedule, course content, achievement standards, etc.
3. Due to the importance and relationship of attendance to academic achievement, a student at IAH can be denied promotion and/or credit when the student has excessive unexcused absences.

### **Unexcused Absences or Tardies**

Any absence or tardiness not excused will be classified unexcused. In accordance with our policies; suspensions are counted as excused absences.

### **Work Makeup, Unexcused Absences**

Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.

### **Truancy Procedures**

1. First truancy/unexcused absence (Warning – Phone Call)
  - a. Parents/guardians shall be notified by the school that the student was truant and the date of the truancy.
  - b. Parents/guardians shall also be provided with a copy of this handbook once again to ensure they understand the policy.
2. No earlier than the fifth unexcused absence (Conference)

- a. the parent, guardian, or person having control of the child shall:
    - i. Attend a conference with the principal
  - b. Attendance at one of these conferences is mandatory except where prior arrangements have been made or an emergency.
  - c. Failure to appear at the school conference can result in the filing of a complaint/petition against the parent under Ala. Code §16-28-12 © (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. Not sooner than the seventh unexcused absence, but within 10 (Court)
    - a. File a complaint/petition against the child and or parent/guardian.

## **Academic Honesty**

A student who cheats will not receive credit for the work in question. If any other student has cooperated with cheating, that student is also considered to have cheated and will not receive credit. Cheating students will be subject to the consequences in the disciplinary section.

Cheating is defined as, but is not limited to:

1. Talking or exchanging information during testing.
2. Copying someone else's work in or out of class and identifying and submitting it as your own
3. Use of unauthorized notes, other materials, or assistance during the completion of graded work in or out of class
4. any other situation in which the student attempts to or accepts credit for work not his or her own.

## **Pick-Up Policy**

All persons who are listed to pick-up students must be in the pick-up release form.

Please notify IAH in writing or email if the pick up arrangement changes for any reason. The new person must bring a form of picture identification where the name matches the written release.

IAH reserves the right to check picture identification at any time even for parents/guardians.

## **Weather Policy**

In cases of unexpected inclement weather, that will result in early school closure, IAH will notify parents via ClassDojo, Email, SchoolCues, and phone.

In cases of inclement weather, such as heavy rain, dismissal will take place at the front door rather than the usual pick-up location.

## School Uniform Policy

At IAH, we strive to achieve a high level of academic excellence along with a professional image of our students. The neat appearance of our students reflects core values and beliefs of the Islamic character and modesty. To ensure modesty and a disciplined academic environment, we have mandatory uniform and dress code for all students from KG-6th.

1. The IAH school uniform must be worn daily.
2. Students shall be expected to maintain a neat, clean, and well-groomed appearance at school.
3. Uniform inspections will be conducted on a regular basis during school hours and warnings issued for infractions.
4. Failure to observe the school uniform may result in exclusion from class until remedied.
5. In 5<sup>th</sup> and 6th grade, students are expected to follow Islamic rules in regards to covering and modesty. This includes full sleeves, long pants, and hijab for girls.

### Girls:

- Navy blue hijab - one piece.
- Navy blue polo shirt with collar
- Green jumper
- Navy dress pants
- Closed toed shoes: Tennis shoes, sneakers, running shoes etc (no sandals & no heels)

### Boys:

- Green Polo shirt with collar
- Navy dress pants
- Closed toed shoes: Tennis shoes, sneakers, running shoes etc (no sandals & no heeled boots)

**All students:** Solid navy blue sweaters or jackets.

### Notes:

- Hijabs that require pins or a wrap are not allowed. One piece hijabs can be purchased through the IAH office.
- Hijabs must be brought everyday for prayer.
- Absolutely no sweatpants will be permitted.
- Skinny pants, neither spandex nor jean fabric are allowed.
- No alterations to the school uniform is allowed.
- No logos beyond the IAH logo are allowed.
- Shoes with wheels are forbidden.
- Whether or not a student is appropriately dressed or properly groomed is at the discretion of administration

### Repeated Uniform Offences

1. A call home informing the parent of the infraction. This includes a parent bringing the child appropriate articles of clothing.
2. 3+ offense includes a parent bringing the child appropriate articles of clothing and a fine of \$10 for each time afterwards.
3. Any further repeated offenses will result in disciplinary action.

## **School Visitor Policy**

A visitor is defined as any person seeking to enter the school building who is not an employee of the school, nor a currently enrolled student.

Parents and community members are welcome to the school but with prior approval. All school visitors must comply at all times with IAH policies, administration rules, and school regulations. This is including, but not limited to, addressing school personnel with professionalism.

IAH has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect IAH facilities from misuse. Therefore, limitations may be placed on visitors to avoid disruption to school operations. Administration officials shall have the authority to consider the purpose of the visit and the impact the visitor's presence will have on the staff and students.

### **General Requirements and Expectations for School Visitors**

1. Please ring the bell for admittance to the school premises.
2. Any person(s) entering the building must check in with the office, state the purpose of the visit, sign the roster, and get a visitors badge after showing proper identification.

### **Visitors to Classrooms/Other Instructional Areas**

1. Access to particular classrooms or other instructional areas of the school may be restricted.
2. Specific conditions may be imposed upon visitors, including but not limited to:
  - a. Remaining in a designated place or seat
  - b. Refraining from speaking to students
  - c. Refraining from entering or leaving the area while an activity is underway
  - d. Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees in the building
  - e. Requiring that the visitors are chaperoned
  - f. Limiting the durations of the visit to particular times
  - g. Non-school aged children are prohibited from visiting classrooms.
3. Visitors wishing to conference with teachers/administrators during the course of the school day must make arrangements prior to the visit with the office.
4. Visitors for school events, PTO related activities, and/or volunteers
  - a. Visitors are not allowed to walk throughout the school.
  - b. All visitors must be respectful to Staff and Students while visiting IAH  
visitors may not approach staff nor conference with staff
5. Student Visitors
  - a. Parents of potential enrollees must obtain permission from an administration official.
6. School administration retains the authority to exclude, from the school premises, any person who is disruptive to the educational process of IAH. Any such individuals shall be directed to leave the school premises immediately; security and law enforcement authorities may be called if necessary.

## Health Policy

IAH implements a nutritional policy. This policy is to promote healthy eating habits. IAH strives to phase out foods of minimal nutritional value (FMNV) to aid in better memory/alertness, faster information processing, and higher grades. FMNV are defined in federal regulations as having less than 5 percent of the RDA per serving for eight key nutrients (calories, total fat, saturated fat, protein, calcium, iron, vitamin A, vitamin C) and include soft drinks, water ices, chewing gum and certain candies.

However, please note that IAH adheres to the Islamic restrictions of food consumption.

## Medical Policy

Students cannot have prescription/non-prescription medication in their possession during school hours on school premises, at school-sponsored events, or field trips away from school.

Students must take any medication only in the presence of an authorized school official with the written permission of parent/guardian and doctor note.

- A. Prescription Medication - Parents have to sign a waiver for the school to administer any 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.
  - a. Prescription medication must have a doctor authorization.
  - b. All administered medications will be documented and a phone call to the parent/guardian will be made for emergency meds.
- B. Non-prescription medication- Non-prescription and dietary supplements will be 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, and as well as dosages.

## Electronics Policy

Parents who need to contact their child during school hours should go through the school office. We are more than happy to assist you in providing access to your child, yet we also must guard against multiple interruptions to instruction due to incoming calls. Cell phones and other such communication devices are not allowed.

- No communication device may be used as a camera, to send text messages, listen to music, or to place phone calls during school hours.
- The use of smart watches, and other such devices is prohibited.
- Any variance to this policy must be granted by the administration.
- If a student is found using any of these devices, the device will be confiscated immediately and returned to the parents/guardians.
  - 1st Offense: parent meets with the principal
  - 2nd Offense: \$25 fine and confiscation; device returned after parent is notified and payment made
  - 3rd Offense \$50 fine and confiscation; phone returned after parent is notified and payment made



- IAH does not assume any responsibility for lost, stolen, or damaged devices brought to campus. Refusal to relinquish the electronic device may result in Disciplinary Action.

## **Computer Policy**

Each grade from 1st-6th will have a tech class. A teacher will supervise use of the Internet, but students are expected to be on task and are not allowed to visit prohibited sites.

### **Internet Terms of Use:**

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 and take other disciplinary actions due to inappropriate use.

### **Acceptable use:**

The purpose of the Internet is to support research and education.

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 or delete any files on the computer.
- Change any computer system setting including system files, desktop appearances, passwords and icons unless instructed to do so by a teacher
- Connect or disconnect any cables or peripherals unless approved by a teacher
- Touch another student's computer or iPad unless instructed by the teacher
- Use the computer or network for social media, financial gain, commercial activities, or for any illegal activity.

## **Library Policy**

Two or more books may be checked out at a time depending on grade levels. 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 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.

## Miscellaneous Policies

- Field Trips - All parents of PreK students MUST attend in order for their child to go on the field trip, they can find a replacement but not a person volunteering separately. This ensures that there is an adult responsible for each child.
- Conferences - Parent teacher conferences are mandatory after the first report card. If a parent cannot attend a teleconference may be set up with advanced notice.
- Birthdays - IAH refrains from celebrating Birthdays. Please note that distribution of birthday cards, gifts or invitations to birthday parties on school property are not allowed.
- Holidays - IAH refrains from celebrating Valentine's Day, St. Patrick's Day, Halloween, and Christmas. Islamic Holidays (Eid-ul-Fitr and Eid-ul-Adha) will be observed.
- Buying, Trading and Selling – Buying, trading or selling of any item, between students, on school property is strictly forbidden.
- Jewelry - For the safety of the students jewelry is not to be worn at school. Administration will not be responsible for any lost jewelry.
- Lost Items - Each Friday, all lost items turned into the office during that week will be discarded after dismissal.
- Damaged or Permanently Lost Books - IAH issues textbooks to students and expects proper handling ; thus, any lost or damaged textbook will require payment for the replacement book. These books include, but are not limited to, textbooks, workbooks, and library books. Failure to pay for lost or damaged books may result in a hold on the students' academic records.
- Toys - These items should not be brought to school. Toys include but are not limited to cell phones, radios, dolls, electronic devices, fidget spinners and/or trading cards. Such toys will be confiscated and submitted to the office and parents will have to collect them.
- Money - Bringing large amounts of money to school is not allowed. IAH is not liable for any lost money.
- Pets - Absolutely no animals or pets may be brought to school at any time.

# Discipline Policy

## IAH Discipline Policy

The foundation of our policy is based on the vision and mission for our school as well as by the Quran and the Sunnah of Prophet Muhammad (SAW). Our philosophy towards discipline is to instill virtue in character and action. The intent of the disciplinary process is instructional and corrective, not punitive.

Through guidance, reflection, accountability, and Tarbiyah we will work together with all parties involved to achieve an environment that ensures the safety/security of our students and enriches their learning experience.

The policy and procedures will apply to actions by students during school hours; before and after school; while on school property; and during school-sponsored events, including transportation on school-arranged vehicles.

All disciplinary actions will include a conference between the teacher, administrator and the student, followed by a notification to the student's parents or guardian. Students receiving the detention will be given a form to be signed by a parent or guardian. Due consideration will be given to all mitigating circumstances prior to the disciplinary action and will ensure due process for each student.

Each student will be dealt with on an individual basis, with communication taking place between the administration, the referring teachers and the parents, when necessary. Students exhibiting discipline problems will be referred to outside professionals to get the required help when necessary. Corporal punishment of any kind will not be tolerated or accepted at IAH.

## Discipline Procedure

IAH acknowledges that there is not a 'one size fits all' approach to discipline thus we have developed strategies and techniques to apply as fit.

- Level I - Verbal warning
- Level II - Notes homes
- Level III - In school (or after school) detention
- Level IV - In School Suspension
- Level V - Out of School Suspension
- Level VI - Expulsion

These levels above are for discipline through the principal's office. Each teacher has Classroom Discipline Policies that are first attempted before they escalate to the office.

Discipline routes can include, but are not limited to:

- Writing out the incident
- Analysis of the situation
- Reflection
- Writing on how to correct the behavior.
- Loss of Privileges (recess, gym, or free time)
- Written Apology
- Parent Conference

This section describes a broad range of misconduct, not allowed in the school. Any misconduct not covered in the list will be left to the discretion of the classroom teacher and/or Vice Principal/Principal.

- 1st offense: Verbal warning to student and written warning to parent(s). Student reflections with Teacher/Principal
- 2nd offense: Loss of privileges, to complete missing assignments, notifying parent(s).
- 3rd offense: Conference with Parent/Teacher/Student/Principal to discuss IAH expectations, continuing loss of privileges.

Charts below is a list of offenses:

Level I Offense	Level II Offense	Level III Offense
Verbal Warning/ Reflections	Letter Home/Conference	Detention - During or After school
Tardy	3+ Tardies in one week	Cheating
Uniform violation	2+ uniform violations	Theft
Minor inappropriate conflict with others	Fighting (Verbal altercation)	Fighting (verbal Altercation)
Inappropriate Music	Disrespect/Defiance	Misuse of Technology
Failure to Respect others Physical Boundaries	Harassment	Bullying
Disruptive Behavior	Misuse of Technology	Plagiarism
Uncooperative Behavior	Failure to Respect Physical Boundaries	Unauthorized Recordings/Transmissions/ Photos
Talking During Prayer	Disrupting Prayer	Explicit, Lewd, or Obscene Actions

Level IV Offense	Level V Offense	Level VI
In School Suspension	Out of School Suspension	Expulsion
Damaging school property	Damaging school property	Possession of a weapon
Theft	Plagiarism	Drug possession
Misuse of Technology	Threatening Behavior	
Plagiarism		
Threatening Behavior		
Explicit, Lewd, or Obscene Actions		

## Miscellaneous Discipline Policies

- Any student who prays improperly, as deemed by a staff member, will be required to pray again.
- All students must conduct themselves in an Islamically appropriate manner; any deviation from this, such as excessive co-ed interaction, will result in disciplinary action.
- Excessive amounts of unfinished homework will result in after school detention.
- Detention may include some acts of community service depending on the offense. (Ex: cleaning the mussallah, school, etc)

## Due Process

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

### Students:

- A notification of the violation.
- An opportunity to present their side of the story to the appropriate school personnel(s).
  - Students will be reminded to tell the whole story as accurately as possible, without adding/omitting details.
- Students will be asked to write an account of what happened and will then analyze their behavior

### Parents:

- A written notification of the violation and the consequence decided by the school.
- Twenty-four-hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive that they need to be removed immediately.

## **Policy Revisions**

In an ongoing effort to improve IAH, periodic policy and procedural revisions occur. Parents are expected to comply with the most recent officially approved version of any policy or procedure. IAH has the right to modify/change/add to the policy/procedure at any time of the school year.

## **Grievance Procedure**

All grievances must be in writing. Parents having a grievance to file with the school should first address it with the Principal. If the school Principal is unable to resolve the issue, then the matter should be reported to the Board in writing, within 2 weeks of the grievance.



Islamic Academy of Huntsville  
 1645 Sparkman Drive NW  
 Huntsville, AL 35816  
 (256) 722-9838

**Parent-Student Handbook  
 Acknowledgement Form  
 2023-2024**

Dear Parent,

Assalamu Alaikum. Please read over the policies and procedures with your enrolled child(ren) at Islamic Academy of Huntsville. These policies and procedures are in effect for all current students. Any future changes and updates will be sent out for acknowledgement.

By signing below you are acknowledging receipt of this handbook. It is your responsibility to thoroughly read and discuss the policies with your children. Policies are subject to change as deemed necessary.

**Acknowledgement**

I have received and acknowledge the following policies and procedures

Equal Education Opportunity	Testing, Dress Code	Uniform Policy
Vision, Mission, Core Values	Expectations & Area Rules	Visitor Policy
Admissions	Release of Liability	Health & Medical Policy
Tuition, Fees	Attendance Policy	Electronics & Computer Policy
Withdrawals, Financial Aid	Tardy Policy	Library Policy
Academics, Assessment	Truancy Procedures	Miscellaneous
Homework, Grading	Academic Honesty Policy	Disciplinary Policy and Procedure

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student's Name \_\_\_\_\_ Date: \_\_\_\_\_