

TABLE OF CONTENTS

TABLE OF CONTENTS.....	a
BASIC POLICY OVERVIEW	3
INTRODUCTION	3
Focus of Al-Iman School.....	4
Mission Statement	4
Statement of Purpose	4
Structure of Al-Iman School.....	8
Al-Iman School Committee (ASC).....	8
Al-Iman School Administrative Team	8
Role of the Principal.....	8
Role of the Office Manager	8
Role of the Business Manager	8
Admission and Fees	9
Admission Policy.....	9
1. Admission Requirements	9
Restrictions.....	9
2. Enrollment Procedure	9
3. Acceptance Procedure.....	10
Tuition and Fees Policy.....	11
Financial Aid	11
Instructional Program.....	11
1. Staff	11
2. Course Offerings.....	12
3. Homework	12
4. Student Community Service Hours	12
5. School Clubs & Extra-Curricular Activities.....	12
Guidelines for Extra-Curricular Participation	12
6. Summer School	13
7. Meeting the needs of ESL or LEP Students.....	13
Grade Reporting.....	14
Report Cards	14
Grading Scales:	15
Letter Grade	16
Character and work/study habit grades	17
Academic Standards at Al-Iman School.....	17
A.Honor Roll	17
B. Academic Probation	17
C. Testing Procedures	17
D. Promotion and Retention Policy	18
SCHOOL ↔ HOME COMMUNICATION	18
Access to Student Files	20

Change of Address or Telephone Number	20
Daily Operations	20
Transportation	20
Arrival Time	20
Absences.....	20
Excused Absence.....	21
Early Release	21
After School Dismissal.....	22
IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN.....	22
FACILITIES	22
Snack, Lunch, and Cafeteria Information	22
Fasting at Al-Iman School.....	22
Prayer Time	23
Computer Lab.....	23
Playground and Gymnasium.....	24
Field Trips.....	24
IMPORTANT NOTICE REGARDING RIGHT TO SEARCH	24
MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES	25
Health Problems / Medications	25
Lice Policy	25
School Personnel to Report Child Abuse	26
Student Emergencies	26
Early Dismissal	27
Inclement Weather Conditions.....	27
Fire, Tornado, and Hurricane Drills	27
Responding to Crisis Situations	27
STUDENT BEHAVIOR EXPECTATIONS.....	27
Islamic Character Education	28
Means of Effective Islamic Character Education	28
Uniform Specifications	29
Behavior Expectations	30
DISCIPLINE POLICY.....	32
Consequences for Inappropriate and Unacceptable Behavior	32
ELEMENTARY SCHOOL DISCIPLINE POLICY.....	32
MIDDLE SCHOOL DISCIPLINE POLICY.....	33
AL-IMAN SCHOOL COMMITTEE BY-LAWS.....	43
GRIEVANCE PROCEDURE / CONFLICT RESOLUTION	43
PARENT SERVICE CONTRACT.....	47
END-OF-GRADE TESTING CONTRACT.....	48
BEHAVIOR MANAGEMENT CONTRACT.....	49

BASIC POLICY OVERVIEW

- Parents and students shall become familiar with the handbook. Our staff will enforce these rules to ensure student achievement as well as student and staff safety.
- School hours are from 7:55 A.M. - 3:30 P.M.
- Parents shall understand that tuition and fees shall be paid within the time period outlined in this handbook failure to do so will result in immediate parent notification and student suspension until tuition is paid.
- Students must wear the school uniform during the school day and at other designated school sponsored activities.
- All staff members will enforce safety and discipline policies.
- Parents will be kept abreast of student performance. Please contact us at anytime if you would like to discuss matters concerning your child. We are here for the purpose of educating our Muslim students and producing the future leaders.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled exams. When a student is absent, it becomes necessary for the student, teacher and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.
- Al-Iman School needs cooperation and support from both parents as well as the community. When we work together as a unit, the children are the beneficiaries. Help us to make Al-Iman School an excellent place for our children to learn and grow.

Wa Jazakumullahu Khairan
The Faculty and Staff at Al-Iman School

INTRODUCTION

This handbook provides information regarding the instructional program and operating procedures for Al-Iman School. Everyone is encouraged to share this information. Community support is essential for the development of an effective educational program. We are working to ensure that every child will have positive and enriching experiences at Al-Iman school, InshaAllah. Your active participation is requested. Please take time to become familiar with the contents of this handbook.

Al-Iman School, while maintaining an Islamic perspective, exceeds the requirements of the General Statutes of the State of North Carolina, which relate to private elementary and middle schools.

Focus of Al-Iman School

يَتَأْتِيهَا الَّذِينَ ءَامَنُوا إِذَا قِيلَ لَكُمْ تَفَسَّحُوا فِي الْمَجَالِسِ فَافْسَحُوا
يَفْسَحِ اللَّهُ لَكُمْ وَإِذَا قِيلَ انشُرُوا فَانشُرُوا يَرْفَعِ اللَّهُ الَّذِينَ ءَامَنُوا
مِنْكُمْ وَالَّذِينَ أُوتُوا الْعِلْمَ دَرَجَاتٍ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ ﴿١١﴾

"Allah will exalt in degree those of you who believe and who have been granted knowledge; and Allah is aware of what you do" Holy Qur'an 58:11

The future of the Muslim community depends on an educated and responsible body, of individuals grounded in Islamic tenets and principles. Thus, Al-Iman School's main objective is the Islamic development and academic preparation of Muslim youth to compete for success in this life and the hereafter.

Philosophy Statement

Al-Iman School shall be guided by the Qur'an (the Holy Book) and the Sunnah (traditions of the Prophet Muhammad) according to the methodology of the People of Sunnah and Jama'ah (the Rightly Guided Predecessors).

Mission Statement

Al-Iman School shall, through the teaching of Islamic and scholastic courses, prepare students to:

- Exhibit high morals, exemplary citizenship and character, and a strong Muslim identity.
- Achieve excellence in education and meet or exceed the goals of the National Board of Education and the North Carolina Standard Course of Study.

Vision Statement

In order to achieve its mission Al-Iman School shall:

- Provide an Islamic and professional learning environment by integrating Islamic Teaching into the North Carolina Standard Course of Study.
- Foster Islamic Character by implementing a Character Education Curriculum in partnership with all stakeholders (school board, staff and faculty, parents, and students)
- Maintain its status of a recognized private school as outlined within the General Statutes of the State of North Carolina.

Statement of Purpose

Within the scope and meaning of the Qur'an and Sunnah (*traditions of Prophet Muhammad*), the purpose of Al-Iman School is:

1. To provide students with learning opportunities which will help them to direct their thinking and adjust their conduct toward their faith in Allah, in Mohammed (peace be upon Him) as His Messenger and in Islam as the complete way of life.
2. To set the foundation for the building of an Islamic personality.
3. To train students in communication skills in both Arabic and English.

4. To provide students with the highest standard of education, which will enable them to be responsible and productive individuals who will confidently meet the challenges of the future.

Al-Iman School offers the Following Commitments

- ❖ To provide a safe orderly environment conducive to learning.
- ❖ To maintain high expectations for staff and students.
- ❖ To use time-on-task and active-student participation approaches.
- ❖ To involve parents and the community in the school.
- ❖ To use measures of pupil achievement as a basis for program evaluation.

Al-Iman School Student Portrait

Students at Al-Iman School shall:

- Have the proper Islamic creed ('aqeedah) and put Islam first in all aspects of their lives which includes but is not limited to having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a lifelong pursuit of increasing their knowledge of the Qur'an and Sunnah.
- Demonstrate to others through speech and action that they are Muslims.
- Provide a positive example of Islam through their behavior and character.
- Be active in their communities through their time, money, and service.
- Excel in their academic work and behavior beyond Al-Iman.
- Excel in various professions in the workplace.
- Be leaders in various capacities.

Al-Iman School Parent Portrait

Parent of Al-Iman School students shall:

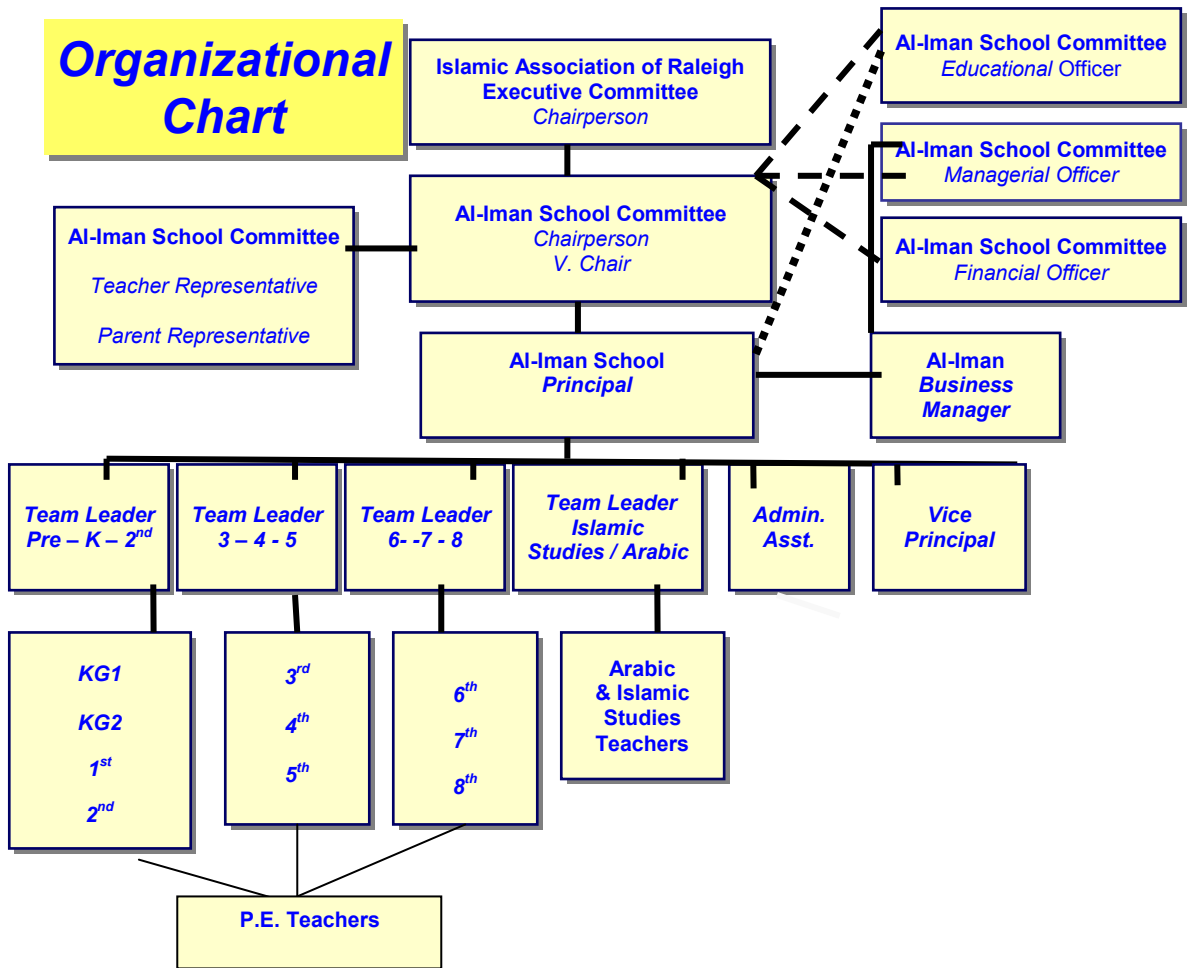
- Instill the proper love for Allah, His Messenger, and the righteous predecessors through an Islamic upbringing (tarbiyah).
- Offer an Islamic atmosphere for their children outside of school.
- Serve as an example for proper Islamic practice and behavior.
- Monitor their children's activity on the internet and television to ensure it is Islamically appropriate.
- Work with their children at home to enhance their learning in all subject matters.

- Communicate with their children’s teachers when needed to improve their performance.
- Offer their service at Al-Iman School.

Al-Iman School Professional Excellence Portrait

The faculty and staff at Al-Iman School shall:

- Emphasize having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a strong understanding of the Islamic creed (‘aqeedah).
- Be knowledgeable concerning worship (‘ibaadah) issues in Islam.
- Provide a good Islamic example for the Al-Iman School students.
- Incorporate Islamic teachings across all subject matters.
- Allow the students to do inquiry-based activities to learn their subject matters.
- Know how to deal with all kinds of learners.
- Offer continuous reinforcement and feedback that maximizes the performance of their students.
- Offers authentic assessment that is a true measure of their students’ capability.
- Work well with other faculty and staff to foster the learning environment.
- Constantly work on enhancing their educational background by continuing education and the attending of workshops.
- Be proactive in communication with the students’ parents and all other related stakeholders.



STRUCTURE OF AL-IMAN SCHOOL

Al-Iman School Committee (ASC)

The Al-Iman School Committee (ASC) is appointed by the Islamic Association of Raleigh (IAR) to oversee the school and function as the board of education for the school. ASC members are all volunteers and in most cases parents of Al-Iman school students. ASC members fill the following positions:

- (1) Chairperson
- (2) Vice-Chair
- (3) Secretary
- (4) Treasurer
- (5) Education Coordinator
- (6) Management Officer
- (7) Activity Coordinator

Al-Iman School Administrative Team

The members of the administrative team for Al-Iman School are employed by the ASC to ensure seamless operation of the school. The team includes:

- (1) Principal
- (2) Business Manager
- (3) Administrative Assistant

Role of the Principal

The Principal serves as the chief administrator of the school ensuring that the focus, purpose and commitment of Al-Iman School are implemented through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the school. The job responsibilities of the Principal are Administrative, Academic and Educational. The Principal reports directly to the ASC. Teachers and Team Leaders report directly to the Principal. The Principal works closely with the Business Manager and other administrative staff under the guidance of the ASC to ensure cohesive excellence in managing the organization

Role of the Administrative Assistant

The Office Manager serves as an administrative arm of the Principal. This person is involved mainly with the day-to-day operation of the Front Office, such as maintaining school and student records, and facilitating the work of the staff. The Office Manager communicates to the parents as needed, through personal contact, telephone and mail. The Office Manager reports directly to the School Principal.

Role of the Business Manager

The Business Manager is responsible for maintaining the non-academic aspects of school administration including ensuring that the school business records, benefits programs, building codes, and maintenance of facilities are kept up to date and in safe, working order. It is desirable that the Business Manager has a background in education. The Business Manager is also responsible for tracking and recording tuition payments and delinquent accounts, as well as other accounting duties under the supervision of the Principal. The Business Manager reports directly to the Principal. The school Custodian, maintenance contractors, and other service staff report to the Business Manager.

ADMISSION AND FEES

Admission Policy

Al-Iman School is operated on a non-discriminatory basis, according equal treatment and access to services without any regard to race, color, national origin or ancestry. While education is provided from an Islamic perspective, children of any religion may be admitted. Parents of Non-Islamic faith should bear in mind that Islamic education is part of all curricula and the essence of the school's being.

1. Admission Requirements

Kindergarten: The student **must be five years old on or before August 31st** for enrollment into Kindergarten. Admission for Pre-K & KG is contingent upon a screening with the teacher.

Students entering Al-Iman for kindergarten will be considered on a case-by-case basis pending the availability of space, results of a school readiness exam, and a score of **98%** or better on a professionally administered psychological evaluation.

1st Grade and Above: Applicants to Al-Iman School for 1st grade and above must be able to demonstrate both academic success and behavioral compliance in their previous educational environment. Some students may require additional assessment data to be obtained at the parent's expense.

Al-Iman School currently has guidelines of screening when a child is suspected to have emotional, behavioral, or learning disabilities. Please refer to the School Principal for specific guidelines.

Application Fees: Any and all applications fees are Non-Refundable.

Restrictions

1. After accepting a student, if it is determined that he/she has inadequate familiarity with the English language; the child may be requested to transfer to a school with an ESL program. Presently, ESL classes are not available at Al-Iman School.
2. Children with emotional and learning disabilities **cannot be accepted at Al-Iman School**, as programs are not available to meet the needs of these children.
3. After accepting a child, if it is determined that he/she has emotional, behavioral concerns, and/or has learning disabilities, etc., the student will be requested to **withdraw** from Al-Iman School to a program that is designed to meet his/her learning needs. If concerns arise regarding possible problems or issues that relate to a student's emotional &/or psychological state, the parent/guardian has a two-week period to provide the school with a psychological evaluation &/or relevant documentation to settle the concerns. All documentation should be provided by a licensed professional in the field (i.e. child psychologist or psychiatrist).

2. Enrollment Procedure

Parents or guardians will be required to complete an enrollment procedure This procedure includes completion of the Admission Application Form, a Bilingual Survey Form, a Student Emergency Form, Basic Rules for Parents Form, and a Financial Aid Form if parent is seeking financial aid. They must also send Release Forms to the child's Physician and to any previous schools attended by the student so that the child's medical, academic and attendance records can be forwarded to Al-Iman School. The admission application forms package can be obtained from the Front Office.

1. Complete and submit an admission application form **by the pre-announced deadline**.
2. Present a certified birth certificate or passport

3. Pay the non-refundable application fee of \$250.00 per student or \$500.00 per family.
4. Sign a permission form to release copies of the student's latest transcripts and school reports from previous schools.
5. Submit medical records that document the minimum vaccinations as required by the state of North Carolina. Prek & Kindergarten applications must also include the latest physical administered by a physician.

In compliance with North Carolina laws (G.S. 130A-155), parents must provide medical records to be kept on file in the school, as an evidence that the student was immunized with minimum vaccine dosages before entering the school:

- A) Diphtheria, tetanus and whooping cough (DTP);**
3 doses by age 1; 1 dose by age 4
- B) Polio** - 3 doses by age 2; 1 dose by age 4
- C) Measles, Mumps, and Rubella (MMR)**
1 dose by age 2; 1 dose by age 4
- D) Varicella;** 1 dose by age 2
- E) H. Influenza Type B;** 3 doses by age 1
- F) Hepatitis B;** 1 dose by age 2
- G) Tdap vaccine** for 6th Grade Students

If you cannot secure a certified immunization record, contact your physician or the Wake County Health Department. A new series of shots can be administered. If the completion of a new series should run beyond a 30-day period, a physician's written statement verifying this information would be required for the student to remain in school.

3. Acceptance Procedure

Due to limited space and increasing enrollment, the following criteria have been adopted to determine admissions to Al-Iman School.

1. Students who do not meet the admissions requirements will not be admitted to Al-Iman School.
2. Returning students that have met Al-Iman School's minimum academic/behavior standards and are not on academic or behavior probation will be re-admitted upon completion and submission of the re-enrollment package by Feb 28th. After Feb 28th if your child has not re-enrolled, then he/she will be considered as a new student and applicable fees will apply.
3. New students that have met Al-Iman School's minimum academic/behavior standards based on their previous school records will be admitted upon completion and submission of the enrollment package by the given deadline.
4. Space permitting, returning students on academic/behavior probation will be re-admitted upon completion and submission of the re-enrollment package by the given deadline. A student whose probation period expires during this time and has not met the conditions of the probation will NOT be re-admitted.
5. If vacancies still remain, then new students identified as having academic or behavioral problems in their former school may be admitted on probationary status at the discretion of the Principal based on recommendations made by the admissions team if it is believed that the student may respond more favorably to the educational environment at Al-Iman School.
6. In the case of limited space and equally qualifying applications, returning students will be preferred over new applicants unless the new applicant is the child of a staff member; new applicants who equally qualify will be admitted according to the date of application.

7. Upon filling all vacancies, the remaining students will be placed on the waiting list ranked in accordance with the preceding steps. Students who equally qualify for admission at any level will be ranked according to the date their application was received.
8. Students who possess "Limited English Proficiency" require special instruction in English through an ESL or LEP specialist (teacher). Presently Al-Iman is unable to afford specialized programs of this nature. ESL or LEP students will be recommended to enroll in an alternate school that provides LEP services. Or they may enroll in the public school system's LEP program in order to develop English language skills and to have meaningful access to their educational programs.

Tuition and Fees Policy

1. Tuition is due the beginning of each month (tuition can also be paid by the semester or year).
2. All initial fees for 2009-2010 are due no later than 7th July.
3. A \$25.00 late charge will be added when tuition payment is not received by the 7th of each month.
4. A \$20.00 penalty is applied to all returned checks.
5. Payments are not made by the 14th of each month may result in the immediate suspension of the child. The child will be readmitted once the fees are paid or suitable arrangements have been made with the School Accounting Office.
6. For both new and returning students, if the first tuition installment is not paid by July 14th, the student will be removed from the class roster and placed on the waiting list for his/her grade level. Payments made after July 14 will result in placing the student on the waiting list for his/her grade level and may result in losing their spot in the school.
7. No child will be re-admitted to the school if there is an outstanding tuition or lost/damage fee due from a previous semester or year. Transcripts or grades will not be furnished to the student or other schools until all debts are paid or suitable arrangements have been made.

Financial Aid

Al-Iman School recognizes that Islamic education is essential for all Muslim children regardless of their financial status. InshaAllah, efforts will be made to subsidize tuition for families who qualify to receive financial aid through the IAR Social & Welfare Committee.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the Business Manager's Office or Front Office) and submit it with all supporting documents to Al-Iman School. The IAR's Financial Aid team will review financial aid applications confidentially. Families who qualify for financial aid may be required to pay a portion of the full tuition for each child. The financial status of families receiving financial aid will be reviewed every six months and the amount of aid may be adjusted based on the recommendations of the reviewing team.

After the deadline printed on the Financial Aid application, the only applications that will be accepted for reviewing are those that involve an emergency situation or a change in financial status.

INSTRUCTIONAL PROGRAM

1. Staff

The qualifications of the staff of Al-Iman School meet or exceed state guidelines for Teachers. As practicing Muslims, Teachers from various parts of the world present themselves as positive role models. They also bring diversity to Al-Iman School through their rich experiences. Our teachers bring valuable professional qualities to the teaching team, and promote a climate of tolerance in the school. Teachers of other faiths are provided with Muslim mentors or assistants to help them fulfill the school mission in the classroom.

2. Course Offerings

Students at Al-Iman School are instructed in the following subjects: Islamic Studies, Qur'an, (Qur'anic) Arabic Language, Language Arts (English: Reading, Writing, Listening, and Speaking), Mathematics, Health, Physical Education, Science, Computer Technology, Social Studies, and a selection of elective courses. The curriculum of Al-Iman School follows goals and objectives outlined by the state of North Carolina, the Stanford Compendium of Skills, and Islamic Character Education.

3. Homework

Educational research supports the idea that homework is an integral component of the instructional program and should be assigned on a regular basis. Homework assignments are purposeful reinforcements of our instructional program and appropriate to the student's academic development. The amount and complexity of homework required of students will normally increase as the child progresses from one grade to the next. Homework assignments should be submitted at the designated time, and shall count toward the student's final grade.

Elementary Students (grades K-5) are expected to complete any homework given Monday through Thursday and should allot approximately 1 hour* for grades 1-2 or 1½ hours* for grades 3-4 per night to successfully complete assignments. ***Homework should not be assigned for weekends at this level: however, weekends may be used to complete assignments which have not been completed during the week due to absence from school or other necessities.*** Students may also use time during the weekend to complete long-range projects and assignments.

Middle School Students (grades 6-8) are expected to complete any homework given Monday – Friday and need to allow approximately 2 – 2 ½ hours* per night to successfully complete assignments. Language Arts, Math, Qur'an homework will be assigned daily throughout the academic school year. Homework may be assigned for weekends at this level, especially for long-range projects and assignments. Teachers shall coordinate homework, testing and projects in order to ensure compliance with the middle school homework policy. On any given school day no more than 2 tests may be given. All students are required to check the bulletin board and **schoolnotes.com** on a daily basis for test/quizzes/announcements. ***Furthermore, they shall modify testing, homework and project assignments during the Holy month of Ramadan.***

*** These are estimates and variations are expected depending upon the student's ability as well as the assigned tasks.**

4. Student Community Service Hours

Students in 8th grade must complete 20 hours of community service before graduation May 10th, or they will not be able to participate in end of year activities. They will be issued forms to document and verify community services performed throughout the course of the year. The Al-Iman Student Council will monitor the hours the students will acquire. The Student Council Advisor will provide further reports and details concerning services performed and hours acquired.

5. School Clubs & Extra-Curricular Activities

Purpose: Clubs and extra-curricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramural, class activities and other special events sponsored and approved by Al-Iman School, The list of activities will be announced upon availability and subject to change due to interest, funds and availability of sponsors.

Guidelines for Extra-Curricular Activities Participation

- A. Al-Iman School rules and policies will remain in effect for all school-sponsored clubs, activities or events.
- B. Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely.

C. Class work and homework must be completed **on time** in order to participate in any extra-curricular activities, since that is one of the primary purposes for attending Al-Iman School.

D. Students **must** maintain a minimum overall "C" average in **all** their classes quarterly in order to participate in extra-curricular activities. If a child does not maintain a **"C" or better, "Average or above average" conduct, or "Completes Homework"** by the end of the first quarter he/she will be placed on **"Probation Status"** until the second quarter **interims**.

The student on "Probation Status" must have **C's or better in all classes, "average or above average" conduct, and "Completes Homework" in all classes on the second quarter interims**, in order to continue any/all extra-curricular activities. If the student does not maintain these standards in the **second quarter report card** then the student **will be excluded** from any/all extra-curricular activities until improvements are made on the **third quarter interims**.

The student on "Probation Status" must have **C's or better in all classes, "average or above average" conduct, and "Completes Homework" in all classes on the third quarter interims**, in order to continue any/all extra-curricular activities. If the student does not maintain these standards in the **third quarter report card** then the student **will be excluded** from any/all extra-curricular activities until improvements are made on the **fourth quarter interims** .

E. Students who have **"average or above average" conduct** in their classes **and Complete their homework in all classes** will be able to participate in extra-curricular activities.

F. Extra-Curricular activities are intended for Al-Iman students though other students of similar age may be admitted with the approval of the advisor as long as that student has not been suspended or expelled

G. Students may not attend extra-curricular activities on days that they have been absent from school.

H. Students who have been suspended more than once will not be eligible to participate in any extra-curricular activities for the remainder of the school year.

I. Participation in extra-curricular activities is a privilege and as such may be denied at the Principal's discretion to any other student who fails to meet academic and/or behavior standards at Al-Iman School.

6. Summer School

Presently, we are unable to offer summer school for students who have failed the promotion standards at Al-Iman School. Students and their parents may choose to access the Wake County or other school system for summer school programs.

7. Meeting the needs of ESL or LEP Students

Students who possess "Limited English Proficiency" require special instruction in English through an ESL or LEP specialist (teacher). Presently Al-Iman is unable to afford specialized programs of this nature. ESL or LEP students will be recommended to enroll in an alternate school that provides LEP services. Or they may enroll in the public school system's LEP program in order to develop English language skills and to have meaningful access to their educational programs.

Once students enroll in an LEP program and are successfully exited from the program they may re-apply for admission at Al-Iman School. They should be able to demonstrate English language proficiency in speaking, reading, writing, and comprehension of English and show academic success in the general school program.

What is the definition of a Limited English Proficient (LEP) student?

A limited English proficient student is defined as an individual who meets all three of the following criteria:

Home Language: The student has a native language that is not English and comes from an environment where a language other than English is dominant; or is a Native American and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; **and**

Proficiency: Who has difficulty speaking, reading, writing or understanding the English language, whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to fully participate in our society; **and**

Performance: Language assessment scores (offered by outside agency) indicate he/she is not English language proficient based on the standardized score 3 or below as measured by published language assessments such as the Language Assessment Scales (LAS) and Woodcock-Munoz Language Survey; or scores below the 40th percentile on the Iowa Test of Basic Skills (ITBS), or report card grades, teacher observations, and other performance data show the student is not performing at grade level with his/her English-speaking peers.

Source: Federal P.L. 103-382, Improving America's Schools Act, 1994 (Title VII, Bilingual Education)

GRADE REPORTING

Academic and behavior progress is reported at Al-Iman School through report cards and standardized tests.

Report Cards

PreK & Kindergarten: Classes will receive a report card every 18 weeks (two times a year)

1st Grade: Class will receive a report card for 2nd, 3rd & 4th quarters only.

2nd Grade through 8th Grade: Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's cumulative academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. The following means are utilized to determine and report student progress:

Elementary Report Card: (KG-5th)

(Adopted August, 2007-2008)

Al-Iman School adopted Standards-based grading to be compatible with Wake County Policy. It is the basis for all grading in the elementary school. The purpose of the adoption was to improve consistency in the grading process from grade to grade and school to school

based on the state standards listed in the NC Standard Course of Study for each grade. Additionally, the report card was revised to align with new laws and policies such as the NC Student Accountability Standards and the WCPSS Promotion policy.

The report card informs students and parents about a student's performance on the grade level standards. Grades are a summary of assessments and evidence that is collected throughout the grading period. Information related to growth, overall strengths, and needs are captured in the teacher comment section. Samples of student work representing Levels 1, 2, 3, and 4 should be posted in the classroom so students have a clear idea of how to perform better than is expected.

The report card has helped administrators and teachers at schools to improve assessment practices, guide instruction of the state standards, and provide more deliberate development of enrichment activities.

The student performance levels of 1, 2, 3, or 4 indicate the degree to which students have met the expectations set by the state in the Standard Course of Study and whether the student has the necessary skills and concepts to be successful in the next quarter or next grade. Examples of work at each performance level are readily available through student work samples and system-wide rubrics so learners know the expectations for each level. Rigorous opportunities for students to demonstrate understanding and skills beyond the state's expectations are offered regularly in the general education setting. This provides chances for all children to show their talents and to stretch their learning.

Student performance levels

The student performance level is determined by a variety of assessment data for each object that is addressed that grading period. Work habits and conduct grades are separate from the student's content proficiency.

Level 4 - Extends targeted grade level standards: represents the student exceeding grade level expectations set by the state and that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

Level 3* - Demonstrates proficiency of targeted grade level standards with evidence of application over time: represents the student meeting the grade level expectations set by the state with evidence of application and that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter. Example: A third-grader clearly understands the concept of multiplication, can recall the facts quickly, and can use the multiplication to solve everyday problems. The teacher has collected evidence of this mastery and recorded it on the student's math profile.

Level 3 - Demonstrates proficiency of targeted grade level standard: represents the student meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

Level 2 - Inconsistent and needs support to meet targeted grade level standards: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. The student still needs teacher support to be successful with the concept or skill; the student is not yet independent. This should alert parents that close communication is needed for further student support.

Level 1 - Insufficient performance of targeted grade level standards with support: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support.

Grades are provided twice a year for weekly special classes such as art and music, instead of quarterly. This provides special teachers the time with students they need to assess each student's work.

Reporting on classroom behavior

Reports on the student's conduct and work habits are also included. In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work.

Students are rated with a 1, 2, or 3 scale for Conduct and Work Habits.

3 - meets expectations

2 - inconsistently meets expectations

1 - does not meet expectations

Comments

The comments section enables the report card to take the place of a separate Personal Education Plan that is necessary for students performing at Levels 1 or 2. The report card provides space for teachers to list the individual interventions such as a volunteer tutor, mentoring program, or Accelerated Learning Program instruction in which some students participate. The comments should be specific enough for a tutor or student helper to know the focus of the intervention. Interventions should not address goals in an IEP nor should they report on enrichment or AG services. These are separate reports that can be sent with the report card. A reader should be able to predict the report card grade based on the comments.

The elementary report card provides one way for the teacher to communicate with the student and parent about the student's success in meeting the state standards for that grade and reporting on the student's classroom behavior and work habits.

More detailed information can be found at <http://www2.wcpss.net/departments/c-and-i/elementary/reportcards/index.htm> . Click on "Guide to Reporting Student Progress".

MIDDLE SCHOOL Grades represent the percentage of goals and objectives for each class that were successfully met by the student.

Grading Scales:

LETTER GRADE	Grades 6 th – 7 th – 8 th
A - Outstanding	100-93%
B - Above average	92-85%
C - Satisfactory	84-77%
D - Less than Satisfactory	76-70%
F or U - Unsatisfactory	69% - ↓
I – Incomplete	

A syllabus will be provided to each student explaining the percentage of grading for work completed by their individual subject teacher. All Middle School Teachers will allot 10% for grading Homework.

CHARACTER AND WORK/STUDY HABIT GRADES

Conduct: Al-Iman Students are expected to excel both academically and in developing good character and successful habits. The homeroom teacher of the student reports such behavior in consultation with all of the student's teachers as follows:

For Middle School, conduct is either **Above Average, Average or Below Average.**

For Elementary School, conduct is:

Academic Standards at Al-Iman School

A. Middle School Honor Roll

The school honor roll is published quarterly upon completion of each grading period. Students who earn straight A's on a given report card will be listed on the A Honor Roll, while students who earn B's or higher will be listed on the A/B Honor Roll. Students who receive Below Average conduct or often Incomplete Homework will not be listed on the Honor Roll.

B. Academic Action Plan

All students are expected to maintain a grade of C or higher in every subject. If a student makes lower than a C at the end of any quarter, the student will be placed on an academic action plan and the parents will be notified. The student will have until the end of the next subsequent grading period to raise the grade to a C or better.

Teachers are to work closely with parents to ensure that both the students/parents understand expectations and are aware of curriculum objectives to be covered each quarter. Intervention strategies must be designed and implemented early in the quarter prior to the report card to address student weakness. The Teacher will develop an action plan signed by the parents and teachers to assist the child in order to improve academic performance. The parents, student, and teacher must participate in planning and periodically checking progress made. The student will continue on an action plan until he/she achieves a grade C Average. The Action Plan will be kept in the cumulative folder.

C. Testing Procedures

At least once in each school year, in compliance with North Carolina State Law, Al-Iman School shall administer a statewide or nationally standardized test/measurement to students in their required grade levels. This procedure will measure achievement in the areas of Language Arts, Mathematics, Science & Social Studies. The school is required to prepare and maintain records of the results achieved by its students for one year after the testing. A duly authorized representative of the State of North Carolina shall make all records available, subject to the provision of G.S.115c-196, at the Front Office, at all reasonable times, for annual inspection. Also, the school administration may decide to administer a nationally standardized test to any student in order to monitor the student's progress in comparison to a national norm and for curriculum evaluation or for grade placement.

Al-Iman School uses both the criterion referenced **North Carolina EOG (End of Grade)** and the nationally normed **SAT test** (3rd & 6th grades only) to make comparisons between Al-Iman School and other public and private schools throughout the nation. Parents are notified of standardized test scores when they become available to the school.

Students Not Passing the End-of-Grade Test in Grades 3rd and 6th

Passing the End-of-Grade (EOG) is mandatory for all students in the State of North Carolina. If a student in grades 3 or 6 does not pass the End of Grade Test (EOG – 3rd & 6th grades only) the school will consider their SAT-10 Score. If the student performs at 50% or above on the SAT-10, if

applicable, they will be promoted. Otherwise, the student will be required to retake the End of Grade test to be promoted. Parents should know ahead of time that there is an administration fee for test re-takes. Please check with the Front Office for appropriate fees.

Students Not Passing the End-of-Course Test

Passing the End-of-Course (EOC) in all core subjects is mandatory for all students. If the student does not pass the EOC, the student will be required to re-take the EOC in order to be promoted to the next grade level. In addition, students have to pass the Middle School EOC for Mathematics in order to be promoted to the next Math level.

D. Promotion and Retention Policy

Promotion standards are based on the belief in the need to provide early and ongoing assistance to students who need it. The aim must be that all students have the basic skills critical for participating in and benefiting from high school curriculum in core academic and vocation areas.

In grades K-8, each student shall be placed at a grade level by the Principal in consultation with the school review committee. This committee shall be composed of the (1) students' (2) classroom teachers, (3) consultants or specialists working with the student, if available (4) the Principal. Social workers and counselors who are serving the child may also be included on this team. Placement shall be based upon the mastery of critical knowledge and skill including reading, writing, mathematics, and science and in consideration of social, emotional, and physical needs. The educational program shall provide for the continuous progress of student.

In grades 5-8, promotion requirements are based upon successful course completion of English/Language Arts, Mathematics, Science, Social Studies, Arabic, and Islamic Studies. In addition, students must pass at least fifty percent, (50%) of the remaining courses taken. Intervention must be provided for K-8 students who do not meet Al-Iman School, Wake County promotion requirements and/or North Carolina student accountability standards. Intervention strategies may include, but are not limited to, alternative learning models, modified homework, smaller classes, tutorial sessions, extended school day, after-school assistance programs, parental involvement, and/or summer school. Some students may benefit from additional intervention, one of which may be spending two years in the same grade. Parent consultation and involvement, including timely notification, is required for students at risk of not meeting promotion standards and requirements.

SCHOOL ↔ HOME COMMUNICATION

In order to provide an effective educational program it is the policy of Al-Iman School to maintain close communication between the home and the school through the following:

1. **Al-Iman "Parents Page"**: This is a bi-weekly online newsletter from the Principal and the Front Office containing announcements and upcoming school events. Parents & students can access this newsletter by going to www.alimanschool.org then clicking on Parent page. The Parent Page from previous years can be viewed in that section as well.
2. **New and Returning Student Orientation**: New as well as returning students and their families are encouraged to attend orientation sessions planned for the week before school starts. These sessions aim at familiarize the students with the school and its daily procedures. During these sessions, information is also provided on new &/or changes in school policies.
3. **Open House**: The open house is a time to get acquainted with staff members and our educational programs. It is held annually during the first few months of school. At this event, teachers introduce themselves and give a general overview of course content and classroom rules.

Individual student progress is not discussed at this function, though a separate conference may be scheduled.

4. **School Visits:** Parents are encouraged to visit the school and their child/children's class(es). The teacher must be notified ahead of time for classroom visits by contacting the Front Office. The Front Office will then have the Teacher contact the parent to schedule an appointment. Parents are requested not to interrupt any class during instructional time or discuss any issues with the teacher during class time. For details, please read the procedures for Parent Conference Requests on the next page. Volunteering to assist in preparing learning materials, help chaperone field trips, teach special craft lessons, etc. is a most useful way to visit and be involved at your child's school. Parents may also come to have lunch and offer Salaat with the children. To observe a class, parents, visitors, and specialists must make arrangements in advance with the Principal.

All visitors MUST obtain a visitor's badge from the Front Office upon arrival at the school.

5. **Al-Iman Daily Assignment Books:** Students at Al-Iman School are issued assignment notebooks for the purpose of recording daily homework and long-term project due dates. Elementary students in the 3rd & 4th grade will be assisted by their teachers in learning to use this organizational tool, while students in the 5th-8th grades will be held responsible for doing so on their own. Parents should check the assignment notebooks daily in order to be aware of student learning on a daily basis. All Middle
6. **Weekly Folders and Weekly Report Sheets:** All Elementary students (PreK-5th) will be given a weekly folder to be sent home once a week. The contents of this folder will newsletters and announcements as well as graded class work, homework, and conduct from the previous week. It will also include the weekly report sheet, which is an informal report from each of the student's teachers. This report is not a part of the student's permanent record but is intended to target identified needs on a weekly basis. **This document must be signed and returned in the folder on the following day.** The format for conduct that is used in the Elementary Report Card will be used to document weekly conduct for Prek-5th grade students. All Middle School Students MUST access www.schoolnotes.com to keep abreast with daily/weekly announcements
7. **Teacher Newsletters:** Homeroom teachers and/or Subject teachers will send newsletters home in the weekly folders on a monthly basis to keep parents abreast of class news.
8. **Report Cards and Interim Reports:** Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. Both report card envelopes and interim reports must be signed and returned the day following receipt. Signing indicates that the parent has seen the report. Parents will have on-line access to view the report cards.
9. **Parent/Teacher Conferences:** Conferences will be scheduled to discuss individual student progress following each interim report. This is so the parents and teachers may work together to target identified needs before the official report card is issued. Additional conferences may be requested by either parent or Teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a request in the weekly folder or by calling 821-1699 and leaving a voicemail message at option 1-4-5-9, indicating the best time and way to be reached. Requests for a conference should be scheduled within 48 hours of contact with the Teacher.

10. **Parent Teacher Student Organization:** The PTSO serves the purpose of a “PTA” in Al-Iman School. Specifically, this organization:
- A. Coordinates opportunities for parents to participate in the total education of their child, such as volunteering and parent workshops.
 - B. Provides a forum for constructive communication between parents, Teachers, administrators, and community members for meeting challenges posed by the school.
 - C. Sponsors fund-raising activities to promote the development of the school's resources and thus enhance its educational program. Membership is highly recommended to any parent or concerned individual who has a committed involvement with the purpose and basic policies of **PTSO**. **PTSO** holds meetings on a quarterly basis and produces a newsletter periodically to be sent home in the weekly folder.
11. **Al-Iman School at a Glance:** This is a newsletter from the school committee issued at major school and community events to report on the performance, progress, and future plans for Al-Iman School.

Access to Student Files

School office files (cumulative records) are maintained for each student. The files may include such pertinent information as: attendance records, academic records, quarterly tests, disciplinary referrals and actions taken as well as medical and health records. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Standardized test scores are subject to inspection by a duly authorized representative of the State of North Carolina. Otherwise, access to records by persons other than the parents, the student, and members of the school staff, is limited and requires prior written consent by the parents.

Change of Address or Telephone Number

It is very important for the school to be able to contact parents by mail and telephone at all times. Please notify the Front Office of any change of address or business or home telephone numbers as soon as possible.

DAILY OPERATIONS

Al-Iman School operates on the premises of the Islamic Association of Raleigh for the duration of the academic school year. Hours of operation are Monday – Friday from 7:45 a.m. to 3:50 p.m. Dismissal will start at 3:30 p.m. until 3:45 p.m. Extra-Curricular Activities will begin at 3:50 p.m. and will continue until 5:00 p.m. **Applicable program fees will apply.**

Transportation

Transportation is the responsibility of each family. Car-pooling, arranged among families is one way to meet this need. The school to this date does not provide bus service. If bus service becomes available, parents will be notified.

Arrival Time

Students must report to classes **by 7:55 a.m.** Students are **not allowed** in the classroom **until 7:55 a.m.** All students must stay in the activity hall until the bell rings at 7:55 a.m. Homeroom activities will begin at 7:55 a.m. Parents are to understand that arriving to school late means that the child will miss out on valuable instruction. This may

put the child behind in his or her schoolwork. **Five tardies are equivalent to one absence.** Students with more than 5 tardies in a given grading period will be subject to disciplinary action.

Al-Iman School does not provide an early arrival program for students who arrive before 7:30 a.m. It is the responsibility of the parent to find accommodations for their child(ren) before 7:30 a.m. No child should be left unsupervised on school property prior to this time. No child will be allowed into the school building until 7:30 a.m.

Absences

If at any time a child is to be absent from class due to illness or a previously scheduled appointment, **parents must call in** to report the absence of a child each day before 8:30 a.m. Unconfirmed absences will require the school to call the home to check on the absence of a child. Upon returning to school, students must bring a note from the parent, guardian or Doctor stating the reason for the absence. **Students absent due to contagious illness (measles, etc.) must bring a doctor's note stating that the student's return to school does not jeopardize others.**

Twenty absences **excused or unexcused** from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year. Unexcused absences will result in disciplinary action as well.

Based on the Wake County School Policy, to be counted present for that school day a student must be in attendance at least one-half of the student school day (arriving to school no later than 11:40 a.m. or leaving the school no earlier than 11:40 a.m). This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

Excused Absence

An absence is excused if the following conditions exist:

1. Illness or injury which makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health or the Wake County Health Department.
3. Death in family.
4. Medical, dental, or other appointment with a health care provider approved in advance.(Must bring in a Doctor's note).
5. Court when a student is under subpoena.

Absences not classified as excused are unexcused. The student is responsible for submitting a note upon their return, signed by the parent citing the reason for an absence to the Front Office. Failure to comply with the above will result in the absence being unexcused.

For each excused absent day the student will have two days to make up any homework and/or class work missed (according to Wake County Policy). After the allotted time the teacher will average a zero for any incomplete assignments.

Early Release

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the Front Office. If the student is brought back within the same school day, the parent should check the student back in at the Front Office as well.

- **Each time a child misses school due to a doctor / dentist appointment, etc the parent MUST bring an excuse slip to the Front Office.**
- **No parent is allowed to pick up their child early after Friday Prayers unless for a valid reason (see excused absence above).**
- **If the parent receives a call from the school that their child is sick but they have more than one child attending Al-Iman, the parent can only pick up the child that is ill and the other children will remain in class until dismissal time.**
- **Personal Leave is unexcused**

After School Dismissal

Students are dismissed at 3:30 -3:45 p.m. each day. Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. However, students must be picked up immediately after school during the dismissal time.

To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up line and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave their vehicles unattended in the pick-up line or the front of the school. Parents must not park in the carpool line. Please remain in your car.

After 3:45 p.m. students who are not picked up will be sent to after-school care for adult supervision and will be billed accordingly.

If the parent would like to designate a relative or family friend to pick-up their children, the school must receive a written note from the parent. Students will only be released to the people who are listed on his/her **Student Emergency Form**.

IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN

It is against the policy of the Islamic Center of Raleigh to leave children unattended on its premises. It is also considered by the State of North Carolina to be child neglect.

FACILITIES

Snack, Lunch, and Cafeteria Information

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide an ample, nutritious snack (for the mid-morning break), lunch, and beverage(s) for the child. The school cannot provide refrigeration, heating or cooking facilities. A plastic thermos may be helpful. For the safety of the students, please do not use glass containers.

The cafeteria is operated by IAR (Islamic Assoc. of Raleigh.) Parents are required to check with the Cafeteria for membership information in order to buy lunch for their children.

Lunchtime in the cafeteria is the time where students have the opportunity to visit their friends and socialize. We will maintain a warm, friendly atmosphere in the cafeteria and all dining areas. Parents are invited to have lunch with their children as often as possible. As with all other areas of Al-Iman school, proper student behavior will be expected and maintained.

All students are responsible for cleaning up after themselves by throwing away trash and garbage in the designated area. All students are required to sit in the assigned areas only.

Fasting at Al-Iman School

Older students are encouraged to fast. Fasting is made easier in that lunch is not consumed in-group settings during the Blessed Month of Ramadan. However students who are unable to fast due to medical and personal reasons are provided with an area in which to eat. Staff members may not

coerce students to fast. Coercion includes shaming, taking / withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling or setting examples.

Prayer Time

Students at Al-Iman School offer Salaat at-Dhuhr and Salaat al-Jumu'ah at the masjid on a daily basis. Parents are invited to join us for this event as it makes a positive impression on the child.

Computer Lab

Students at Al-Iman School take computer courses for electives and also have access to the computer lab for educational purposes when supervision is available. **The computer lab can not be used without supervision, or for the purpose of Instant Messaging, chats, games, drawing, music, videos, etc. Inappropriate use of the computer lab may result in complete loss of access privileges.** (See discipline policy).

The Internet may be used only under Teacher supervision. Parents will be provided a waiver form to indicate if a child may/may not have access to the Internet.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically not permitted:

- A. Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- B. Harassing, insulting or attacking others.
- C. Attempting to damage computers, computer systems, software, or computer networks.
- D. Plagiarizing or infringing copyrights of works you find on the Internet.
- E. Using another's id or password.
- F. Illegal use of data in folders or work files.
- G. Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization.
- H. Employing the network for commercial purposes.
- I. Using the system for political lobbying.
- J. Posting personal or private information about you or other people on the Internet.
- K. Arranging or agreeing to meet with someone you have met on-line.
- L. Attempting to gain unauthorized access to the any network.
- M. Engaging in any illegal or immoral activities or accessing material advocating illegal or immoral acts or violence. This includes pornography and hate literature.
- N. Posting information that could be disruptive, cause damage, or endanger students or staff.
- O. Posting false or defamatory information about a person or organization.

P. Downloading files without prior approval from supervising staff.

8. Accessing chat-rooms

In the event a student engages in any of the above referenced activities, his or her access privileges will be revoked and other disciplinary measures may apply. Please refer to disciplinary policies.

Students will be given the privilege to use the Internet along with the responsibility of using it properly. The faculty and staff members of Al-Iman School may request that the Principal deny, revoke, or suspend specific user privileges according to established discipline procedures. A letter will be sent by the Principal to the parents explaining the incident and the decision.

Playground and Gymnasium

Students at Al-Iman School take physical education courses for electives and also have access to the playground and gymnasium for recreational purposes when supervision is available. Such activities must be safe and should be free of gender mixing for grades 5 and above.

Field Trips

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned throughout the year. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, students **must** bring to their homeroom teacher a **Field Trip Authorization Form signed by the parent or guardian**. These forms will be given to each student whenever such trips are scheduled. Any student who does not bring a signed authorization will not be permitted to accompany his/her class on the trip and will remain at school during the field trip.

- It will be at the discretion of the teacher to allow a parent for field trip assistance with under school age children.
- Chaperones will not be allowed to pull-out siblings from other classes/grades to go to a field trip. **(i.e. if your 3rd grader is going on a field trip and you want your 5th grader to go as well, you cannot take the 5th grader out of class)**

IMPORTANT NOTICE REGARDING RIGHT TO SEARCH

Al-Iman School acknowledges the need for the in-school storage of student's possessions. However, students shall not have an expectation of privacy as to prevent examination of the storage area and any other in-school storage space by a school official. (i.e. lockers, desks, etc.)

School authorities are charged with the responsibility of maintaining the safety and well being of the students at Al-Iman School in their care. In the discharge of that responsibility, they shall investigate the presence of an object the possession of which is illegal, in violation of the policies of Al-Iman School, or pose a hazard or threat to the safety, well being and good order of the Al-Iman School.

Whenever there is cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property.

A request for search of a student or a student's possessions will be directed to the Principal or designee. Wherever possible, a search will be conducted in the presence of the student and a teaching staff member.

MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES

Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. ***A request to Administer Medication Form*** (available from Front Office) must be completed and filed in the school. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.

Lice Policy

A. Screening Procedures

1. Have the classroom Teacher and/or designee monitor all elementary school children for head lice through observation of excessive scratching of the scalp.
2. If head lice is suspected, directly inspect the hair and scalp using the student's own pencil or tongue depressor to detect the presence of crawling lice or nits. Observe for movement on or near the scalp especially at the nape of the neck and behind the ear and the crown.
3. When an individual case is found, inspect all students and close associates (best friends, classmates, playmates, siblings, bus or car transportation contacts, etc.).
4. If several students in a classroom are infested, all children in addition to their close associates should be inspected.
5. The Principal or his designee will determine the need for in-service education for the teachers, teacher assistants, secretaries, assistant principals or others on staff. In-service will be provided as needed for the prevention, identification and control of head lice.

B. Case Finding

The Teacher will bring the student with suspected head lice to the Principal or designee. Once the case is verified, control measures should begin promptly to prevent unnecessary spread of the disease.

1. The Teachers through classroom hair and scalp screening and observations will report suspected cases of infestations to the Principal.
2. The Principal or his/her designee will examine the child's head to verify the report. In cases of doubt, the child will be referred to see his/her Physician for an accurate diagnosis.
3. When a case is found, all the children in the classroom will be checked for head lice by the school personnel. Any other school-aged child in the family should also be checked. All students screened and identified to have head lice will be sent home with a letter to the parents explaining the treatment and when to return to the school.

C. **Prevention of Spread**

1. As long as one or more students in the class have head lice, all hats and coats should be stored separately. This may be accomplished in any of several ways:
 - (a) Assign individual lockers to student;
 - (b) Let caps and scarves be kept in the student's desk and hang coats on the back of seats. The seats should be at least two feet apart if possible; and
 - (c) Secure the cooperation of students by educating them to Pediculosis, its mode of transmission, and the importance of not sharing clothing items or combs, etc.
2. When active cases of head lice are identified at school and a student is sent home, classmates will be issued a letter by the principal, to the parents, informing them of the existence of head lice in the classroom. The letter will explain precautions and screening procedures to be taken. If there are siblings attending other schools, principal or designee will contact the other school immediately to advise them of findings.
3. The classroom should be vacuumed thoroughly.

D. **Administrative Handling**

1. Students identified to have lice will be sent home. The Principal will contact the responsible parent/guardian and instruct him/her to pick the child up from the school as soon as possible. The parent will be informed of the school policy and recommended treatment as well as procedures to follow to prevent the spread or re-infestation. A letter with this information will be given to the parent. The student should not ride home with other students unless the Admin is notified of other transportation arrangements by the parents.
2. After complete treatment is rendered and all nits and lice removed, the child will be returned to school by the parent/guardian.
3. Parent/Guardian and student must report to the Principal's Office. Upon a thorough inspection by the school personnel, if the hair is lice free and all eggs removed, the child will be readmitted to school.
4. When the above measures have failed to accomplish compliance with readmission guidelines, principal should contact the Department of Social Services for assistance.

E. **Treatment – Refer to letter for instruction**

School Personnel to Report Child Abuse

Any person who has cause to suspect child abuse or neglect has a duty to report the case of the child in writing to the School Principal.

The School Principal shall then follow the protocol established by the State of North Carolina.

Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspensions, or expulsion, the child's parents will be contacted. Then a parent or a responsible adult designated by the parent must come to the school to get the child. That person must also sign the appropriate **Early Dismissal Form** available at the Front Office. For their protection, children are not permitted to go

home by themselves while school is in session. Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her **Student Emergency Locator Card**.

Teachers are not authorized to administer First Aid. In case of emergency parents are notified immediately.

If a parent is not available, the designated emergency person will be reached (as per *Student Emergency Locator Card*).

Early Dismissal

Al-Iman School will remain in session until 3:30 p.m. unless there is an emergency in the building or when inclement weather develops after school is in session. We must ask all parents to **PLEASE MAKE CERTAIN THAT THEIR CHILD KNOWS WHOM TO CALL WHEN PARENTS ARE NOT AT HOME IN CASE OF EARLY DISMISSAL.**

Parents should also keep school locator cards updated with home numbers, addresses, cell phone numbers and alternate emergency contact person.

Inclement Weather Conditions

Watch local TV Channel 5 for the latest information concerning the closings and delays of school. **WHEN WAKE COUNTY SCHOOL SYSTEM CLOSSES, DELAYS, OR DISMISSES SCHOOL EARLY DUE TO BAD WEATHER, THEN AL-IMAN WILL DO LIKEWISE** for parent and student convenience.

Parents will also be notified using the **School Reach Instant Parent Contact System**. This is an automated phone system that will be utilized to deliver to parents important information regarding students. Parents are urged to listen carefully to all information that is delivered using this system.

Fire, Tornado, and Hurricane Drills

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection for the children as possible. Faculty/Staff orientation includes training for such situations.

Responding to Crisis Situations

A crisis telephone contact tree will be made each year to facilitate smooth and swift communication to parents in the event of a crisis situation that disrupts the normal operation of the school. We seek refuge in Allah from calamity and harm.

STUDENT BEHAVIOR MANAGEMENT

It is the responsibility of every student and parent to read and be aware of Al-Iman School's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

Parent Conduct:

Al-Iman School believes in working together with parents in a cordial environment. The school will take all measures to strengthen this partnership and build effective communication with students and parents.

Parents are expected to adhere to the Islamic code of conduct, and therefore; respect for the authority of staff and faculty at all times is expected. This includes during indoor and outdoor school activities. We request parents to refrain from the use of obscene, abusive, vulgar, profane harassing, insulting, racial, gender, religious or ethnic slurs, written or verbal

toward any member of the school community, in order to work together as partners in a conducive environment.

Violation of the above mentioned policy may result in "immediate expulsion" of the involved parent's child/ren, additionally; the school will take all precautionary measures, including issuing restraining orders to safeguard the safety and security of school personnel."

Islamic Character Education

The Character Education at Al-Iman is of paramount importance and, as such, it has been made part of the School mission. Al-Iman believes that students need strong moral belief besides the knowledge of Math, Science, and Language Arts to succeed in this life and the Hereafter. With that in mind, Al-Iman has based its Character Education on the Book of Allah (SWT) and the life of the Prophet Muhammad (SAW). Students who have the integrity of character and strength of belief are more likely to succeed in this life as well. They are apt to be responsible and law-abiding citizens of a community. They recognize their obligations and the rights of fellow human beings. On the other hand, students whose education is devoid of moral values and beliefs are likely to rebel against Allah and society.

Believing that the source of all goodness is Allah, and that the Prophet Muhammad (SAW) represented that goodness in his lifestyle, Al-Iman's curriculum strives to engender those divine values into the character of its students.

Means of Effective Islamic Character Education

- 1. Empower students and hold them accountable:** The student is encouraged through positive reinforcement to develop him/herself as a Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and developing a sense of self-accountability by learning from one's own mistakes.
- 2. Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic world-view of the child.
- 3. Staff as Role Models:** Al-Iman School is committed to providing the most qualified staff available that live Islam in their daily lives and bring their vision of the Islamic educational process to work with them in the school. The Teacher, while drawing the boundaries of appropriate teacher-student relations, is also a Brother or Sister in faith to each student, and must foster that bond accordingly to motivate the student to achieve in his/her class.
- 4. Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to please Him at all times.
- 5. Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah (traditions) of the Prophet (SAW). For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.
- 6. Islamic Character Traits:** Every month the school will focus on one specific character trait to develop. Qur'an and Ahadeeth, essays, poems, daily reminders, bulletin boards and all other means to promote the monthly trait will be utilized to allow the character trait to permeate each person's being.

7. **Dress code:** Staff and students are expected to model proper examples of Islamic dress. In order to eliminate vanity, competition on the basis of financial status, and promote group spirit, **STUDENTS ARE REQUIRED TO WEAR THE SCHOOL UNIFORM.**

UNIFORM SPECIFICATIONS

Uniforms **MUST** be purchased at cost from Al-Iman School. No other uniform will be accepted. A description of the uniform is as follows:

Males: Grade K through 8

- ◆ Loose fitting, navy-blue uniform pants with belt;
- ◆ Long sleeve or short sleeve, white or navy uniform shirt with school emblem;
- ◆ For winter, plain, navy uniform sweater with school emblem;
- ◆ Black or white socks;
- ◆ *Variation:* Loose fitting white or navy thobe; Islamic headwear such as kufis may also be worn;
- ◆ For winter, sweaters or jackets worn during class time must be solid navy blue (no hoods);

Uniform *Don'ts* for all Male students:

- ◆ No jewelry (i.e. bracelets, earrings, necklaces, etc.)
- ◆ No sandals or open shoes;
- ◆ No nail polish (clear or otherwise);
- ◆ No trendy hairstyles (i.e. spikes, hair dyes, etc.)
- ◆ No baseball and other sports caps and fashion hats

Females: Kindergarten through 3rd

- ◆ **Long, loose** fitting, Tunic set
- ◆ **Solid** white, or navy scarf (optional);
- ◆ For winter, sweaters or jackets worn during class time must be solid navy blue (no hoods);
- ◆ White or navy socks;

Females: Grades 4th through 8th

- ◆ **Long, loose** fitting, Tunic set
- ◆ **PLAIN navy blue jilbaab;**
- ◆ **Solid** white, or navy scarf;
- ◆ For winter, sweaters or jackets worn during class time must be solid navy blue (no hoods);
- ◆ White or navy socks;

Uniform *Don'ts* for all Students:

- ◆ No sandals
- ◆ No shoes with wheels
- ◆ No nail polish (clear or otherwise);
- ◆ No cologne or perfume;
- ◆ No jewelry (i.e. bracelets, earrings, necklaces, etc.)

- ◆ No open-toe shoes
- ◆ Open-heels shoes (Girls)
- ◆ No slides/mules (Girls)
- ◆ No high-heeled shoes (Girls)

- ◆ No high-heeled sneakers (Girls)
- ◆ No make-up (Girls)

Each part of the uniform must be solid in color except where specified. Clothing with multi-colored decorations such as ribbons, patterns, and designs are not permissible. There will be a uniform check during homeroom, upon arrival, and during each period to maintain consistency

Behavior Expectations

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of the educational process.

- A. Islamic manners:** Students and teachers should behave in an Islamic and responsible manner, both in class and outdoors.
- B. Respect:** Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially younger students. Distracting the class, belittling others, vandalism, fighting, stealing, other disrespectful behaviors are not permitted.
- C. Obedience:** Students should be obedient, diligent in their studies, and respect the rights of others. They should comply with all school rules and instructions given by the school personnel. The Teacher has the responsibility and authority to discipline students except in a case requiring the attention of the Principal. If students have any concerns, these should be discussed with the teachers or Principal in a private setting.
- D. NO Solicitation:** Students should not bring trading cards, collectibles, games, food and the like for show, sale or trade to the school. If the student brings these items to the school, they will be subject to confiscation and can be given to the parent through the Al-Iman School Office.
- E. NO Personal Items:** Students should not bring any electronics, collectible, toys, games, trading cards, etc. to the school unless requested by teacher. These items will be subject to confiscation and will be given to the parents through the Al-Iman School Office at the end of the school year.
- F. NO Electronic and other Communication Devices:** Students should not bring to school any electronic or communication devices without the permission of the Al-Iman School Administration. These items will be subject to confiscation and will be given to the parents through the Al-Iman School Office at the end of the school year.
- G. Attendance:** Students are expected to be present in every class, everyday, and to be on time. Al-Iman School requires attendance for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the homeroom teacher to monitor lateness to school. Unexcused absences from morning classes due to lateness may result in failure of the course as per the attendance policy.

Lateness to school is defined as not being in the classroom by **7:55 a.m.** Any student not in the classroom by **7:55 a.m.** or arrives after that time is late to school and **MUST** be marked late by the Al-Iman School Front Office. Students who are late must be signed in at the Front Office by a parent or an adult.

NO TEACHER WILL PERMIT A STUDENT TO CLASS AFTER 7:55 a.m. WITHOUT A PASS.

Arrangements must be made 24 hours in advance through the Front Office for appointments (ex. medical, dental, court appearance, etc.).

Students are expected to be in the classroom at the beginning of each class. Disciplinary action will be taken on students who are in the hallways after class begins or habitually tardy to their classes. Any student legitimately detained because of school business should have a late pass to class from the staff member responsible for detaining the student. It is the responsibility of the student to request a late pass. If a student comes to class late without a legitimate excuse in writing, the student should be marked as an unexcused tardy and admitted to class.

Please note that **five (5) incidents of being late is equal to (1) absence**. Twenty absences from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year. A student who comes to class so late that he/she misses an entire period is to be marked absent unless the lateness is excused.

Unexcused Absences/Involuntary Suspension or Expulsion

Unexcused absences will result in disciplinary action as well. Staff members are **not required** to provide an opportunity to make up work missed for unexcused absences. The absence of a child from school resulting from the suspension or expulsion of that student for misconduct, according to the North Carolina Law Provisions G.S. 115-147 is an unexcused absence. However, Al-Iman School shall not deny to any child suspended from school for 10 days or less the opportunity to take the quarterly, or semester examinations missed during the period of suspension.

- H. Preparedness:** *Do not prepare your shield on the battlefield.* Students are expected to come to class prepared and equipped with all supplies, materials, and completed assignments. Toys, games, and other distracting objects that are not appropriate for the classroom should not be brought to school. Such items will be confiscated and returned only to the parent. Students should also be prepared physically by being well rested and fulfilling other needs such as drinks and restroom visits before class time begins. School restrooms may be used before school, during breaks, and at lunchtime. Loitering in restroom areas is not allowed. If a student has a special medical problem requiring more frequent trips to the restroom, parents/guardians should inform the teacher.
- I. Cleanliness:** *Purity is half of the faith.* Students are expected to help maintain the overall beauty of the school by disposing of all trash and other refuse in the appropriate containers. Desks, lockers, and other storage areas should remain organized and clean at all times and may be inspected at any time for this purpose. If a student notices trash anywhere at the school, it is the student's duty to put the trash in the appropriate container. Restrooms must also be kept clean through appropriate use in accordance with the Sunnah (traditions) of the Prophet (SAW).
- J. Safety:** Students must always be mindful of safety for themselves and others following all rules and regulations that lend to a clean, safe, environment. Students must walk and not run in the school or Masjid. This includes ALL transition times. Students are expected to remain on the school premises in their assigned areas at all times until they leave for home. The Front Office should be advised when it is necessary for a student to leave the school at other times. Harmful objects and weapons are not permitted.
- K. Appropriate Speech:** Students are expected to beautify their speech with the remembrance of Allah and to refrain from all foul language. Foul language may include anything from profanity to

gossip and backbiting to outright lying. Such speech is not permitted at Al-Iman School. Students must also speak at the appropriate times by participating in classes while refraining from talking when asked to do so. Students are expected respect the etiquette of the prayer area. If talking becomes necessary there, the students or adults shall conduct the conversation outside of the prayer area.

DISCIPLINE POLICY

It is the responsibility of every student and parent to have read and be aware of Al-Iman School's discipline policy. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the school while taking into consideration the behavioral development of the students, as guided by the school handbook. (Please refer to specific Elementary and Middle School Discipline Guidelines.) For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes except in cases where the behavior is so severe that it puts the safety or integrity of the school in jeopardy.

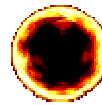
Consequences for Inappropriate and Unacceptable Behavior

Al-Iman staff will notify parents promptly when their child engages in Islamically inappropriate and /or unacceptable behavior. This will be done via telephone calls, Minor and Major Offense reports, and other means, which will ensure prompt communication. A verbal or written response will sometimes be required as outlined below in the major and minor offense form descriptions. Disciplinary actions may include loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the Teacher and the student(s). Flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

NOTE: Al-Iman School prohibits the use of corporal punishment. No school personnel, substitute teacher, or volunteer may use corporal punishment to discipline any student. Corporal punishment is all forms of physical punishment including, but not limited to, spanking, paddling, shoving, pulling hair, pinching or slapping. Al-Iman School personnel may use reasonable force to control behavior or to remove a person from the scene in situations where necessary.

ELEMENTARY SCHOOL DISCIPLINE POLICY:

Consequences



At Al-Iman there is one main consequence system called the "Star Card. Star Card." Each student has their own set of cards including a blue card, a yellow card, an orange card, a pink card and a green card. Each card color means a different status for the student's behavior. When the student breaks the rules they put the top card, the blue card behind the other cards and then if they break a rule again, they put the next card, the yellow card, behind the other cards and it is the same for next and the next. This is called a **Card Flip**.

Card Flip Color Code

blue - means you are doing great

yellow - is just a warning

orange - a consequence depending on what you did

pink - phone call to your parents - note home

green - go the office

 Sparkle - when you do something very good you get  sparkle. You can use a sparkle to cancel out a Card Flip.

DISCIPLINE AND BEHAVIOR

The Elementary Staff of Al-Iman School is of the belief that desirable behavior should be promoted through positive methods, whenever possible. When positive methods do not work, a misbehaving student will be removed from the classroom. If necessary, parents will be contacted at the time of removal. In case of serious misbehavior or behavior, which could result in danger to others or to the student himself/herself, procedures set up in the Student/Parent Handbook will be followed. Students will be sent to the office for hitting, using inappropriate language and disrupting class.

ELEMENTARY SCHOOL - WIDE RULES ARE AS FOLLOWS:

- Obey all adult staff members.
- Show respect for others by keeping hands, feet, and unkind words to yourself.
- Take care of school property and the property of others.
- Students should always walk in the building without interruption to other classes.
- Students will follow the Al-Iman School dress code policy

DEPENDING ON THE NATURE AND SEVERITY OF INFRACTION

POSSIBLE CONSEQUENCES MAY INCLUDE THE FOLLOWING:

- Teacher/Parent Conference
- Administration/Parent phone or personal conference
- In-School Suspension
- Out of School Suspension
- Conference with Administration
- Conference with parent and student

MIDDLE SCHOOL DISCIPLINE POLICY

LEVEL 1 DEMERITS: PLEASE SEE THE DEMERIT NOTICE FOR MIDDLE 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 administrator until the classroom teacher has implemented the Demerit Plan. Thereafter the classroom teacher may refer the student to the administration 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 of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

Demerit Notice

Date: / / 20__

Student's Name: _____

Teacher check infraction that applies:

- Disruptive Behavior.
- Not prepared for class.
- Tardiness.
- Refusal to do class work.
- Violating classroom rules.
- Chewing gum.
- Violating Dress code: First infraction: warning only. (Second violation is a Level 2 infraction.)
- Littering.
- Using the elevator without permission.
- Engaging in minor verbal altercation, insulting, taunting, or challenging another student.
- Using, displaying, or possessing any electronic devices without approval from Administration on school premises: First infraction: warning only. Violation will result in confiscation of the electronic device, and parent will be required to pick it up from Front Office. **Second warning will result in confiscation of the electronic device until the end of the school year. It will be returned to the parent at that time.**
- Other: _____

Teacher's Signature: _____

Student's Signature: _____

Parent's Signature: _____

Description of incident:

Teacher: Check demerit number, place a copy in student's folder, and send a copy to parent. Demerit must be signed by parent and returned.

Number of Demerits:

Action:

- 0
- 1
- 2
- 3

- 4 1st Parent/ Student conference to discuss behavior contract.
- 5 Student not permitted to attend Reward Party (for the current quarter.)
- 6 1 Day of lunch detention/ Phone call home.
- 7 2 Days of lunch detention/2nd Parent Team Conference.
- 8 3 Days of lunch detention/ 3rd Parent Team Conference
- 9 In School (Team) suspension.
- 10 Office referral for out of school suspension. For 8th Grade, reaching 10 demerits 3 quarters out of 4 will result in suspension from the end of year fieldtrip.

LEVEL 2: ETHICAL/MORAL INFRACTIONS:

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.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD SUSPENSION
1. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Warning/parent contract, 0/no re-test, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
2. Inappropriate language	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, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
3. Lying	Giving or providing intentionally untrue or misleading information or communication	detention, or 1 day suspension, and parent conference	1-2 days in school suspension	2-3 days out of school suspension
4. Damage or	Causing, attempting to	Under \$50	Restitution, 2-	Restitution 3-5

destruction of property	cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Restitution, 2 days in school suspension,	3 days out of school suspension, recommended for expulsion	days expulsion.
5. Misuse of equipment/ (Zero tolerance)	students using school online services for illegal, inappropriate, or obscene purposes	Loosing computer privilege depending on severity of infraction and parent meeting	1 week of out of school suspension	Expulsion.
6. Misuse of cell phones	Students may not use cell phones in the school building at any time.	Warning/confiscation Demerit, contract for additional infraction	Device will be confiscated to the end of the year.	1-3 day out of school suspension. Device will be confiscated to the end of the year.
7. Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	Demerit/warning Phone call home	1-2 days in school suspension and contract	2-3 days out of school suspension
8. Loitering	Being present in or about a school or under one or more of the following circumstances: <ol style="list-style-type: none"> 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 one self. 	Warning/Demerit Call home	2 days lunch detention	1-2 days in school suspension/out of school suspension if infraction is excessive

9. Skipping Classes	Being out of area without permission	2 days lunch detention	1-2 days in school suspension	2-3 out of school suspension
10. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	2 days lunch detention	1-2 days in school suspension	1-10 days out of school suspension and police notified
11. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures	1day in school suspension	1-2 days out of school suspension, no makeup work will be accepted for classes missed as a result of truancy.	Expulsion
12. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1-2 days in school suspension.	3-5 days out of school suspension	expulsion
13. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	1-2 days in school suspension, written warning, parent meeting and action plan	3-5 days out of school suspension	Expulsion
14. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1 day in school suspension, conference with Administration and parent will be asked to pickup device.	1-2 days out of school suspension, device will be confiscated until the end of the school year.	2-3 days out of school suspension, device will be confiscated until the end of the school year, possible expulsion depending on severity of infraction.

15. Uniform Violation	Wearing or dressing in a manner that is not considered uniform and is done intentionally. Demerit not eligible for renewal per quarter.	Parents notified by phone, demerit, and form filled out by parents.	1 day in school suspension.	2-3 days out of school Suspension.
16. Use of Elevator	Using the elevator without prior permission from the office	Verbal warning and demerit	2 days lunch detention	1 day in school suspension, additional violations may cause expulsion

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

LEVEL 3 INFRACTIONS=CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

Al-Iman 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 board and/or legal action. Students expelled from Al-Iman School due to level three infraction 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.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD SUSPENSION
17. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	2-3 days out of school suspension	3-5 days out of school suspension, recommended for expulsion.	Expulsion
18. Intimidation or Menacing incitement	Threatening another, either verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
19. Arson	Utilizing unauthorized fire	3- 14 days out	N/A	N/A

	,smoke, or explosives, which present a risk of danger to life or property	of school suspension, recommended for expulsion, BPD notified		
20. Assault/Felonious	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
21. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
22. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
23. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	3-14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
24. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days out of school suspension, recommended for expulsion.	N/A	N/A
25. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
26. Reckless	Acting in a willful manner,	3-14 days out	N/A	N/A

Endangerment	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	of school suspension, recommended for expulsion		
27. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
28. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
29. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
30. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances(including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
31. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property. Restitution requirements, severity of infraction will be taken into consideration.	1-14 days out of school suspension , will be subject to severity recommended for expulsion	N/A	N/A

32. Possession or concealment of weapon or dangerous instrument	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.	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
33. Obscenities, Verbal abuse, vulgarity towards school, school personnel or in general	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 out of school suspension, recommended for expulsion	N/A	N/A
34. Gender fraternization Promiscuous behavior	Committing acts that are sexual In nature and fall outside the Islamic teaching on this matter, relations both inside the school and outside. Relations between the sexes-dating, meeting in private, during school hours/school sponsored activities.	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
35. Abusive Use of Cell phone Device	Use of a cell phone in an inappropriate manner. Cheating through instant photography, instant messaging or other means. Recording an individual without consent or use of device in any other deviant manner	3-14 days out of school suspension, recommended for expulsion	N/A	N/A

LUNCH DETENTION

Lunch Detentions are given for level 1 infractions, and some minor level 2 infractions. It will be served the following day and the student will be required to bring bagged lunch. For every five detentions received, parents will be notified. A recommendation for in school suspension will be considered. After 5 Lunch Detention per Quarter, there will be cumulative for similar infractions.

IN-SCHOOL SUSPENSION

In-School suspensions (ISS) are held during the school day from 8:00 a.m. to 3:30 p.m. Teachers are responsible for securing assignments for the student the day before the ISS and will receive credit for the work completed during the ISS. ISS days do not count as student absences. Each student will start a clean slate each year, however, Level 2 and Level 3 infractions will be cumulative during Middle School, and will be taken into consideration for future long-term suspensions and expulsion.

OUT-OF-SCHOOL SUSPENSION

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed. During the first suspension students will be allowed to make arrangements with the teacher to make up test/quizzes. If a student is suspended for 6 or more days in a school year, parents will be notified to meet with the Principal, Teachers, and the student present. "Discipline Plan" will be implemented at that point for the remainder of the school year. If the "Discipline Plan" is not followed through, this will be grounds for long-term suspension and/or expulsion.

PRINCIPAL'S DISCRETION

No code may be expected to list each and every offense, which may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

AL-IMAN SCHOOL COMMITTEE BY-LAWS

(Final Version, Approved by Shura on February 11, 2008)

MISSION STATEMENT

Al-Iman School shall be guided by the Qur'an and Sunnah according to the methodology of the People of Sunnah and Jama'ah. Al-Iman School shall, through the teaching of Islamic and scholastic courses, prepare students to:

- Achieve excellence in education and a strong Muslim identity.
- Meet or exceed the goals of the North Carolina Standard Course of Study and the National Educational Goals.
- Exhibit high morals and exemplary citizenship.

Vision Statement

In order to achieve these goals Al-Iman School shall:

- Provide an Islamic and professional learning environment.
- Foster brotherhood/sisterhood among its pupils.
- Maintain its status of a recognized private school as outlined within the General Statutes of the State of North Carolina.

SECTION 1- COMPOSITION

The Al-Iman School Committee, hereafter referred to as "the Committee" shall consist of:

- 1. A chairperson, vice-chairperson, secretary, treasurer and one member at large, for a total of 5 members at a minimum.**
- 2. The Majlis Ash-Shura of the Islamic Association of Raleigh, hereafter referred to as "the Shura," shall appoint the ASC chairperson and up to 1/3 all members of the Committee including the chairperson. The remaining 2/3 of the members will be appointed by the ASC after which the Shura will approve the new members. In the event a new member is not approved by the shura, the re-nomination process will begin again for this position from the ASC. At least 2 of its members shall be people whose children are not attending Al-Iman School, hereafter referred to as "the School."**
- 3. The chairperson of the Committee may nominate up to 4 additional voting members at large to the Committee. In no case shall the total number of voting members exceed 9.**
- 4. The term for the members of the Committee shall be 3 academic years (starting on June 15th and ending after 3 years on June 14th).**
- 5. All Committee members shall be voting members.**

SECTION 2 - BYLAWS AMENDMENT

A motion by a member and its acceptance by other members can amend the Committee bylaws. An affirmative vote by at least two thirds of the total number of the Committee members is required for the approval of any amendment(s). Amended bylaws will have to be approved by the Shura before adoption.

SECTION 3 – FUNCTIONS

The Committee shall establish broad goals to fulfill the School Mission (provided in the mission statement) and help translate those goals into plans of action. The Committee shall create the

necessary administrative procedures to implement personnel and fiscal policies and ensure they are consistent with the School policies and in conformity with the applicable State laws. Once developed, the Committee shall implement them appropriately.

The Committee shall function within the framework of NC State laws, State Board of Education policies, and any other County, State or Federal guidelines.

The IAR Constitution, and work within the guidelines and oversight of the Shura shall bind the Committee.

The Committee shall also:

- a. Monitor the application of School policies
- b. Hire the School Director and manager.
- c. Have the final authority to approve hiring or dismissal of all teachers and staff and approve their duties.
- d. Approve the budget and audits
- e. Help determine the need and procure finances for the operation, support, maintenance, improvement, and extension of the School
- f. Set standards for the efficient operation of the School
- g. Evaluate educational programs to determine if they help the School achieve its goals
- h. Review maintenance of records, accounts, archives, management methods, and procedures considered essential for the efficient running of School business as need be.
- i. Devise effective means of communicating important school information to the community.

SECTION 4 - PROCEDURES

- a. The Committee shall meet as often as necessary to conduct its business, provided the quorum is met. Meetings will be held at least 9 times in one Calendar year.
- b. Quorum is met when more than 50 percent of the members are present.
- c. The chairperson of the Committee shall call the meeting.
- d. All decisions of the Committee shall require approval of the majority of the members present. Votes shall be cast and, in case of a tie, the chairperson shall make the decision. Proxies shall not be allowed.
- e. A Committee seat shall be considered vacant if a member or an officer:
 - i) formally resigns, ii) leaves the area for three months continuously, iii) fails to attend three consecutive meetings of the ASC without being excused by the chairperson, iv) fail to attend 50% of the total ASC meetings in one calendar year, or v) dies.
- f. The Shura shall fill a vacancy in the Committee according to established procedures.

SECTION 5 - CHAIRPERSON

The chairperson shall be responsible for:

- a. Calling and presiding over the Committee meetings
- b. Collecting ideas for short- and long-term plans for the School and presenting them to the Committee
- c. Planning the budget for the Committee with the help from the treasurer and others
- d. Representing the Committee in the meetings of the IAR Executive Committee or Shura.
The chairman shall also be the liaison between the Committee and various entities within IAR

SECTION 6 - VICE CHAIRPERSON

The vice chairperson shall be responsible for:

- a. Assisting the chairperson in directing and coordinating the activities of the Committee
- b. Assuming the responsibilities of the chairperson in his/her absence or in the event of his/her inability to serve.
- c. Helping in the scholarship program

SECTION 7 - SECRETARY

The secretary shall be responsible for:

- a. Assisting the chairperson in preparing the agenda for meetings.
- b. Recording and keeping the minutes of the Committee meetings, including getting approval for the minutes of previous meeting
- c. Notifying ASC members about the time and place of meetings
- d. Keeping a directory of names, telephone numbers, e-mail and mailing addresses of the Committee members.

SECTION 8 - TREASURER

The treasurer shall be responsible for:

- a. Assisting the finance and fundraising teams in collecting and depositing all funds.
- b. Presenting a financial report to the Committee at its monthly meetings
- c. Assisting the chairperson with the planning of the total School budget.
- d. Assisting the accountant to maintain accounting data and system
- e. Providing technical assistance to the accountant

SECTION 9 - Focus Groups

Focus Group(s) may be appointed by the Committee whenever necessary for special tasks. The Committee shall determine the task and the duration.

GRIEVANCE PROCEDURE / CONFLICT RESOLUTION

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow InshaAllah an open channel of communication between parents and the staff of Al-Iman School.

If you have questions or concerns please voice them as soon as they arise. The following steps are critical in maintaining a sense of discipline.

Step 1: Make an appointment with the Teacher or team of your child to discuss issues and concerns. Remember that Teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a Teacher conference go to Step 2.

Step 2: Contact the Principal and request a conference between yourself, the Teacher, and the Principal. The Principal will contact you with the conference time and location. Please allow 3-5 days for a written response from the Principal unless it is an issue that threatens immediate

safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.

Step 3: Fill out the conflict resolution form (available at the Front Office or Lobby) to request a meeting with the Al-Iman School Committee. Please include your concerns and the results from the previous meetings. **Please allow 3-5 days for a written response from the school unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.**

Library Information:

The School Library will be open to all students and staff on Monday – Thursday from 9:00am to 3:00 pm, and Friday morning before Salat-ul-Dhur and again after salah.

The library will be closed during the time of salah. Each class will have a selected time chosen by the teacher to attend the library. There is a variety of Accelerated Reader Books, Islamic Books, Science Fiction, Biographies and many more choices for the students to check out.

Books are checked for a period of two weeks, with a limit a four books total per student. Students have the option to renew books if they have not finished reading the items. If books are turned late to the library, there will be a late fee charge of .25 cents per week with a pro-rated amount per day.

Books that are marked as lost or damaged beyond repair must be paid for at cost price, or replaced of the same book.

The Librarian will send out a list of fines/dues to be paid at the end of the second quarter and at the end of the year, fines/dues must be paid in full before the report cards are released. This includes the last report card and EOG results for the end of the year.

The Library rules are as follows :

1. ABSOLUTELY NO FOOD OR DRINKS in the library at any time
2. Maintain a proper library voice at all times
3. A limit of 4 books at a time can be borrowed
4. Respect must be shown at all times
5. No student is to be alone in the library , s/he must be accompanied by a Teacher or Teacher Assistant.

Al-Iman students and faculty are expected to follow all the above mentioned rules and library procedures.

PARENT SERVICE CONTRACT

The Al-Iman School Board believes that children’s education is enhanced by a close partnership between the home, the school, and the community. Parents and families are expected to be involved in their children’s education. Each student’s family will be expected to dedicate at least 20 hours a year of volunteer time to the school. Attending five meetings will be considered 10 hours of service.

In addition, it is the school’s goal that parents will encourage and participate in their children’s academic success. Parents should emphasize the importance of students attending school each day, completing homework assignments, valuing education, and following through with suitable learning activities at home.

We, (Father’s & Mother’s Name) _____
dedicated parents of Al-Iman School, will fulfill our obligation of parent service by providing Al-Iman School with 20 hours of service per academic year, per family.

_____ Pay a contribution of \$10 per hour for 20 hours.

In order to meet my 20 hours of service for the _____ school year. I would like to volunteer for the following activities:

- | | |
|---|------------------------------------|
| _____ PTO Membership Drive | _____ Fundraising |
| _____ Book Fair | _____ Science Fair Attendance |
| _____ Classroom Parent | _____ Arabic/ Islamic Studies Fair |
| _____ Math. Fair Attendance | _____ Four Subject Fair |
| _____ Ramadan Iftaar | _____ Back-to-School Picnic |
| _____ Eid- ul- Fitr Fun Day | _____ Eid- ul- Adha Celebration |
| _____ Canned Food Drive | _____ Blood Drive |
| _____ Lunch Duty | _____ Parent Night Attendance |
| _____ Teachers’ Appreciation Day | _____ Field Day |
| _____ Field Trip Driving/ Supervision | _____ Library Helper |
| _____ Parking Monitor | _____ Classroom Helper |
| _____ After School Assistant | _____ Orientation Attendance |
| _____ Parent/ Teacher Conference Attendance | _____ Awards Day Attendance |
| _____ Open House Attendance | |

_____ Other: _____

Contact Info:

Phone #: _____ email: _____

Students’ names and grades:

Note: All services have to be completed by: May 7th, 2010 in order to get credit for services provided for the current school year. There will be a penalty of \$10.00/hr. per family for not providing services (twenty hours per academic year).

End-of-Grade Testing Contract

Al-Iman School students from grades 3rd through 8th, are required to take the EOG Test during the last month of school. Students in 3rd and 6th Grades are also required to take the SAT Test. These are both standardized tests that must be completed by students. Failure to do so can result in the retention of your child. At no time will students be allowed to take tests early. Al-Iman School expects all parents planning to travel during the summer months to make their travel arrangements after the regular testing administration and re-testing administration is over. All parents are provided with the test dates on the school calendar at the beginning of the school year.

I, _____ have read the above statement, and agree not to take my child/ren out of school before the test dates.

Parent's Name: _____

Parent's Signature: _____

Student(s) Name(s): _____

Grade(s): _____

Date: _____

*** Please Note:**

In case a student does not pass the EOG test(s), they are allowed by the NC Department of Public Instructions to take two re- takes. The first re-take is given a week after we receive the EOG test results, approximately in the last week of May. The second re-take is given in the third week of July.

BEHAVIOR MANAGEMENT CONTRACT

I have read and understand the Al-Iman School 2009-2010 Student / Parent Handbook.

I am aware that it is the responsibility of every student and parent to have read and be aware of Al-Iman School's policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations.

I agree to follow all of the handbook's rules to the best of my ability.

Parent / Guardian Signature: _____

1st Student Signature: _____

1st Student's Grade for 2009-2010: _____

2nd Student Signature: _____

2nd Student's Grade for 2009-2010: _____

3rd Student Signature: _____

3rd Student's Grade for 2009-2010: _____

4th Student Signature: _____

4th Student's Grade for 2009-2010: _____

Today's Date: _____

**Please mention the name of parent(s) to be notified in case of any academic and/or behavioral concerns.
Check all that applies to each parent.**

Parent Name: _____ Academic Behavior

Parent Name: _____ Academic Behavior

Phone # _____ E-mail: _____