

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*In the Name of Allah, Most Merciful, Most Compassionate*

Omar Haikal Islamic Academy



# Family Policy Guide

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# I. The Islamic Academy Philosophies

## Mission Statement

To provide a merit of academic, moral, and social excellence in an Islamic Environment that creates a pillar of lifelong achievement and success in our children.

## Curriculum

The aim of the Islamic Academy curriculum is to provide an academically rich education. The addition of Religion and Arabic will meet the needs of individual students. Each year the principal and faculty will engage in evaluation of programs and materials in order to improve the quality of learning. In addition, each school year an Open House (following the first Friday's Jumah prayer) will provide parents with a parent meeting at which teachers meet with parents to explain the curriculum and expectations at a particular grade level. Every effort is made to involve parents in their child's education.

## Discipline

The purpose of school rules, along with the other elements of our total program, is to create an Islamic atmosphere and attitude of consideration and concern for others. All regulations of our school are formulated toward this end and are either directly or indirectly related to attaining this goal. Our school considers a student's registration as a contract among parents, students, and faculty that the rules of the school will be observed. In the interest of all the students, teachers must take measures to safeguard the rights of others and to develop as real Muslims and wholesome American citizens. Consequently, students who refuse to apply themselves to work, fail in a substantial number of incidences to comply with teacher's directions and/or repeatedly show ill-will and total disregard for education and the rights of others will be suspended from class or expelled for whatever period of time is deemed necessary.

## Religion

Religious education is provided to all students. All students will attend the daily *Dhuhr* (afternoon) prayer using proper behavior at all times. The Qur'an / Arabic and Islamic Studies classes are mandatory for all students. Parents are the first teachers of their children, especially in the ways of faith. Parents are expected to reinforce the tenets of Islam. All students are required to stay for Friday prayer as part of the school day. If they leave prior to the prayer, they will be counted ½ day absent.

## II. Committees and Services

### Board of Trustees

The Board of Trustees was established in July, 1998. A list of current board members can be obtained in the school office.

The Board does:

- Consider requests for curriculum items to be included, excluded, reconsidered, or reviewed
- Recommend policies with approval of the principal

The Board does not:

- Make specific classroom decisions
- Involve itself in personnel matters
- Make decisions about curriculum and educational practices
- Act as a textbook selection committee

### Volunteers

The Islamic Academy could not offer the quality educational programs that it does without its great volunteers. We need your help in many capacities. All volunteers are asked to sign in at the office upon arrival and will receive a visitor's badge to show they are to be in the building. This is for the safety of everyone. While visiting the Academy for any reason the administration expects all parents and visitors to be dressed appropriately to respect the Islamic environment of the Academy and to follow all the regulations of the Academy



## Classroom Volunteers

The use of volunteers in the classroom is up to individual teachers and/or the principal. Decisions concerning volunteers are based on a teacher's comfort level and a volunteer's comfort level. We then filter in the students' personalities in a particular classroom. We try to find a perfect match – one that recognizes the need to be professional both in and out of the classroom.

### **III. Policies and Operational Procedures**

#### Absenteeism Policy

Nevada law states that a child may be retained if they miss twenty days or more of school. The following is The Academy's policy:

(All parents will be updated at report card quarters.)

5 days absent – letter sent home

10 days absent – letter sent home

16 days absent – letter sent home **requesting required Parent Conference**

#### Attendance

Regular attendance is necessary for your child to achieve the maximum benefits from regular daily instruction. There are a few other reasons for nonattendance with the exception of illness. If your child is to be absent from school, please report their absence by 9:00 am by calling the school office. **HOMEWORK MUST BE REQUESTED AT THIS TIME** if it is to be picked up by the end of the day of the absence.

The following are excused absences: Illness of student, death in the immediate family, court appearance, quarantine and exposure to a contagious disease. Assignments can be made up and full credit received. Parents may make arrangements with the teacher for make-up work. All make-up work can be picked up after regular school hours. An excused absence does not mean a student has perfect attendance and they will not qualify for the award that quarter.

- Unexcused absences include truancy and vacations without prior consent. Students will not receive credit for that day's assignments. Teachers are not required to have class work and homework available for parents in advance of a student absence. The teacher is not required to tutor a pupil in advance or after a student's return from an excused absence. The principal must have prior knowledge and give written consent for prearranged vacations and the parent(s) must notify the classroom teacher. **Vacations may not be considered an excused absence for perfect attendance, but prior approval will allow credit for the assignments that day.**
- Vacations are strongly discouraged during the school year. The academic performance of a student, who has accumulated twenty or more days of absence, is to be reviewed to determine if the student is ready for the academic work of the next grade **which is given in the form of a placement test.**
- **Notes are to be sent from parents for each absence.** If a student is absent for five consecutive days or more, a doctor's excuse should be provided upon return. If a student has chronic absenteeism or truancy, they may be retained in that grade level. If your child is sent home ill during the day, he/she will not be permitted to return to school that same day or attend after school extra-curricular activities. Fever should be gone for at least 24 hours before returning to school. **(No fever reducer medicine taken in the previous 24 hours prior to returning to school.)**
- A parent picking up a student early due to a medical appointment should send a note that morning to the teacher.
- If your child leaves school before **2:20 p.m.**, this constitutes a half day absent. The child will be sent for when the parent reports to the office. In case of an emergency, the parent should come to the office. No child, under any circumstance, will be allowed to leave school during the school day with an adult other than a parent, guardian, or designated emergency contact person.



## Cell Phones

Cell phones held with students are not permitted to be seen, ring or vibrate between the hours of 7:35a.m. – 3:35 p.m. If a cell phone rings or vibrates and is heard or seen or reported by a teacher or student, the phone will be confiscated to the principal's office. It can be picked up only by a parent from the principal.

## Classroom Care

All students are expected to do their part in helping maintain order and cleanliness. Simple jobs are assigned to students within the classroom and school. Cleanliness and proper care of all materials are the goals of students, faculty and staff.

## Effective Use of Instructional Time

A master schedule for lunches and minimum allocated preparation time has been established. Transition time allocated for lunch, and changing from one class to another should be handled expediently so we do not unreasonably diminish the time allocated for instruction. During the student day, teachers are expected to allocate maximum time to direct instruction of students.

In regards to the effective use of instructional time and school parties: School parties may be held to recognize Islamic holidays and PTO sponsored events.

**Birthday parties are a function of the home and will not be held at school. Individual birthday party invitations must go to every child in the classroom or sent through U.S. mail to individual students. If students would like to pass out a treat to the class, the treat needs to be purchased for every student in the classroom. This treat can be passed out at the end of the day or shared during the lunch period only. All shared items must be kept to a minimum and no personalized decorations. Cupcakes and cake are prohibited at all times. Eating in the classroom is discouraged.**

## Emergency Procedures / Drills

The school keeps an emergency procedure card for each family. We ask your assistance in keeping this information **up-to-date**. Any time you have a change of doctor or phone number where you can be reached in case of emergency, please notify us **immediately**. When you are out of town, please give the office the number of a friend or relative who we may contact in case of an emergency.

**Fire, Earthquake, and shelter-in place drills are practiced for emergencies we hope will never occur. Drills will be held monthly. To prevent panic and promote safety, students are to be quiet and orderly during the drills. Anyone in the building during a drill must take part in the drill.**

## Entrance Requirements

Developmental Kindergarten (DK) is designed to help a student get ready for the Academy Kindergarten. Students are in school all day and follow a progressive academic routine.

Applicants for DK do not go through formal testing; however, they must be four years old by September 30<sup>th</sup> of the current school year to be eligible to attend the Academy. All students must be completely potty trained before entering the Academy. Students in DK do not automatically go on to kindergarten after one year in DK. It is a student's readiness and maturity that will help the teacher and ultimately the principal decide if a student goes on to kindergarten or stays in DK a second year.

Applicants for kindergarten must be five years on or before September 30<sup>th</sup> of the current school year. Students must also satisfactorily pass all screening procedures administered to be eligible for admittance. Applicants for kindergarten through eighth are admitted after successfully passing our entrance exams. Tuition for the entire school year is expected in order to be admitted to the Academy after January 1<sup>st</sup> of any school year. No student will be discriminated against based on race, religion, creed or color.



## **Fines**

All tuition payments are due on the first of the month. A **\$5.00 per day** late fee will be assessed after the 5<sup>th</sup> business day of the month. A \$25.00 fee for returned checks will apply to any family and will be added to your tuition bill.

Students may be fined for misuse of textbooks or library books or for any damage to school property. Fines are set according to the extent of damage. We encourage parents to have the child earn the money in some way to pay their fines. If the textbook is not usable due to damage, the replacement cost of that book will be charged.

## **Illness- Make Up Work**

Students who have missed school with any excused absence have the same amount of time to make-up missed work upon return to school. Example: If a student was ill two days, then they have two days to complete and turn in missed assignments/activities once they have returned to school.

Make up work from unexcused absences may not be accepted for credit, thus causing the grade point average to be lowered. Parents are asked to plan family vacations around The Academy calendar, thus preventing excessive absenteeism. Students who miss school, on extended vacations, will be given a reasonable chance to make up missed work; however, their grade point average may be lower than expected as the classroom teacher cannot repeat all the missed lessons.

## **Homework Policy**

Homework is an essential part of the learning process and is necessary to reinforce what is taught at school. Learning how to manage time and organize materials is important to the success of every student. Homework may be Monday-Friday, depending on the class.

Homework should provide:

- An extension of classroom activities
- An evaluation tool for both the teacher and student
- A positive learning experience where the quality of work is emphasized as opposed to the quantity of work

An average day's homework would normally not exceed: (Remember that students will have Religion and Arabic homework along with regular classroom work.)

Grade K	20-40 minutes
Grade 1 & 2	30-60 minutes
Grade 3 & 4	60-90 minutes
Grade 5 - 8	90-120 minutes

If your child frequently takes longer than the time indicated above, you would want to conference with the teacher(s) to discuss what the problem might be.

Teachers will:

1. Provide assignments which are relevant to class work
2. Evaluate or use assigned homework in some manner
3. Consider the age and capabilities of the student when preparing assignments
4. Consider the time required to complete an assignment and be aware of other demands of the student's time
5. Provide clear instruction for doing assignments and be certain the student clearly understands the assignment

Parents will:

1. Provide adequate time and a suitable place for the student to complete homework.
2. Be available for questions, but at the same time must remember that homework is the child's responsibility. Sitting with your child while they are completing their homework makes the child think they cannot complete their work without you.
3. Check The Academy Planner daily when questioning assignments in 3<sup>rd</sup> - 8<sup>th</sup> grade.
4. Communicate with the teacher when their child consistently has difficulty completing assignments.

Students will:



1. Clarify homework instruction with the teacher daily. Grades 3-8 are expected to use their Academy Planner for each teacher's assignments.
2. Take home materials needed to complete all assignments.
3. Learn to budget time.
4. Return all work completed to the teacher by the due date. Late assignments may cause a loss of points or one full grade(s), i.e., A to a B (C/D/F).

The student who successfully learns the process of completing homework is also mastering **self-discipline, independence, initiative, and responsibility**. If minimum work requirements cannot be met, students will be placed on academic probation and placed in a program to assist them. Students who continue to not meet academy requirements may be asked to leave The Academy.

## **Library**

Students are permitted to check out library books in our Accelerated Reader Program. When they do, students and parents agree to be responsible for the book (s) checked out under the student's name. Damage to the book will result in the parent paying for that book in the school office. Reading for pleasure at home should be a minimum of 20 minutes per night, in addition to regular homework.

## **Lunchroom Protocol**

**There will be no trading or sharing of food.** Parents are discouraged from bringing food from fast food restaurants. Soda pop is not permitted in the lunchroom or the classroom at any time. Due to our increased enrollment and insurance liability, we are unable to microwave food for students. All students are asked to use "restaurant voices", keep their mouths closed while chewing food, and keep their elbows off the tables during lunch. Students are responsible for their area. All students shall remain seated for the lunch period, unless they are disposing of their trash. All students are responsible for cleaning up after themselves.

## **Medication / Illness**

We recommend that you keep your child at home if he or she appears ill, thus minimizing the spread of infection. If your child should become ill while at school, office staff or the principal will contact you. If your child has a **fever**, they must be picked up from school within one hour of the parent or guardian being contacted. Children with a fever are most likely contagious, and are likely to become dehydrated quickly due to the fever. A child with a fever must remain out of the school 1 day (24 hours) **after the fever** and medicine have left the child. This rule's purpose is to protect other children and child who has the fever.

Please keep emergency contact numbers up-to-date. If you move or change numbers at home or on your cell during the school year, please contact the school immediately to give us your new number.

If it is necessary for your child to take medication during the school day, a **medication release** form **must** be signed by parents, with specific instructions regarding time and dosage. No medications, including throat lozenges, are to be kept by the student in the classroom. Medications should be taken to the office before class along with a note from the parent and/or doctor. The principal or secretary will supervise medications. Parents must report communicable diseases (scarlet fever, strep throat, chicken pox, mono, head or body lice, pink eye) to the office immediately. Parents will be notified of any communicable disease that occurs in your child's classroom so appropriate parent action may be taken.

## **Recess**

1. If a student takes playground equipment out, that student is responsible for bringing it back inside the building.
2. If the ball leaves the playground, the supervisor will supervise retrieving the ball.
3. "Play fighting" and wrestling will not be tolerated.
4. Students should not return to the building during recess, unless it is an emergency or they have permission from a supervisor.
5. At the recess supervisor's signal, all playing ceases. The students should line up by grades on the respective playground area.
6. Parent, teacher or the supervisor in charge has final say on playground discipline.



7. No toys, hand held games (Gameboys, PSPs, etc.), iPods, or other electronic devices are to be brought to school. They will be taken and placed in The Principal's Office. Toys will only be released to a parent upon the first infraction. After that, the item will remain with the principal until the end of the school year.
8. Minor injuries are taken care of in the office.

## **Religious Education**

Religious education is provided to all students with homework nightly. All students will attend Islamic Studies / Qur'an / Arabic classes daily and various religious activities throughout the week. Parents are the first teacher of their children, especially in the ways of faith. Parents are expected to teach and reinforce their child's Islamic beliefs and five daily prayers. Dhuhr prayer will be conducted daily and attendance is mandatory for all students and proper behavior is expected at all times. **Failure to behave during prayer, inattentive behavior, general disruption, or interruption of prayer may cause a student to have detention, in school suspension, out of school suspension, or expulsion.**

## **School Calendar**

A calendar for the current school year is published in the spring at the beginning of each school year and distributed to parents. You will be notified of any schedule changes in writing. Please review all the "Notes Home" that you receive as they contain valuable information in between the Monday Memo.

## **School Pictures**

It is a customary practice to offer our students an opportunity for school pictures twice a year. Pictures are usually taken in the fall in school uniform for the yearbook; all girls will wear their hijab, and in the spring dressed in cultural clothing or modest dress of choice. Exact date and prices are announced each year, in advance of the date.

## **School Premises Rules and Policies**

The building will be unlocked at 7:35 a.m. and teacher supervision will be available in the multipurpose room at 7:35 a.m. We do not provide after school supervision. **School is dismissed at 3:20 PM for Elementary and 3:30 PM for Middle School.** Students remaining after 3:45 p.m., who are not under the supervision of a parent, **will be sent to SafeKey and assessed a Safe Key fee.** Students that are picked up by their parents must leave the Academy in a timely fashion, no games, running around, or playing in the gym or hallways are allowed. Teachers and office staff are still working and require a quiet environment to conduct business in. Those parents that choose to stay and hang out to talk should take their children to the playground to supervise. No balls are to be checked out to students at this time and the fields next to the building are off limits at this time. If a student attends a tutoring or special class or activity they must be picked up within 5 minutes of the end of that class **or the child will be signed into SafeKey and the parent will be assessed a SafeKey fee.** If you are late in picking up your child, you will be required to sign them out. All parents that choose to join in Asr prayer are responsible for their children, and they may not be left unsupervised at the Academy. Parents are to enter and exit the gym from the West door (by the Mosque) for arrival and dismissal.

Students may not leave school grounds during the school day without the permission of the office unless they leave with a parent. All students must be signed out of school, through the office, for safety and security reasons. Students are not to return to school for a school practice or event until it is scheduled. Fifteen minutes before the event is sufficient.

- No student may ride a bike to school.
- Motorized vehicles are not permitted on school property.
- Our building is a smoke-free environment – this includes in front of or behind the school and in the parking lot.
- No student or visitor is allowed on the stage in the multi-purpose room unless participating in a program, due to liability insurance.

## **Tardy Policy**

School begins at 7:50 AM in the multi purpose room. Teachers will escort their students to the classroom after prayer/pledge so that they can get settled in and organized for the day. **A student is tardy if he/she arrives after 7:50 AM and is not lined up in their class line.** Morning Assembly is an important part of the school day that is not to be missed. Excessive tardiness may result in dismissal from school because of disruption to classroom order. A progressive notification system for habitual tardies is conducted for each semester. (All parents will be updated at report card quarters.)



At the beginning of the school year, a new record is begun for each student with no tardies or absences; however, after:  
5 Tardies - letter to parents  
10 Tardies – letter to parents, the principal may choose to meet with parents and student  
20 Tardies - letter sent to parents, the principal may choose to meet with parents and student

**It is important to be at school on time!** Teachers are not expected to repeat their opening exercises for tardy students. Those students that do arrive late may not be able to make up assignments missed depending on the reason for tardiness.

## **Visitors**

- Parents and other visitors **MUST** report to the school office upon entering the building.
- For the safety of your child you will be asked to sign in and out of our building. You will be asked to **wear a badge** showing that you are a visitor / volunteer while in our building.
- Items to be delivered to students **MUST** be brought to the office or left with Security attendant.
- Visitors should have a photo ID and may be requested to furnish it for identification purposes.
- Appropriate dress is required of all visitors.
- No parents/visitor allowed to enter classroom during school hours or to talk to teacher during classroom hours because it interrupts the class order. Any visitor/parents will have to wait in the office or at the school entrance and wait for their child to be released from classroom.
- Visitors are to enter and exit through the proper doorways.

## **Withdrawal and Transfer**

If you are going to move or withdraw from the Islamic Academy, notify the office as soon as possible so that the necessary transfer and withdrawal papers can be completed for you. Withdrawal papers take at least 24 hours to get ready.

## ***IV. Discipline***

### **Discipline Policies**

If a teacher feels a student should remain after school on occasion for misbehavior or failure to do assignments, the teacher will notify parents and arrangements will be made for the students to be picked up later than the closing of school.

Suspension/expulsion may be utilized if the administration determines the nature of the offense was such that the presence of the pupil causes danger to persons or property, or is a threat to the educational process. When a student is suspended, he/she will be required to do all schoolwork at home and return it to the school the day he/she returns. When the student is not in school he/she is ineligible to participate in any extracurricular activities. Suspension will not affect academic grades as long as all work is completed and turned in to the proper teacher.

Reasons for Suspensions/expulsions can be, but are not limited to: cheating, stealing, physical injury to another; possession of any dangerous object; possession of any alcohol or drug; habitual profanity; disrupting the normal school process; damage or stealing school property; damage or stealing private property; leading an un-Islamic like life.

### **Student Behavior in Prayer**

All students are required to pray at least one time during the school day. Inattentive behavior, general disruption or interruption of prayer may cause a student to have detention, in school suspension, out of school suspension, or expulsion.

### **Detention**

A detention will be issued at an individual teacher's / principal's discretion for inappropriate conduct, classroom disruption and / or disrespect anywhere in the Academy. Developmental Kindergarten through eighth grade may serve in school detentions (i.e. miss recess, field trips, extracurricular activities, etc...). If further problems occur, detention will be served with the assigning teacher or principal within five school days of the behavior. Detention may be served during lunch recess or from 3:30pm to 4:00 pm. Parents will be notified by a Discipline Referral Form. This form should be signed by the parent/guardian and returned to the homeroom teacher.



## **Out of School Suspension**

A suspension is the temporary removal of a student from school for a period not to exceed ten consecutive school days. It is the responsibility of the student to obtain all assignments and complete all work during this time.

## **Expulsion**

The founder and the principal may expel a student for a definite period of time not to exceed two school years, as determined on a case-by-case basis.

## **Due Process**

In disciplinary cases, where a student is removed from a classroom for a day or longer, the Islamic Academy affords a due process procedure. Due process ensures that the student will be informed of the charges and has the right to respond.

Suspension and Review Procedure – A review process is afforded the student when the discipline requires an out-of-school suspension. Reviews must be in the following order:

1. Principal
2. Founder of the school with the principal

Any request for appeal of a disciplinary suspension of less than ten (10) days shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, the student will be permitted to make up work for any school days for which a suspension is vacated and disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review.

A student whose presence poses a continued danger to persons, property, or poses ongoing threats or disruption to the academic process may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible. It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. The decision in cases of alleged misconduct will include both the regular school discipline and extra-curricular discipline.

## **Disciplinary Infractions and Consequences**

### **Class A Infractions**

- Not wearing school uniform
- Being partially out of uniform
- Disrespecting other's property
- Disrupting classes
- Violating any of the daily school rules
- Not telling the truth
- Not behaving in prayer
- Name calling

### **Consequences (may consist of, but not limited to)**

#### **1<sup>st</sup> Offense**

- Verbal Warning
- Parents will be notified of the incident by the classroom teacher / administrator
- Student will be counseled
- Recess detention may be served with the administration or teacher

#### **2<sup>nd</sup> Offense**

- The incident will be recorded in the students discipline records
- Parents will be notified of the incident by the classroom teacher / administrator
- The student will be counseled by the teacher and or administration
- The student may serve an in house detention for one day. All class work will be completed..
- Parent conference may be required

#### **3<sup>rd</sup> Offense**

- The incident will be recorded in the students discipline records
- Parents will be notified of the incident and may be required to pick up the student from school with a parent conference to be held the next school day



- The student may serve an in house detention or be suspended for one day, assigned by the administration

### **Class B Infractions**

- Cheating / Plagiarisms
- Defying school authority
- Bringing abusive vulgar material to school
- Skipping classes
- Inappropriate interaction with the opposite gender
- Chronic disruption of classes
- Leaving school property without permission
- Stealing
- Destroying or defacing school property
- Passing abusive or vulgar remarks to others
- Use of profanity / name calling
- False accusation against any student or an adult
- Information Technology Policy violation and/or plagiarism

### **Consequences (may consist, but not limited to)**

#### **1<sup>st</sup> Offense**

- Student may be removed from the classroom
- Student will be referred to the principal
- Parents will be notified and may be asked to pick up their child for the rest of the day. A required parent conference will be held the next school day
- Serving in-school detention

#### **2<sup>nd</sup> Offense**

- Immediate removal from the classroom
- Student will be referred to the principal
- Parents will be notified and asked to pick up their child for the rest of the day
- A required parent conference will be held the following day
- The student may be suspended for 1-3 days as directed by the administration
- The student will be admitted back to school on probation for a designated period of time set by the principal

**A student who persists in violating school rules during his or her disciplinary probationary period or after the completion of the probationary period can cause the onset of expulsion proceedings.**

### **Class C Infractions**

- Drug or alcohol related activity or use
- Bringing weapons to school
- Smoking of any kind
- Assault and battery
- Verbal or written threats of life or property involving students or school personnel

### **Consequences (may consist, but not limited to)**

- Immediate out-of-school suspension
- Possible expulsion proceedings
- Following state and local laws regarding the informing of local authorities

**Note:** The school administration, along with the founder of the school, will investigate infractions that may result in expulsion. The student and the parents will be able to present their case in front of the founder and the principal. The founder will make the final decision after reviewing the investigative findings on expulsion. The student ultimately could be expelled from school.

## V. Arrival, Dismissal, and Closing Procedures

### School Day Hours and Schedule

7:35 am	Building unlocked
7:50 am	Morning Assembly- Students line up by grade in the gym Students are considered tardy after 7:50 a.m.
3:20 pm	Elementary Dismissal
3:30 pm	Middle School Dismissal
4:00 pm	Office / Building closes – Monday-Thursday
3:00 pm	Office / Building closes on Fridays

All students are required to stay for Friday Prayer. If a student misses Friday Prayer for any reason they will be counted ½ day absent.

### Before and After School Care - Parks and Recreation Program

The Safe Key program is available at Louis Weiner Elementary School, grades K-2, and Charlotte Hill Elementary School, grades 3-5, across the street from the Academy. Call 799-5760 for details and cost.

Any child not picked up by 3:45 will be sent to the office. Parents will be responsible for late fee fines of \$25 per child.

### School Closing and Delayed Start

In the event of severe inclement weather or mechanical breakdown, the school may be closed or starting time delayed. School closing notification will be by a telephone call or email from the principal or office manager using the classroom calling list, make sure it is up to date.

### Morning Assembly

It is our belief that each day should begin with Allah (swt). Each day will begin with the recitation of the Holy Qur'an. It is also the belief of this school that as American Muslims we should encourage patriotism. It is the policy of the school for students to stand at attention showing respect during the recitation of the Pledge of Allegiance each morning. Parents are to enter and exit the gym from the West door (by the Mosque) for arrival.

### Dismissal

Parents are to enter and exit the gym from the West door (by the Mosque) for dismissal. All parents must pick up their students by 3:45 PM. Any student not picked up by 3:45 PM will be taken to SafeKey and parents will be responsible for any fees. All parents that choose to join in Asr prayer are responsible for their children, and they may not be left unsupervised at the Academy. Students that are picked up by their parents must leave the Academy in a timely fashion, no games, running around, or playing in the gym or hallways are allowed. Teachers and office staff are still working and require a quiet environment to conduct business in. Those parents that choose to stay and hang out to talk should take their children to the playground to supervise. No balls are to be checked out to students at this time and the fields next to the building are off limits at this time. If a student attends a tutoring or special class or activity they must be picked up within 5 minutes of the end of that class or the child will be signed into SafeKey and the parent will be assessed a SafeKey fee. If you are late in picking up your child, you will be required to sign them out.

### After School Care – Safe Key

The Safe Key program is available after school. Any child not picked up by 3:45 will be signed into Safe Key. Parents will be responsible for Safe Key fines



## ***VI. Uniform, Dress Code, and Hygiene Standards***

### **School Uniform**

It will be mandatory for all students to wear the designated uniform daily. A uniform checklist can be obtained in the office. Hats, jackets, coats and gloves should not be worn in class. Students should wear enclosed shoes; no open toe sandals or shoes are permitted. Metal cleats or tennis shoes with wheels, lights, or skates are not to be worn in the building. Shorts are never allowed.

### **Hygiene Standards**

A student's appearance, self-respect and performance have a tendency to compliment each other. Therefore, proper hygiene standards are to be followed.

- Bathe Daily – All students must bathe daily and use deodorant. If a staff member must talk to a student more than once about their cleanliness, parents will be called.
- Make-up – No make-up is allowed.
- Jewelry – Boys are not permitted to wear earrings or any jewelry. Girls may wear only one small earring per ear. Girls are not to wear multiple bangle bracelets or necklaces.
- Tattoos – Body painting, tattoos (temporary or permanent) or drawing on the body is not permitted.
- Henna – Henna is only allowed on the inside palm of the hand and worn only on Islamic Holidays.
- Facial Piercing – Facial piercing is not allowed. If you have facial piercing you must remove the jewelry while on school property.
- Nail Polish – Nail polish is not permitted to be worn by students. Students in violation of this will be made to remove the fingernail polish during recess.
- Hijab's – Beginning in fourth grade girls are to wear a clean, white scarf each day. Younger girls must bring a clean, white scarf every day for Dhuhr prayer.
- Hair – Boys hair must be trimmed so as to not touch the shirt collar and girls' hair should be long enough to cover the ear. No coloring of the hair is allowed.

We ask that parents take the responsibility of seeing that their children leave home, well – groomed and in their proper school uniform. **We ask that all personal items be marked with your child's name.** For safety concerns please write your child's name on the inside of their belongings.

### **Special Dress Up Day**

On certain days classes may be granted a "dress-up, or theme day." On these days traditional Islamic attire / uniform is not required, but all dress is to be appropriate for Salah. All clothing must be at appropriate length and fit- No shorts, leggings, tights, or tight jeans are allowed. All girls must cover their arms for prayer daily.

### **Field Trips**

The Academy uniform must be worn on all field trips unless noted by the principal. Any student not in the proper uniform with logo as per dress code will not be allowed to participate in the field trip. We are representing our school and Islam when participating in these events.



## VII. Grades, Testing, and Parental Concerns

### Parents' Responsibilities

Parents have the primary responsibility to educate their child, therefore, parents have the right to inquire and recommend. The cooperation of parents is absolutely required for the smooth functioning of the entire educational program. Open communication between parents and school shall always be the fruit of our effort and the key to the success of the whole educational program.

Parents are welcome to contact the teacher whenever they have a question or concern about their child's education.

**Parents should not enter a classroom without first going to the office.** All visitors are required to sign in with security guard or at the office and wear a visitor's badge for the safety of all students. Conferences with individual teachers must be arranged through the office or individual teacher **ahead of time**. Parent conferences will not be allowed during instructional time (including tutoring). Appointments can be made before or after regular school hours. In the event you have a concern involving your child, policy or procedures, the following procedure should be followed:

1. Discuss the problem with the teacher concerned. Many problems are resolved at this level.
2. If you have approached the teacher and are not satisfied with the results, you may make an appointment with the school principal to discuss the problem.
3. If further exploration of the concern is needed, a meeting will be set between the principal, teacher and parent.
4. If the problem is still unresolved, a meeting with the Founder and the principal may be scheduled.

Parents who have come to drop off a lunch, homework, clothing or any item may **not** interrupt classes. The item **must be left at the security area** that will deliver them to the office to call the child to the office.

### Parent-Teacher Conference

Conferences between parents and teachers are held at least twice a year. Sign-up sheets will be sent home. Parents will be responsible for signing up and keeping their scheduled appointment. We encourage parents to schedule additional conferences with teachers when they feel an issue needs to be addressed other than the two scheduled conferences per year. This may be done by calling the office during school hours and leaving a message for the teacher to get in touch with you. Home telephone numbers of teachers will not be given out for any reason.

### Report Cards / Progress Reports

Your child's report card is sent home four times a year, about every nine weeks of school. Progress reports for grades one through eight will be sent home approximately every three weeks. Parents must discuss the child's progress with their child.

### Testing

Periodic testing is conducted for the benefit of The Islamic Academy students. All students are required to participate in these tests yearly.

### Grades

Grading scale:

1<sup>st</sup> Grade – 8<sup>th</sup> Grade

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+
93-96 = A	83-86 = B	73-76 = C	63-66 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-

Below 60% is an F

### Pre-Kindergarten/ Developmental Kindergarten / Kindergarten

E	Highly skilled/proficient
S	Steady continuous growth
N	Needs improvement

Grading in Developmental Kindergarten and Kindergarten depends upon: intellectual development and interaction with peers, and growth in knowledge and skills. In addition to the above, grading in first through eighth grade depends upon: tests, quizzes, class participation, homework, daily work, projects and reports.



## **Honor Roll**

**Grades** – Students with a Straight A report card (scores of 90-100) will be named to the “A” Honor Roll. Students with a A/B report card will be named to the A/B Honor Roll. Any student scoring a C or lower will not be eligible for Honor Roll. **Any student receiving an “N” (Needs Improvement) in any category will not be eligible for Honor Roll.**

## **Promotion and Retention**

Students who have successfully completed grade requirements will be promoted to the next grade. However, a teacher/administrator may decide it is in the child’s best interest and due to academics or emotional immaturity, or absenteeism to retain that student in his/her current grade level. Parents will be notified if a student is not successfully progressing to meet the requirements for promotion. There will be a meeting between the child’s parent and teacher and principal. The accommodation plan will be monitored and adjusted as needed. Failure of the student to meet the requirements of the individual plan could mean retention. Excessive absence may also lead to retention. Any student absent in an excess of 20 days per school year may be retained at the discretion of the administrator and the teacher as per Nevada law.

## **Whom to Talk To**

### **If you have a concern about your child’s:**

### **Talk to:**

Progress at school.....	Classroom Teacher
Problems at home or school.....	Classroom Teacher, then Principal
Curriculum, Field Trips, Academics.....	Classroom Teacher
Registration records.....	Office Manager
Absences/Illnesses.....	Office Manager and Teacher
Billing.....	Office Manager
School staff.....	Principal or Head of the Religion/Arabic Dept.
School policies.....	Principal

For any issue that cannot be resolved at the principal level, an appointment can be made with the Founder or President of the Islamic Foundation and the principal.

Parents’ suggestions are important and should be made known to the Principal or the Board of Omar Haikal Islamic Academy. The Board has final authority for changes.



