

# Iman Academy

## Parent and Student Handbook



This Handbook is subject to review and approval by the Board of Trustees of FAITH, Inc.

For specific dates, please refer to the Iman Academy Academic School Calendar.

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F.A.I.T.H., Inc. P.O. Box 75212. Houston, TX 77234.

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# I. Introduction

## Welcome

Iman Academy is governed under the teachings of the Quran and the Sunnah of our Prophet Mohammed (peace be upon him). Procedures, discipline, and the everyday operations of the school are the responsibility of the Board of Trustees, the Administration, and the Teachers.

We, the Administration and Parents, are partners in the education of our children. Together we share the responsibility and the privilege of passing on to our children the rich heritage of our faith and providing for them excellence in education. Concerns and criticisms of parents are welcomed as long as they contribute to the well-being of the school and students as a whole and are given in the Light of the Quran and Sunnah.

This handbook provides you a copy of the school procedures and policies. A common understanding of procedures and policies by all concerned - parents, staff, and students- is essential. Study this handbook carefully, discuss it with your child, sign and return the Acceptance of Terms page, and retain the handbook for future reference.

## **A. Historical Background**

The Foundation to Advance Islamic Teaching in Houston (FAITH) was formed in 1996 to meet the educational needs of Muslim families living in Houston. The main objective is to create quality educational institutions that excel in academics and produce morally responsible citizens. Since its inception, FAITH has experienced tremendous growth and has established two full-time schools—one in the Southeast and the other in the Southwest. These schools—operating under the name IMAN ACADEMY—provide education for grades 1 – 12.

FAITH Childcare Center SE was initiated as a Mother’s Day Out program at the Southeast campus and has grown into a State-Rising Star (4-Star) childcare center with children from newborns to Kindergarten. The Southwest campus also has a licensed FAITH Childcare Center to serve the Muslims in that area.

We are excited about our progress and the prospects for continued growth. We thank Allah for his uninterrupted and immeasurable support and the dedication of the Brothers and Sisters striving to make Iman Academy and FAITH Childcares successful.

## **B. Philosophy of Education**

FAITH seeks to provide a complete education to develop well-rounded students and provides an Islamic environment so the staff can deliver strong academic training and a comprehensive understanding of Islam. Our students should have a full understanding and appreciation for Islam as a way of life meaning it is the guiding source in all aspects of their lives – ethical, family, social, economic, etc. The Arabic term used to describe this development process is Tarbiyah, which refers to the complete development of the individual – mentally, socially, physically, etc. The Tarbiyah process develops the individual in all aspects based on Islamic core values derived from the Quran and teachings of the Prophet Mohammad (peace be upon him).

In education, teachers are asked to start from the goals and objectives in order to develop the best teaching strategies to achieve them (goals/objectives). Hence, it becomes necessary to determine goals and objectives clearly and to articulate them in such a way that could be uniformly understood by all who read them. The primary goals and objectives at Iman Academy are to implement this Tarbiyah process within our education programs to develop the complete individual. This leads to the question “What do we want the Tarbiyah process at Iman Academy to do for our students?” Undoubtedly, the product of Tarbiyah should be an ideal citizen who lives in harmony with the universe and balances the needs of this world with the needs of the Hereafter. Together with others, this citizen should help build ideal societies as an American Muslim. Reflecting the qualities of Muslim character as illustrated in the Quran and the teachings of Prophet Mohammed, pbuh.

If this is the vision and the final product of Tarbiyah at Iman Academy, how are we going to translate this vision into practical goals and objectives? Ultimately, the goals of Tarbiyah would prepare young Muslims to become:

- Committed Balanced Muslims
- Knowledgeable Scholars
- Contributing Citizens and Community Builders

These three objectives go hand in hand and cannot be taught one at a time in a linear manner. They have to be taught and practiced at the same time using an integrated approach.

## **C. Vision of FAITH and Mission of Iman Academy**

FAITH’s Vision is to be an exemplary education system. Iman Academy’s Mission is to combine an Islamic environment with innovative educational methods that would help nurture noble character, academic excellence, and strong leadership skills.

Our goals are to develop:

1. Committed, Balanced Muslims
2. Knowledgeable Scholars
3. Contributing Citizens and Community Builders

Our priorities are:

1. Faith
2. Salat (Prayer)
3. Character

#### D. FAITH's Rights and Responsibilities

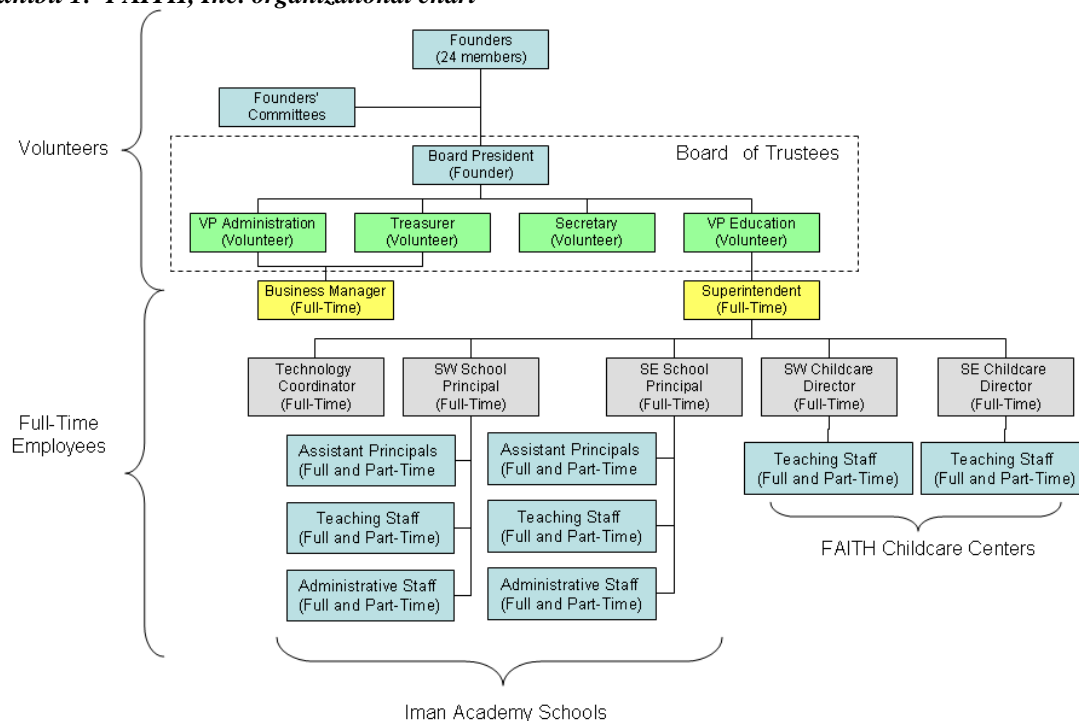
When a child is enrolled in Iman Academy or FAITH Childcare Center, parents have expectations of the school, its teachers, and its administration—there is a contractual agreement. By enrolling a child in Iman Academy, the parents agree to follow the procedures set by Iman Academy. When the administration of Iman Academy and FAITH Childcare accept tuition payments, they agree to provide the child with Islamic education according to policies and procedures of the institution.

#### E. Organizational Structure

FAITH is the parent organization that operates Iman Academy and FAITH Childcare. The Founders consist of 24 volunteer members—both original (who established the organization in 1996) and new (approved by the Founders) are the highest body in the organization and meet on quarterly basis; they are responsible for the long-term direction of the school and childcare, approving the budget, and overseeing the Board of Trustees.

The Board of Trustees (Board) a group of five volunteers approved by the Founders is the executive body which oversees the operations of both Iman Academy and FAITH Childcare. The President of the Board is elected from among the Founders and he, in turn, selects the other four members (subject to approval by the Founders). The Board consists of a Vice President of Education, Vice President of Administration, Treasurer, and Secretary. Throughout the year, the Board meets monthly, usually, on the second Friday of the month and the meetings alternate between the two campuses. In addition to these five members, the superintendent (in the absence of a superintendent the board president takes over), school principals, and childcare directors report to the Board at these meetings. The parents are represented by the PTO President of each school, who reports to the Vice President of Education. The Board prepares a written report to the Founders for review at their quarterly meeting. The organizational structure is shown in Exhibit 1.

**Exhibit 1: FAITH, Inc. organizational chart**



The Education Committee is headed by the VP Education and includes the Superintendent, the school Principals and the Childcare Directors. This committee is responsible for all academic functions of the organization and meets regularly to discuss issues related to the accreditation, curriculum, staff development and academic planning.

## II. Rights and Responsibilities

### Parent's Rights

Please be aware of each one's right when dealing with one another. The following are a list of rights for our Parents:

1. To have your child receive an academically sound education in an Islamic environment.
2. To be able to communicate with School Personnel and to have issues resolved in a timely manner.
3. To have your child supervised in a safe and appropriate manner.
4. To participate in the Parent-Teacher Association (PTA).

### Parent's Responsibilities

As a Parent of a child enrolled in Iman Academy, you have agreed to accept certain responsibilities that include the following:

1. To be a partner with the school in the education of your child.
2. To understand and support the Islamic nature of the school.
3. To read all communications sent from the school and to act accordingly.
4. To know your child's teachers and participate in Parent-Teacher conferences.
5. To discuss any concerns or problems related to the school or your child's education with the persons most directly involved.
6. To be an active participant in the Parent-Teacher Association.
7. To promote Iman Academy and speak well of it to others.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school.

### Teacher's Responsibilities

#### 1. Definition

A Teacher is defined as any individual who provides in-class instruction to registered students whether during the regular academic year (August to May) or in a summer school program (June to July). These teachers may be homeroom-subject teachers, teaching part-time/ full-time, contracted employees, or substitutes/ volunteers. The person selected for a position will be responsible for the general supervision and management of the class. The responsibilities are explicitly defined below:

#### 2. General Responsibilities

- a. Planning, supervising, and implementing classroom, lunch and school event policies in accordance with philosophy of the school.
- b. Maintaining updated student records, grades, attendance, communication, etc. using the on-line school management software for all students under their supervision.
- c. Maintaining a professional attitude at all times and adhering to a high standard of moral character.
- d. Submission of 9-week goals- in a timely manner- and maintaining/ implementing lesson plans that serve as a guide to fulfill curriculum requirements.
- e. Gearing the program to the needs of individual children with concern for their interests, special talents, individual style and pace of learning, as well as their culture and socioeconomic status.
- f. Preparing study guide(s), placement exam(s) in cooperation with curriculum department and department heads and answer key(s). (See Promotion Policy for details.)
- g. Treating children with dignity and respect.
- h. Helping children become aware of their roles as integral members of a Muslim community.
- i. Being responsible for the arrangement, appearance, and decor of the learning environment (classrooms, general purpose rooms, and hallways) in accordance with school guidelines/policies..
- j. Assuming an equal share of the joint housekeeping responsibilities of the staff. Custodial staff will be responsible for major cleaning tasks, but teaching staff are expected to maintain a certain level of cleanliness in the classroom and supervise students such that rooms are maintained in order.
- k. Attending all staff meetings and scheduled staff development programs.



- l. Submitting a Deficiency Plan towards Texas Certification and making satisfactory progress towards completing the plan. Certified teachers are expected to complete training to maintain certification status.
- m. Participating in recommended training programs, conferences, courses, and other aspects of professional growth.
- n. Implementing methods for effectively utilizing the services of classroom assistants and volunteers.
- o. Planning and implementing methods of establishing a positive liaison with student's parents and keeping parents updated on their child's progress.
- p. Conducting conferences with parents on their child(ren)'s academic performance and behavior.
- q. Conduct evaluation procedures needed to assess student's developmental levels.
- r. Maintaining an emergency substitute folder for planned absences of two or more days which should also be provided to the Principal containing materials pertaining to the subject to be used in case of absence. The Substitute Folder should contain the following:
  - A current seating chart.
  - A schedule for a typical classroom day.
  - A list of the children's names with pertinent comments that will help the substitute approach each child as an individual.
  - Any materials relating to the subject.
  - Lesson plan and materials needed in order to conduct for the days the teacher will be out.
- s. Assisting in public-relation events sponsored by F.A.I.T.H. (ex: Graduation, Fundraisers, etc.)
- t. Participating in professional organizations in the field of education.
- u. Maintaining and projecting a positive public attitude towards FAITH Childcare and Iman Academy.

### 3. Lead Teacher Responsibilities

Lead teachers will be assigned by the Principal to assist the Principal in supervising a particular department or grade levels.

The qualifications for the lead teacher are as follows:

- Five (5) years teaching experience in the subject area or academic level
- Texas certified or making satisfactory progress towards completing certification in a timely manner
- Proven performance record for high academic and professional achievement. These criteria may be measured by consistent high student performance on standardized tests or in academic competitions and excellent annual evaluation records.

These teachers will have the same responsibilities as the homeroom and subject teachers including additional responsibilities listed below:

- Oversee the curriculum in the specified department or grade levels and monitor progress.
- Mentor teachers by providing advice on teaching methodologies, strategies and curriculum.
- Conduct a minimum of two (2) and a maximum of four (4) observations during a semester and provide written feedback to the teacher and Principal.
- Identify areas for academic improvement and provide suggestions to increase student and teacher performance.

## Assistant Teacher's Responsibilities

### 1. Definition

An Assistant Teacher is defined as any individual who provides classroom assistance to a Classroom Teacher whether during the regular academic year (August to May) or in a summer school program (June to July). Assistant teachers may work as part-time/full-time or as contracted employees substitutes or volunteers. The person assigned this position will be responsible for assisting in the general supervision and management of the class as defined below.

### 2. General Responsibilities

- a. Assisting in planning and implementing the daily program under the direction of the classroom teacher and according to the philosophy of the school.
- b. Maintaining a professional attitude at all times.
- c. Assisting in planning and preparing the learning environment, setting up learning centers, and preparing needed materials and supplies.
- d. Supervising the classroom when the teacher is out of the room.



- e. Helping with the general housekeeping tasks (i.e., controlling and eliminating clutter and maintaining general orderliness of the classrooms).
- f. Assisting the teacher in any other appropriate way.
- g. Maintaining professional attitudes and loyalty to the school at all times.
- h. Treating all children with dignity and respect.
- i. Attending all staff meetings, recommended training programs, and conferences.
- j. Participating in professional organizations that work for the improvement of education and student learning.

### III. Student Expectations at Iman Academy

1. We, the students of Iman Academy, take responsibility for learning. This means:
  - We arrive at school on time.
  - We are prepared for class.
  - We demonstrate a serious and responsible attitude in daily work. Homework is carefully and thoughtfully completed and on time.
2. We, the students of Iman Academy, try to settle our differences in a peaceful manner. This means:
  - We respect other people's property and personal space.
  - We do not physically or verbally fight with other children.
  - We do not take anything that does not belong to us.
3. We, the students of Iman Academy, follow the directions of adults in charge, the first time given. This means:
  - We look at the speaker.
  - We do not talk back to teachers or adults in charge.
  - This includes substitutes and lunchroom supervisors.
4. We, the students of Iman Academy, are sensitive to the needs and feelings of others. This means:
  - We use appropriate language at all times.
  - We do not bully or tease other children.
  - We demonstrate Islamic behavior at all times.
  - We are willing to help each other.
  - We are friendly and courteous.
5. We, the students of Iman Academy, are expected to move safely through the school. This means:
  - No playing around in the bathrooms or hallways.
  - No running in the lunchroom, hallways, or in Salat area.

**Iman Academy Is Special. Let's Keep It That Way!**

## IV. Student Dress Code

The student uniform is required to provide a sense of belonging and equality in the school. The uniform gives a professional look to our school and helps break down the social barriers that can sometimes effect the youth of today's society. The uniform must be worn daily. Refusal to adhere to the dress uniform will result in disciplinary action.

- Personal hygiene is a part of Islamic life. Students should attend school well groomed. Fingernails must be trimmed.
- Girls are encouraged to wear the "hijab" in grades K to 3 and are required to wear "hijab" in 4<sup>th</sup> through 12<sup>th</sup> grades.
- Girls in grades 4-12 are not allowed to have any hair showing through or hanging outside of their "hijab."
- Headscarf "Hijab" must be worn during Quran, Islamic Studies, Salat and assembly for K-3rd grades.
- Nail polish, make-up, perfume and jewelry are not permitted.
- Baseball type caps are not permitted.
- Open-toed shoes are not permitted.
- Shorts are not permitted.

### School Uniform:

BOYS – Grades 1-5: khaki pants and a green polo shirt, purchased from school

BOYS - Grades 6-8: Light Blue Long Sleeved Dress Shirt with school Logo, purchased shirt or logo patch from School, with Black uniform pants.

BOYS – Grades 9-12: White Long Sleeved Dress Shirt with school Logo, Purchased shirt of logo patch from school, with Black uniform pants.

GIRLS – Grades 1-5: Navy blue or black skirt (NO LEGGINS or CAPRIS), with green long sleeve polo shirt and white "hijab".

GIRLS – Grades 6 – 12: Black Abaya with little or no design, or lose fitting full length Black skirt with long sleeved dress shirt with school Logo. Additionally, single or two piece White, Black, or Navy blue headscarf 'Hijab', with color-free hijab on Friday.

### PE Uniform:

ALL T-SHIRTS MUST BE PLAIN GRAY or WHITE T-SHIRTS WITHOUT WRITING OR PICTURES.

BOYS: Black or navy workout pants and plain gray or White t-shirt

GIRLS – Grades 1-3: Black or navy workout pants and short sleeve plain gray or White t-shirt

GIRLS – Grades 4-12: Black or navy workout pants, and long sleeved gray t-shirt or school Green PE t-shirt

### Jackets/Sweaters:

**ALL STUDENTS NEED A BLACK OR NAVY BLUE JACKET WITH NO WRITING OR PICTURES.**

The school uniform is available at the school's store.

All school uniforms must be clean and pressed. Student uniform is required to provide a sense of belonging and equality in the school.

## V. Operating Policies & Procedures

### Hours of Operation & Opening/Closing Policies for Iman Academy

Daily hours of operation for students are: 7:45 a.m. to 4:00 p.m. The arrival, tardy and dismissal times per campus are listed below.

Campus	Arrival Time	Tardy Time	Dismissal Time
Southwest	7:50 AM	8:00AM	3:30 PM 2:35 PM (Fridays)
Southeast	7:45 AM	8:00AM	3:30 PM

The parents will need to accompany any student arriving after 10 minutes after the tardy time into the office to sign in the child.

1. Staff must be at their work stations at 7:45 am.
2. Administrative staff work hours are 7:35 am to 4:00 pm
3. Teachers are expected to remain after school hours until all children have been appropriately released and facilities used by the school have been returned to the condition in which they were found.
4. The school premises shall be opened from 7:35am to 4:00pm Monday through Friday, except for school holidays.
5. Schedules shall be in keeping with sound principles of education.
6. The school may be closed on holidays as determined by the school calendar.

Note: FAITH Childcare may differ in operating hours since they operate as a full-service childcare with hours from 7:00 AM to 6:00 PM. The specific procedures will be detailed in the Childcare's documentation. .

### Vacation & Holidays

The official school calendar will be distributed in August defining all holidays, teacher in-service days, and other important dates. Calendars from local School districts will be used as a guide. Attempts will be made to match school closings with those of local districts. There will be a minimum of 180 scheduled instructional days. Make-up days are provided for any unexpected school closings and will be announced and posted in the school official calendar and school website.

Please refer to the academic school calendar for all scheduled holidays and breaks. The official school holidays include the following:

1. Eid ul-Fitr
2. Eid ul-Adha
3. Labor Day
4. Thanksgiving (2 Days)
5. New Year's Day
6. Martin Luther King
7. President Day

In addition, there are four major breaks:

1. Fall Break
2. Winter Break
3. Spring Break

There will be Parent-Teacher Conference days during the year, to provide time for parents to meet with your child's teacher(s) and discuss the progress of your child. These days will be student holidays. The Parent-Teacher conference dates will be according to the school official calendar.

### Release of Students

Students will leave the school according to the instructions written by the parent on the Arrival/Departure Procedures Form.

## **Parents Under The Influence of Drugs Or Alcohol:**

Teachers are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They should call the police to give the child and parent a ride home. Teachers should not under any circumstances provide transportation to a parent who appears to be impaired by drugs or alcohol because the program insurance does not cover transportation related to the School. If a child is removed from the school by a parent who appears to be under the influence, teachers are to make every attempt to copy the car license number and notify the administration and authorities.

## **Lunchroom Procedures**

All teaching staff will be assigned lunchroom duty to supervise students during the lunch period. The following procedures apply at lunch time:

1. Lunch will be served in the lunch area and/or in classrooms. Children will be supervised at all times.
2. Each child will bring his/her own lunch from home.
3. There will be heating in microwave by staff members only.
4. Lunches containing questionable food products prohibited by Islamic law, or considered unhealthy like caffeine, will be returned home.
5. Students may purchase healthy snacks/drinks from the Healthy vending machine in the lunch room area

## **Outdoor Play**

Outdoor time is important for both the well-being of children and staff. It is important for us to be sure that the children are always appropriately dressed for outdoor play. Children will be supervised at all times. The children will not be allowed to play outdoors when an OZONE warning has been issued.

## **Field Trips**

Field trips expand a child's experience through a variety of "out of school opportunities", so they will be planned on regular basis. Transportation will be provided by a licensed transportation company.

Parents will receive advance notice of upcoming field trips and the means of transportation. Permission slips must be signed and returned to the school if the child is to participate in the field trip.

## **Student's Personal Property**

1. Children's personal property including coats, clothing, school bags, etc. must be cleared from the classroom every day.
2. Teachers will submit any items remaining in the classroom every day to the school lost and found box.
3. Students are ultimately responsible for their personal belongings; the school cannot be responsible for lost personal property.
4. Lockers, backpacks and desks are subject to be searched at any time without a notice or permission by school staffs.

## **Visitors & Observers**

School visitors, either parents or community members, are always welcome. However, to maintain a constructive learning environment, visitors must schedule appointments for tours or observations.

1. Classroom observations are limited to those authorized for academic reasons (i.e., teacher evaluations, student assessment, etc.).
2. Any classroom visitor must first register with the main office and be cleared by the Principal before entering a classroom.
3. For liability and supervision reasons, visiting children may not participate in school activities.

## **Scheduled & Unscheduled School Openings, Delays & Closings**

The school is required by law to be open for a minimum of 180 instructional days for the academic year. The official calendar is distributed during the first week of school in August. This calendar lists all scheduled school closings including National and Islamic holidays, Staff Development days, and General Holidays (e.g. Fall/Winter/Spring Breaks). Since Islamic Holidays are determined by actual moon sightings, the proposed holidays for Eid ul-Fitr and Eid ul-Adha are subject to change. However, this will usually be no more than 1 or 2 days in either direction.

1. **Scheduled No-School Days:** the Principal will notify parents in advance whether the school will be available on scheduled no-school days such as conference days. Please refer to school calendar.
2. **Unscheduled No-School Days:** there will be no school on days when school is cancelled due to water main breaks, heating failure, electrical problems, weather, etc. If the weather demands closure please listen to the radio/TV stations for school closures in local districts.
3. **Unscheduled School Delays:** school will not be open in the morning if school is delayed due to water main breaks, heating failure, electrical problems, weather, etc.
4. **Scheduled Early Dismissal Days:** the Principal will notify parents in advance whether services will be available on scheduled early dismissal days or not.
5. **Unscheduled Early Dismissal Days:** school is not available when school is dismissed early due to water main breaks, heating failure, electrical problems, and weather.

## **Bulletin Boards**

Bulletin boards within the classroom are to be shared by the teachers using the room. Sufficient space should be provided for each teacher. The teachers must be considerate of everyone needing space in the classroom. Materials unrelated to the school are not to be posted on the Bulletin Boards without first obtaining written approval from either the Principal or head teacher.

## **Acceptable Use Policy - Computers And Internet**

### *1. Student Responsibilities For Using Network Resources*

The use of Iman Academy computers, computer systems, computer networks, software, and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Iman Academy computers, computer systems, computer networks, software, and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system and building administrators will deem what is inappropriate use, and their decision and the consequences are final.

### *2. Network Standards*

- a. Using the network resources in such a way that would disrupt the use of the network is prohibited.
- b. Follow teacher guidelines and instructions on appropriate use of network resources.
- c. Using inappropriate language such as swearing or vulgarity, or ethnic or racial slurs, or obscene pictures is prohibited.
- d. Typing messages in all capital letters is the computer equivalent of shouting and is considered rude.
- e. Pretending to be someone else when sending/receiving messages is inappropriate.
- f. Revealing personal information of yourself or others is prohibited.
- g. All, but not limited to, external media storage devices such as floppy disks, flash/jump drives, CD-R/RW, and storage cards must be scanned by a staff/faculty member for viruses.
- h. Always log off of the network when your session is complete.
- i. Sharing your school issued username and password is prohibited.

### *3. Internet Acceptable Use*

- a. Obtain permission from your teacher before e-mailing, accessing, downloading or printing from network resources.
- b. Follow teacher guidelines and instructions on appropriate use of the Internet.
- c. Access only course related materials for educational purposes.
- d. Credit all resources appropriately when utilizing information accessed (observe copyright guidelines).

### *4. Use Of Data*

- a. Protect confidentiality and act responsibly when accessing data or resources required for schoolwork.
- b. Use strong passwords and follow network etiquette to secure sensitive data.
- c. Do not grant access to confidential information to others by placing sensitive data/schoolwork in “open” network resources.
- d. Do not misrepresent or falsely manipulate/alter data.
- e. It is a violation to knowingly attempt to access resources that you do not have permission to utilize or should not have access to as required for schoolwork.
- f. It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.
- g. “Hacking and/or Cracking,” unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network of any kind are deemed inappropriate use.

### *5. Restrictions*

- a. Installing any programs to School's network system is prohibited.
- b. Copying and distribution of unauthorized materials such as but not limited to video, audio, and image files is prohibited.
- c. Use of school equipment for personal financial gain is strictly prohibited.
- d. Accessing the school network using any non-school device is prohibited (example – a personal wireless laptop).
- e. Damaging and vandalizing computers, computer systems or computer networks is prohibited.
- f. Printing non-course related materials is strictly prohibited.
- g. Accessing and using non-school provided email is strictly prohibited.

### *6. Copyright Of Print /Non-Print Materials*

- a. Use of printed copies either from books or downloaded from electronic sources must be properly cited.
- b. Copies may not be substituted in part or whole for an original work.
- c. Copying software is illegal.

### *7. Disclaimers*

Please note that since the Internet provides access to computers and people all over the world, there is a possibility that students may encounter areas of adult content and objectionable material. While the school will take reasonable steps through training to preclude access to such material and does not initiate or allow such access, it is not possible to absolutely prevent such access.

- Iman Academy makes no warranties of any kind, either expressed or implied, for the provided access.
- The staff, faculty, and school personnel are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, or for the loss of data stored on Iman Academy resources.
- The staff, faculty, and school personnel are not responsible for information obtained through school network resources resulting in criminal activities.
- Parents who do not wish for their children to have individual access to the Internet must submit to the Principal a written letter expressing their desire for their child to be exempt from individual Internet access.



## VI. Admissions And Registration

### A. Admissions Policy

Admission shall be open to any child, provided the school can meet the special needs of that child. Admission in the school shall be granted without discrimination with regard to sex, race, color, creed, national or ethnic origin, or political belief.

Iman Academy shall accept new students under the following age requirements:

- Pre-School program must be potty-trained and 3 years old on or before October 31<sup>st</sup> of that year.
- Pre-Kindergarten program must be 4 years old on or before October 31<sup>st</sup> of that year.
- Kindergarten program must be 5 years old on or before October 31<sup>st</sup> of that year.
- Grade 1 program must be 6 years old on or before October 31<sup>st</sup> of that year.
- Completion of Kindergarten is not required for admission to Grade 1.
- Grade 2 must be 7 years old on or before October 31<sup>st</sup> of that year.
- Grade 3 must be 8 years old on or before October 31<sup>st</sup> of that year.
- Grade 4 must be 9 years old on or before October 31<sup>st</sup> of that year.

Before admission is possible the following materials must be submitted:

1. Completed registration form and registration fee
2. Birth certificate
3. Vaccination/immunization record
4. Previous school records and transcript/ transfer of records application
5. Emergency contact card

Students transferring from other schools (public schools, private schools, schools that are overseas) must meet the age criteria for the grade level and submit documents for previous grades. Testing is required if the child has no previous record available at the time of admission, even if they meet the age requirements. There is an additional fee of 20.00 only for transferring students to cover the cost of any testing required.

For underage students transferring into Grades 2 or above, a Committee that includes the School Principal, Teachers from the Grades in question, and the appropriate Subject Teachers will evaluate the transferring student. This Committee will meet with and test the student. Students will be expected to take the IOWA Test of Basic Skills Complete Battery for the Grade into which he/she was originally assigned and achieve 60%tile overall. After satisfying the IOWA Test requirement, the student will be placed in the requested Grade for a Six-Week probation period to determine both academic and social fit. There will be NO underage transfers into 1<sup>st</sup> Grade.

A student transferring from an overseas school into Middle and/or High school is required to be tested prior to enrolling or attending, to assess his/her academic readiness to start at the requested Grade, and achieve a passing score. Otherwise, the student has the option of either attending The International-Bridge Program for ESL Students, or his/her local-district area school.

### B. Registration Policy

**\*\* IMPORTANT NOTICE \*\* Due to a limited amount of space, please make sure to register your child (ren) for the new school year by Priority deadline. Should you choose to wait until the new school year begins, your child (ren) may not be able to attend because of space limitations. We want our students to return every year; so please register them before the summer break and take advantage of the lower registration fees. Jazakum Allah Khair**

Registration opens every year in February. The registration policy applies from Pre-K – 12th Grade depending on the campus where you wish to register. The 2017-2018 current registration and book fees are listed below. The fees are subject to change on a yearly basis as the school needs may change.

Iman Academy reserves the right to revoke admission or enrollment at any time with or without a reason, whether occurring prior the time of application, during the time of application, or after the admission decision has been made. Any decision to revoke admission or enrollment to Iman Academy will be made at the discretion of Administration.

The table below shows the schedule for registration and the fees required to hold a seat for your child. Note that the registration and book fees are nonrefundable. Tuition will be due on August 1<sup>st</sup> according to the Tuition Policy. Please follow this schedule and contact the school to complete the process by the deadline. All past due tuition must be paid before registering.

<b>Registration</b>	<b>Early Fees February 6 – March 10</b>	<b>Regular Fees March 10 – August</b>	<b>B.P. and F.T.I.</b>
<b>Iman Academy School</b>			
Elementary	\$75	\$150	325
Middle/High	\$75	\$150	375
<b>Iman Academy Childcare</b>			
Infants	\$75	\$150	\$25
Toddlers	\$75	\$150	\$25
Pre-School	\$75	\$150	\$125
Pre-K	\$75	\$150	\$175
KG	\$75	\$150	\$175

|| B.P: Book & Printing Fees || F.T.I: Facility & Technology Improvement

Students at the respective campuses will have priority over those transferring from the other campus.

- Registration fees are due at the time of registration - Non-Refundable.
- All other fees MUST be paid before August 5<sup>th</sup> of that year (Installment plan could be arranged)
- Fees can be paid by Credit Card with 3% processing fee.
- Fees can be paid by postdated checks no later than August 5<sup>th</sup> of that year
- \$25 dollars registration discount will apply for the second child
- Registration, Book & Printing, Facility & Technology Improvement Fees are per child and non-refundable
- Early and Regular Registration is open to all parents on a first come first serve basis beginning on February 6<sup>th</sup> to March 9<sup>th</sup>.

New parents to Iman Academy may elect to be on our Priority Waiting List during the Priority registration period for current parents. These parents will then be given first chance for any remaining openings when Early registration opens. After the parents on the waiting list have been contacted, we will open registration to all other students on a first come first serve basis.

### **C. Waiting List**

When the school is filled to capacity, the office will maintain a current list of children who are waiting to enroll. The School requires a completed registration form accompanied by a nonrefundable registration fee to maintain a child's eligible status for enrollment.

The enrollment limit is 25 students per classroom. However, the administration reserves the right to limit enrollment further due to room constraints or other issues that will hinder the educational process.

## VII. Student Attendance Policy

### A. Excused and Unexcused Absences

When requesting that a child be dismissed from school for any planned reason, parents must submit a request in writing to the School Office at least 2 school days in advance of the planned absence. Students are responsible for all assignments missed during their absence.

EXCUSED ABSENCES, according to the Texas Education Code 21.035, include:

- Personal sickness
- Sickness or death in the family
- Quarantine
- Weather/road conditions
- Or any unusual cause such as: doctor appointments

The following procedure is to be followed for excused absences:

1. When a child is absent, the parent must notify the school by 9am that day.
2. Students absent from school must submit a WRITTEN note upon their return. The note should list the date and reason for the absence. Failure to notify the school for the reason of absence will result in an UNEXCUSED absence.
3. Any student missing 20 or more days for any reason must work out a plan of remediation acceptable to the teacher and the school administration.
4. Once on the school grounds, students may not leave during school hours, except when a parent, or a person designated by a parent takes the student for a legitimate reason and with express permission from the principal.
5. All students must be dismissed or remitted to the school through the school office.

### UNEXCUSED ABSENCE

Unexcused Absences include vacations, trips etc. that are NOT school related. A student taken out of school must make up the schoolwork on his/her time. Teachers are NOT responsible for re-teaching any new skills missed.

Ten or more unexcused absences could result in failure and require the student to repeat the grade the next year. The student may be required to attend summer school or take a comprehensive exam in order to be promoted to the next grade.

### B. Excused & Unexcused Tardies

The school facility will open at 7:45 am. The school day, for the students, officially begins at 8:00 am with the morning assembly. Students arriving after 8:00 a.m. are tardy. Depending upon the circumstances, tardies may be considered excused or unexcused. Parent's must come inside and sign in their child if they arrive after 8:10 am.

An excused tardy is a doctor or dental appointment. To have the tardy excused, a doctor's note must be submitted to the office. For all other reasons, the Principal will determine if the tardy is excused or unexcused. If a student receives 4 unexcused tardies in a 9-weeks grading period, then 1 unexcused absence will be recorded for that student.

### C. Make-Up Work

It is the student's responsibility to ask for missed schoolwork and to submit the work to the teacher on time. Students will be allowed 2 days for each day of absence to complete any missed tests or assignments. For example, a student who has missed 3 days of school will be allowed 6 total days to make-up his/her work. The total days includes weekends and school holidays. If a student turns in a portion of the assignment, after the allotted number of days has passed, the actual grade will be recorded. If a student does not turn in any of the assignments, a grade of zero will be recorded. Ten points are deducted each day for the first three days that the work is late. A zero is recorded after the third day.

All students will receive credit for satisfactory make-up work after an absence for excused absences ONLY. All worked missed due to an unexcused absence or tardy will be counted as a zero for grading purposes.

## VIII. Tuition Policy

The Tuition Policy described here will ensure that tuition and fees are collected in a consistent and timely manner throughout Iman Academy and FAITH Childcare Centers. The policy is described below:

1. Iman Academy requires Annual Tuition from Kindergarten and above. The Childcare Centers charge monthly fees for children below Kindergarten. Tuition may be paid in 10 monthly installments. The fees are subject to change on a yearly basis as the school needs may change.
2. Tuition payments are due on the first of each month. From the 10th to the 15th of the month, a \$25 late fee will be charged. If the tuition is not paid by the 15th, the student will not be allowed into the classroom.
3. Regardless of when a student is enrolled during the month, full tuition is due for the month at the time of enrollment.
4. Report cards and test results will NOT be issued if the tuition balance is not paid in full.
5. Registration and Book fees are required at the time of Registration.
6. The maximum tuition per family is \$ 2400 for the school. This maximum is exclusive of Infants, Toddlers, Pre-School, latchkey care or additional services rendered by Iman Academy or FAITH Childcare.
7. Only one discount applies to families and staff; discounts may not be combined.
8. The table below shows the current IASW fee schedule. For IASE see Registrar office.

	ANNUAL	MONTHLY
<b>FAITH CHILDCARE (INFANTS &amp; TODDLERS)</b>		
Infants (1-18 months)	\$6500	\$650
Toddlers(18-24 months)	\$5750	\$575
<b>FAITH CHILDCARE (PRE-SCHOOL TO KG)</b>		
Pre-School & Pre-KG 1 <sup>st</sup> child	\$5750	\$575
Pre-School & Pre-KG 2 <sup>nd</sup> child	\$5500	\$550
<b>ELEMENTARY (1-5)</b>		
1 <sup>st</sup> Child	\$6000	\$600
2 <sup>nd</sup> Child	\$5750	\$575
<b>MIDDLE &amp; HIGH SCHOOL (6 AND UP)</b>		
1 <sup>st</sup> Child	\$6250	\$625
2 <sup>nd</sup> Child	\$6000	\$600

Iman Academy reserves the right to withhold school records until all tuition is paid in full. Failure to pay tuition can and will lead to WITHDRAWAL of your child from the school.

### TUITION REFUND POLICY

Parents must submit a written request to the Administration 30 days before withdrawing the student(s) from school for tuition reimbursement. Refund will only be given for tuition paid in advance for any remaining months student will not attend.

## IX. Grading & Honor Roll

The grading and honor roll procedures are generally campus specific. However, FAITH offers general guidelines to ensure that the grading and honor roll system are consistent throughout the Iman Academy school system.

Grading should be age appropriate with the overall grade being a weighted average of several different assessment categories including homework, class work, quizzes, tests and projects. The weights and specific evaluation methods are dependent on the grade level and whether it is an Honors class or a Regular class. School administration will provide the specific details for grading (copy in Principal office).

The Honor roll is a tool to recognize academic achievement and citizenship. Iman Academy recognized the importance of both high academic performance as well as excellent behavior. Again, the specifics of the honor roll procedure are determined at the local school level.

Qualification for the Honor's List is as follows (this may be different between SW & SE):

1. The Honor List is determined by the end of each quarterly period/ subject.
2. An Honor List student must receive a 90% or greater in all Subjects, and 93% or above in Core Subjects.

School administration may develop additional criteria. All Honor List procedures are subject to review and approval by the Education Committee.

## Ranking

Iman Academy Schools does not rank students. The identification of the valedictorian and salutatorian shall be based on academic excellence and implemented in an equitable and consistent fashion. To be eligible for Valedictorian or Salutatorian, a student shall have:

1. Completed the last 3 years of academic work at Iman Academy. The awards are intended to honor the academic rigor of a student's work at Iman Academy High School.
2. The unweighted GPA on a standard of 4.0 grading scale with a minimum GPA requirement of 3.7 or above, and SAT Scores.
3. Recommendation of a Review Committee approved by the board consists of at least three members including the Principal and Academic Counselor (decision is based on a holistic review of the student's AP Exams, Dual Credit, School Spirit, and Leadership).
4. To be eligible for Honors as a Graduate, the student shall have the unweighted GPA of 3.5 or above.
5. Valedictorian(s), Salutatorian(s), and Honor(s) to be approved by Faith-Iman Academy Superintendent.

Valedictorian, Salutatorian, and Honors will be announced each year in the Third Quarter (Q3) of the graduating year.

## GPA Calculation

GPA is computed using the below un-weighted quality points, beginning with any high school credit is taken in and 8<sup>th</sup> grade and all credits attempted in grades 9 through 12 in all subjects whether passed or failed. All transfer credit, credit by exam, and dual credit that is accepted as credit by Iman Academy are included in the GPA computation.

Grading		GPA Points Awarded
A Excellent	93-100	4.0
A-	90-92	3.8
B+ Above Average	87-89	3.6
B	83-86	3.4
B-	80-89	3.2
C+ Average	77-79	2.8
C	73-76	2.6
C-	70-72	2.4
Failed	69 or below	0.0

## **X. Promotion Policy**

### **A. Promotion to the Next Grade**

#### **1. Elementary and Middle School**

- Promotion will be based on the student's year-end grade averages.
- Grades 1 to 5 must have a final average of 70% and above in Language Arts, Science, Social Studies, Islamic Studies, Arabic and Mathematics and Quran.
- Grades 6 to 8 must have a final average of 70% and above in Language Arts, Science, Social Studies, Islamic Studies, Arabic, Mathematics, and Quran.
- Students who fail in one or two subjects must PASS a comprehensive exam in Iman Academy before their return in the fall of the upcoming academic year.
- Students who fail more than two subjects will be retained in the current grade and will not be eligible for further examination.
- Teachers will prepare study guide(s), placement exam(s) and answer key(s) for students who have failed a subject(s) during the year. The exam must be completed and passed before the new school year begins in order to register for classes. It will be the parent's responsibility to arrange for the appropriate tutoring or summer classes to prepare for the placement exam. Parents should call the school during the first week of August to schedule a time for their child to take the examination.

#### **2. High School**

- Students in grades 9-12 must obtain a final average of 70% or above in all subjects to pass.
- Students must fulfill all the requirements of High School Graduation Plan. A copy of these requirements are available in the counselor's office.

### **B. Acceleration Policy**

#### **1. Eligibility**

Acceleration is the process by which a student is allowed to forgo his/her age appropriate grade and enter the next grade. This process is commonly referred to as "skipping a grade". IMAN ACADEMY considers acceleration to be a very critical choice in a child's academic AND social development. Due to the social complications of acceleration, ONLY students in 4<sup>th</sup> grade and up are given the opportunity for acceleration.

#### **2. Application Process**

A parent request and/or teacher recommendations that a student is capable of accelerating. Application for acceleration are submitted to the principal's office along with a \$100 application fee. If the principal feels a valid case has been presented, then he/she will call for a meeting with the parents, the teachers, and future teachers. This conference will determine if the child is a candidate for acceleration. The principal may elect to have the student's files and behavior reviewed by a school counselor or educational consultant. All parties must agree to proceed with the acceleration process.

The criteria used to determine whether a student is to be examined include:

- a. Critical thinking abilities.
- b. Well roundedness
- c. Academic performance.
- d. Behavior and maturity.
- e. Social impacts of grade change.

### **3. Examination Process**

The Examination Committee will administer the tests for acceleration. This committee consists of the student's current teachers, future teachers, the principal, and the VP of Education.

The IOWA and STAAR Tests are strong indicators of the student's academic abilities. The student is required to have 'Mastered' the STAAR test in all administered subjects at his/her grade level. This is an academic assessment based on the Texas Essential Knowledge and Skills (TEKS) that meets the State's curriculum Standards. Mastering indicates that the student is expected to succeed in the next grade with little or no academic intervention.

If the student is determined to be a viable candidate for acceleration based on the Examination process, then the student will be placed in the accelerated grade for a Nine Weeks probation period. At the end of this probation period, the Principal will make the final approval for acceleration.



## **XI. Homework Policy**

### **A. Overview**

Iman Academy bases its homework policy on sound principles for teaching and learning. Iman Academy's homework policy validates the belief that the average student learns best in a classroom with a teacher, rather than at home struggling through long homework assignments that produce high error rates. The homework policy should focus on two primary ideas:

(1) Students have a right to be given homework that will enhance their learning, and (2) teachers have a responsibility for assigning it.

There are usually four reasons that teachers use homework:

- to increase student achievement,
- to build independence and responsibility,
- to fulfill the expectations of the public or community, and
- to expand and ease the time constraints of the curriculum.

No matter what the purpose or use of the homework, it must be beneficial for the learner.

### **B. Iman Academy's Guided Practice**

Prior to assigning homework, teachers should spend a considerable amount of time in guided practice. Guided practice is the time a teacher spends checking the students' level of understanding and monitoring seat work to ensure that students have obtained the required skills necessary to complete homework assignments successfully. This process will ensure higher levels of student engagement and will afford each student the opportunity to practice a new skill while in the classroom under the direct supervision of the teacher.

### **C. Reinforcement of Previously Learned Skills**

Homework, like review, should be a reinforcing activity and should not be a matter of student choice but a predetermined event by which the teacher has prescribed a learning activity as reinforcement to the concepts already obtained. Homework assignments are activities that students are able to progress through on their own. With the possible exception of academically talented or highly motivated pupils, students' confusion about what to do or their lack of just one important concept or skill will frustrate their progress, leading to both management and instructional problems for teachers. When students are engaged in homework assignments, student responses should be rapid, smooth, and almost always correct.

### **D. Guidelines for Assigning Homework**

Homework assignments (which should take approximately 15 to 20 minutes) should be given in the form of short "drill and practice" activities that students have worked on in class to an adequate level of understanding. Other acceptable forms of homework are research papers, short sections of novels or other literature, and reading assignments. These types of assignments are useful, for they serve as advanced organizers for what is going to be introduced within the content of the learning cycle. The following is a list of questions that teachers should ask themselves prior to assigning homework:

- Is the homework challenging? Homework should not be challenging because of its length or because it tries the patience of students. Homework should give students a sense of pride or accomplishment when finished, not just a sense of relief.
- Is the homework interesting? Students do not need to love every assignment and drill and practice certainly can be used as homework. But even drill and practice can be presented in a challenging or interesting way. Homework competes with the stereo, television, sleep, telephone, friends, and family. The assignment needs a fighting chance if it is to be completed.
- Is the homework proportionate? Homework should be the right length and intensity. Two hundred additional problems are excessive, as is reading a paragraph per night of *A Tale of Two Cities*. Homework should not be assigned to fill time but to complete a learning objective.

- Is the homework related to what is covered in class? Homework collected and integrated into class activities is perceived by students as a waste of time. Simply going over the homework in class is not enough. The learning gained by doing the homework should directly relate to other class activities.
- Can the homework be corrected quickly? When homework is returned weeks after it was handed in, it is of little value to the student's learning. Homework can be returned faster if it is self-corrected or peer-corrected.
- At times, do students have choices about homework assignments? Students are more receptive to assignments that offer some selection. If there are ten questions at the end of the chapter, let the students select six to answer. The process of selection may be of more learning benefit than answering the questions.
- Is the homework understandable and readable? Make sure the challenge of the assignment is not simply trying to read it.
- On some occasions are there opportunities for students to work together on homework assignments? Provide group projects and assignments whenever possible. In life outside school, people more often work together than alone. Working together on homework is more motivating, and the homework has a better chance of being successfully completed.

### **E. Student Planner/Assignment Notebook**

Teachers can encourage and support students in the successful completion of homework assignments by using the student planner. The idea behind the student planner is to demonstrate to the student how planning will facilitate academic success. The students should receive their student planners at the beginning of each school year. The planner usually includes the student handbook, various study skills components, a month-to-month activity calendar, and a daily assignment record. Each student carries the planner to class each day and records assignments, special projects, and upcoming tests. To promote better communications between the school and the parents, teachers can make notations in the planner regarding the student's academic progress and encourage the parents to look at the planner nightly. Teachers could even require a weekly parent signature.

## **XII. Sexual Harassment**

Each student and employee has the right to be free of sexual harassment of any kind. Sexual harassment is defined as the following:

- Unwelcome physical contact.
- Sexually explicit language or gestures.
- Uninvited or unwanted sexual advances.
- An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

### **FAITH and Iman Academy Will Not Tolerate Any Form of Sexual Harassment.**

Complaints are to be brought first to the Principal who will investigate the matter. If the complaint is against the Principal it is to be brought to the Superintendent and the Board of Trustees. Employees found participating in any form of sexual harassment will be terminated immediately.

## **XIII. Confidentiality**

Employee files are confidential and are located in the Human Resources Department. Those allowed viewing of personnel files are the immediate supervisor, Superintendent and /or members of the Board of Trustees who are responsible for the staff's employment status. Access may be granted to personnel files upon advice of counsel (e.g., in response to a subpoena, summons, or request for information from a federal administrative or law enforcement agency). The employee may inspect his or her own personnel file, provided a written request is made to the Board of Trustees.

Student information is confidential. Those allowed viewing of student files are the students' current teacher(s), the Principal or those authorized by the Principal. Student files may be accessed during incidents requiring a call to the students' emergency contacts.

## **XIV. Mandatory Reporting Of Child Abuse**

The Department of Human Services (DHS) requires teachers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs and alcohol. After reporting to the DHS, the employee should contact the direct Supervisor.

Employees should be cautioned to use good judgment when making such calls and understand that cultural differences may sometimes be misinterpreted as inappropriate.

## **XV. Safety And Health Policies/Procedures**

The safety and health of IMAN ACADEMY students must be a top priority for the staff and administration. If an employee notices an unsafe condition or the potential for a safety incident, he/she should report it to the Principal immediately. Employees should take initiative in taking action to make their classrooms and premises safe for students, parents, and staff.

### **A. Building and Playground Procedures**

General rules that students must adhere to:

1. Immediately follow directions of adults in charge
2. Stay where your teacher can see you at all times
3. Use of classroom voices, except in gym or playground
4. No climbing on school furniture
5. No running except where permitted in the gym or playground
6. Use of school supplies and equipment according to their intended design.
7. No teasing, bullying, fighting or poor sportsmanship
8. Food will be confined to areas designated for snack preparation and service
9. Students must remain at all times within the facilities or premises during school hours
10. Alert supervision according to correct staff-children ratio at all times
11. Appropriate use of any building signal/PA for restoring quiet
12. Children are never allowed to move, touch or ride on a TV/VCR cart
13. Children are never allowed to move, set up or take down movable lunchroom tables
14. The building custodian is to be called in the event of need for sanitary clean up of body fluids
15. Safety procedures must be clearly displayed within the classroom
16. Classroom procedures must be consistent with school procedures
17. When using slides, keep well-spaced behind person ahead of you. Three persons on steps at once. Only one person on the slide at a time.

### **B. Snack Time Procedures**

General procedures that must be implemented by school staff include:

1. Snacks will be eaten during recess time in the Elementary school
2. Students must bring only one healthy snack or purchase from Healthy Vending Machine located in lunch area in the Middle/High school (no unhealthy snacks will be allowed)
3. Students should not run while eating their snack
4. Students should be helpful by throwing away trash/unwanted items

### **C. Lunch Time Procedures**

The cafeteria is a place where good table manners and good health habits can be practiced. Students are expected to practice the procedures of ISLAMIC manners.

General procedures that must be implemented by school staff include:

5. Students should follow the directions of adults in charge
6. Students should walk quietly and politely
7. Raise hand to ask for help
8. Use good manners, polite language and moderate voices
9. No running, pushing or throwing
10. Students should be helpful by throwing away trash/unwanted items at the end of lunch
11. Remain seated unless allowed by teacher
12. Form a line for heating lunch – only for the first seven (7) minutes

### **D. Restroom Procedures**

General procedures that must be implemented by school staff include:

1. Use restroom as intended and keep it clean

2. Flush the toilet
3. Wash hands; put trash in cans
4. Clean up spills with paper towels and pick-up any dirty paper

## **E. Hallway Procedures**

General procedures that must be implemented by school staff include:

1. Walk single-file on the right side of the hallway
2. Walk only; no running
3. Face forward and stay in line
4. Remain quiet; no talking
5. Keep hands, feet, books and objects to self

## **F. Health Requirements**

1. A certificate of good health, signed by a physician, is required at the time each child is admitted to the school. This will also be required before readmission by a child after any lengthy or serious communicable (i.e., contagious) disease or illness.
2. Each child is to be carefully monitored every morning upon entering the school. If good health is in doubt, the child should not be admitted. Should a child seem ill during the day, the child shall be isolated immediately and the parents contacted.
3. Parents are required to notify the school whenever a child has been exposed to a contagious disease.
4. All newly enrolled students are required to have completed immunization for diphtheria, whooping cough, measles, and polio. They must also have a tuberculin test.
5. All staff members, volunteers, and participating parents shall present certificates of good health and negative tuberculin tests.
6. If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) the staff should be instructed by the parents as to what to do if a problem should occur during program hours. Any required medication should be available on site and the appropriate forms for its use should have been completed. If administered, medication should be in its original bottle prescribed by the physician.
7. Children with the following symptoms ARE NOT ALLOWED TO REMAIN IN SCHOOL. Parents must take them home as soon as notified.
  - a. Contagious Disease as listed:
 

Acquired immune deficiency syndrome (AIDS)	Chicken pox
Common cold	Conjunctivitis (pink eye)
Influenza	Hepatitis A and B
Impetigo	Measles
Meningitis	Mononucleosis
Mumps	Pediculosis (lice)
Rubella	Strep throat
Tuberculosis	Whooping cough
Fever over 100°F	
  - b. Vomiting or Nausea
  - c. Diarrhea
  - d. Severe abdominal pain
  - e. Severe sore throat
  - f. Acute cold
  - g. Persistent cough

- h. Earache
  - i. Skin rash/Scabies
  - j. Red, inflamed or discharging eye
8. Accident Requiring Medical Attention
- a. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as the child is safely in route to the hospital or sooner.
  - b. To minimize the spread of infectious disease, all staff shall wash their hands after leaving the bathroom. Children shall be required to wash their hands before eating. Signs indicating this should be posted in the rest rooms.

## **G. Health & Medication**

### **Emergency Care:**

If we believe emergency care is needed, EMS will be contacted and the school will notify the parents immediately. It is important that all emergency numbers are listed on the emergency contact card.

### **First Aid:**

Minor accidents will be taken care of by school personnel. An accident report will be completed and a copy sent to the parents.

### **School Health Test:**

Screenings for vision and hearing may be administered at school. Parents may elect to do this screening elsewhere and send the results to the school.

### **Medication: The following policy will be enforced regarding the administration of medication at school:**

1. ONLY medication which is necessary for the child to attend school will be given during school hours.
2. ONLY medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours. The prescription must be accompanied by a note written by the doctor allowing the child to attend school.
3. Over-the-counter medication will NOT be administered at the school or permitted to be carried on the school premises by a child. The exception will be pain relievers such as Tylenol which will only be administered with a written consent from the parents and dispensed from the school's medicine cabinet.
4. A parent must sign the Medication Release Form before any medication can be administered.

## **H. Accidents**

When an accident occurs at school and a child is injured, the following procedure should be followed:

1. Any Teachers or Assistant Teachers in the vicinity of the child must immediately attend to the child, call for assistance from other staff members and notify the Principal.
2. The injured child should not be left alone AND should not be moved until deemed safe. If the Principal is not within hearing distance, then a child may be sent to notify him/her.
3. The attending staff member should try to keep the child calm, covered and awake.
4. Assisting staff members should pull the child's folder and pull the child's emergency documents, if necessary.
5. Trained personnel should administer appropriate first aid treatment to the child.
6. The Principal will evaluate the injury for need of further medical attention and determine if a call to the child's parent is necessary.
7. If appropriate, the injured child may be moved to a quiet area under supervision.
8. Attending staff member should file an Incident Report on the accident.
9. If the attending staff member is unable to administer first aid and is unable to assess the severity of the injury, then he/she should call 911 immediately.
10. If a staff member is injured on the job, an incident form must be completed and filed.

## **I. Tornado**

All teachers and children will go to their designated areas away from the windows as rehearsed during the semester tornado drill. The children will tuck their heads down. Relocation strategies, designated areas, and procedures for drills are visibly posted in every classroom.

## **J. Gas Leak or Flood**

All children and staff will exit the building to the relocation areas. Relocation strategies, designated areas, and procedures for drills are visibly posted in the classroom.

## **K. Fire**

The children and staff will exit the building as shown on the posted maps in each room and remain there until the all clear signal. Evacuation routes and actual staff responsibilities during evacuation are posted in each room. All emergency telephone numbers are posted by the telephone. Instructions on how to use the fire extinguishers are posted in the principal's office. Fires are reported to the division of public health within 24 hours.

## **L. Fire Drills**

Each month a fire drill will be conducted. The drills will be a combination of scheduled and surprise drills both for the children and staff. The drills will be logged in a fire drill book with date and time noted. Fire routes will be specific for each school.

## **M. Actual Fire**

1. If a staff person discovers a fire, he/she will activate the fire alarm. A designated person will call 911.
2. Staff will escort the children to the exit according to the fire drill procedures. All will calmly proceed to the designated area outside of the building.
3. Teachers will take along the attendance sheet to ensure that all students are accounted for at the meeting point.
4. A designated person will check all of the classrooms and bathrooms for children and will shut classroom doors.
5. A designated person will use the fire extinguisher from the wall if she/he feels it is safe to do so.
6. Never re-enter the building without proper approval.



## XVI. Discipline Policy

This policy has been adopted from Universal School and modified for specific needs of Iman Academy.

### A. Elementary School (1<sup>st</sup> through 4<sup>th</sup> Grades)

(Note: 5<sup>th</sup> grade follows the Middle and High School Policy)

In order to secure the best possible learning environment, guidelines of acceptable behavior and class rules to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

The system to be used is as follows:

1. A three colors traffic system will be used for monitoring behavior in and out of the classroom, green, yellow, and red. All students start the day on green; if students do their homework, follow rules, stays on task in class, etc., then they will remain on green. However, with each infraction, students will move their pins to yellow, and then to red. Consequences, such as warnings, time out, missing half or an entire recess to serving a lunch detention, will be utilized for every color change and may vary from grade to grade depending on the particular grade level and/or students.
2. Teachers will keep track of the number of times students are placed on red and further consequences will be given once the student receives a certain amount of reds.
3. In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and / or fighting, harm others, or use profanity, will be referred to the principal for immediate suspension and placed on Disciplinary Probation.

Each student will always begin each day with a “fresh slate”. Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. These disciplinary procedures will help your child assume responsibility for his/her own conduct.

### B. Middle and High School (5<sup>th</sup> through 12<sup>th</sup> Grades)

#### 1. CODE OF CONDUCT

The Prophet (P.B.U.H.) said:

“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” narrated by MUSLIM

#### 2. RATIONALE

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.

#### 3. APPLICATION OF POLICY

The Discipline Policy applies under the following situations:

- a. Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at Iman Academy
- b. During regular school hours
- c. On the school bus or other transportation sanctioned by the school
- d. During school sponsored events
- e. When going to and from school
- f. During events and activities associated with the school
- g. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process. It applies also if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and /or whose continued practice by a student of the school is disruptive to the school mission or educational process.

#### **4. DUE PROCESS RIGHTS**

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

##### **STUDENTS:**

- a. Two warnings before an action is taken to correct the misbehavior
- b. An explanation of how to correct the misbehavior
- c. A lighter penalty before a heavier one is applied
- d. A notification of the violation
- e. An opportunity to present his/her side of the story to the appropriate school persona
- f. Consequence will depend on the severity and frequency of the student's misconduct
  - Final decision is at the Principal discretion
  - Lunch and/or PE detention
  - Loss of participation in an extra-curricular activity
  - In-School Suspension
  - Out-of-School (At-Home) Suspension
  - Probation for 9 weeks (in Middle and High School): teachers will be recording daily student behavioral-performance in the Discipline Report Book (a copy is in the Principal office).

##### **PARENTS:**

- a. A verbal and/or written notification of the violation and the consequences decided by the school.
- b. A request to meet with the principal to discuss the discipline problem, and find a reliable solution.

#### **5. THE RIGHTS & RESPONSIBILITIES OF STUDENTS**

##### **STUDENTS HAVE THE RIGHT TO:**

- a. A quality education
- b. Education without undue interruption, disruption, fear, or inhibition
- c. Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student
- d. A copy of the discipline policy
- e. Receive respect from school personnel and other students
- f. Due process procedures according to school policies
- g. Participate in school functions and extra-curricular activities
- h. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct

##### **STUDENTS HAVE THE RESPONSIBILITY TO:**

- a. Put forth their best effort to meet classroom expectations
- b. Conduct themselves in such a manner as to promote a positive educational environment
- c. Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
- d. Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
- e. Read and abide by the school rules
- f. Show respect for other students and school personnel
- g. Read and understand their due process rights

#### **6. PROCEDURE**

The school teachers and administrators will use the discipline action form shown below. Teachers will have to go through this form step by step before they take any action.

- a. Write down all the necessary information such as teacher's name, student's name, etc.
- b. Write down the misbehavior
- c. Explain to the student the misbehavior and the Islamic way of correcting it
- d. Give the student a warning and let him or her sign that he received his or her first warning
- e. If the student repeats the misbehavior or makes another one, give him or her a second warning and let him or her sign that he or she received his or her second warning
- f. If the student repeats misbehaves again, take any of the actions indicated on the form such as standing the rest of the period, loss of recess time, etc. in the Elementary school
- g. If the student continues to misbehave refer him or her to the principal's office
- h. The principal will discuss the problem with the student and decides the necessary action, which may result in suspension depending on the level of the violation made. Tables 1, 2, and 3 explain the violations and the consequences of each one
- i. A copy of the discipline form will be sent to the student's parents and a request to meet with the parents if needed
- j. Once the teacher takes an action, a copy of the discipline form will be sent by the school office to the student's parents. A copy will be kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the principal's office. The form that reaches the principal office will stay in the student's file.

## 7. LEVEL 1 Infractions:

### Conduct that impedes orderly Operations of Classroom or School

#### Level 1

Behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level 1 disciplinary actions and has held a conference with the student and parents. Thereafter the classroom teacher may refer the student to the principal through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances, where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

**TABLE 1: LEVEL 1 VIOLATIONS**

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
<b>1. Disruptive Behavior</b>	Engaging in any conduct that causes or results in the break-down of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand, or oral or written notification to parent(s); student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral, or detention
<b>2. Littering</b>	Throwing or dropping paper, trash, or other material on the floor or ground	Same as in number 1

<b>3. Refusal to do classroom work</b>	Refusing to complete work, labs, projects, or other assignments given by the teacher	Same as in number 1
<b>4. Verbal Altercation</b>	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Same as in number 1
<b>5. Violating classroom rules</b>	Not following the classroom rules	Same as in number 1
<b>6. Electronic and other communication devices</b>	No student shall use, display, or possesses any electronic devices without approval on school property	Detention and conference with principal. Parents will be asked to pick up device. Consent offense, Suspension. Device will be confiscated and given to parents
<b>7. Tardiness</b>	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardiness is recorded in attendance folder, verbal reprimand, detention given every third tardy.

**8. Level 2 Infractions:**  
**Illegal and/or Serious Conduct**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

**Table 2: Level 2 Violations**

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3RD OFFENSE</b>
<b>8. Academic misconduct</b>	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
<b>9. Inappropriate language</b>	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
<b>10. Lying</b>	Giving or providing intentionally untrue or misleading information or communication	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
<b>11. Altering official documents</b>	Forging, falsifying, or unauthorized alteration of a document	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension

<b>12. Damage or destruction of property</b>	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Restitution, detention, or 1 day suspension	Restitution, 1-2 days suspension	Restitution, 2-3 days suspension
<b>13. Misuse of equipment</b>	students using school online services for illegal, inappropriate, or obscene purposes	Detention, or 1 day suspension	1-2 days suspension	1-10 days suspension

**Table 2: Level 2 Violations Continuous**

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3RD OFFENSE</b>
<b>14. Insubordinations</b>	Refusing to comply, either verbally or non verbally with a reasonable request or directive	detention, 1 day suspension	1-2 days suspension	2-3 days suspension
<b>15. Loitering</b>	Being present in or about a school under one or more of the following circumstances: 1.after a reasonable request to leave 2.without a legitimate reason for being there 3. without proper authorization or permission from anyone authorized to grant permission 4. after refusing to identify oneself.	detention, 1 day suspension	1-2 days in school suspension	2-3 days suspension
<b>16. Trespassing</b>	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	1 day detention, suspension,	1-2 days suspension	2-3 days suspension, police notified
<b>17. Truancy</b>	Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedures, skipping classes or school	1 day suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	1-2 days suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	2-3 days suspension
<b>18. Fighting</b>	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating	1 day suspension	1-2 days suspension	2-3 days suspension
<b>19. Bullying</b>	Engaging in verbal, physical, emotional and / or threatening acts of bullying	Detention, conference with the principal, written warning, parents notified	1-2 days suspension	2-3 days suspension

<b>20. Electronic Access</b>	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day suspension, Detention and conference with Principal.	1-2 days suspension. Device will be confiscated until the end of the school year	2-3 days suspension. Device will be confiscated until the end of the school year
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## 9. LEVEL 3 Infractions:

### Conduct that is serious or illegal and is potentially Life or Health Threatening

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school principal and/or legal action. Students expelled from school due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

**Table 3: Level 3 Violations**

INFRACTION	DEFINITION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
<b>21. Intimidation or Menacing incitement</b>	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3 day suspension, Police notified	3-5 days suspension, recommend for expulsion	open suspension, recommend for expulsion
<b>22. Arson</b>	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Recommended for expulsion, Police notified	N/A	N/A
<b>23. Assault/Felonious</b>	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
<b>24. Bomb Threats or False Alarms</b>	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	Expulsion, Police notified	N/A	N/A
<b>25. Breaking and Entering</b>	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A

<b>26. Explosive Device</b>	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	recommended for expulsion, Police notified	N/A	N/A
<b>27. Vandalism</b>	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
<b>28. Offensive Material</b>	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, recommended for expulsion	N/A	N/A
<b>29. Reckless Endangerment</b>	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A	N/A
<b>30. Extortion or robbery</b>	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
<b>31. Gambling</b>	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion	N/A	N/A
<b>32. Legal but dangerous substances</b>	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
<b>33. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances</b>	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A



<b>34. Theft</b>	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
<b>35. Possession or concealment of weapon or dangerous instrument</b>	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	recommended for expulsion, Police notified	N/A	N/A
<b>36. Obscenities, Verbal abuse, vulgarity towards school or school personnel</b>	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days suspension, recommended for expulsion	N/A	N/A
<b>37. Gender fraternization Promiscuous behavior</b>	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes- dating, meeting in private-both inside and outside of school. Evidence of Islamic immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion	N/A	N/A

All suspensions may be recorded on student transcripts.

## 10. DETENTION

Detention is given for level 1 infraction, and some minor level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to the principal. The principal then makes the final decision to implement the detention, depending on the circumstances and infraction. Students will be expected to serve an afternoon detention from 3:22 to 4:00 p.m. on Tuesdays and Thursdays. A student will be allowed only three detentions. The student's fourth referral to the principal's office will result in suspension.

## 11. SUSPENSION

The principal will make the decision if the suspension will be "In-School Suspension" (ISS), or "Out-of-School Suspension" (OSS). For the duration of the OSS, a student is not allowed to attend classes, extra-curricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements. A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. ISS are held during the school day from 8:30 a.m. to

3:30 p.m. Teachers will list all assignments that the student will be missing in class and provide the list to the Principal. Students will receive full credit for the work that has been completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation. Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school the next year. If a student is suspended until the end of the year, the principal then makes the final decision to readmit the students or not for the following school year.

### **C. Grievance Procedure**

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school superintendent. The superintendent will review the grievance and will respond in writing.

### **D. Expulsion Procedures**

Students may be referred to the principal for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the principal for expulsion, the family will be informed verbally or in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The principal will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the principal or the school board.
4. The principal will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made on light of the grievance procedure described above.
6. The decision of the school is final.

Students on open suspensions may not return to school without a decision from the principal. They may not be on school premises or participate in any school activity or function including field trips or after school events.

### **E. Use of Personal Electronic Devices at School**

No radio, tape recorder, phone, beeper, games, or other electronic devices are permissible unless used as a part of a class or project and are approved by an instructor. A student with such a device will be given a suspension on the first occurrence. The device will be confiscated and given to the parent or guardian at the end of the school year. In order for a student to carry a cell phone on school grounds, parents must submit a request to the administration. The reason for the request must prove a justifiable need. The request must then be approved and accepted by the school, before the student may bring the device. Students who have secured the permission of their parent and school in writing will be allowed to bring the device to school, but it must be checked in at the office when the student arrives and checked out at 3:20 pm. School personnel will confiscate any electronic device that they see or is brought to their attention regardless of parents authorization. If a parent wishes to contact his/her child during school hours it must be done through the office.

### **F. Student Lockers Policy**

All middle and high school students will be issued a locker to use during the school year. Students are required to keep their lockers in a clean and tidy condition. The lockers are the property of the school. The school reserves the right to inspect the lockers at any time. Damage to lockers will be charged to the student.

Lockers are loaned to students and remain the property of the school. Student's personal effects, vehicles, and lockers may be searched by designated school personnel at any time, if there is a need. Students who refuse to cooperate will be subject to disciplinary action.

## **XVII. APPENDICES**



# Iman Academy

## Parent Authorization Form

Faith, Inc. and Iman Academy are committed to protecting the privacy and safety of all students. There are times when teachers and administrators feel it is appropriate to recognize students and their work in a public forum. Examples of such recognition include publishing a team roster on a school's web page, exhibiting student art work on the web, and inviting local media to report on special school events. In order for your student to be included, we need your permission to disclose your child's photograph, name, voice, and/or school work. Faith, Inc. and Iman Academy endeavor to take every precaution to ensure that such disclosure is limited to appropriate school-related events.

### PLEASE CIRCLE YOUR PREFERENCE

Circle One

I grant permission for my child's name to be disclosed.	Y	N
I grant permission for my child's photograph or videotaped image to be disclosed.	Y	N
I grant permission for a recording of my child's voice to be disclosed.	Y	N
I grant permission for copies of my child's work (ex. art, poetry) to be disclosed.	Y	N

Student Name:	Grade:	Date:
<hr/>		
Parent/Guardian Printed Name:	Parent/Guardian Signature	
<hr/>		
Email :	Relationship to Student	

#### Southwest Campus

6240 Highway 6 S,  
Houston, TX 77083  
T (281) 498 -1345 F (281) 498 -5145  
southwest@imanacademy.org

#### Southeast Campus

10929 Almeda Genoa,  
Houston, TX 77034  
T (713) 910 -3626 F (713) 910 -5955  
southeast@imanacademy.org

#### Headquarters

P.O.Box 75212  
Houston, TX 77234  
T (713) 910 -3626 F (713) 910 -5955  
info@imanacademy.org

**SACSCASI**  
Southern Association of Colleges and Schools

imanacademy.org



# Iman Academy

## Acceptance Of Terms

I have read and understood the policies and procedures that have been outlined in the FAITH Parent/Student Handbook for Iman Academy. I agree to adhere to all policies in this Handbook to the best of my abilities.

- Teacher's Job Responsibilities
- Compensation and Benefits
- Staff Policies and Procedures
- Admissions and Registration
- Attendance Policy
- Tuition Policy
- Grading and Honor Roll
- Promotion Policy
- Homework Policy
- Sexual Harassment Policy
- Confidentiality
- Mandatory Reporting of Child Abuse
- Dealing with Parents
- Student Expectations
- Student Dress Code
- Discipline Policy

Student's Name:

Date:

Student's Signature:

Parent's Printed Name:

Date:

Parent's Signature:

Please sign and return this page only to your child's homeroom teacher.

### Southwest Campus

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southwest@imanacademy.org

### Southeast Campus

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