



The Islamic Academy for Peace

PARENT/STUDENT HANDBOOK

2021-2022

125 Oakland Avenue

Methuen 01844

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The Islamic Academy for Peace

A Garden of Knowledge for Today and Tomorrow... Building Righteous Leaders for Our Community

MISSION

"The Islamic Academy for Peace strives to provide young learners with foundations of academic excellence, Islamic values and exemplary ethics to become righteous leaders of the community for generations to come."

PHILOSOPHY

The aim of the Islamic Academy for Peace is to provide our children with an "Islamic identity" and high-quality education. This includes state-of-the-art training in physical and social sciences while inculcating the values that make individuals good human beings and useful members of society.

While the Islamic Academy for Peace prepares students to excel in meeting the challenges of a scientifically and technologically advanced world, it also takes special care to attend to their social and spiritual needs.

Through an Islamic education, which stresses discipline in one's individual and social life, The Islamic Academy for Peace instills in students the highest standards of values, morals, etiquette, and drive for excellence in all phases of daily life.

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Assalamu Alaikum,

It is a great honor and a privilege to serve The Islamic Academy for Peace for the 2021-2022 academic year as the new principal. I am eager to apply my experience and expertise to advance the Academy's academics as well as its spiritual, social, and emotional environments to better prepare our children to achieve their hopes, dreams, and aspirations.

My philosophy in education is that every student can learn if given the right opportunities and the right tools. It is our duty as educators to not only teach our students but to also support them and love them unconditionally.

I am looking forward to reinforcing and introducing the latest trends in education to ensure that our children are given the best opportunities to succeed, overachieve and reach any goals they set their mind to. Helping and supporting students to build on the foundation they acquired during their years at the Academy, takes a central stage in my role as principal of The Islamic Academy for Peace.

I believe that we are all partners in the success of our students and of the Academy. I will have an open-door policy and will listen and value every comment, idea, and any feedback.

Open and transparent communication will help us improve and prioritize some needs which might not have received their fair share of attention. We take the responsibility of caring for your children seriously.

I would like for you to join me along with the teachers and staff to start a new journey towards making The Islamic Academy for Peace a model of excellence.

Thank you.

Nadjette Lazzouni

WELCOME

The Principal, Staff, Board of Directors, School Committee, Parent Teacher

Organization, and volunteers would like to wish you and your child(ren) a productive and successful year with the school.

Entrusting us with your child(ren) is an honor and a privilege. We will make sure that The Islamic Academy for Peace will honor its mission and vision to give your child(ren) the best experience they can have at school.

We invite you to join the team and participate in the efforts of raising your child(ren) by supporting all teachers and staff members of the Academy.

Working together towards fulfilling the mission and the vision of The Islamic Academy for Peace will not only be beneficial for you and your family but also be beneficial for the community at large.

The Islamic Academy for Peace is a private Islamic school approved as a private school by the Department of Education of Massachusetts in 2001.

It has been accredited by the New England Association of Schools and Colleges, Inc. in 2011.

OBJECTIVES

- Lead students to strive for excellence in every aspect of their life
- To instill in students the love and understanding of the teachings and practices of Islam as well as the love of Quran through Islamic and Quranic studies
- Prepare students to succeed in tackling the challenges they will face in the community at large
- Teach students social awareness and social responsibility through active participation in causes and programs that improve the community
- Educate children holistically – physically, spiritually, intellectually, and emotionally
- Teach by example through the concept of “faith with action”.
- To develop in students a desire, willingness, and ability to be positive, and contributing members of their school community and of the community at large.

NON-DISCRIMINATION POLICY

The Islamic Academy for Peace does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, or any other individual protected from discrimination under state or federal law in all aspects and functions of the Academy including but not limited to admission, programs. and treatment of students.

MEMBERS OF THE COMMUNITY

Role of the Administration

- Provide leadership, guidance to teachers and staff according to the mission and goals of the academy.
- Create a positive school culture that is empowering, nurturing and promote Islamic values and morals that help students grow up having good character.
- Help teachers develop and implement high-quality education in the teachings of the Quran and the sunnah of the Prophet (Peace and blessings be upon him).
- Ensure that academic policies and curriculum are followed according to plans.
- Encourage and help teachers to develop and implement a high-quality education in physical and social sciences.
- Ensure that emphasis be placed on values, etiquette, and discipline.
- Keep the lines of communication open between the parents, teachers, and the administration.
- Promote a safe learning environment free of bias in which students can reach their potential.
- Supervise and evaluate the teachers and staff according to the school's plan

Role of Teachers

Teachers and staff, under the leadership of the principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. By being role models, staff upholds these high standards when they:

- Plan meaningful lessons that are aligned with the state standards.
- Help students work to their full potential and develop their self-worth.
- Maintain consistent standards of behavior for all students.
- Demonstrate respect for all students, staff, and parents.
- Prepare students for the full responsibility of citizenship.
- Arrive to class before the students.
- Be well-prepared for class with lesson's goals/objectives displayed for students.
- Correct and return all assignments within a reasonable time.
- Respect and support the child's academic, physical and emotional needs.
- Keep the parents informed about their child's progress.
- Return parents' phone calls and emails within a reasonable time.
- Act as a role model, exhibit good character and adhere to Islamic values such as

honesty, integrity, and trustworthiness.

- Participate in professional development and learning seminars to continue growing in the field of education.

Role of Parents

Parents play an important role in the education of their children and have a responsibility to support the efforts of staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill their responsibility when they:

- Show an active interest in their child's schoolwork and progress.
- Provide their child(ren) with the tools necessary for school success.
- Provide their child(ren) with a healthy breakfast in the morning and send a healthy snack and lunch to school.
- Provide their child(ren) with a quiet area to complete homework and encourage them to do quality work.
- Attend parent-teacher conferences and call for meetings when needed.
- Become familiar with the Code of Conduct and school policies as well as encourage and assist their child(ren) in following the rules of behavior.
- Assist school staff in dealing with disciplinary issues.
- Communicate regularly with the school.
- Read all notices sent home, sign and return them to school on time.
- Help them be neat, appropriately dressed and prepared for school.
- Ensure that their child(ren) arrive and are picked up at school on time.
- Promptly report to the office their child(ren)'s absence or late arrival
- Monitor sick child(ren) and refrain from sending them to school when they are not well.

Role of the Board of Directors

The Board of Directors ensures that the mission of the school is being fulfilled. They appoint and dismiss the School Committee members.

Board Members:

President: Br. Shaban Catalbas

Vice President: Br. Louqmane Tidjani

Director: Br. Bashir El-Darwish

Role of the School Committee

The School Committee is the governing body of The Islamic Academy for Peace. The School Committee consists of members as stated in the school Bylaws. It is responsible for setting policy.

The Committee welcomes any school related questions or concerns.

Parents may contact the School Committee in writing through the school's main office via email, on the school's website at www.tiapeace.org, or by mail at:

The Islamic Academy for Peace

P.O. Box 2225

Methuen, MA 01844

School Committee Members

Bashir El-Darwish: Interim Chairperson

Zaheer Shaik

Manal Elfahal

Islam Alsarabi

Omar Rafik

Basheer Shaikh

Abu Nasser Abdullah

School Disciplinary Committee

A school disciplinary committee is established in order to address the more serious behavioral concerns identified in the school. The function of the School Disciplinary Committee is to review student behavior and determine necessary actions and outcomes. The Committee also periodically reviews and sets disciplinary policies. The School Disciplinary Committee is made up of the principal and five teachers representing each unit level (e.g., primary, intermediate, middle levels as well as Arabic/Islamic Studies & PE teacher).

The 2021-22 School Disciplinary Committee consists of the following members:

- Principal Nadjette Lazzouni
- Ms. Amanda Cudmore ??
- Ms. Tracy Bowermaster??
- Ms. Karima Lahyani??
- Ms. Lana Negm??
- Ms. Saadia Karamane??
- Ms. Jale Kodak??

School Safety Committee (Est. 2017)

The School Safety Committee is established to help support and maintain safety of children and staff throughout buildings and on school campus. The committee will be made up of teachers, staff, and parent volunteers. The major role of the school safety committee will be to review/update the school's Security Risk Assessment and ensure that each item has been addressed.

Name of people on the committee.

PTO (Parent Teacher Organization)

The Islamic Academy encourages the participation of parents in the continuous development and growth of the school. Parents have been indispensable partners of the school since its inception.

They have contributed a tremendous amount of time, effort, and money to ensure that their child(ren) receive a good and wholesome education.

The PTO is a Parent Teacher Organization that holds regular meetings and helps the academy in organizing programs and other activities for the students such as weekly Pizza lunch, BBQ, Field Day, Eid parties, School fundraising dinners, Sports events, and many other social functions.

The school is presently located at 125 Oakland Avenue, Methuen, MA 01844. Below is an area map showing major streets around the location.

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ADMISSION REQUIREMENTS

New Students

Admission to the Islamic Academy for Peace is open to all students in Preschool - 3 years of age to 8th grade.

The academy does not discriminate in enrollment on the basis of race, age, sex, religion, or national origin. However, we reserve the right to deny admission to students for the following reasons, which are not considered inclusive of all reasons justifying denial of admission:

- Students whose needs we cannot accommodate:
- Students with special needs
- Students who require English as a Second Language beyond the purview of the school's capability or capacity.

The recommended ages for our admissions are as follows:

- Pre-School: 3 years of age by October 31st
- KG student: 5 years of age on October 31st
- 1stgrade: 6 years of age by October 31st, successful completion of kindergarten or passing our screening test.

Applicants who meet the recommended cutoff date will be given priority. However, younger applicants may be considered if seats are available, provided they pass the screening.

Enrollment of new students opens during the month of March and continues until all available spots are filled in each grade. Priority in enrollment is as follows:

1. February 1 – 28:
 - Students already enrolled at The Islamic Academy for Peace
 - Children of staff
 - Siblings of students already enrolled at The Islamic Academy for Peace
2. March 1 – Summer: Open to the public (on a first come first-serve basis) until all spots are full)

Note: These are tentative dates. Updates will be provided when necessary.

In order for a new student to be considered fully registered at The Islamic Academy for Peace, the following must be on file at the school:

- Completed and signed registration form.
- Copy of Student's birth certificate or passport.
- Completed Medical Form, including an immunization record signed by the student's physician.
- Signed Personal injury and property damage liability waiver
- Signed Covid-19 warning and disclaimer
- Passing the school entrance assessment
- Signed Financial Agreement for tuition
- First tuition installment
- Fees for Registration, books, and supplies
- Signed review form that the parents have read and will abide by the policies included in the Parent-Student Handbook
- If the student is transferring from another school, parents must sign a release form for academic records, discipline records and any other accommodations the student May have had at the previous school.
- Copy of student's standardized exams for the past two years if applicable.
- Interview with the parents and in middle school interview with parent(s) and students

An interview conducted with school administrators with at least one parent and the student (in middle school) is necessary to align expectations and to determine whether the new family and the academy are a good fit and a good support to the academy's mission.

Once registered, parents are required to attend a parents' orientation before the school starts.

Placement test for new students:

- Applicants for grade 1 - 8 will complete a placement test in Math and English Language Arts.
- A minimum of at least 70% is required for admittance.
- If a student scores less than 70%, the student could be admitted and put under probation. A plan must be put in place with the parents to provide extra help during the probation period. The performance of the student will be reviewed at the end of the academic year, and a decision will be made about re-enrollment.
- Parents will be informed regarding testing results and placement.
- The decision of a student's admission will be communicated in writing with a formal admission statement. A student will be allowed to attend classes only after he/she is fully registered at the academy.
- The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application form or for any other reason that does not meet the mission of the school.

Returning Students

Parents and students who wish to continue their education with The Islamic Academy for Peace will have to:

- Complete and sign the re-enrollment form sent by the academy.
- Fulfill the financial obligation for registration, books, supplies and PE (Non-refundable)
- Signed Financial Agreement and provided payment plan.
- Submit a current health record and immunization from the child's physician.
- Signed Personal injury and property damage liability waiver
- Signed Covid-19 warning and disclaimer

A student is considered fully registered when all the aforementioned items are returned to school.

In the event that a child is denied admission to the academy, parents can appeal in writing to the School Committee at:

The Islamic Academy for Peace

Board of Directors

P.O. Box 2225

Methuen, MA 01844

Withdrawal

- The academy must be notified in writing of the withdrawal of a student.

- The school should be notified in writing explaining the reason and giving the last day the student will be attending school.
- The student must return all books, or any other material considered as school's property.
- The student is responsible for collecting his/her belongings from school.
- Parents must fulfill all financial obligations otherwise the school reserves the right not to forward students' records and/or not to release the report card.

Students who withdraw prior to the beginning of the school year, after being fully registered, will lose their deposit (including all registration, book, and supply fees).

Students who withdraw after school begins will also be responsible for tuition until the end of the month in which the withdrawal occurred.

Please refer the Tuition Policy & Agreement for more details.

Immunization

- All incoming students are required to have a complete physical and current immunization record on file prior to the start of school.
- School personnel will check that every student meets the Massachusetts Department of Public Health requirements for immunization.
- Certificate of Health Examination sheets will not be accepted without the doctor's signature along with the phone number and address of the physician.

GENERAL PROCEDURES

School Hours: 7:55 am – 3:00 pm

Morning Drop-Off Procedure

- Staff members will be assigned to receive your child(ren) from the vehicle once you come to a complete stop. Please do not allow child(ren) to exit vehicle until you are instructed to.
- A staff member will take your child(ren)'s temperature. If the temperature is above normal, your child and the siblings will not be able to attend school until the temperature goes down or we receive a note from the child's physician allowing the return to school.
- To help avoid back-up and traffic jam, we are asking that vehicles form a single lane with continuous flow – one behind the other as they enter the parking lot and respect the ONE-WAY signs.

- Staff will assist 3 vehicles at a time once they have reached the drop off point. Once child/children are dropped off, parents will proceed to exit parking as instructed by designated staff on duty.

Arrival Time & Procedures:

- Students arrive between 7:40 am and 7:55 am
- Students arriving before 7:40 am (non-staff carpools) should wait inside their cars. They should not be left unattended or unsupervised. The school shall not be responsible for children prior to drop-off time (7:40 am).
- School begins with assembly promptly at 7:55 am.
- After 7:55 am, students are considered tardy and parents or designated person should accompany their child(ren) to the front foyer and sign their child(ren) into the tardy log. This is extremely important because at this time, staff on outdoor duty have returned to classes inside the building. Therefore, it is no longer safe to just drop off child(ren) and drive away.
- Once signed in by parent/adult, students should proceed directly to their classes.
- Parents are to call the main office by 9:00 am if their child will be attending school but arriving late, please provide the student's name, grade, teacher's name, and date.
- When a student is tardy, it will be recorded in the student management system (Jupiter Ed) and will permanently be noted on the report card.
- Late arrivals due to accidents, road/town emergencies or inclement weather are excused. Tardy students due to regular traffic, are not excused.
- Students carpooling together will all be all marked tardy if arriving after 7:55 am

Afternoon Dismissal

The following procedures have been designed as safety precautions. Please help us enforce these practices:

- Teachers will prepare students for a prompt dismissal at 3:00 pm.
- Students in Preschool to Grade 8 will be released outside the building under staff supervision.
- Parents, or the designated person, are kindly requested not to enter the school building to pick up their child(ren).
- Students will remain lined up outside the building until their names have been called indicating that their parents or designated person is in the first row ready for pickup.
- Children will not be allowed to re-enter the building or school property once they have been released.
- Children released to their parents or designated person are considered to be in the custody of their parents or designated person, who therefore are solely responsible for the care and supervision of their children.
- Parent or designated person is solely responsible for their child(ren)'s behavior and safety once they have been released.
- Use of the playground is not allowed during dismissal. Families who wish to use the playground may return after 3:30 pm.
- If a student is to be picked up by someone other than a parent, the parents should inform the school in writing or contact the office with the name and the child's relationship to that person. An ID matching the name given by the parent must be presented to the administrator.
- Students should be picked up by 3:00 pm. There will be a charge of \$5.00 for every 15 minutes after 3:30 pm per child.

Absence

In case a student is absent, parents are required to call the school no later than 9:00 am and give the reason for the absence.

Upon return, the student will be handed an “absentee form” listing all what was missed and the assignments that need to be completed. It is the responsibility of the parents to make sure that those assignments are completed and returned to school.

➤ If a student is sick and absent for more than 2 days, a written note from a parent must be presented upon the student’s return. If a student is sick and absent for more than 5 days, then a note from the pediatrician is required upon the student’s return.

In case of a long leave of absence, the school needs to be notified in writing two weeks prior. The note must include the reason, the departure date, and the return date. Upon return, the student must submit the missed work within the time agreed upon with each teacher. The student will also have to take any tests missed or complete any projects missed. Failure to do so will result in a Zero.

Parents will be charged regular tuition during the extended absence.

After School Program Dismissal

Students will assemble either inside designated classroom or at front corridor.

Parent or adult guardian must park and enter school building to sign out student(s).

Checking Out During the School Day

- Whenever possible, the school should be notified ahead of time in writing that a student needs to be released early.
- Students will be given an Early Release Form, so teachers may prepare their work.
- Students will be sent to the office for early release.
- Parents must go to the office to sign out and pick up their child.
- During the school day, a child will not be released to anyone whose name is not indicated on the student’s Authorization for Child Release Form on file or another person mentioned on a written permission slip.

Absences

The Islamic Academy for Peace’s educational program is organized on the assumption that students will attend regularly and punctually. Regular and prompt attendance is necessary in order for a student to adequately progress. Attendance is taken daily and reported at the end of the marking period.

- Upon returning to school, a written note from the parent should be presented to the office to show the cause of absence. **Please report your child's absence to the main office.**
- In case a student is absent, parents are required to call the school no later than 9:00 am
- and give the reason for the absence.
- Upon return, the student will be handed an "absentee form" listing all what was missed and the assignments that need to be completed. It is the responsibility of the parents to make sure that those assignments are completed and returned to school.
- If a student is to be absent because of a doctor's appointment or any another reason, parents must notify the office by sending a note or calling the office. Parents are strongly encouraged to schedule appointments outside school hours whenever possible.
- If a student is sick and absent for more than 2 days, a written note from a parent must be presented upon the student's return. If a student is sick and absent for more than 5 days, then a doctor's note is required upon the student's return.
- Early dismissal on medical grounds and in emergency situations will be granted on parents' written request or by phone call at least one-hour prior to dismissal. The office will inform the student's teacher(s). Teachers can never dismiss the child from the classroom without the approval from the office. Parents must pick up the child from the office in such case. If the student returns to school that same day, parents must sign the student in through the office again.
- In case of an extended leave, for example due to an illness, parents must inform the school in writing.
- Parents will be charged regular tuition in accordance with their tuition agreement during the extended absence.

Absence – Long Term Special Requests

While this should be avoided, under special circumstances, in case of a leave of absence (longer than five consecutive days) for a reason other than an illness, parents must:

- Notify the school in writing two weeks prior. The note must include the reason, the departure and return date.
- Sign a contract with the school administration and the student's teachers regarding the completion of student work during this timeframe.
- Upon return, the student must submit the missed work within the time agreed upon with each teacher. The student will also have to take any tests missed or complete any graded projects missed. Failure to do so will result in a zero
- All major writing projects, reports, and exams must be completed within one week of the student's return to school or as agreed upon with each teacher
- Teachers will provide a brief outline of the topics to be covered during the student's absence along with the texts and basic curriculum material. Any supplementary

materials used during the student's absence will not be provided. Upon the student's return, teachers will correct only certain select assignments. Teachers will not be required to review explicit information covered in class during the student's absence.

Parents are responsible for seeing that their child completes the required reading and curriculum assignments so that everything is ready to be turned in upon the student's return to school.

Note: Such requests for extended leave from school are not always granted.

INCLEMENT WEATHER CLOSING

In case of inclement weather, school will either be closed or delayed. The Islamic Academy for Peace follows the same schedule as the public schools in the Methuen area.

Information regarding school closing or delay can be obtained by:

- Listening to local radio and television stations for information regarding the Methuen Public School District.
- Checking the school email message(s) between 6:30 pm to 7:30 am.
- Calling the school after 6:30 am.

There are 5 "emergency days" (inclement weather, city emergency, etc.) already built into the school year. If more than 5 days are used for emergency purposes, the school will be built in makeup days (up to 2) during the academic year or extend the school year (up to 2 days).

COMMUNICATION PROCEDURES

Please do not approach teachers to discuss any issue concerning your child(ren) outside the school building (parking lot, playground, mosque, field trip, school function, or in any venue outside the school building).

Parents are to follow the communication procedures as listed in this handbook.

- The Islamic Academy for peace has an open-door policy and parents can contact the administration or teachers anytime they need to.
- Our goal is to make the best possible use of all teaching time. It is necessary that all calls to teachers or students come through the office.
- Messages will be taken and placed in the teacher's mailbox.
- Unless it is an emergency, classes will not be interrupted for messages to students or calls to teachers.
- All school staff can be reached by phone through the school's main office

(978) 975-7335. Parents may leave a message for any staff member or teacher. All calls will be answered in a reasonable time.

- Email communication with the teacher is encouraged.
- Students will be allowed to use the office's telephone in case of emergency only with the permission of an administrator.
- Parents shouldn't call teachers on their personal cell phone to discuss matter concerning their child or to ask about homework and assignments.
- The administration will not interrupt a class to deliver a message, except in emergencies. Parents may make an appointment to meet with their child's teacher at any time during the school year. All classroom visits must be arranged in advance with the child's teacher(s) and notification must be given to the main office.
- Once parents are ushered into the building, they must not proceed to their child classroom without being escorted by a staff member.

NON-CUSTODIAL PARENTS

The school will abide by court decisions regarding communication with non-custodial parents.

It is the responsibility of the custodial parent to inform the school of the existence of a court order regarding their children **otherwise, the school will assume that both parents are custodial parents.** Such notification by the custodial parent must be in writing and a copy of the court order must be provided to the school. TIA will keep any information provided confidential.

ESCALATION/GRIEVANCE POLICY

If a parent has a concern regarding his/her child, the parent must follow the lines of communication listed below:

- First, speak directly with the child's teacher
- Second, if the concern is not adequately addressed, contact the school office to make an appointment with the teacher and the principal
- Third, if there are still unresolved issues, contact the school office to make an appointment with the teacher, principal, and Disciplinary Committee.
- The decision of the disciplinary committee is final.

Parents cannot approach School Committee members to raise their concern about their child(ren) unless in the presence of the principal after making an appointment. Engaging in such practice is considered a violation of the parents' code of conduct and undermines the authority of the principal. The parent will be redirected to follow the escalation policy.

If a parent has a complaint regarding another student, a teacher or a staff member, the following protocol should be followed:

- Submit in writing a clear explanation of the incident making sure to include: the date, place and details about the incident and address it to the principal.
- If the complaint is not dealt with in a satisfactory manner a copy of this written complaint should be submitted by the parent(s) to the school committee for resolution.

FIELD TRIPS

In keeping with the philosophy that the education of our children is not limited to the classroom,

teachers will arrange field trips that support and enrich our school curriculum. It is our goal that all students participate in at least two field trips per year. School personnel will provide the best possible supervision for your child on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.

- Parents must complete and return permission slips to the teacher responsible for the field trip by the deadline date.
- Parents must also pay all required fees by the deadline date.
 - The school may request the presence of the parent on the field trip in order for their child to be allowed to participate in the trip.
 - The school may also deny a student the privilege of a field trip due to disciplinary concerns.
 - Chaperones will be requested on a rotational basis.
 - During the field trip, parents must be vigilant and are responsible for the students they are assigned to.

FUNDRAISING EVENTS

Fundraising is vital to support the school's programs. Parents are asked to help participate in our spring fundraising event. Parents can assist in organizing the event, selling tickets, and attending the events.

LOST AND FOUND

All articles found on the grounds or in the building will be put in the Lost & Found basket. Smaller or high value items, which are turned in, are kept in the office. Please label your child's articles and check the Lost & Found basket periodically. Lost & Found basket is located in the corridor on the first floor behind the service desk.

LUNCH AND SNACK

- The school is unable to provide lunch, snacks, or microwave service.
- Students must bring their own lunch and snacks as well as their own utensils, on a daily basis (food sharing is NOT allowed).
- Parents should provide a healthy lunch and send healthy snacks. No soda, candy or gum is permitted. If found, these items will be held until the end of the day.
- A pizza lunch is provided by the PTO on Fridays at a minimal cost (details are communicated to parents within the first week of school).

LUNCH-FORGOTTEN

Lunches that are forgotten at home should be brought directly to the office. They should be marked with the child's name and grade. Please be sure to tell your child(ren) to let the office know that they do not have lunch as soon as they realize it.

Parents must drop off any personal items for their children in the main office. Office staff will deliver those items to the child as soon as possible without disrupting the educational process. The school is not equipped to provide food for students who forget their lunch. Please make all effort to ensure your child has lunch and snack every day.

OPEN HOUSE/PROJECTS DAY

Parents are invited to visit classrooms several times throughout the year during our fall and spring Open House days. In addition, there are several scheduled project days where students' special work will be on display.

ORIENTATION

All students and their parents are required to attend an orientation session prior to the start of the school year. Parents will meet teachers and staff, review school policies and pay fees. Attending the orientation will better prepare the parents as well as the students for the year ahead.

PARENT/TEACHER CONFERENCES

- Conferencing with your child(ren) teacher is especially important for his/her progress.
- Parents are encouraged to schedule a conference with their child(ren)'s teachers at any time during the school year.
- School scheduled conferences are at the end of the first and third marking periods. This provides an opportunity to find out more specific information about a student's progress.

- Please schedule an appointment through the office.
- (For further information, please see the Guidelines for Parent Staff Interaction in the Code of Conduct Section.)

PARKING AND SAFETY REGULATIONS

- School rules apply while children are on the school's grounds.
- Please respect the speed limit of 5 mph in the parking lot.
- Parents must observe the one-way entrance and exit.
- Parents must follow the morning drop-off procedures when dropping off their children.
- Children should always be accompanied by an adult.
- Please do not let your child run to your vehicle. Hold hands and ask him/her to walk next to you.

PROFESSIONAL DEVELOPMENT DAYS / EARLY RELEASE DAY

Several days have been scheduled throughout the year for staff meetings and professional development. Students will not be in school during these days. The Islamic Academy for Peace reserves the right to cancel school for up to two (2) additional Professional Development days (to be announced later) during the academic year if the need arises.

REWARD SYSTEM

The Islamic Academy for Peace acknowledges the importance of rewarding students who abide by the school rules. Aside from the honor roll, which includes academic merit, at their discretion, teachers may determine rewards that include but are not limited to:

- Provide stickers and/or other motivational items.
- Ice Cream/Popcorn Party/Pizza Party
- Student of the Week/Month
- Classroom Newsletter Recognition

TEXTBOOKS

- Textbooks supplied by The Islamic Academy for Peace are **leased** and will be issued to students in grades 1 – 8.
- Students are expected to return the leased textbooks to school in good condition.
- In the event of loss or abuse of leased books, whether accidental or on purpose, students must pay to replace the book(s) in accordance with the fee set by the school. Parents will be notified at the end of school year for accountability purposes.
- Payments are made in the office and a receipt of payment will be issued.
- Teachers are not to collect money for lost or damaged books.

- Workbooks and other consumable material will be released to the student at the end of the year.
- Students in grades 6-8, who are interested in keeping a second copy at home, may rent a second copy of the math, science, literature and social studies textbooks for a total cost of \$25 per year on a first come-first-served basis.
- All textbooks must be returned to the school office before June 1st.

TRANSPORTATION

The school does not provide or arrange for transportation. Parents should make their own arrangements for carpooling.

Walkers

Students in grades 6 through 8 may walk to and/or from home provided their parents fill out and sign the Authorization to Release Student on the “Walker form”.

The Islamic Academy will not be responsible for any hazard related to walking to and/or from the school.

SCHOOL UNIFORM POLICY

- The Islamic Academy requires students to wear a school uniform every day to school.
- All students are expected to adhere to a strict uniform policy and to the uniform code. In doing so, they are reflecting pride in themselves and the school.
- Parents are expected to make sure that their child(ren) follow the school dress code.
- If students are not wearing the required uniform, parents will be contacted to bring the appropriate articles of clothing to school.
- Any student in violation of the school uniform policy will be issued a warning and / or serve a recess detention.
- Some suggested brand names are Arrow, French Toast (www.frenchtoast.com). The Uniform can be purchased through several local stores such as Target, Walmart, Sears, or Kmart.

Uniform for Boys Pre-K – Grade 8

- Plain white and navy-blue button-down shirt or white/navy blue polo or collared shirts
- Navy blue dress pants (No cargo pants) with navy, white or black socks
- Solid white or navy-blue sweaters may be worn inside the class (optional)
- Black or navy-blue dress shoes OR white, navy blue or black sneakers (Sneakers with wheels or any other colors are not allowed). (Shoes must have less than a 1-inch heel).
- On gym days only: students may wear plain navy-blue sweatpants (white stripes are permissible, but no other colors are accepted)
- Any color Jacket or Coat may be worn outside the school during recess and gym.

- Preschool and KG students (Boys and Girls) must have shoes with Velcro. Pants must preferably have an elastic waistband.

Uniform for Girls Pre-K - Grade 8

- Solid white and navy-blue long sleeves button-down shirt (long enough to cover the hips from the back)
- Navy blue jumper to be worn below the knees over navy blue dress pants.
- Navy blue long skirt without slits.
- Navy blue or white sweaters may be worn inside the class (only white or blue stripes are permissible)
- Black or navy-blue dress shoes OR white, navy blue or black sneakers (Sneakers with wheels or any other colors are not allowed). (Shoes must have less than a 1-inch heel).
- On gym days only: students may wear plain navy-blue sweatpants (white stripes are permissible, but no other colors are accepted)
- Navy, white, or black socks.
- Navy blue tights may be worn Only for Pre-K, Kindergarten. Grade 1 through Grade 8 girls must wear loose-fitting navy-blue pants under their jumpers.
- Colored Jackets or Coats may be worn outside the school during recess and gym.
- Grade 3 to 8 must wear a plain white and navy-blue Hijab (No designs or sequins) and Pre-k thru Grade 2 to be worn for salah /prayer.

The following must be observed:

- Personal Hygiene: Students must appear clean, having face and hands washed, teeth brushed, hair combed, fingernails trimmed and clean.
- Uniforms: Students are expected to maintain their uniforms throughout the day. (No mud, spills, etc. For this purpose, students are encouraged to keep an extra uniform at school.
- Deodorant: Students in Grades 6-8 are highly encouraged to wear unscented Antiperspirant deodorant. It is not permissible for students to wear perfume.
- Hair: Students must have regular haircuts. No designs or layer haircuts will be allowed. Also, students must have natural hair color. No bleaching or “off” colors are allowed.
- Make-up and Nail Polish: Students are not allowed to wear make-up, perfume, or nail polish.
- Jewelry: Only small earrings are allowed. Boys may wear watches but are otherwise not allowed to wear jewelry.
- Electronics: No electronics are allowed in school.

*Please note the change – No Light Blue or Black shirts / polos / hijabs allowed!
UNIFORM COLORS – Navy Blue and White ONLY!

CELL PHONE AND ELECTRONIC DEVICE POLICY

The Islamic Academy is instituting a strict NO CELL PHONE policy. Parents and students are informed of this policy and any policy updates will be communicated verbally and in writing. The NO CELL PHONE POLICY remains in effect for the current school year and beyond.

If your child has a legitimate reason to bring a cell phone to school, it will be necessary for you as the parent/guardian to write a letter to the principal explaining why your child needs to bring their cell phone to school with them. The Islamic Academy Principal is the only school official who can grant permission to a child to have a cell phone on campus.

Acceptable reasons for a child bringing their cell phone to school include:

- The child walks home from school by themselves
- Current family emergency or situation
- The Child is staying after school for extracurricular activities or athletics

If your child has been given permission to bring their cell phone to school and an approved parent letter is on file in the school office, then the student must secure cell phone in a safe place, which is not visible to the public.

In this case, parents and students must be aware that:

- The cell phone must be shut off and put away. **Use of a cellphone during school hours for any reason is strictly prohibited anywhere on school grounds.**
- If a student needs to get in touch with a parent, he/she can use the school's land line to contact a parent when needed; however, permission should be granted by the school's administration.
- If a student is caught using a cell phone, it will be confiscated until a meeting with a parent takes place.
- **A second offense will result in a 30-day confiscation.**
- **A third offense will result in the cell phone being confiscated until the end of the school year.**
- It is not the responsibility of The Islamic Academy for Peace if a cell phone is damaged, lost or stolen.
- iPods/MP3 Players, iPads/Tablets, Apple Watches, Electronic Gaming or Entertainment Devices are not allowed to be brought to school or to be used in the classroom at any time.
- NO EXCEPTIONS! Confiscated cell phones and electronic devices will not be returned to the students under any circumstances.
- Please call the school principal with any questions regarding the NO CELL PHONE POLICY at (978) 975-7335.

HEALTH POLICY

It is the responsibility of the parents to notify the school in case of a change in the medical condition of their child(ren).

Physical

Each student must have a medical record on file in the office by the first day of school. All new students must have their immunization record on file within two weeks after the start of school and their medical record completed by a physician within 30 days of the first day of school.

Emergency Medical Authorization

The Emergency Medical Authorization must be signed by a parent and be on file in the office by the first day of school. This form gives the school staff the parent's work number(s) as well as emergency contacts in the event of an injury or illness.

If the student is receiving routine medication, it is important that it be noted on this form.

In the event of an emergency, the form will accompany the student to the hospital for treatment. In signing this form, parents authorize the school personnel to call the student's physician and/or have the student transported to an emergency room, if necessary, in an emergency situation.

In case of an emergency, the school reserves the right to call 911 before getting the parents' consent.

Allergies

- In the interest of the student's safety and health, parents must inform the school of any allergies, especially those that are life-threatening.
- Consultation with the parents and possibly the physician may be necessary to ensure that a plan is in place to properly care for the student in the event of an adverse reaction.
- The parent is responsible for keeping the school informed of any reactions or changes in the student's medications or plan of care for a reaction.
- **If a student requires the use of an EpiPen, then parents must provide the school with an EpiPen (Please check the expiration date) to keep at school in case of an allergic reaction.**

Injuries/Illness/Medication/Rashes

For the safety of students and staff members at TIA, parents must keep their sick children at home if they have any of the following symptoms within the past 24 hours:

1. A fever over 100°F (37.8°C) orally or 99°F (37.2°C).
2. Signs of a newly developing cold, nasal drainage or severe coughing.
3. Sore throat.

4. Diarrhea, vomiting or an upset stomach.
5. A rash (unless the child brings a note from a doctor stating that it is not contagious).
6. Conjunctivitis/Pink Eye (inflammation, drainage, itching and redness of the eye). Children with conjunctivitis should be seen by a doctor and must stay home for at least the first 24 hours after taking the medicine.
7. A student with head lice must stay home until all nits (eggs) are removed. Parents should notify the school if their child is infected and take steps to treat it immediately.
8. If a student is diagnosed with a contagious disease, the school should be notified immediately.
9. **If a student displays Covid symptoms or has been in contact with someone who tested positive for Covid. In this case, the school should be notified immediately. Student must have a negative Covid test in order to return to school.**

Students will be allowed to resume school following these guidelines:

- A student should be free from fever, vomiting and/or diarrhea, without the assistance of medication for 24 hours before returning to school.
- Keep children home who have had a Strep culture until your doctor indicates the results are negative.
- A child with chicken pox must stay home 7-10 days from the day the child breaks out or until all lesions are dry.
- A child with Impetigo (a sore around mouth and nose area) can attend school only with the permission of a doctor (Doctor's note).
- A child with Conjunctivitis (inflammation, drainage, itching and redness of eye) should be seen by a doctor and must stay home for at least the first 24 to 48 hours.
- A child with head lice must stay home until all nits are removed. (See Head Lice Handout)
- Notify the school immediately if your child develops a communicable disease.

If you have any questions about whether your child should attend school, please call the school before bringing your child.

- A child who exhibits any of the symptoms stated above will be removed from class and parents will also be notified and asked to come promptly pick up their child.
- Other reasons for which a student is removed from class and the parents are called include and are not limited to:
 - Complaints of feeling ill or not well.
 - Where the student has been ill at home the day before or having felt ill before school.
 - Any severe accident, including a deep cut, tooth injury, possible fracture or dislocation, or any accident requiring immediate medical attention or parent involvement.

An injury report will be completed any time a student is injured or becomes ill during school hours. Parents will be asked to sign the form at dismissal time. A copy will remain on file in the school.

- If any restriction of activity is necessary upon returning to school after an illness, please send a note to the classroom teacher with the specific details. A student will be excused from physical activities upon receipt of a written note from home.
- Permanent or long-term gym excuses will require a physician's note.
- Do not refer a child to school staff for a diagnosis or first aid for an illness, or injury that has occurred at home.

Medication

- No medication, including Aspirin/Tylenol may be administered by school personnel without written approval from a physician or parent.
- Parents should not send the medicine with the student or hand the medicine to a teacher or another staff member other the principal or the administrative assistant.
- Children are not permitted to have any medication in their possession while in class. All medications are to be placed in our locked cabinet in the office. They are to be picked up at the end of each school year.
- A new medical form is needed each year, and for each medication. Medications not picked up at the end of the school year will be discarded.

Guidelines for Administering Medications at School

The school administration may administer medication during school hours to students under the following guidelines:

- The medication must be prescribed by a licensed physician.
 - A written order for the prescribed medication, dosage, duration of dosage, and a statement explaining the administration of the dosage and the possible side effects, signed by the licensed physician, must be on file in the school's office before the medication can be given.
 - A new form must be completed if a medication dosage is adjusted.
 - In an emergency, orders may be faxed from the licensed physician's office.
 - An authorized staff person may administer pills, capsules, or liquid medication. The staff MAY NOT administer any medications requiring injections or the use of syringes or similar instruments except EpiPen.
 - Care guidelines for diabetic students will be determined on an individual basis.
 - Over-the-counter drugs may be given provided the parent has signed the Consent to Administer Medication Form.
- A statement signed by the parent or guardian-giving permission to the school personnel/principal to administer prescribed medication must be on file in the school's office

before medicine is given. Medication will not be given without this statement and the licensed physician's order on file.

- In all cases, the parent must assume responsibility for the safe delivery of the medication to the school.
- The school's personnel must keep medications in a locked place.
- In order for a student to carry and use his/her inhaler or insulin on his own, he/she must have a statement from the licensed physician and parent indicating that assistance is not required.
- Students are **NOT ALLOWED TO SHARE OR LEND THEIR INHALER TO OTHER STUDENTS. Such action will result in disciplinary action.**

Medication on field trips

If a student needs to take medicine during a field trip, parents must:

- Take permission from the principal.
- Send a written note giving permission for TIA staff to administer the medicine to their child.
- Sent a single dose of the medicine that is pre-packaged and labelled.
- Hand the medicine to the principal the morning of the field trip.

EMERGENCY, SAFETY AND SECURITY PROCEDURES

Fire Drills

In cooperation with the Methuen Fire Department, the school conducts several fire drills throughout the year. Directions are posted in each classroom and rehearsed with students.

Guidelines for Care of Injuries

- Injuries are inspected by the teacher or by the attending adult.
- Minor cuts will be cleansed with saline solution and bandaged.
- After being attended to and in case of minor injury, the student is kept under observation in the classroom. If the injury is serious enough or needs medical attention, the student is sent to the office.
- Parents are notified of any student receiving a blow to the head whether it appears serious or not.
- An Injury/Incident report is filed by the adult present at the time of the incident and the student's name, injury, action, etc..., are recorded.
- Incident reports will be completed by the attending staff and recorded in the student

management system or SMS (Jupiter Ed) the same day the incident occurred.

- Parents, appropriate staff, and principal will be notified and alerted to incident in person or via SMS.

Student Welfare-Child Abuse Policy

- According to the Massachusetts state law, a staff member who has reasonable cause to suspect that a student may be abused or neglected shall report such case to the Department of Children and Families (DCF). In such a situation, the staff member shall notify the principal before contacting DCF. The staff member and the principal will decide whether to inform DCF.
- Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.
- Abuse and neglect are defined by law but may generally be understood as follows:
Abuse: the non-accidental commission of any act by a caretaker upon a child underage 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth, or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).
Neglect: Failure by a caretaker, either deliberately or through negligence or inability to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home setting).

Toys/Personal Property

- Students should always show respect for the property of the school and others.
- Toys (including electronic games, tape player radio, fidget spinners or any other battery operated toys) should not be brought to school.
- Violent toys such as toy weapons are not permitted in the school. Such items will be confiscated and may not be returned.
- Skateboards and scooters are not permitted at school.
- Please do not allow your child to bring items of great value.

The Islamic Academy for Peace is not held responsible for the damage, loss or theft of any item that the student brings to school.

Visitors

All visitors must use front door only to enter the building. Visitors will be buzzed in and must wait in the front lobby to be ushered to the office. They MUST wear a mask and sign in the visitors' log. Visitors will NOT BE ALLOWED TO ENTER CLASSROOMS ON THEIR OWN, they must be accompanied by a staff member.

Volunteers

The Islamic Academy for Peace welcomes volunteers who would like to serve the school. All volunteers who directly work with students during school day or after-school programs will need to complete a "CORI" form, available in the office. Additionally, volunteers should complete the "Volunteer Release and Waiver of Liability Agreement" form. Once into the school building, volunteers must wait in the front lobby to be ushered to the office. They MUST wear a mask, sign in the visitors' log, and obtain a volunteer's badge (if available). Badges should be returned before leaving the school.

CODE OF CONDUCT

Every aspect of our Islamic being revolves around the basic concepts of honor, righteousness, and trust. Nurturing and upholding this spirit of honesty and trust is the responsibility of every member of The Islamic Academy community – students, faculty, parents, and staff. Honorable and righteous actions must overcome desires of selfishness and unethical conduct. Each member of the community is held to the high standards that Islam asks of all Muslims and is expected to always conduct him/herself in a respectful and responsible manner.

Guidelines for Parent – Staff Interaction

- Parents are encouraged to constructively contribute to the school. If parents think that an area needs improvement, they are welcome to suggest ways in which they, themselves, may be able to assist. Suggestions should be placed in the Suggestion Box in the front foyer or mailed to one of the addresses listed in the front of this handbook.
- Parents are obligated to review the materials sent by the teachers/administration with students. Parents should respond promptly to communications sent with the students.
- Parents can and should discuss matters regarding their child (ren) with their respective teachers by following the proper lines of communication. Parents are encouraged to schedule an appointment with the teacher. Impromptu discussions in hallways and in parking lots are counter-productive and burden the staff. They do not allow for the staff to gather thoughts and focus correctly to be able to give the parents the full attention they deserve. All concerns should be discussed with the child's teacher only; **talking to other teachers or administrative staff beforehand is inappropriate and will interfere with the resolution of the concern.**

- The school offers two mandatory parent teacher conferences, all parents are required to attend these conferences, and are encouraged to discuss all matters regarding their child.
- Issues regarding policy, procedure, (discipline and/or curriculum) cannot be discussed over the phone or via email. Such matters must be discussed in person, after requesting an appointment with the staff or the administration.
- Staff may immediately terminate any discussion, meeting, or conference, if the parents use abusive, inappropriate language or raise their voice in an impolite way. In such case, the staff will request the presence of the administration for further discussion with the involved parents or may request that any further communication be via written letters only.
- If the teacher requests the intervention of the administration, the administration will then intervene between the parents and the teacher to resolve any issues in the best possible manner.
- If any discussion, meeting, or conference with the administration is neither constructive nor productive in any way, the administration will immediately discontinue the discussion and request the parents to continue raising their issue in writing. The administration will then respond to written messages only. Phone calls or face to face meetings will not be authorized.
- The principal reserves the right to terminate any meeting if she feels threatened or harassed by the parent(s). If threatened or harassed, the principal reserves the right to ask the parent(s) to leave the school premises immediately.
- Parents should not yell, threaten, or disrespect any teacher or staff member of QCA on school grounds or outside school ground.
- **Such behavior could lead to the dismissal of the child.**
- The Disciplinary Committee also reserves the right to suspend or expel the child(ren) due to the misconduct of the parents, and request all future interaction be done in writing only. Misconduct is defined as any action offensive, demeaning, abusive or threatening.
- We emphasize that all of the above will not be necessary if we follow the Sunnah of Prophet Muhammad, peace, and blessings be upon him, by exercising patience, wisdom, and respect for all. In doing so, we will become better Muslims and will help improve the school, Insha'Allah.

Behavioral Expectations of Students

Good conduct is essential for effective and quality education. Students who misbehave will take away from the valuable instructional time. Our faculty and staff are committed to providing an environment where all students learn with minimal disruption.

Students At All Times Shall...

- Show respect and obey teachers and staff.
- Dress properly in accordance with the school uniform policy.
- Conduct themselves with discretion and modesty with others according to the Quran and Sunnah.
- Respect all public property and will not break, damage, or deface school property including but not limited to the building, grounds, materials, and furnishings.
- Respect the personal property and school material of teachers and other students.
- Respect the rights of fellow students and refrain from fighting, teasing, or name-calling.
- Use appropriate language that is free from vulgarity and profanity.
- Be honest in their words and deeds.

In School & Classroom, Students Will....

- Show respect for staff and fellow students.
- Stop! Look! And listen!
- Keep their hands and feet to themselves.
- Use indoor voices.
- Act in a way that does not disrupt the teacher's work or the learning of other students.
- Walk, not run, in single-file line in the hallways, and will remain quiet while in the classroom or in common areas.
- Not grab, wrestle, tackle or hold other students.
- Keep their desk and floor area clean.

On the Playground, Students Will...

- Stay within the designated playground area.
- Use playground equipment properly and safely.
- Share the use of the equipment fairly with other students.
- Not play with sticks, stones, or other material that may cause injury.
- Line up quietly and quickly when recess is over.
- Walk quietly in a single-file line to and from the playground.
- Stand in the time out line if the playground rules are not followed.
- Follow the teachers' directions.
- Not go back into the building without permission from a teacher.

Classroom Rules & Expectations

1. I will show respect!
 - Respect for self, classmates, and schoolmates
 - Respect for parents, teachers, and administrators
 - Respect for classroom and school
 - Respect for my own property and the property of others
2. I will follow directions & procedures when given.
3. I will keep my hands, feet, and objects to myself.
4. I will be polite and use appropriate language in the classroom.
 - No swearing/cursing
 - No name calling or put downs
5. I will raise my hand before speaking & speak with an appropriate tone.
 - No yelling out or loud, obnoxious talking
6. I will not eat, drink, or chew gum in the classroom (unless agreed upon by teacher/admin. or arranged as a classroom reward, snack, or lunch)
7. I will help create a safe, positive learning environment through excellence.

Recovery

The following statement is provided to students: You now can return to a peaceful state of mind. This is called getting a 2nd chance. You must demonstrate the ability to follow the classroom rules & expectations once again. Recovery is a good time to think about what you have done and find ways to do better in the future. A reflection is necessary.

Positive Behavior Interventions & Supports (PBIS)

- At the Islamic Academy for Peace, we work hard to emphasize strong Islamic character and principles. To accomplish this, it is important that every student demonstrates appropriate behavior every day.
- The school has established a Disciplinary Committee which closely monitors student behavior and conduct.
- It is essential that students have a positive attitude and display positive behavior at school.
- For TIA to continue to thrive, the atmosphere must be conducive to learning. Therefore, we want to emphasize how serious it becomes when a student receives a disciplinary referral. Negative behavior not only interrupts the teaching and learning of others but causes even more negative behavior to occur.
- To address these concerns, the school will administer necessary and appropriate consequences improve the overall climate of the school.

Encouraging Positive Behavior

- To encourage more positive behavior, TIA has established the following programs/activities:
- Student of the Month
- Dress-up days
- Classroom & Group incentives, rewards, and parties
- School store (for students to be able to purchase items earned from Big Buck rewards)
- Student Life Activities
- Contests, games, competitions
- Character-based curriculum to emphasize positive interactions and application

CONSEQUENCES TO IRRESPONSIBLE BEHAVIOR

- At the beginning of the school year, each teacher will explain the school-wide rules and expectations of behavior as well as explain classroom rules and procedures.
- Throughout the year, students will receive positive reinforcement for their appropriate behavior and clear, consistent consequences for their inappropriate behavior.
- We know that some misbehavior will occur; therefore, we ask for your support and your trust in dealing with these situations as they arise during the year. Teachers expect parents to help their children develop respect for the rights and property of others. You should initiate contact with staff as needed and respond to our communications. You should support the teacher and administration's decisions regarding discipline and follow through with the assignments or corrective measures we send home.
- We all want to be proud of our school; and, if we work together, an atmosphere of trust and pride in the school will flourish.

Should a child disrupt the learning environment, assertive discipline will be practiced as follows:

- The teacher will work directly with students toward solving problems in the classroom by following an appropriate warning system designed for that grade level.
- The teacher may consult with other teachers for suggestions.
- If the problem continues after the teacher's system is exhausted, the principal will be asked to assist as outlined below.

Consequence for disruptive behavior are as follows:

- Verbal warnings. Teacher/staff communicates with student about the issue.
- Referral may be issued on Jupiter Ed. This is a written warning.
- Time out or Detention (e.g., from recess, classroom computers, or specials such as gym, student life.
- Communication with Administrator.

- Written Warning or Notice from Principal.

Other corrective measures recommended by the principal and/or Disciplinary Committee:

Verbal reprimand, Loss of privileges, Recess detention, Restitution for property damage, Detention from Specials, Saturday detention, School service, Community service, In-school suspension, Behavior contract/therapy, Out-of-school suspension, Expulsion.

Referrals

Referrals are a type of infraction or consequence that a student may receive if rules or procedures are not followed consistently.

- Level 1 referrals: students will miss recess on the same day or the following day(s). In some cases, the teacher may note the referral but not issue a consequence.
- Level 2 referrals: possible consequences include but may not be limited to: missing recess, after-school detention, in-school suspension and/or community service.
- Level 3 referral: possible consequences include but may not be limited to: in school suspension, out-of-school suspension, and in-school service or community service.
- Students who receive 10 or more referrals in a Quarter will serve Saturday Detention & Community Service hours. This is usually in the case of repeated negative behavior which did not improve with previous consequences.
- 10 disciplinary referrals per quarter = 4-hour Saturday Detention; Includes Community Service.
- Failure to report to Saturday Detention may result in an in-school or out-of-school Suspension.

Explanation of Level 3 Referrals & Offenses

1. Gross insubordination toward faculty/staff member or adult

Students are expected to continually exhibit polite, considerate and respectful behavior toward faculty and staff. Students showing gross disrespect and an argumentative, negative attitude toward the faculty and staff will be considered in violation of the honor code.

2. Bullying

Offensive words regarding race, gender, culture, religion, age will not be tolerated. A safe environment is essential for the success of living and learning together. Any exchange of words, notes, or body language that indicates intimidation is considered an offense. Students are expected to restrain themselves in times of duress. Any student who physically or verbally harms another individual in any way while on the school property or at a school-related function is committing an offense.

The Islamic Academy for Peace has a zero-tolerance policy regarding bullying and systematically targeting and harassing a student.

3. Profane language

Any form of cursing, no matter the language in which it is spoken represents an honor offense.

4. Lying

Students are expected to be honest in their words, actions, and relationships. A lie is any misrepresentation of facts as the student knows them, whether made verbally, in writing or by a non-verbal indicator, i.e., a head motion.

5. Slander/gossip

Slander and gossip occur when an individual or group of individuals purposely fabricates information about another person with the intent of harming that individual's reputation in the community. However, if a student feels that he/she is a victim of slander or gossip, the responsibility is upon his/her shoulders to prove that the act was both fabricated and discussed with the intent of harming the victim's reputation.

6. Giving false testimony

Any student who witnesses an honor violation and lies about such knowledge when asked by school staff will also be considered as a participant in the offense.

7. Stealing

Respect for the personal property of every individual is an essential principle upon which the school community is based. Taking others' belongings without permission is an offense of the honor system and will be dealt with accordingly.

8. Cheating

Each student is expected to do his/her own work in all academic endeavors. Giving or receiving help on academic work, unless permitted by the teacher, is considered cheating. Cheating must be reported. A student using a cheat sheet, notes, an open book, etc., unless permitted by the teacher, is considered to be receiving help. A student who is caught with such items on their person during an exam is considered a cheater even if he/she did not have the chance to use such item. Students caught cheating will systematically receive a grade of 0 (zero). This is irreversible.

9. Plagiarism

Plagiarism is the use of someone else's idea or work without acknowledging the source of the idea or work. All quotation, paraphrases, copying and adaptations from published or unpublished sources must be acknowledged, as taught at the various grade levels. If a student realizes that he/she has made a mistake in acknowledging sources in a paper

already submitted, he/she must make this fact known to the teacher immediately.

10. Vandalism

Respect for student, teacher, school, and community property is expected from all students. Vandalism is any damage, which decreases the value of the property. A student must pay restitution for the damage of any school property.

11. Leaving the school without following proper procedures

The school is the legal guardian of each student under the age of 16 during school hours. As such, any student leaving the school building without written permission from a parent and without signing out from the office is committing an offense.

12. Harassment (Physical/Sexual/Verbal)

Students are always expected to demonstrate self-control. Touching, grabbing, hitting, pinching, kicking, rubbing or any other physical gestures without consent is unacceptable and not allowed.

Verbal harassment including threats and slander or language which causes another to feel uncomfortable or afraid will not be tolerated. Any such acts committed will be considered “harassment” and result in serious consequences.

EXPLANATION OF CORRECTIVE MEASURES

Definitions

In-School Service

A student may be required to serve the school by completing some chores around the building. Service will be carefully supervised.

In-School Suspension

A student may be required to sit in the principal’s office for a period of 1-2 days. Along with his/her regular class assignments, she/he will be required to complete a written reflection.

Suspension

A student may be suspended for committing an offense or other severe disruption of the education process. A student on suspension may not come to school or participate in school activities while on suspension. The student will be required to complete a reflection before returning to school. He/she may not make up any tests missed during suspension. The student must attend a meeting with the principal before being re-admitted to class.

Expulsion Procedures

A student may be referred to the School Disciplinary Committee as a result of receiving an indefinite suspension while on probation.

- When a student is referred to the Disciplinary Committee for expulsion, the family will be informed in writing that the student is placed on an open suspension. The reason for the school's action will be described in detail.
- The Disciplinary Committee will hold a meeting to review the case within 10 business days from the day of the indefinite suspension.
- The student and his/her guardian will be invited to appear before the Disciplinary Committee to present their case during that meeting.
- The Disciplinary Committee will make a decision that will be conveyed to the parents in writing within 10 business days.
- The tuition of an expelled student will be forfeited as per the Tuition Policy & Agreement.

** Students on indefinite suspension will not return to school without a decision from the Disciplinary Committee. They will not participate in any school activity or function including field trips or after school events.

ACADEMIC MATTERS

Providing a sound elementary educational program with an Islamic focus for each child is the goal of The Islamic Academy for Peace. This goal is achieved through both formal course work and role modeling. Students at all grade levels study Arabic language, religion and Quran recitation. In addition, The Islamic Academy for Peace emphasizes a rigorous core curriculum of basics built around a quality core of analyzed, highly evaluated textbooks from well-known academic publishers. The curriculum of all subjects is implemented with innovation and enthusiasm by a first-rate teaching staff.

We expect our students, under the guidance of their teachers and parents, to work to their highest potential both at school and at home. We recognize that teachers, students and parents each have specific responsibilities with respect to assignments:

Homework Policy

The students at The Islamic Academy for Peace are expected to spend an adequate amount of time on school-related work at home, including homework. The purpose of the homework is to develop independent study habits, reinforce classroom instructions and to encourage parents' involvement in the child's academic development.

TIA's guidelines are as follows:

- Pre-school: Parents read to children at least 15 minutes every day.
- Kindergarten: Occasional projects or worksheets. Parents read to or read with children at least 15 minutes every day.
- Grade 1-2: Approximately 30 minutes of homework four days a week. Though homework progress is not weighted as a grade, it is counted as part of the student's study habits and will receive a mark to reflect this on the reports. In addition, students should read for at least 20 minutes.
- Grade 3: Approximately 30-45 minutes of homework four days a week. In addition, students should read for at least 30 minutes.
- Grades 4-8: Approximately 1 hour of homework per day. In addition, students should read for at least 30 minutes.

Grading

Pre-Kindergarten

- Pre-kindergarten students is an ongoing assessment. They are evaluated based on specific skills and benchmarks identified in their curriculum. Pre-K students will receive two reports during the academic year. The first will be given at the end of the first term. The second report will be given at the end of the academic school year.
- Homework is not calculated into subject average. However, it is counted as effort and a mark is given toward study skills.
- Grades will be assigned using the following grade key:
 - 4 - Advanced
 - 3 - Proficient
 - 2 - Progressing / Not Able to Work Independently
 - 1 - Needs Improvement

Kindergarten

- Kindergarten students have an ongoing assessment. They are evaluated based on specific skills and benchmarks identified in their curriculum.
- Kindergarten students will receive four reports during the academic year. Two quarterly progress reports and two end of term report cards. While the progress reports simply provide an update as to the progress of the student to date, the report cards will provide more details to include benchmarks and specific skills to reach those benchmarks.
- Homework is not calculated into subject average. However, it is counted as effort and a mark is given toward study skills.
- Grades will be assigned using the following grade key:
 - 4 - Advanced
 - 3 - Proficient

- 2 - Progressing / Not Able to Work Independently
- 1 - Needs Improvement

Grades 1-2

First and second grade students are evaluated on their daily assignments, which is to include the following:

- Assessments (e.g., exams, tests, quizzes) = 70% of grade
- Classwork & Participation = 30% of grade
- Homework is not calculated into subject average. However, it is counted as effort and a mark is given toward study skills.

Grades 3-8

Students in grades 3 through 8 are evaluated on their daily assignments, which is to include the following:

- Assessments (e.g., exams, tests, quizzes, papers) = 70% of grade
- Classwork & Participation = 20% of grade
- Homework is graded and calculated within the student's overall subject average. It is equivalent to 10% of the grade.

In Grades 1- 8, students will be evaluated using percentages. Letter grades will not be used.

Any mark below 60% indicates a failing score, and therefore, needs immediate attention.
ADD MAKE UP TEST POLICY HERE!

Progress Report & Report Cards

The school year divided into two terms, which each consists of two quarters. Progress updates will generally be issued as follows:

- First Quarter Progress Report: End of 1st week of November
- End of Term 1 Report Card: End of 4th week of January
- Third Quarter Progress Report: End of 1st week of April
- End of Term 2/Final Report Card: Mailed after the end of the school year

Standardized Test

Students in grades 3 through 8 are also required to take an annual standardized test. In May, students are required to take the ACT Aspire test.

Promotion and Retention Policy

Kindergarten through 8th grade teachers will recommend the promotion of all students with passing scores. Students who fail in the areas of English/Language Arts and Math may be

retained in their grade. A team made up of the principal and classroom teachers will meet to decide if the student will be retained. The decision of the team is final.

Academic acceleration and promotion during the school year or at the end of the year must be initiated by a teacher and not a parent.

A parent cannot put pressure or harass teachers or any member of the administration to accelerate their child's schooling.

Parents are not to approach School Committee members regarding promotion of their child or any other matter that falls under the job description of the principal.

In order to skip a grade, the following criteria must be in place:

1. The student must have all A's as a final grade in the current grade.
2. A written recommendation must be submitted to the administration explaining the reasons for acceleration.
3. The student must pass the entrance exams to the intended grade with a minimum of 85%.
4. The student is then put on probation for the first two terms. In the event the student is not able to succeed, she/he will be put back in the grade she/he skipped.
5. These guidelines are put for the best interest of our students.

Student Records

- The school considers student records confidential: they may not be viewed except by the authorized school personnel.
- Records will not be provided to any non-school personnel except by written request of the parents/guardian of the student.
- Parents may request a copy of all or some parts of the student's record by notifying the school in writing.
- The office requires a five-day notice to process the request.
- Student records will be shared with custodial as well as non-custodial parents unless we have a court order on file that states the contrary.
- Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name appear on the promissory note at the time of enrollment.
- Records of students moving to another school will be processed through the principal's office.
- Records will be transferred upon a signed written request from the parents. However, **The Islamic Academy reserves the right to withhold school records until all tuition is paid in full.**

VOLUNTEERING AND PARENT PARTICIPATION

- The primary role of The Islamic Academy for Peace Volunteer Program is to support the work of the teacher by assisting students with their classroom work or other activities.
- Volunteers work with children and school personnel in many ways, including tutoring, reading, helping during classroom activities, chaperoning during field trips, running clubs, or helping in the office or library.
- There are several ongoing volunteer programs at TIA. We encourage all parents to become participants. Your active parent participation helps make our school a more productive and enjoyable experience for both you and your child. Children enjoy seeing the involvement of the parents in their day-to-day school life, and these programs provide a vehicle for home and school cooperation.
- Each family is encouraged to serve 10 volunteer hours per school year.

Thank you for choosing TIA!

HANDBOOK REVISIONS

The Islamic Academy for Peace has the right to amend this Handbook as the need arises. Parents will be informed of amendments through school notices.

I am aware that there will be periodic changes and updates to this handbook and will abide by the new regulations _____ (signature).

CONSENT FORMS

I have received a copy of the Parent/Student Handbook for the 2020-2021 academic year.

I have read the handbook with my child (children) and will abide by The Islamic Academy for Peace policies and guidelines.

Father's Name (Print): _____

Father's Signature: _____

Mother's Name (Print): _____

Mother's Signature: _____

Students' names: _____

Respective Grade: _____

Consent form giving permission to take pictures of your child at school or at any school coordinated event:

_____ I give permission _____ I do NOT give permission

Consent form regarding the use of students' name, work, and photographs in school publications:

_____ I give permission _____ I do NOT give permission

Parents' Signature: _____