

Al-Iman Middle School Handbook 2011-2012

TABLE OF CONTENTS

Contents0

TABLE OF CONTENTS	a
105. INTRODUCTION	4
110. Focus of Al-Iman School	5
115. Philosophy Statement	5
120. Mission Statement	5
125. Vision Statement	5
130. Statement of Purpose	5
Figure 1. Organizational chart of al-iman school	8
200. Structure of Al-Iman School	8
201. Al-Iman School Committee (ASC)	8
202. Al-Iman School Administrative Team	9
202a. Role of the Principal	9
202b. Role of the Business Manager	9
202c. Role of the Administrative Assistant	9
300. Admission and Fees	9
305. Admission Policy- Middle School Only	9
305a. Admission Requirements	10
305b. Restrictions	10
305c. Enrollment Procedure	10
305d. Acceptance Procedure	11
310. Tuition and Fees Policy	12
305. Financial Aid	12
400. Instructional Program	13
405. Staff	13
410. Course Offerings	13
415. Homework	13
420. Student Community Service Hours	14
425. School Clubs & Extra-Curricular Activities	14
427. Guidelines for Extra-Curricular Activities Participation	14
430. Summer School	15
435. Meeting the needs of ESL or LEP Students	15
500. Grade Reporting	16

Al-Iman Middle School Handbook 2011-2012

505. Report Cards	16
507. Middle School Letter Grade	16
525. Character and work/study habit grades.....	17
A. Middle School Honor Roll.....	17
B. Academic Action Plan	17
C. Testing Procedures.....	17
D. Promotion and Retention Policy	18
600. SCHOOL ↔ HOME COMMUNICATION	18
605. Access to Student Files	20
610. Change of Address or Telephone Number.....	20
700. Daily Operations	21
705. Transportation	21
715. Absences.....	21
720. Excused Absence	21
725. Early Release	22
730. After School Dismissal	22
735. IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN	22
800. FACILITIES.....	23
805. Snack, Lunch, and Cafeteria Information.....	23
810. Fasting at Al-Iman School	23
815. Prayer Time	23
820. Computer Lab.....	23
825. Playground and Gymnasium.....	24
830. Field Trips	25
835. IMPORTANT NOTICE REGARDING RIGHT TO SEARCH	25
900. MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES	25
901. Health Problems / Medications	25
905. Fever.....	26
906. Rashes, Pink Eye	26
907. Allergies	26
908. Diabetic Student-deleted	26
909. Diabetic Student/Student Treatment	26
910. "STAYING HOME WHEN SICK"	27
911. Lice Policy	27
915. School Personnel to Report Child Abuse.....	28
920. Student Emergencies	29
925. Early Dismissal.....	29
930. Inclement Weather Conditions.....	29

Al-Iman Middle School Handbook 2011-2012

935. Fire, Tornado, and Hurricane Drills.....	29
940. Responding to Crisis Situations.....	29
1000. STUDENT BEHAVIOR Management.....	29
1005. Parent Conduct:	30
1100. Islamic Character Education	30
1105. Means of Effective Islamic Character Education.....	30
1150. Uniform Specifications.....	31
1200. Behavior Expectations.....	32
1250. DISCIPLINE POLICY.....	34
1300. ELEMENTARY SCHOOL DISCIPLINE POLICY:.....	35
1350. MIDDLE SCHOOL DISCIPLINE POLICY	35
1399. PRINCIPAL’S DISCRETION	44
1400. AL-IMAN SCHOOL COMMITTEE BY-LAWS	45
1500. GRIEVANCE PROCEDURE / CONFLICT RESOLUTION.....	47
1700. End-of-Grade Testing Contract.....	50
1800. BEHAVIOR MANAGEMENT CONTRACT and receipt of handbook.....	51

Al-Iman Middle School Handbook 2011-2012

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. - 3:35 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

105. 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.

110. Focus of Al-Iman School

يَتَأْتِيهَا الَّذِينَ ءَامَنُوا إِذَا قِيلَ لَكُمْ تَفَسَّحُوا فِي الْمَجَالِسِ فَافْسَحُوا
يَفْسَحِ اللَّهُ لَكُمْ وَإِذَا قِيلَ أَنْشُرُوا فَأَنْشُرُوا 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.

115. 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).

120. Mission Statement

Al-Iman School shall, provide an Islamic environment that offers quality education and leadership skills to develop global awareness and 21st Century skills.

125. 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.

130. 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:

Al-Iman Middle School Handbook 2011-2012

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.

135. 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.

140. 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.

Al-Iman Middle School Handbook 2011-2012

- 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.

145. 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.

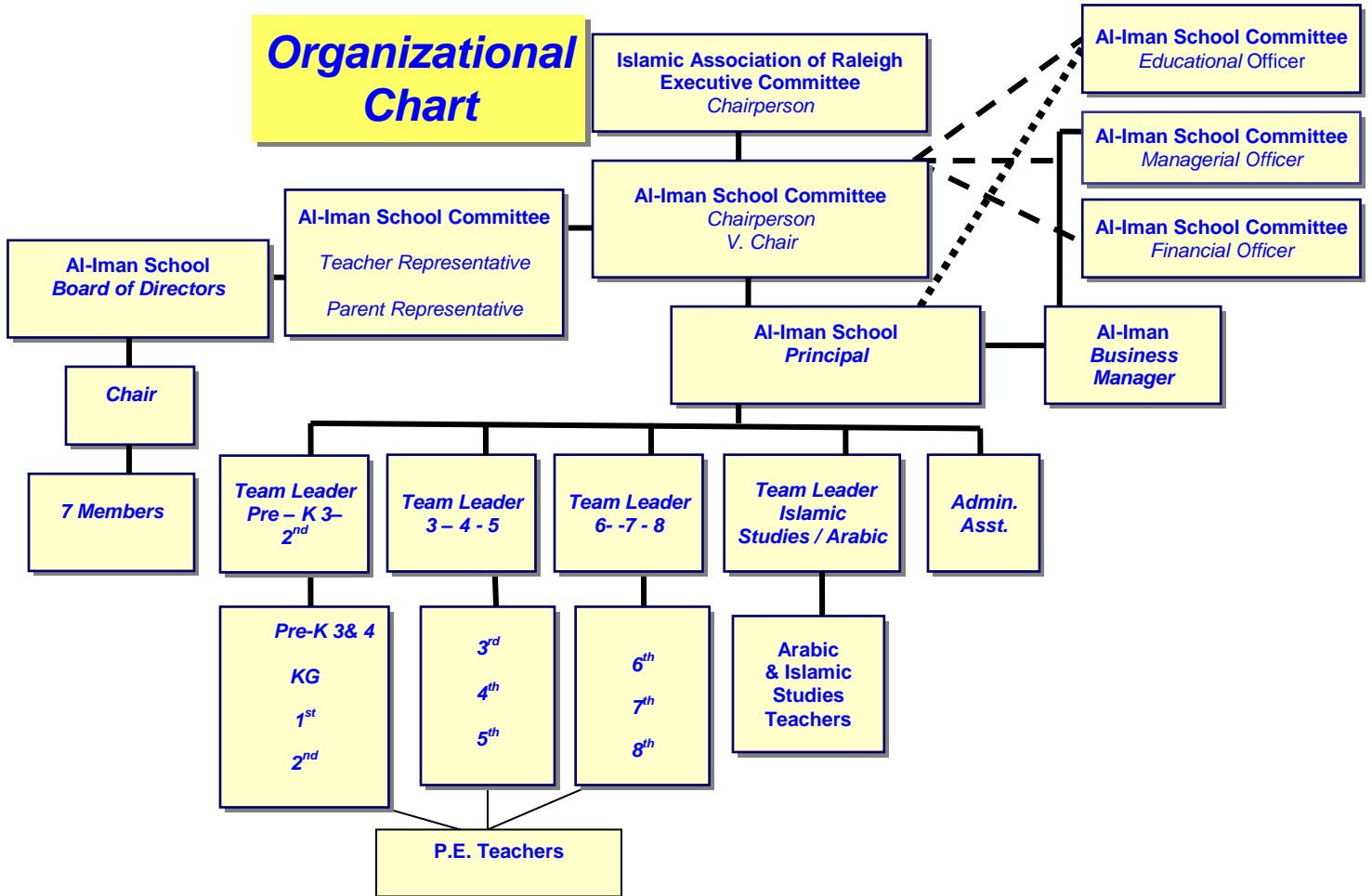


FIGURE 1. ORGANIZATIONAL CHART OF AL-IMAN SCHOOL

200. STRUCTURE OF AL-IMAN SCHOOL

201. 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

202. 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:

- a) Principal
- b) (2) Business Manager
- c) (3) Administrative Assistant

202a. 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

202b. 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.

202c. 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.

300. ADMISSION AND FEES

305. Admission Policy-Middle School Only

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.

Al-Iman Middle School Handbook 2011-2012

305a. Admission Requirements

1. **Kindergarten:** see Elementary Handbook .

2. **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.

As of June 1, 2011, all new applicants in grades KG-8th will be required to take an in-house assessment. This assessment will be given during the summer and will be used by the admissions committee, along with previous school records, to determine acceptance to Al-Iman School. In addition, all new applicants in grades 3-8 will be on total probation (academic and behavioral) for the first quarter of attendance at Al-Iman School.

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.

3. **Application Fees:** Any and all applications fees are Non-Refundable. This application fee, and the family cap, is valid only for the current school year and is subject to change.

305b. 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).

305c. 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. Or online at www.alimanschool.org

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 **\$300.00** per student or \$500.00 per family.

Al-Iman Middle School Handbook 2011-2012

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.

305d. 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 **conditionally** admitted upon completion and submission of the enrollment package by the given deadline and passing the placement test. **All new students will be on a one quarter total probation (academic and behavioral).**
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.

Al-Iman Middle School Handbook 2011-2012

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.

310. Tuition and Fees Policy

1. Effective August 1st, 2011, all tuition and material fee payments must be made by automatic withdrawal only. The business manager will contact parents to schedule a meeting to sign the automatic withdrawal contract.
2. Automatic withdrawals will be processed by the bank on the 15th of each month.
3. Tuition can be paid by the month, the quarter or the year.
4. 1st Installment of the Tuition and Educational Materials will be processed on Aug. 15th 2011.
5. A \$30.00 penalty is applied to NSF transactions (insufficient funds).
6. Accounts that are not current by the 27th of the month may result in the immediate suspension of the student.
7. No child will be re-enrolled to the school if there is an outstanding tuition or other fees from the previous year.

305. 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

Al-Iman Middle School Handbook 2011-2012

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.

400. INSTRUCTIONAL PROGRAM

405. 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.

410. 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.

415. 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) moved to Elementary Handbook

Middle School Students (grades 6-8) are expected to complete any homework given Monday – Friday and need to allow approximately 2 – 2 1/2 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 www.alimanschool.org 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.**

420. 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 8th Grade Homeroom Teachers will monitor the hours the students will acquire. The 8th Grade Homeroom Teacher will provide further reports and details concerning services performed and hours acquired.

425. 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.

427. Guidelines for Extra-Curricular Activities Participation

Al-Iman School rules and policies will remain in effect for all school-sponsored clubs, activities or events.

Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely. 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.

Al-Iman Middle School Handbook 2011-2012

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.

430. 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.

435. 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)

Al-Iman Middle School Handbook 2011-2012

500. GRADE REPORTING

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

505. Report Cards

PreK & Kindergarten: moved to Elementary handbook

1st Grade moved to Elementary handbook

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) moved to Elementary handbook

507. Middle School Letter Grade

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.

Al-Iman Middle School Handbook 2011-2012

525. 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

Al-Iman Middle School Handbook 2011-2012

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 and Arabic in order to be promoted to the next Math/Arabic 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. In grade 8, promotion requirements also include passing an Islamic Studies Exit Examination. (Details will be provided at the beginning of the year.)

600. 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.

Al-Iman Middle School Handbook 2011-2012

- 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. These badges are used to document your 20 hours (per family) of required volunteer service to the school. If you are volunteering with a field trip, these badges may be given to your child's homeroom teacher to be submitted to the office the next school day.

- 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.
- 6. Weekly Folders and Weekly Report Sheets:** All Middle School Students MUST access www.alimanschool.org 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. Teachers will post their newsletter on their individual webpage at www.alimanschool.org, under Teacher Web Pages.
- 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.

Al-Iman Middle School Handbook 2011-2012

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, **sending the teacher a request by email (All staff/faculty members` email addresses can be found on the school`s website www.alimanschool.org)** or by calling 821-1699 and leaving a voicemail message at option **1-4-6-0** 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.

605. 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.

610. 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.

700. 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 3:35 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.**

705. 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.

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 gymnasium 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.

715. 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.

720. 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.

Al-Iman Middle School Handbook 2011-2012

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.

725. 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.**

730. After School Dismissal

Students are dismissed at 3:35 -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 3:50p.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**.

735. 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.

800. FACILITIES

805. 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.

810. 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.

815. 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.

820. 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.**

Al-Iman Middle School Handbook 2011-2012

- 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.

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.

825. 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.

830. 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)**

835. 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.

900. MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES

901. 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.**

903 Vomitting.

The student's parents will be notified by a teacher or staff member to make arrangements for the child to be picked up immediately. Students may return to school the next day if they do not have a fever, and any other symptoms.

905. Fever

Students with fever will be sent home immediately. A teacher or staff member will contact the student's parents to make arrangements to pick up their child. Students MUST be fever-free for 24 hours (without medication) and have no other symptoms before being able to return to school.

906. Rashes, Pink Eye

Rashes and Pink Eye can be contagious. Any student with a suspicious rash or red/pink eye will be sent home immediately. If your child has allergies that result in red eyes, please notify your child's teacher. Please remember that Al-Iman School cannot administer any medication (including eye drops) without a completed Request to Administer Medication Form on file.

907. Allergies

Parents MUST notify the school of all allergies (medicine, food, or any other substances). Parents of a student with a life-threatening allergy must provide the school with the appropriate documentation from a licensed health-care provider. The Al-Iman School staff will work with the parents to develop an emergency medical plan. The school takes seriously its responsibility to take reasonable steps to protect the safety of its students. Our goal is to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions."

908. Diabetic Student-deleted

909. Diabetic Student/Student Treatment

Al-Iman School follows the Wake County Public School Policy, which is as follows

"Diabetes School Act

Beginning with the 2003-2004 school year, local school boards are required by the State of North Carolina to implement Senate Bill 911-G.S. 115C-47- Care for School Children with Diabetes. This new legislation mandates the adoption of guidelines for the development and implementation of diabetes care plans. The guidelines were developed by the State Board of Education, with input from the NC Diabetes Advisory Council and American Diabetes Association.

The following procedures were adopted regarding the management of children with diabetes in the school setting:

- A parental request form to initiate an Individual Diabetes Care Plan.
- Parent/guardian responsibilities for the Individual Diabetes Care Plan.
- The Individual Diabetes Care Plan – which includes the emergency action plan for conditions of low blood sugar (hypoglycemia) and high blood sugar (hyperglycemia), as well as information on the individual's blood sugar monitoring, insulin and oral medications, and food/exercise requirements.
- A Quick Reference Plan for Students with Diabetes.
- School responsibilities for the Individual Diabetes Care Plan.
- Information and training will be made available to teachers and other school personnel in order to appropriately support and assist students with diabetes."

For assistance in the development and implementation of an Individual Diabetes Care Plan, contact the Al-Iman School office.

910. “STAYING HOME WHEN SICK”

Reminder (Adopted from WCPSS)

“The season for coughing, sneezing and wheezing is here! We advise parents to keep their children at home if they display any of the following symptoms:

- fever
- vomiting and/or diarrhea
- headache and chills
- pain in muscles and joints
- sore throat
- coughing
- lack of appetite
- fatigue

Remember that the school policy regarding fevers is this: Your child must be fever-free (and not because of medicine) for 24-hours before returning to school. ”

911. 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**

913. Medicines Kept At School.

All parents are required to pick up all of their child(ren)'s medication kept at school on or before the last day of school for students. All medication not picked up one week after the last day of school for students will be disposed of appropriately. All expired medication will be disposed of appropriately.

915. 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.

920. 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*).

925. 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.

930. 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.

935. 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.

940. 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.

1000. 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.

1005. 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."

1100. 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.

1105. 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

Al-Iman Middle School Handbook 2011-2012

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.**

1150. Uniform Specifications

Uniforms MUST be purchased at cost from Al-Iman School. No other uniform will be accepted. (Exception: Gym pants may be purchased at your store of choice and must be solid navy blue. No words or images are permitted on gym pants, and they can have white stripes only.) 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 (indoors), plain, solid navy blue sweater/fleece (without hood) (school emblem optional);
- ◆ Black, navy blue or white socks;
- ◆ *Variation for Fridays only:* Loose fitting white or navy thobe; Islamic headwear such as kufis may also be worn;
- ◆ For winter (outdoors), any jacket/ sweater without inappropriate "graffiti".

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
- ◆ No apparel/accessories which has any national symbolization (except when authorized by a staff/faculty member for a specific school activity.).

Females: Kindergarten through 3rd

- ◆ Either long or short sleeve school shirt
- ◆ Long, loose fitting, Jumper with navy blue pants
- ◆ Solid white, or navy scarf (optional for KG-2nd, required for 3rd);
- ◆ For winter (indoors), plain, solid navy blue sweater/fleece (without hood) (school emblem optional);
- ◆ Black, navy blue or white socks;
- ◆ *Variation for Fridays only:* Loose fitting white or navy blue jilbaabs.
- ◆ For winter (outdoors), any jacket/ sweater without inappropriate "graffiti".

Females: Grades 4th through 8th

Al-Iman Middle School Handbook 2011-2012

- ◆ Long sleeve school shirt
- ◆ **Long, loose** fitting, Jumper with navy blue pants
- ◆ **Solid** white, or navy scarf (optional for KG-2nd, required for 3rd);
- ◆ For winter (indoors), plain, solid navy blue sweater/fleece (without hood) (school emblem optional);
- ◆ Black, navy blue or white socks;
- ◆ *Variation for Fridays only:* Loose fitting white or navy blue jilbaabs.
- ◆ For winter (outdoors), any jacket/ sweater without inappropriate “graffiti”.

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, no high-heeled sneakers (Girls)
- ◆ No make-up (Girls)
- ◆ No apparel/accessories which has any national symbolization (except when authorized by a staff/faculty member for a specific school activity.).

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.

1200. 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

Al-Iman Middle School Handbook 2011-2012

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. **Parents may request permission (with a valid reason) for their child(ren) to carry a cell phone to school for use only after dismissal.** If cell phone permission is granted by the principal, the cell phone is to be turned in to the office every morning before homeroom and picked up from the office at dismissal. The cell phone is never to be used to take photographs of other students or to be used on school property at any time. During field trips, students may be allowed to bring their cell phones and turn them in to the supervising staff/faculty member for safe-keeping.
- 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 FROM THE FRONT OFFICE.

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 **at the front office upon arriving to school. For lower elementary students, parents must bring the student to the Front Office before taking the student to class.** 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

Al-Iman Middle School Handbook 2011-2012

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. Students are not permitted to leave the dismissal area except to come upstairs to after-school care. Students are specifically not permitted to go to the cafeteria, kitchen, playground or any other area without their teacher's permission while waiting to be picked up.
- 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.

1250. 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. It is the responsibility of all students and parents to familiarize themselves with the school's policies and procedures.

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.

1300. ELEMENTARY SCHOOL DISCIPLINE POLICY:

(This information can be found in the Al-Iman School Elementary Handbook.)

1350. MIDDLE SCHOOL DISCIPLINE POLICY

LEVEL 1 DEMERIT: 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

Al-Iman Middle School Handbook 2011-2012

Date: / / 20__

Student's Name: _____

Grade: _____

Teacher check infraction that applies:

- Disruptive Behavior.
 - First Warning: Date: _____
- Not prepared for class.
 - First Warning: Date: _____
- Tardiness.
 - First Warning: Date: _____
- Violating classroom rules.
 - First Warning: Date: _____
- Chewing gum.
- Refusal to do class work.
- Violating Dress code:
 - First infraction: Demerit: Date: _____
 - (Second violation is a Level 2 infraction.)**
- Littering.
- Using the elevator without permission.
- Out of classroom/Hallway Behavior
- Engaging in minor verbal and/or written 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: _____

Description of incident resulting in Warning:

Description of Incident Resulting in Demerit:

Teacher's Signature: _____

Student's Signature: _____

Parent's Signature: _____

Al-Iman Middle School Handbook 2011-2012

Teacher: Check demerit number; place a copy in Demerit Binder, scan a copy and email parent, document phone call or conference in Team Parents Conferences Binder.

Number of Demerits:

Action:

- 1 1 Day of Lunch Detention
- 2 1 Day of Lunch Detention: 1st Phone Call Home
- 3 2 Days of Lunch Detention: 2nd Phone Call Home
- 4 After School Orientation: 2nd Parent/Student Conference
- 5 3rd Parent/ Student conference to discuss Behavior Contract
- 6 In Team Suspension (Suspension from activities is possible)

- Accumulating more than 6 demerits per quarter will result in office referral for a **Level 2 Infraction**. Refer to Student Handbook.
- Failure to meet Behavior Contract requirements will result in suspension from end of year activities, up to the middle school team's discretion.
- For 8th Grade, reaching 15 demerits 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	3 RD Offer
2.1. 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/ Behavior contract, Zero /no re-test, and parent conference	1-2 days in school suspension	2-3 days
2.2. Inappropriate language	Using any form of cursing, no matter what language in which it	detention, or 1 day suspension, and parent	1-2 days in school	2-3 days

Al-Iman Middle School Handbook 2011-2012

	is spoken in, including hand or bodily gestures, including implied inappropriate language.	conference	suspension	
2.3. 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
2.4. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Under \$50 Restitution, 2 days in school suspension,	Restitution, 2-3 days out of school suspension, recommended for expulsion	Restitution
2.5. 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
2.6. Misuse of cell phones : (permission slip policy) Must be turned into the front office before going to class.	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 of Device w of the year
2.7. Insubordinations	Refusing to comply, either verbally or non verbally with a reasonable request or directive	MGS (Mandatory Guided Study : 1 Day in School Suspension	1-2 days in-school suspension and behavior contract	2-3 days
2.8. Loitering & Trespassing	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. 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 and behavior contract	1-2 days school suspension excessive

Al-Iman Middle School Handbook 2011-2012

2.9. Skipping Classes & Truancy	Being out of area without permission Being absent from school without authorization, failure to follow proper attendance check-in, check -out and absence procedures	Week lunch detention/ Behavior contract	1-2 days in school suspension	2-3 out of
2.10. Trespassing (Combined with 2.8)				1-10 day and polic
2.11. Truancy (Combined with 2.9)			.	Expulsion
2.12. 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
2.13. Bullying	Engaging in verbal, written, 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
2.14. Electronic access (Social Contract needs to be signed by parent and student)	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 device w end of th expulsion infraction
2.15. Uniform Violation	Violating school uniform dress code will result in confiscation of clothing item(s) and the appropriate uniform item(s) will be provided and parent(s) will be billed accordingly.	Parents notified by phone, demerit ,Uniform log notice, and form filled out by parents.	1 day in school suspension.	2-3 days
2.16. Use of Elevator	Using the elevator without prior permission from the office during school hours unless accompanied by staff member.	Verbal warning and demerit	2 days lunch detention	1 day in s additional expulsion

Al-Iman Middle School Handbook 2011-2012

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
3.17. 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
3.18. 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
3.19. Arson	Utilizing unauthorized fire ,smoke, or explosives, which present a risk of danger to life or property	3- 14 days out of school suspension, recommended for expulsion, BPD notified	N/A	N/A
3.20. 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
3.21. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of	3-14 days out of school suspension,	N/A	N/A

Al-Iman Middle School Handbook 2011-2012

	explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	recommended for expulsion, BPD notified		
3.22. 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
3.23. 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
3.24. 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
3.25. Offensive Material Student lockers are school property, inspection of student lockers is possible at any time.	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
3.26. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.27. Extortion by threat, intimidation, or coercion	Obtaining money, information, or property from another student	3-14 days out of school suspension, recommended for expulsion	N/A	N/A
3.28. Gambling	Participating in or the	3-14 days out	N/A	N/A

Al-Iman Middle School Handbook 2011-2012

	organizing games of chance to gain money or other items	of school suspension, recommended for expulsion		
3.29. 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
3.30. 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
3.31. 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 Behavior contract and documentation of counseling required.	N/A	N/A
3.32. 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	3-14 days out of school suspension, recommended for expulsion	N/A	N/A

Al-Iman Middle School Handbook 2011-2012

	to, a cutting instrument consisting of a sharp blade fastened to a handle.			
3.33. 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
3.34. 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
3.35. Abusive Use of Electronic AND MEDIA/.Cyber bullying Student and parents will sign a social media contract	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

Al-Iman Middle School Handbook 2011-2012

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.

1399. 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 Middle School Handbook 2011-2012

1400. AL-IMAN SCHOOL COMMITTEE BY-LAWS

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

MISSION STATEMENT

Al-Iman School shall, provide an Islamic environment that offers quality education and leadership skills to develop global awareness and 21st Century skills.

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.

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

Al-Iman Middle School Handbook 2011-2012

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.

1500. 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.

Al-Iman Middle School Handbook 2011-2012

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.

Al-Iman Middle School Handbook 2011-2012

1600. 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:

- | | | |
|---------------------------------------|------------------------------------|----------------------|
| _____ PTSO Membership Drive | _____ Fundraising | _____ Meetings |
| _____ Book Fair | _____ Hospitality Committee | _____ Orientation |
| _____ Math Fair | _____ Classroom Parent | _____ Open House |
| _____ Science Fair | _____ Classroom Helper | _____ Parent/Teacher |
| Conference | | |
| _____ Integrated Subject Fair | _____ Ramadan Iftaar | |
| _____ Eid- ul- Fitr Fun Day | _____ Back-to-School Picnic | |
| _____ Canned Food Drive | _____ Eid- ul- Adha Celebration | |
| _____ Lunch Duty | _____ Parent Night | |
| _____ Teachers' Appreciation Day | _____ Field Day | |
| _____ Field Trip Driving/ Supervision | _____ Library Helper | |
| _____ Parking Monitor | _____ Awards Day Attendance | |
| _____ After School Assistant | _____ School Activities Attendance | |
| _____ Playground Monitor | | |

Contact Info: Phone#: _____ email: _____

Students' names and grades:

Note: All services have to be completed by: **May 18th, 2012** 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).

Al-Iman Middle School Handbook 2011-2012

1700. 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: _____

Al-Iman Middle School Handbook 2011-2012

1800. BEHAVIOR MANAGEMENT CONTRACT AND RECEIPT OF HANDBOOK

I have read and understand the Al-Iman School 2011-2012 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 2011-2012: _____

2nd Student Signature: _____

2nd Student's Grade for 2011-2012: _____

3rd Student Signature: _____

3rd Student's Grade for 2011-2012: _____

4th Student Signature: _____

4th Student's Grade for 2011-2012: _____

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

Al-Iman Middle School Handbook 2011-2012

Phone # _____ E-mail: _____

My Notes:

