

*The Islamic Association of Arabi*

# **PARENT & STUDENT HANDBOOK**

## **Al-Hameed**

**Boy's Academy**

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# Islamic Association of Arabi

## Parent and Student Handbook

### Introduction

It is our hope that the Parent and Student Handbook will be a helpful tool and useful guide to the school policies and system of education at the Islamic Association of Arabi (IAA).

All boys Maktab, full time Hifz classes, and Alim classes will be conducted at Masjid Yaseen Garland, and all girls Maktab, full time hifz, Alima classes, and Raudatul Atfaal classes will be conducted at Amatur Rahman Girls Academy, both of which are organized and managed by the IAA

After reading this handbook, **all parents and students are required to sign the Handbook Agreement Contract on the last page and return it to school by the first day of class (Wednesday August 3<sup>rd</sup>, 2022).**

### Mission

To provide for Muslims an institution that offers the opportunity to not only acquire religious and academic knowledge, but also to become firm role models of exceptional character in the light of Quran and Sunnah.

### Goal

Our goal is to establish an institute where young men can become future scholars and leaders of their communities in the light of Quran and Sunnah

### Admission

#### **Notice of Nondiscriminatory Policy:**

The school admits students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. IAA does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies. Space must be available, and the enrollment request must be exercised within the priority enrollment period. Information about priority enrollment may be obtained by contacting the school director.

#### **New Students:**

- Applications are made to the governing authority of IAA which reserves the right to accept or refuse any application. Space must be available, and the enrollment request must be exercised within the priority enrollment period. Information about priority enrollment may be obtained by contacting the school director. The applicant will be tested in the following areas:
- The fluency of one's recitation
- The extent of his perfection in pronouncing the Arabic alphabets
- The extent of his knowledge regarding the rules of Tajweed.
- His/ Her application of the rules of Tajweed.
- If the applicant has already memorized some parts of the Quran previously he will be tested in his memorization in those parts as well. If it is felt that some of those parts are not up to our desired

standards he may be asked to repeat those parts. IAA will let the parents of the student know whether he/she has been accepted for admission.

- Students that have been accepted for admission will be placed on a waiting list if the classes are full.
- Students that are on the waiting list for more than 6 months may be required to be re-evaluated and
- Submit updated academic records to maintain their admission, acceptance and waiting list status.

## **Withdrawal**

Parents will be required to notify the office and students' teachers' in writing at least two weeks in advance when withdrawing their child. We may have students on a waiting list and would like to give another family the opportunity to attend IAA. All fees remain due and must be paid in full up to and including the student's last day, as officially reported by the parent. If withdrawal is requested after a student has already stopped attending class, fees will still be required up to the day that the student was officially withdrawn from school.

Any student that will miss more than 10 total days, or 7 consecutive days of school without notice will be required to withdraw. Special permission will be granted only in very special circumstances and documentation will be required. Any student who withdraws from IAA may re-apply for admission as a new student.

## **Dismissal**

Once a child has been accepted as a student (applies to all new and returning students) at IAA and their probation period is over, the child may be asked to leave or expelled due to the following conditions:

Causes for Dismissal:

1. Student Misconduct: Please see the School Discipline Policy section.
2. Parental Misconduct: Please see the School Discipline Policy section.
3. Excessive lateness/absence: Please see the Student Attendance section.
4. Non-Payment: Please see the Procedures for Late Tuition Collection section.
5. Parent Refusal to sign Handbook Agreement Contract and abide by the handbook policies.

The IAA however, reserves the right to dismiss any student without providing any reason.

## **Returning Students**

In order to maintain up to date records, on a yearly basis, parents of students are required to complete and submit with the yearly registration fee, the Yearly Admission Update & Intent to Return and the Financial Agreement Contract. Please notify the office of any address or number changes during the school year.

## **Tuition**

Tuition/Fees Schedule 2022-2023:

- Maktab: Registration is \$100 and the Monthly Tuition is \$125.
- Hifz/Alim Yearly Tuition \$4,500 (\$375/month for 12 months) for the first child. Any additional children the tuition will be \$3,900 for the year (\$325/month for 12 months).

Payment Policy: All payments will be taken via electronic funds transfer (EFT).

\*Tuition and other fees may increase at any time if necessary.

## **Payment Plans:**

The following rules are established for tuition payment/collection and must be complied with:

Tuition is based on a 12-month academic year, August-July. Student tuition is due from the first quarter a student is enrolled (unless otherwise approved).

### **There are two Payment Plans:**

- Annual Payment Plan: 1 payment, 12 months' tuition paid in full in August.
- Monthly Payment Plan: 12 payments, 1-month tuition paid each month of year, Aug-July. No discount.

Note:

- Families who receive financial assistance do not qualify for the above tuition percentage discounts.
- July payment will also be deducted.

### **Procedures for Late Tuition Collection:**

- If tuition payments are delayed or not paid in full for more than one month, the student(s) may be sent home and parents will be asked to meet with an administrator for tuition payment advising. If parents fail to comply with these rules and procedures, the student's admission may be cancelled.
- The student(s) will be allowed back in school when full tuition payments of past and current dues are paid, or with a written request from the administrator that includes a payment plan that IAA has approved.
- The failure to do as mentioned in above may result in the cancellation of the student's admission from school.

### **Bounced/Returned fees Penalty:**

Parents will be responsible for any fees charged by the bank due to checks bounced or ETF payments returned.

## **Financial Aid**

Our institute recognizes the need of Financial Aid for certain families. If you feel that your family is in need and may qualify for it, please contact the [admin@masjidyaseen.org](mailto:admin@masjidyaseen.org) to set up an appointment.

## **Secular Academics**

Ilm Prep is the official third party providing secular academic education to IAA students (3<sup>rd</sup> grade until 12<sup>th</sup> grade). For further information, please contact [ilmpreparatory@gmail.com](mailto:ilmpreparatory@gmail.com).

## **Student Health and Information**

In order to protect the well-being of your child and other children, as well as maintaining a healthy learning environment, we require that children who are sick must remain at home. The school does not have a nurse's office where children may rest comfortably.

### **The following guidelines are established for sick children:**

- Children who are sick must be kept home.
- A child with a fever over 100 F or higher is not to attend school.
- Any child previously suffering from a fever must be fever-free for 24 hours before returning to school.
- Children with vomiting or diarrhea are not to attend school.

- Parents will be required to pick up their child if they are sick.
- When parents cannot be reached, the emergency contact will be called. (Please remember to notify those that are listed for your child's emergency contact).
- Lengthy illnesses may require a doctor's permission to return to school. Please check with the office.

## **Communicable Disease**

If your child has a communicable disease such as lice, strep throat, flu, etc., a parent must notify the school immediately. Children with communicable diseases must stay home from school, until written approval from a physician is submitted. An exception to this policy is the condition of head lice, in which case IAA adheres to a "no-nit" policy. Students will not be permitted to attend class until all treatment has been completed and all nits (eggs) are dead. The school reserves the right to allow administrators or teachers to check for nits upon the student's return.

## **Emergencies**

If your child should become ill or injured while at school, you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with persons to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that the records may be updated. The school does **not** have a reasonable standard of care for students who become ill or have an emergency situation while on school premises. Parents are required to sign a medical waiver form each year allowing emergency medical care to be obtained in case parents cannot be reached (this includes taking the student to the Emergency Room for treatment if needed).

**Parents understand that the school is not an insurer of student health. Parent/guardian is responsible for health care, storage and administration of medications for the individual child.**

## **Dress Code, Hygiene & Appearance**

### **Hygiene**

The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and follows the Sunnah. Students will be checked periodically for proper hygiene. Cleanliness is half of our Iman (faith).

### **Good hygiene consists of:**

- Special attention to clean uniforms and neat physical appearance.
- Regular haircuts for boys. No hair longer than size **three** for boys.
- Regular bathing
- Proper cleansing of the face: nose, mouth, and eyes.
- Proper bathroom etiquette:
  - cleaning with water after using the toilet
  - washing hands after using the toilet
  - boys sitting down on the toilet
- Regularly brushing teeth and/or using the Miswak
- Clean and trimmed fingernails; nail checks are conducted on a regular basis (nail polish and

fake nails are not allowed)

- Changing socks daily and use of shoe powder if needed
- Regular laundering and pressing of uniform clothes
- Wearing shoes in the bathroom and removing them upon entering the musallah/classroom
- Maintaining wudhu throughout the day

### **Parents will be called in for recurring problems with hygiene.**

- First incident: Any student not maintaining good hygiene will be given a first warning and a note will be sent home.
- Second incident: Any student not maintaining good hygiene for a second time will be given a second warning, note sent home and a call home.
- Third incident: Any student not maintaining good hygiene third time will not be allowed in class. As a parent or guardian, you will be called and must correct the hygiene issue in question or pick up your child immediately. A note will also be sent home.
- Further incidents: Any student not maintaining good hygiene after the third incident will not be allowed in class. Parents or guardians will be called to pick up their child immediately and to schedule a meeting with school administration. A note will also be sent home. Your child will not be allowed back in school without meeting with school administration.

### **Boys Maktab Uniform Policy:**

Allowed:

- Plain, long upper garment. (for example Kurta, Thobe, etc)
- Plain, loose fitting lower garment. (for example Shalwar, etc)
- Plain, Islamic cap.
- White t-shirt worn under the uniform shirt is recommended, but not required. However, if an undershirt is worn, it must be plain white.
- White, plain turtlenecks or long-sleeved shirts are allowed only under uniform upper garments, when it is cold.

Not Allowed:

- Jewelry, watches or sunglasses
- Jeans, sweat pants, slacks, or trousers.

### **Boys Hifz Class Uniform Policy:**

Allowed:

- White, plain, long upper garment. (for example Kurta, Thobe, etc)
- White, plain, loose fitting lower garment. (for example Shalwar, etc)
- Plain Islamic cap (white only).
- White t-shirt worn under the uniform shirt is recommended, but not required. However, if an undershirt is worn, it must be plain white (no logos).



- White, plain turtlenecks or long-sleeved shirts are allowed only under uniform upper garments, when it is cold.

Not Allowed:

- Jewelry, watches or sunglasses
- Jeans, sweat pants, slacks, or trousers
- Any patterned or colorful clothing
- Socks must be plain black or white without logos/name brand
- Simple, inexpensive clothing/shoes

### **Girls Maktab Uniform Policy:**

Allowed:

- Plain Abaya (properly closed) or Shalwar Kameez with little or no embellishments (such as rhinestones, etc.).
- Plain loose fitting lower garment. (for example Shalwar, pants, etc.)
- Plain hijab, wrapped properly.
- Plain, loose, hip length outerwear in cold weather (for example coats, jackets, sweaters, etc.)

Not Allowed:

- Jewelry, watches or sunglasses
- Jeans, tights, capris, leggings, skinny jeans or pants
- Sunglasses (students must remove and put them away upon entering the premises)

### **Girls Alima and Hifz Class Uniform Policy:**

Allowed:

- Plain, black or navy blue Abaya with little or no embellishments (such as rhinestones, etc.), properly closed.
- Plain, black or navy blue loose fitting lower garment. (for example Shalwar, pants, etc.)
- Plain, black or navy blue hijab, worn to mid back length in the back and center chest length in the front, wrapped so that hair is properly covered.
- Plain, black or navy blue niqab (face covering).
- Plain, black or navy blue, loose, hip length outerwear in cold weather (for example coats, jackets, sweaters, etc.)

Not Allowed:

- Jewelry, watches or sunglasses
- Jeans, tights, capris, leggings, skinny jeans or pants.

- Any patterned or colorful clothing.
- Sunglasses (students must remove and put them away upon entering the premises)

### **Expectations:**

Uniforms help instill modesty, discipline, positive self-esteem, school pride, good hygiene, and respect for authority. Uniforms promote a positive image of our students and our school and prevent disruption. Students are expected to be in a clean uniform every day, including field trips and school-related events, such as sports or park days, unless otherwise noted. Parents, please take the time to check your child's uniform at home before the student comes to school.

Upkeep of the uniform is the responsibility of the student and parents. We suggest that students have 3 or more uniform outfits. Keep in mind that many children have growth spurts in the middle of the school year and it may be necessary to purchase a larger size uniform.

In addition to clean neat uniforms, please help instill good general hygiene such as clipping nails, brushing teeth and face washing.

### **Procedure and Consequences for Uniform Non-Compliance:**

Daily uniform checks will be conducted by staff members and administration at any time of the school day.

- First incident: Any student not complying with the uniform policy will be given a written warning and sent home to the parents.
- Second incident: Any student not complying with the uniform policy for a second time will be given a second written warning sent home to the parents mentioning the severity of another violation.
- Third incident: Any student not complying with the uniform policy for a third time will not be allowed in class. The parent will be called in for a meeting with administration. The consequence of the third offense may lead to expulsion.

### **Where to buy Uniforms:**

Below are some suggested local and online retailers at which uniforms complying with our policy can be purchased, however purchase from these locations is not required.

- [www.alhannah.com](http://www.alhannah.com) for Shalwar Kameez for boys and girls, hijabs, and thobe and Abaya
- 214-609-9547 local sister for girl's hijabs and Abayas
- 214-236-8902 local brother for boy's white uniform garments

## **Student Attendance and Daily Schedule**

### **Attendance Requirements**

Students are required to attend each day school is in session. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be categorized as indicated:

#### ***Excused Absences***

- Student illness

- Medical appointments – occasional, unavoidable medical appointments.
- School-sponsored activities
- Special leaves may be requested for emergencies but are subject to approval of the teachers as well as the board.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be absent from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

### ***Unexcused Absences***

- Lack of parental notification to school
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- Functions –absence from school will not be excused

The Al-Hameed Boy's academy reserves the right to decide on which reasons are excusable

If a student is absent for one or more days, he/she is required to bring a note from a parent/guardian, explaining the absence. A note from a physician explaining the reason for the absence may also be required in the case of a prolonged illness. Please use the generic sample below as a guide. Absent and late notes must be submitted to administration. A written note is required even if a parent calls the school or talks to a staff member.

### **Sample Absent/Late Note from Parent to give to school when student returns to school:**

(Date)

Dear (Teacher's Name),

Please excuse (Student's Name) from being absent/late on (Date). He/She was (for example: sick, overslept, had a doctor appointment, etc.).

Thank you,

(Sign Your Name)

### **The following procedure will be followed for documenting a student's absences and tardy:**

1. First incident: If a student returns to school without an absent note, a reminder note will be sent home.
2. Second incident: If a student does not bring in an absent note for a second time, parents will be called to send in a note and informed that the student may not return to school without a note.
3. Third incident: If a student does not bring in an absent note after the parent is called, the student will not be allowed in class and the parents will be called to pick them up or bring in the absent note.

Failure to follow these steps will result in calling the parents to pick up the student.

### **If a student has missed 10% of the school days in a year (30 days out of the school year), the following procedure will be followed for excessive lateness/absence:**

- The student may be dismissed

- A reminder note will be sent home when a student reaches 15 days

## **Tardiness**

Hifz students must arrive at school by 7:30 am (boys) and 7:45 am (girls). Students arriving 15 minutes before these timings cannot be properly supervised and will not be the responsibility of IAA. Students arriving after these timings will be considered late/tardy. Maktab students must arrive at the appropriate time (4pm to 545pm). Students arriving before the scheduled timing cannot be properly supervised and will not be the responsibility of IAA. Students arriving late will be considered tardy.

A tardy student must check in with administration with a written note from a parent/guardian (or use the sample note above) explaining why they are late and get a late pass; a student will not be admitted into the class without a late pass.

### **Every three (3) tardies is considered one absence.**

Tardiness has been a serious problem at the school and will be dealt with in a strict manner. Excessive tardiness will require a conference with teachers and administration and disciplinary action to be taken. A student arriving late with a valid written excuse will be considered an excused tardy. A student arriving late without a valid written excuse will be considered as an unexcused tardy. A written note, submitted to the office, is required even if a parent calls the school or talks to a staff member.

Parents arriving with students more than 30 minutes after beginning time will be required to sign the student in at the office and submit a late note; dropping students off at the front without a note and driving away will not be allowed. Students must get a late pass before going to class.

A valid excuse consists of a doctor's note with the timings of the appointment or a note from a parent/guardian explaining the emergency that caused the late arrival. IAA administration will then determine whether the cause of being late was a true emergency or if it will be counted towards an excused or unexcused tardy.

-Of note: All Deeni education and ways of performing worship that will be taught in all above programs will be in accordance with the Hanafi school of thought.

## **School Closings and Snow Delays**

During the winter months, school may be closed or there may be a one or two-hour delay. We will follow the Plano Independent School District. If PISD schools close, IAA school will also be closed. If inclement weather begins during the school day, we may have to close early. Parents are encouraged to pick up students early if the weather is not safe to travel. Please watch out for email or text notification of school closings, delays, or early dismissals due to inclement weather. It is the parents' responsibility to ensure that their contact information (phone numbers and emails of both parents) are updated regularly with the IAA education administration.

## **Student Drop –off and Pick-up**

Please do not use the front entrance at this time. Use the parking lot to avoid any lines forming or danger to students.

The following procedure will be followed for parent pick-up:

- Students must be dropped off and picked up on time.
- Please ensure that all students walk, do not run, in the parking lot.

- Please have students use the side walk whenever possible.
- Drivers: Use extra caution when entering and leaving the parking lot. It is a very busy time and extra awareness and patience is needed.
- Fathers/male relatives must park and wait in the side parking in the Amatur Rahman Girls academy.

## Lunch

All students are required to bring lunch daily, and an extra snack daily. Lunch will not be provided by IAA. All items brought must be certified Halaal, and all meat must be hand slaughtered zabiha. If any doubts, please check with administration before considering sending items with student.

Please see further details in the 'Student responsibilities during lunch and break' below.

## Student Evaluation

Hifz Students will be required to maintain a daily log in which their progress and daily salah as well as study time can be recorded. Teacher's check logs and fill in progress and sign daily. Teachers will check the student logs to ensure that parents signed them the night before. Parents must look over the log each day in order to ensure that their child is keeping up with the assignments. Parents must also complete the daily salah section, home study time section, and sign the log daily. The log is also a means for teachers and parents to communicate with one another. If a student does not bring home their log please contact the teacher immediately to remedy the situation.

Repeated failure in turning in assigned sabaq on time may lead to parent-teacher conferences, conference with the administration, extra required attendance, and/or other consequences as deemed appropriate by the teacher and administration. Individual homework guidelines and policies will be decided by each class's teachers.

There will also be monthly progress reports sent home with the students for parent evaluation.

Every two to three months, there will be parent teacher conferences. All parents are expected to attend.

### **Recommendations to parents:**

Parents play an essential role in facilitating their children's learning by helping with their homework and academic success. The following are suggestions for helping with homework and helping your children succeed:

- Set an example!
- Set aside a quiet place for your children to study
- Schedule a regular time for homework to be done every day
- Check logs on a daily basis
- Listen to your children and ask about lessons they have learned from school
- Monitor and/or cut down on time spent on video games
- Completely restrict your children's access to television and going online using computers
- Attend the Parent/Teacher conferences to discuss your child's progress with his/her teachers.

Participating in your children's success is an important reflection of the value you put on your children and his/her education. Children whose parents/guardians listen to their children's memorization at home perform better in school.

## Code of Conduct

### **Student Discipline Policy**

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, IAA reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

**NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.**

### **System of Discipline**

Students must respect and honor the code of conduct and the rules of the school and classroom at all times while they are in school or at any school-sponsored activities, on school or off school property. Teachers and administrators have the right to assign detention and recommend suspension (in-school and out-of-school), and expulsion for any student who does not follow the code of conduct. Discipline actions that may be used includes, but not limited to:

- Warning in which case teacher will talk to student and explain his/her offense
- Time-out – in or out of classroom
- Loss of privileges includes loss of some or all of recess/break/field trips, etc.
- Call Parents
- Student conference with the administrator
- Conference with the administrator and parents
- Detention may consist of time away from activities and other students during recess/lunch, after school. In addition, the student may also be assigned simple janitorial duties or additional assignments during this time.
- In-School Suspension (ISS) consists of removing the student from the classroom or activity and placing him/her in a separate area where he/she will be required to sit quietly. The student may or may not be given class work and/or homework to complete during his/her time in ISS at the discretion of the teacher. However, the student is required to make up any missed work in a timely manner. Teacher reserves the right to request ISS in the classroom.
- Out of School Suspension
- Probation
- Expulsion consists of removing the student from the school for the remainder of the school year, after which he/she cannot be accepted in the following year.

## **Behavior Expectations for Students**

In accordance with its mission statement, IAA would like to uphold the highest standards of behavior in terms of Adab and Akhlaq. As parents and as teachers, we must work as a team to help our children learn and succeed in all aspects of life. The purpose of our discipline policy is to ensure a safe, positive learning environment, while taking into consideration the behavioral development of each child. The aim of disciplinary measures is to correct the students and help them learn from their mistakes except when the behavior of the child disrupts the learning environment, endangers other children, or jeopardizes the integrity of the school.

### **Unacceptable Behavior and its Consequences**

Misbehavior will be grouped into two categories, including minor and major offenses. The procedure and consequences for each of these may differ according to frequency and intensity, as outlined below. (Flexibility may be shown in accordance to the developmental level of the child and their understanding of the seriousness of the offense.)

#### **Minor offenses**

The following offenses will result in notification of parents (by phone call or a disciplinary action report being sent home) and other disciplinary measures including but not limited to loss of privileges, janitorial duties, detention, or in-school suspension. Any three minor offenses count as one major offense and will result in out-of-school suspension for 1-3 days.

- Leaving the classroom/assigned area: Students may not leave the classroom, or other school area without permission of the teacher.
- Breaking area rules: This includes any disruptive behavior that is inappropriate for the given area. This may include: disrupting class, talking without permission or unnecessarily, loitering in the restroom, chewing gum or eating without permission, inappropriate touching, the misbehaving during salah, etc.
- Unsafe behavior: Students may not run through the halls, throw objects, slide down the stair railings, or use excessive rough play.
- Verbal abuse: Students are expected to beautify their speech with remembrance of Allah and refrain from all foul/hurtful language. Serious or persistent verbal or written statements (including emails/notes), vulgarity, and abusive language that demeans others will not be tolerated.
- Vandalism: Breaking, causing harm or defacing school property or the property of others will not be allowed.
- Graffiti is also considered vandalism. This includes, writing/carving on desks, walls or other school property.
- Selling items at school without permission.
- Failure to complete assignments
- Bringing inappropriate materials: Unless given permission, students may not bring toys or electronic equipment to school. Unacceptable items include but are not limited to: hats, jewelry, make-up, gum, candy, video game systems/games, card games, audio players of any kind, toys, head phones. These items will be confiscated by teachers or Administration if brought to school.

\*Any confiscated items, no matter the value or who they belong to, will be kept in the office. The items will be returned to the student on the last day of school.

\*Cellular phones will not be permitted. There is a phone specifically designated to communicate with parents in case of an emergency.

## Major Offenses

The following offenses will result in notification of the parent (by phone call, disciplinary action report, or meeting with the principal) and other disciplinary measures including but not limited to loss of privileges, detention, in school suspension, out-of-school suspension, or expulsion. Any major offence will result in automatic out-of-school suspension for 3 days. The child will not be able to return to school until a meeting is held between the parents and school staff. If a student receives a third 3 day out-of-school suspension in any given school year, the result will be expulsion.

- Religious disrespect: Students may not disrespect the Quran, religious text or any aspect of Islam.
- Dishonesty: Students are expected to be honest at all times, with school staff and other students.
- Disobedience/Disrespect: Students may not refuse to obey or behave disrespectfully toward school personnel.
- Verbal assault: No student shall direct toward any person within the school or outside any language, sign, or act which shows disrespect, racism, bullying, a threat of force, and/or violence.
- Rumor spreading will not be tolerated.
- Stealing: Taking something without permission from students or staff members.
- Fighting: No student shall cause or attempt to cause any physical injury to any person. Students may not pinch, kick, punch, scratch, fight, bite, or spit at another child.
- Self-defense: A student who is attacked may use reasonable force in self-defense but only to the extent in getting free from the attack and notify school personnel. Any student who exceeds reasonable force will be disciplined for fighting even if someone else provoked them.
- Possession of inappropriate materials that may cause harm to others, including but not limited to: knives, guns, or other weapons, tobacco, alcohol, or other controlled substances. These items will be confiscated immediately by teachers or Administration if brought to school.
- The Islamic Association of Arabi has a policy that prohibits anyone (Parents and Students) associated with IAA or its subsidiaries (Masjid Yaseen, Al-Hameed Boy's Academy, Amatur Rahman Girl's Academy) to discuss any issues related to the organization and/or its subsidiaries on social media.
- IAA prohibits any such act by students or parents which reflects the institute in a negative way whether inside the institute or outside.

## Grievance and Conflict Resolution Procedure

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed in order for all parties involved to feel respected and heard, and for the conflict to be resolved in a quick and precise manner.

### For Boys Programs:

- Step 1: Parent email to schedule a conference with the teacher ([admin@masjidyaseen.org](mailto:admin@masjidyaseen.org)). Teachers cannot hold conferences with you in the classrooms when students are present, in the hallway or at functions outside of school. If you are not satisfied with the results of this meeting, proceed to step 2.
- Step 2: Contact the administrator ([admin@masjidyaseen.org](mailto:admin@masjidyaseen.org)) and schedule a conference between yourself, the teacher, and the administrator. The administrator will schedule the time and date of the conference. Please allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of the meeting, go to step 3.



- Step 3: You may not take this step unless you met with the teacher and administrator and discussed the issue with them. If not satisfied you can send a letter or an email ([masjid@masjidyaseen.org](mailto:masjid@masjidyaseen.org)) to the school board. Please include your concerns and results from the previous meetings. A school board member will respond by email or phone in 7-10 days or sooner if it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of this correspondence, proceed to step 4.
- Step 4: Request a face-to-face meeting with the school board. You may do this by sending an email to ([board@masjidyaseen.org](mailto:board@masjidyaseen.org)) or obtaining up to date emails of school board members from the school office.

For Girls Programs:

- For any conflicts or concerns, please email the following address:  
[ARGA@masjidyaseen.org](mailto:ARGA@masjidyaseen.org).

## Parental Expectations

We feel that parents are a vital tool for the learning process of their children. We expect them to:

- Adhere to the policies found in this handbook.
- Treat teachers and staff with respect and patience.
- Communicate with teachers about any changes in the home that may affect student learning.
- Have proper communication. It is an important part of your child's education. Parents must address all communication that is sent home by teachers and/or administration. Parents may be required to sign or respond to: homework updates, tests, discipline reports, etc. Please check your child's log thoroughly each evening.
- Sign logs. All Hifz children have logs. Parents are required to sign the log. Your child may be subject to discipline by the teacher if this is not done.
- Follow the Grievance and Conflict Resolution Procedure outlined in this handbook.

## Parental Consequences for Misconduct

Your child may be dismissed from the school based on parental misconduct. Misconduct is as follows:

- The parent threatens or verbally abuses any staff member or another student of IAA.
- The parent refuses to adhere to policies prescribed by the school in the Parent & Student Handbook.

## Parental Consequence For Child Abuse

- If it is confirmed that the parent has abused the child the institute will notify the proper authorities

## Student Responsibilities

At IAA, students will be expected to model the best Akhlaaq and Adab. At IAA, instead of only abiding by rules and regulations, students will take ownership in upholding responsibilities to maintain the highest standards of Akhlaaq (manners) and Adab (politeness).

Student Responsibilities in School:

Throughout the school, the following responsibilities will be observed:

- Beginning every act with Bismillah.
- Treating others as you would want to be treated. If you do not have anything nice to say, do not say anything at all. No name-calling, bullying, arguments, fighting or treating others unfairly.

- Spreading the salaam. The first one to give the greeting of “As-salaamu Alaikum” is rewarded highly. According to the Sunnah of Rasullulah (saw), it is an obligation to return the salaam.
- Doing actions in a perfect manner. The path to learning is the path to Paradise. Sabaq must be completed on time and to the best of your ability. Homework and effort are part of your grade.
- Respect parents, elders, and teachers/school staff members. Students should show an understanding that those who impart knowledge on them deserve respect.

Student responsibilities during lunch and break:

- Candy and gum are not allowed.
- No sharing of food. This is due to students that may have food allergies, or because of the possibility of having any inappropriate or doubtful ingredients in the food products.
- Refrain from certain foods if requested to do so by the IAA School Administration or the teacher.
- Students are allowed to use the microwave to heat up their lunches.
- Recite Du’aa before eating and drinking
- Sit while eating and drinking
- Chew and swallow before speaking
- Recite Du’aa when you are finished eating
- After eating, clean up your area and make sure there is no garbage on the floor or table near or around you

Student responsibilities during Salaah in school:

- Dress in neat and clean uniform, especially socks
- Have correct wudhu
- Make intention for Salaah
- Good behavior
- Recite Du’aa together after Salaah for the sake of reward
- Dismiss in an orderly, quiet fashion with teacher

(Refer to the Uniform Policy and the Student Code of Conduct for consequences of not following the above responsibilities)

## **Middle School Level Students**

As students of these grade levels, there will be greater expectations placed upon them in terms of Akhlaaq (manners) and Adab (politeness).

Transition to adulthood

- This progression to middle school will be one of growth, development, and change for your child as well as you, the parent. Parents must be prepared to help their children transition from childhood to young adulthood
- Your children, our students, will be going through many physical, emotional and spiritual changes. Please discuss any concerns that may come up during the school year with the teachers and administration. We need to develop a strong partnership and open communication.
- IAA staff, parents and students will rely on the Qur’an and Sunnah to help guide our children into Allah conscious, educated and responsible young adults, Insha’Allah.

## Hygiene

As students become teenagers, their hygiene becomes more significant. Parents should make sure that their children:

- Take regular showers
- Wear deodorant
- Wash their clothes regularly, especially after physical activity
- Wear clean socks
- Make proper wudhu
- Maintain wudhu throughout the day
- Wear clothing that fits them modestly

(Please refer to the Hygiene and Uniform Policy for more details)

### **Withdrawal Policy:**

- Fill out a Withdrawal Notice form (paper available at the Front Desk or the Office of Enrollment)  
OR provide a written notice to the Office of Enrollment (by email, or paper)
- Meet with the Enrollment Administrator for an exit interview. (Note: The meeting can be over the phone or in person).
- Meet with the Financial Administrator for any outstanding balance and payment (if needed). (Note: The meeting can be over the phone or in person).
- If a student seeks re-admission with our institute he/she must re-apply. If there is a waiting list the student will be placed in the bottom of the list.

I HAVE READ AND WILL ENSURE FOLLOWING THE ABOVE GUIDELINES AND RULES METICULOUSLY.

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Parent Signature