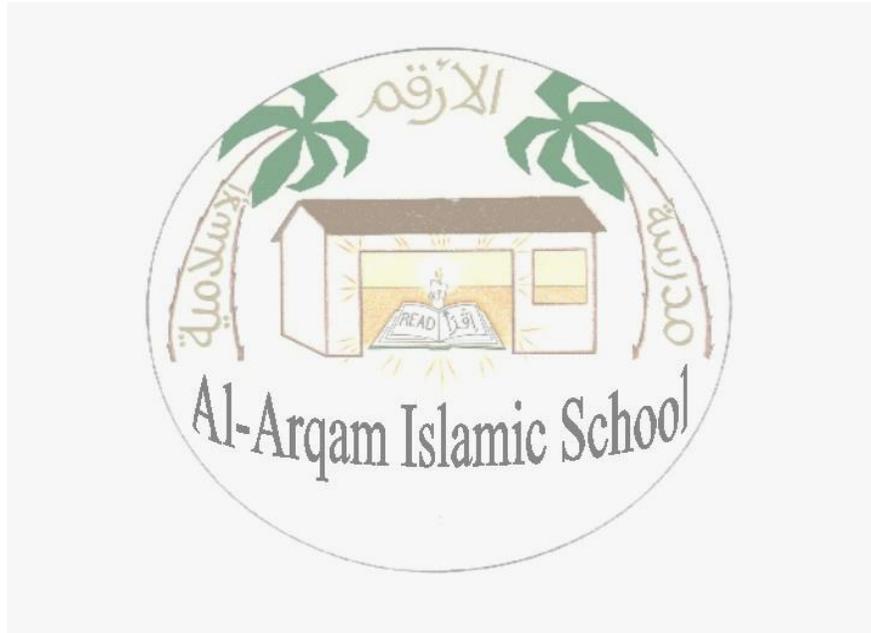


# **Al-Arqam Islamic School & College Preparatory**



## **PARENT -STUDENT HANDBOOK 2016-2017**

**6990 65<sup>th</sup> St., Sacramento, CA.**

**EXPECTED SCHOOLWIDE STUDENT LEARNING GOALS (ESLRs)**

<b>(ESLR 1)</b>
<i>"Let there be a community among you who call to the good, enjoin the right, and forbid the wrong. They are the ones who will have success." Qur'an [3:104]</i>
<b>Al-Arqam Islamic School students will live Islam as a way of life demonstrated by:</b>
<ul style="list-style-type: none"> <li>● Complete submission to the Will of Allah;</li> <li>● Rich knowledge of Qur'an and Sunnah;</li> <li>● Knowledge of Islamic history and pride in Muslims' contributions to civilization;</li> <li>● Daily implementation of Islamic teachings;</li> <li>● Positively representing Islam to the larger community;</li> <li>● High moral character exemplified by modesty in dress and behavior, courteous speech and respectful listening, guided by love and reverence for the Prophet Muhammad (pbuh), as our ultimate role model, and awareness of his behaviors and ethics, as documented in the Seerah and Hadith;</li> <li>● Ability to easily distinguish between Halal and Haram;</li> <li>● Ability to evaluate real-life moral and ethical issues against the criteria of Islamic values and principles;</li> <li>● Commitment to hard work as a means of gaining Allah's pleasure.</li> </ul>
<b>(ESLR 2)</b>
<i>"Say, 'Are those who know equal to those who do not know?'" Qur'an [39:9]</i>
<i>"Oh Lord, increase my knowledge." Quran [20:114]</i>
<b>Al-Arqam Islamic School Students will be high academic achievers and life-long learners who demonstrate:</b>
<ul style="list-style-type: none"> <li>● Disciplined study habits;</li> <li>● Ability to solve complex, academic and real-life problems, using a variety of strategies;</li> <li>● A well-rounded knowledge base in many disciplines, and recognition of inter-disciplinary connections, and the relevance of each discipline to the student's life;</li> <li>● A passion for learning and discovering the miraculous sophistication of Allah's creation through the study of all branches of knowledge;</li> <li>● Ability to think critically and discuss issues from a global perspective;</li> <li>● Ability to access and research primary and secondary sources of information for in-depth understanding of people, events and issues;</li> <li>● Proficient use of technology to responsibly gather, interact with, and integrate information, to facilitate the achievement of learning objectives;</li> <li>● Personal qualities and academic skills to facilitate a smooth transition to, and success in universities, and enable them to function and compete in professional environments;</li> <li>● Understanding that seeking academic and religious knowledge is a life-long endeavor.</li> </ul>
<b>(ESLR 3)</b>
<i>(Moses) said: "O my Lord! Expand my chest, ease my affairs, and remove the knot from my tongue, so they may understand my speech." Quran [20:25-28]</i>
<b>Al-Arqam Islamic School students will be highly-effective communicators who:</b>
<ul style="list-style-type: none"> <li>● Speak and write articulately, with clarity and sophistication;</li> <li>● Listen reflectively and critically;</li> <li>● Articulate the essential elements of our Islamic beliefs and traditions to other faith groups;</li> <li>● Read, write and converse fluently in Arabic, and understand the language in order to achieve a greater awareness of the Holy Qur'an.</li> </ul>
<b>(ESLR 4)</b>
<i>"O mankind! We created you from a single (pair) of a male and a female, and made you into nations and tribes, that ye may know each other (not that ye may despise (each other)). Verily the most honored of you in the sight of Allah is (he who is) the most righteous of you." Quran [49:13]</i>
<i>The best among people are those who are most beneficial to them. (Hadith)</i>
<b>Al-Arqam Islamic School students will be active, responsible contributors to the Muslim, local, national and global communities who:</b>
<ul style="list-style-type: none"> <li>● Sense their individual responsibility to make positive, ongoing contributions of their time and talents for the sake of preserving and improving our environment, situation, and the quality of life in their families and communities;</li> <li>● Understand the interconnectedness of nations, faiths and languages, recalling the contributions of each to civilization;</li> <li>● Demonstrate polite and confident social skills;</li> <li>● Demonstrate knowledge and respect for other viewpoints, recognizing merits in each.</li> </ul>
<b>(ESLR 5)</b>
<i>"The strong believer is better than the weak believer, and there is goodness in each." (Hadith)</i>
<i>"Indeed, your body has a right over you." (Hadith)</i>
<b>Al-Arqam Islamic School students will respect and honor themselves as spiritual and physical beings by:</b>
<ul style="list-style-type: none"> <li>● Understanding the importance of physical fitness, good nutrition and hygiene to maintain a strong mind and body and to further fulfill our obligations toward our Creator;</li> <li>● Adhering to Islamic code for modest attire and character (Haya');</li> <li>● Being disciplined and steadfast in performing obligatory and supererogatory acts of worship, such as prayers and fasts, with strong faith in the spiritual and physical benefits of each.</li> </ul>

## **PART I: GENERAL INFORMATION**

### **1. Introduction**

Dear Parents and Students,

It is our pleasure to welcome you to Al-Arqam Islamic School and College Preparatory (AIS/ACP). We at AIS/ACP are dedicated to providing your children with the best possible education in an Islamic environment. Your support of our policies and adherence to our procedures ensure the smooth and effective operation of the school. The cooperation of school and home is one of our major foundations because it is an integral part of the success of your child.

The content of this handbook includes rules and procedures for our students and parents. Please read it thoroughly, review it with your child, and use it as a reference throughout the year. Since the handbook is now an official document, please sign the Acknowledgement Statement that confirms that you received and read this document and acknowledged the responsibilities outlined herein. The Acknowledgement Statement must be submitted to the school office. Please utilize the school calendar which serves as a source of information regarding all minimum days, breaks, and teacher-in-service days. The School reserves the right to make changes or amend any policies and procedures outlined in this Handbook from time to time.

### **2. Mission Statement and ESLRs**

*Our goal is to provide a nurturing and stimulating environment where the students will attain both a strong Muslim identity (according to Qur'an and Sunnah) and solid academic skills, which will enable them to become successful adults living to please Allah (SWT).*

Parents, please take some time to read and understand the AIS/ACP mission and ESLRs. These documents are the guiding principles on which AIS/ACP policies and procedures are created and implemented. These principles shall be integrated into many facets of a student's learning experience, including classroom activities, outside play, after school programs, and school-wide events and projects.

#### **Al-Arqam College Preparatory Mission Statement**

Al-Arqam College Preparatory School is committed to providing an educational environment that inspires its young men and women to strive for academic, personal and spiritual excellence. ACP nurtures in students the skills and talents necessary to make positive contributions to global society by offering a comprehensive curriculum that promotes Islam as a way of life, and develops students' ability to think critically, creatively, communicate effectively. In a diverse and dynamic community, students are challenged and empowered to learn with passion, serve with kindness, and lead with integrity.

### **3. Parents Visiting the School**

Al-Arqam Islamic School welcomes parental visits. Visits with administration should not exceed 30 minutes. Classroom observations are limited to a single instructional period, with

prior approval by Principal and or Vice Principal one week in advance. Please call the school one week in advance to schedule an appointment. When you arrive, please visit the school office to obtain a visitor's pass, which must be worn during your visit. You will then be directed to your appointment location. No parent is allowed to enter the classroom without a prior appointment and a visitor pass. Siblings will not be allowed during class visits.

#### **4. Dress Code**

The AIS/ACP dress code is designed to encourage Islamic grooming, hygiene, modesty, equality and to focus on academics. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. School uniforms are required, and students are *expected* to be in uniform every day. Students who do not adhere to proper uniform code WILL NOT be allowed to enter class. Parents must drop off uniform in order to allow students into the classroom. Disciplinary actions may be taken against students who repeatedly fail to adhere to the school's Uniform Policy.

**NOTE: All students (Boys/Girls) in grades K-12th MUST be in AIS/ACP uniform on Friday's. Students can no longer wear "Dress Up For Friday" articles of clothing.**

##### **4.1 Girls' Uniform – (Grades K-4)**

The standard girls' dress at Al-Arqam Islamic School will be a navy blue jumper-style uniform, navy blue pants (or navy blue tights for KG-3<sup>rd</sup> girls only), and a long-sleeve plain white uniform shirt. An official AIS navy blue cardigan is the only sweater allowed. Girls are also required to wear an Islamic headpiece (hijab) in plain white. **No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words) are to be worn on school grounds.**

##### **4.2 Girls' Uniform – (Grades 5-8)**

Girls from grades 5-8 must wear the Al-Arqam approved loose navy blue two-piece abaya (Long loose top and pants) available for purchase at the school. Girls are also required to wear an Islamic headpiece (hijab) in plain white, which is available for purchase at school. Girls are also required to wear an Islamic headpiece (hijab) in plain white. The Hijab MUST be held by safety-pin underneath the neck and wrapped around the head securely without exposing the forehead/frontal hair, back and sides' hair. AIS navy blue cardigan is the only sweater allowed. **No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words) are to be worn on school grounds.**

##### **4.3 Girls' Uniform – (Grades 9-12)**

Girls from grades 9-12 must wear the Al-Arqam approved loose black two-piece abaya (Long loose top and pants) available for purchase at the school. An official AIS burgundy cardigan is the only sweater allowed. Girls are also required to wear an Islamic headpiece (hijab) in plain white. The Hijab MUST be held by safety-pin underneath the neck and wrapped around the head securely without exposing the forehead hair, back hair and sides.

ACP maroon cardigan is the only sweater allowed. **No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed. \*Pants worn under abayah must be loose fitting, and solid black.**

##### **4.4 Boys' Uniform (Grades KG- 8)**

The boys' uniform consists of navy blue slacks, an official AIS white shirt with the Al-Arqam Logo. Navy blue cardigans or pullover vests are the only sweaters allowed. Uniform pants are

available in the student sections of most department stores. Boys may wear a kufi or taqiyyah on their heads. No baseball caps, fad caps, dreadlocks, ponytails, spiky hair or Mohawk haircuts/styles are allowed. **No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed.**

#### **4.5 Boys' Uniform (Grades 9-12)**

The boys' uniform consists of black and gray relaxed, loose fitting slacks, an official AIS shirt with the Al-Arqam Logo. The AIS gray pullover cardigan is the only sweater allowed. Boys may wear a kufi or taqiyyah on their heads. No baseball caps, fad caps, headbands, dreadlocks, ponytails, spiky hair or Mohawk haircuts/styles are allowed. **No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed.**

Uniforms can be purchased at True Grits, AIS School Code: AAS301-[www.truegrits.com](http://www.truegrits.com)  
9912 Business Park Dr. #165  
Rancho Cordova, CA, 95670  
Phone Number: (916) 344-9510

#### **4.6 Shoes**

No boots, Wheelies/Heelies, high heels, slippers, sandals, flip flops or any open toe shoes are permitted. All shoes worn should have rubber soles for safety and physical activities.

#### **4.7 Grooming Guidelines**

Uniforms are to be cleaned and mended. Hair is to be clean and combed. Scarves are to be clean and worn neatly. Fingernails are to be trimmed short and clean. Makeup and nail polish (Inglot, breathable nail polish) are not allowed. Excessive use of jewelry is not encouraged. Jewelry may not be worn if piercing is visible or exposed. Any form of facial ring is not permitted on school grounds.

#### **4.8 Backpacks/Lunch boxes**

No princess or superhero notebooks, backpacks and lunch boxes. No inappropriate logos and inappropriate brand names allowed.

#### **4.9 Dress Code Violations**

##### ***Lower Grades (K-4):***

1<sup>st</sup> Notice: Note to parent - warning

2<sup>nd</sup> Notice: Note to parent and/or email, phone call

3<sup>rd</sup> Notice: Referred to Administration (Follow up with parents by Note to parents and/or phone call, meeting as needed).

##### ***Upper Grades (5-12):***

1<sup>st</sup> Notice: Verbal Warning to student and parents will be notified via TeacherEase.

(Confiscation of article of clothing that does not conform to AIS/ACP Uniform Code, student can pick up their clothing after school)

2<sup>nd</sup> Notice: Uniform Infraction and lunch detention

3<sup>rd</sup> Notice: Referred to Administration and student will be given uniform infraction (Parents will be notified via TeacherEase, phone, or note sent home).

#### 4.10 Dress Code During Extracurricular Activities (field trips, etc.)

All students must dress in uniform during school-organized field trips and activities, including those that take place outside school hours unless express permission and notice is provided by the Administration.

#### 4.11 Parents and Visitors

We ask that parents and visitors respect the Islamic dress code and urge them to dress modestly when coming into the school building or playground area, and while attending school-related functions, field trips, etc. Parents who volunteer for any school activities will be required to abide by the AIS/ACP dress code policies.

#### 5. Daily Schedule

Regular Day, Monday thru Thursday	7:45 a.m.to 3:15 p.m.
Friday (K-4th grade)	7:45 a.m. to 1:00 p.m.
Friday Dismissal (5 <sup>th</sup> -12th)	After Salah-ul-Jumah
Minimum Day	7:45 a.m. to 12:00 noon

#### 6. Procedures for Drop Off & Pick up:

AIS/ACP is not liable for any students who are on campus before 7:45 am and after 3:30 pm.

Parents must always drop off their children in front of the school building.

Students should be picked up **promptly** at 3:15 p.m.

##### 6.1.1 Morning Drop-off promptly at 7:45am, Monday-Friday

- Step 1- Beginning **August 15th, 2016** parents will enter the first gate near the shopping center (Red Sea) and exit the south gate (Sheriff's Dept.).
- Step 2- Parents will follow the cones and drop off their children at the curb.
- Step 3- Elementary and middle school students will report to the assembly area in the Masjid lobby and await morning assembly.
- High school students will report to the school cafeteria for girls and room Y for boys and await morning assembly.

##### 6.1.2 Afternoon Pick-up promptly at 3:15pm, Monday-Thursday

- Students grades KG-5th must be picked up at the assembly area in the Masjid lobby **ALL** times. **NO EXCEPTIONS.**
- Male and female students grade 6th-12th must be waiting in their designated areas. Male students must wait in front of the men's entrance to the Masjid (eastern side). Female students must wait by the south side of the building (sheriff's dept.).

##### 6.1.3 Friday Dismissal Time

- KG-4th promptly at 1:00 pm from the assembly area in the Masjid lobby. Parents wishing to observe Friday prayer must keep their child(ren) with them during the entire prayer time. AIS is not liable for any students.
- Students grades 5th-12th **MUST** attend Salat-ul-Jumu'ah and will be dismissed following salah. Parents are encouraged to make prior meeting arrangements with their child(ren).

#### **6.1.4 Late Pick-Up Fee**

For the safety and security of your child, please inform the front office desk if you are going to be late picking up your child. Late fees will apply. After 3:30 pm, students who remain on the school grounds are escorted to the school office.

Parents will be charged **\$10 per 10 minutes** for pick-up after 3:30 p.m. There will be no exceptions for students who are left waiting for their parents.

#### **6.1.5 After-School Clubs/Late Pick-up Fee**

If your child participates in an after-school activity, he/she must be picked up at the scheduled time.

Late arrival will result in club leader escorting the child to the office. Parents must make accommodations for siblings. Parents will be charged **\$10 per 10 minutes** for pick-up after the club time has ended. There will be no exceptions for students who are left waiting for their parents.

### **6.2 General Guidelines**

- Be patient and expect to spend about 10-15 minutes, especially during pick-up time.
- Respect the school speed limit of **5 MPH**
- No parking is permitted in the drop-off/pick-up zone (beyond the gate).
- Drivers are to remain inside their vehicle at all times and to pay full attention to the directions of school personnel (no cell phone use, please).
- Parents may wait for their students in the assembly area but cannot pick them up from class or occupy the main hallway from 3:00 to 3:30 pm.
- Students are not allowed in the playground area during dismissal.
- Students who have clubs need to stay in the dismissal area until 3:30 pm. Parents do not need to accompany their child to the club.
- Students in all grades must be supervised by an adult if left in the building after 3:30 pm.
- Please note that teachers are supervising their students during drop-off and pick-up and hence are not available for conversation.
- For safety purposes, we strongly discourage parents from socializing in the parking lot during morning drop-off and/or afternoon pick-ups. With the cooperation of faculty, staff and our parents, we will continue to work on improving our safety procedures from the beginning to the end of the school year.

## **7. Attendance Regulations**

### **Facts about attendance**

- California law requires all children ages 6 to 18 attend school regularly.
- A truant is any student who is absent from school three times in the same school year without a valid excuse according to the California Education Code.
- Studies demonstrate students who are absent two or more days each school month struggle more academically than their classmates.
- Chronic absenteeism is associated with dropping out of school.
- Missing too much school can affect a student's ability to learn key socialization concepts.

- Absenteeism often leads to students falling behind in school.
- Students who are often absent require more individual attention from teachers.

\*\*\*Permission of Elk Grove Unified School District

### **Leaving School at Lunch Time**

Al-Arqam Islamic School & College Preparatory has established a closed campus policy. Students may not leave campus at any time during the school day. This is to protect your student's health, safety, and welfare and maintain the security of the campus. We ask that you do not request permission for your student to leave campus during the school day for lunch.

\*\*\*Permission of Elk Grove Unified School District

### **7.1 Absences**

Teachers will report the student's absences by 8:45 a.m. If your child is absent, please call the school before 9:00 a.m. When returning to school, the child must have a written note signed by the parent explaining the absence. Make up work is the student's responsibility and is expected to be completed and returned. The student will have the same number of days absent to complete the work.

### **7.2 Tardy Violation**

Students should arrive at school by 7:45 a.m. every morning. Tardiness causes students to miss morning assembly and parts of class lessons. Tardy students also disturb their class when they walk in late.

In California, a student is **truant** if he/she is absent or tardy by more than 30 minutes without a valid excuse on 3 occasions in a school year.

A student is **habitual truant** if he/she is absent without a valid excuse for 5 days during a school year.

\*"In School On Track 2015" Ca. Report

### **7.3 Excessive Tardiness and Absences**

**“Chronic Truancy Law: Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291.”**

**According to the Chronic Truancy Law, AIS/ACP is required to report excessive tardiness and absences to the local and/or county SARB (School Attendance Review Board). SARB will then proceed with the truancy legal requirement and intervention strategies described in the following link <https://oag.ca.gov/truancy/2013/ch6>.**

### **7.4 Excused vs. Unexcused Absences**

#### **Excused**

- Illness (only with physician note)
- Due to quarantine under the direction of a county or city health officer.
- Emergency Medical appointments
- Family emergencies
- Funeral

## Unexcused

- Oversleeping
- Carpool
- Weather, traffic
- Vacations/trips
- Non-school related activities
- Staying home to study or complete assignments
- Ditch day- AIS/ACP do not recognize nor condone such an event.

**Lower grades and Middle School:** Students will receive an **“Incomplete”** and a possibility of retention due to excessive tardiness and/or absences that **exceeds 35% per semester.**

**High School:** Students will receive an **“Incomplete”** for not meeting the full course graduation requirements, and may face the possibility of retention due to excessive tardiness and/or **absences that exceeds 35% per semester.** Students **MUST RE-TAKE** the course at a community college to fulfill all course requirements.

\*\*\*Extended leave during the school year; medical notes needed when students are sick.

## 8. Food Service

To nurture healthy habits in our students, AIS/ACP encourages parents to send healthy foods for snack, lunch and for school gatherings. Fresh foods, with minimal sugar, are recommended.

- The following are examples of healthy snacks: Cheese, Crackers, Fruit (grapes, strawberries, cut apples, cut oranges), baby carrots, Sliced cucumbers, Apple sauce, Yogurt.
- For your child's health and well-being due to the effect of these food products on the physical, brain development the following foods should not be brought to school campus during school hours: coffees, tea, Frappuccino, energy drinks, soda, candies, and gum.
- There is **NO Microwave** available for **student use**; therefore, do not send lunches that need to be heated for consumption, ex: Cup of Noodles, frozen lunch, etc.

## 9. Health & Illness

### 9.1 Emergency Information Forms

Parents are required to fill out the student emergency information forms for each child enrolled in the school. Please note that no student is allowed to attend school without a completed emergency information form on file before the first day of school.

### 9.2 Illness

For the protection of the child and other students, parents should not send their child to school if he/she shows any of the following symptoms.

- High Fever
- Pink Eye(s)

Nausea or Vomiting  
Evidence of a communicable disease  
Severe headache and/or stomach ache  
Spasm or convulsions  
Any severe accident including cuts or bleeding  
Persistent cough  
Rashes  
Hand-Foot-Mouth Disease

Center for Disease Control (CDC) recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100°F, 37.8°C), or signs of a fever without the use of fever-reducing medications.

Should any student develop any of these symptoms during school hours, parents will be notified and they need to make arrangements to pick up their child as soon as possible. In some cases, a student will not be allowed to return to school unless the student presents a written medical report from his/her doctor stating that it is permissible for him/her to go back to school.

### **9.3 Medication**

Parents should fill out a medical authorization if their child is to take a prescribed medicine at school. Information about the medicine should be submitted along with the medical authorization form. AIS/ACP is not responsible for any medicine taken by a student without the knowledge of the school staff. This form is available at the front desk.

### **9.4 Exemptions from School Activities**

Students exempt from physical education (PE) or other school activities must provide a written authorization from the child's doctor.

### **9.5 Contagious Conditions**

Parents should report all contagious conditions to their child's teacher and the school front office desk.

### **9.6 Head Lice**

After researching No-Nit and No-Lice policies, AIS administration decided to follow the recommendation from the National Pediculosis Association, which states "The No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school." We opted for this policy to be more proactive in looking for the wellbeing of the entire student body. We believe the school and home need to work together for early detection and efficient solutions before spreading occurs. Based on this policy:

- As prevention and for early detection, the school encourages parents to check their children for lice before sending them back to school after long breaks and out-of-country vacations.
- The school will conduct periodic checks after the Winter Break and the Spring Break.
- Also students who return from out-of-country vacation will be checked.
- Students cannot attend school if they have head lice and/or nits in their hair.
- Once detected, parents will be called and encouraged to pick students up as soon as possible. Parents need to treat or have the students treated before students can come back

to school. Parents must bring students to the front office to be privately checked first. Their hair must be completely free of lice and nits before being allowed back in the classroom.

- Notices will be sent to students in the same grade level to advise other parents to check their children.

## **10. Child Abuse & Neglect**

All professionals who deal with children are mandated by state law to report suspected child abuse victims. Educators are often in the position to recognize maltreatment, and as professional educators, we intend to report suspected physical, sexual and emotional abuse or neglect to the proper authorities. The reporting party will contact Child Protective Services who will determine the child's needs at the time and will communicate those needs to the parents directly. We have a common responsibility to prevent these tragedies and to provide our young people with the opportunity for happy and healthy lives. As professional educators at Al-Arqam Islamic School, we intend to report suspected physical, sexual and emotional abuse to the proper authorities.

All teachers and school staff are mandated by state law to report suspected child abuse and neglect. Failure to reports suspected abuse may lead to both criminal and civil liability against staff. In addition, educators who fail to report may also risk loss of their license or credential (Ed. Code, 44421). School personnel will notify the principal of any suspected indicators of child abuse or neglect. The reporting party will contact Child Protective Services (CPS) who will investigate and determine the child's needs at the time. When appropriate, CPS may recommend services such as counseling or education.

## **11. Prohibited Materials (Before, During, and After School)**

Students are not allowed to bring the following items to school unless a teacher has requested them and the student brings with them a permission note signed by the parents.

### **The following items are allowed with prior permission:**

DVD Player    Photo camera/camcorder    Candy  
CD player    Hockey stick  
Laptop

### **The following items are never allowed:**

Video games                      Inappropriate pictures  
Water balloons                  Laser pointers  
Music CD's                      Chewing gum                      Toys  
Computer games                Roller blades                      Skateboards  
Ipods/MP3 players              Scooters                              Water guns  
Musical instruments          Heelies/Wheelies  
Pokémon and other trading/game cards  
Playing cards  
Firecrackers and poppers  
**Make-up, perfume, nail polish**  
Weapons,  
Illegal and Controlled Substances (i.e. Drugs, medications)

DVDs

Weapons or toys that look like weapons

## **12. Academic Programs**

The curriculum taught at AIS/ACP includes:

**Arabic:** Reading, writing, vocabulary, and basic grammar.

**Quran:** Memorization, reading, and some tafseer.

**Islamic Studies:** Seerah & Islamic history, Aqidah & Ibadat, and Islamic manners.

**Language Arts:** Literature, reading, language, spelling, listening, and writing.

**Math:** Concepts, operational skills, and problem solving.

**Science:** Biological, physical, and health.

**Social Studies:** History, geography, cultures, civilizations, and government.

### **Physical Education**

### **Technology**

### **Art**

**Theory of Knowledge: 11<sup>th</sup> and 12<sup>th</sup> grades only**

### **12.1 Homework**

Homework is comprised of activities in which a student engages away from the school while also having a correlation to schoolwork and learning. Research shows that students can learn more when they actively engage in a variety of homework activities. We do encourage parents to become involved in their child's education by discussing with him/her homework assignments.

Homework can be assigned for any or all of the following purposes:

- To enrich and extend school experiences through home activities.
- To provide essential practice in needed skills.
- To develop good study habits, which lead to increased independence by the student, budgeting of time, self-direction, responsibility and initiative.

We often think of homework as involving pencil and paper type tasks, but homework may also include activities such as:

- Practice assignments to reinforce a recently taught skill
- Continuation of work begun in class
- Reading orally to parents
- Collection and preparation of exhibits
- Writing stories and reports
- Studying for tests
- Creative art activities
- Science projects
- Practicing math facts
- Conducting an interview
- Recreational/pleasure reading
- Rehearsing a speech that is to be given in class

- Reading to gather information for a written report
- Watching and evaluating assigned television programs
- Comparing the cost of a list of items found in various stores
- Visiting a museum, library, art gallery or zoo
- Writing an article for the school newsletter

### **13. Communication**

**13.1 Civility Policy** - Parents and Guardians of AIS/ACP acknowledge and agree that the opportunity to attend is conditional at all times upon both the student and all other members of the family honoring the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school’s student handbook.

If an employee, student, or parent/guardian is unable to maintain the “Civility Policy”, the following may occur:

1. AIS/ACP reserves the right to dismiss a student, parent and/or employee whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.
2. AIS/ACP also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.
3. AIS/ACP also reserves the right to dismiss any student, parent and/or employee who knowingly goes against any of the school’s published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including social networking sites.

**13.2 Email Distribution Lists** – Every family will be included in the general school email distribution list and their child’s class distribution list. These lists are a one-way communication from school to parents. They are not intended to be discussion forums.

### **13.3 Communication from School**

The following methods are utilized to keep parents informed of how their children are progressing in school: (Please refer to the AIS/ACP Calendar for specific dates)

- The school website ([www.alarqamislamicsschool.org](http://www.alarqamislamicsschool.org)) contains important information for parents.

We encourage parents to check it regularly for posting of current events.

- Folders from lower grade teachers are sent home weekly or every other week.
- Six-week progress reports are sent to parents.
- Report cards are issued at the end of each semester.
- Parent-teacher conferences are held at the end of each semester.
- Parents are encouraged to have open communication with teachers by appointment. To set an appointment with a teacher, call (916) 391-3333 or send an email to the teacher.

### **13.4 Student Information System – Teacher Ease**

We have adopted the Teacher Ease Student Information System in our school and teachers use the following features: daily attendance, reporting grades, and parent communication. Parents have access to the following information through their personal account, via the parent portal, which they must create upon reception of their code from the school:

- School announcements
- Report cards
- Attendance Records
- Student schedules
- Household Information
- Emergency Contact

### **13.5 Back-to-School Night**

This is a special event for parents to visit their child's class and meet his/her teachers to get a better idea of how the school year will progress in the classroom. There are usually 2 nights: one for KG-8 (one hour) and another night for grades 9-12. These take place during the month of September.

### **13.6 Parent-Teacher Conferences**

Two conferences are planned in the school year at the end of each semester. Other conferences shall be held if any of the following circumstances arise:

1. The student is not maintaining passing grades or achieving the expected level of performance.
2. In case of any disciplinary concerns,
3. Other cases in which the teacher considers it necessary.

### **13.7 Use of the School Phone and Cell Phones**

Students may use the school's telephone, only in case of an emergency. In the event a parent calls the school to relay a message to his/her child, they should expect to leave a message with the receptionist to be delivered to the child. Please try to limit phone calls to emergency situations only.

Students may have a cell phone and must keep it off during school hours (7:45-3:15 pm). They may use them **only after** school to contact parents. Parents/Guardians should not contact their child's cellular phone during school hours; **students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.**

From the moment a student arrives on school to the time that the student leaves the school, the power of the electronic device must be turned off and all devices (other than the items that are allowed with prior permission) are to be out of sight. The duration of the non-permitted use includes before school on school grounds, instructional time, passing periods, lunch time, and tutoring. At no time, shall the educational program or school activity be interrupted.

The use of these devices or their ringing/vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.

If cell phones are detected in class by sight or sound (ring or vibrate mode), they will be confiscated and returned only to parent.

1<sup>st</sup> notice: cell phone is returned to parent (s) at the end of the school day

2<sup>nd</sup> notice: cell phone is returned to parent after 1 week

3<sup>rd</sup> or more notice: cell phone is returned to parent after 2 weeks.

**\* AIS/ACP is not responsible for lost, stolen, or damaged phones.**

## **14. General Information**

### **14.1 Lost and Found**

Lost articles, clothes and personal items may be claimed in the cafeteria. Valuables can be claimed in the office. To avoid losing personal belongings, have your child's name marked inside all belongings, including clothing, book bags, lunch boxes, etc.

### **14.2 Leaving School during the School Day**

During the school day, no student is permitted to leave the school grounds without being signed out by a parent, legal guardian or authorized emergency contact at the school office.

### **14.3 Volunteer Program**

The AIS/ACP Volunteer Program was implemented as a means of providing parental support for activities which enrich the school experience for our students. This program is in need of active parent volunteers who are eager to support their children's learning. Many of our programs and activities simply cannot continue without dependable volunteer support. Additionally, we want parents to be actively involved at school as effective partners in supporting the development of our students.

#### **Procedure**

Parents are required to perform a minimum of 4 hours of volunteer work for the school each month. Parents who choose not to or are unable to volunteer, are responsible for paying \$40 per month in lieu of the volunteer service. Details on the kinds of volunteer work available will be provided after school starts. Remember to sign in and get your visitor's pass when you come to volunteer. Parents volunteering on-campus, may NOT bring small children or infants, as they are a disruption to classes and staff at work. (Alternate volunteer tasks will be provided which may be fulfilled from home.)

Please remember that your participation is an important part of your child's development. Although you can satisfy your 4 hours a month by paying the volunteer fee, we prefer to see all of our parents involved in the school community. The purpose of this program is to encourage parental involvement and to enhance the learning environment for our students.

### **14.4 Finances**

1. Full payment of fees is required for the acceptance of students. In addition to the tuition, the following fees will apply:
  - a. Non-refundable application and registration fee of \$70 for all new applicants, and Annual activity fee of \$35.00.

- b. Books and student material (\$100 to \$300) depending on grade level.
- c. Other incidental fees during the school year for special in-class activities or field trips, as required.
  - 1. Failure to maintain timely payments may result in dismissal of students from Al-Arqam Islamic School & College Preparatory and/or holding student record.
  - 1. Tuition is due monthly to facilitate payment. However, the full yearly amount is due even if school is in session for a portion of the month.
  - 1. AIS/ACP reserves the right to dismiss any student for whom we determine we cannot meet his/her individual financial needs.

#### **14.5 Safety on Campus**

The safety of all students and staff is extremely important. We have been in the same building since 1998, and Alhamdulillah, we have always been safe. In addition, our school is in a busy area with close access to police and emergency response personnel.

Daily security measures at AIS/ACP include:

All students are supervised at all times and in all areas of the school (classroom, playground, cafeteria and the Masjid) by adults who carry cell phones and can immediately report anyone who doesn't belong on the premises.

The main entrance of the school is under constant supervision by the administration. All visitors and volunteers must sign in at the front office in the lobby and wear a nametag. If staff members do not see a visitor sticker, they are instructed to send individuals to the front desk and/or to notify the front office.

#### **14.6 Emergency Drills**

Students and staff participate in a series of drills every year: Fire Drill, Earthquake Drill, and Lockdown Drill. Below is a brief description of each Emergency Drill.

**Fire Drill:** Fire evacuation procedures are used to clear the building of all children and adults as quickly as possible. The priority is safe, quick and efficient dismissal of all individuals located inside the building.

**Earthquake Drill:** Earthquake procedures are used to ensure the safety of all students in the event of an earthquake. Protective measures must be taken before, during and following an earthquake. All staff and students are informed of the Duck, Cover and Hold procedures. In October, AIS/ACP staff and students will be among 9.4 million participants in the Great California Shakeout to simultaneously practice 'Drop, Cover, and Hold-on' earthquake drill routine. To learn more about this annual event log on to [www.shakeout.org](http://www.shakeout.org).

**Lockdown Drill:** A Lock Down drill helps to secure the school building and prevents any intruder from entering the building. The purpose of this drill is to keep students safe from any possible danger outside and in the vicinity of the school. Once a year we will have a lockdown drill under the supervision of members of the Sacramento Sheriff's Department.

#### **14.7 Classroom Celebrations and Treats**

Classroom celebrations and treats must be pre-approved by the homeroom teacher and/or AIS/ACP Administration. Parents wishing to bring treats for any occasion, are expected to follow the guidelines below:

- Parents must inform teachers, at least, one day before they wish to bring in a treat.

- Treats must be:
  - Nut- Free Food Items
  - Limit high sugar food content
  - Wrapped individually for easy distribution.
  - Dropped off with the front office who will give them to the last period teacher.
  - Distributed by the last period teacher during dismissal so students can take home.

### **14.8 Birthdays**

Students are not allowed to celebrate birthdays on school premises. Students are not allowed to bring treats to share with the class, nor gifts or invitations for friends.

### **14.9 Graduation Events**

*General Information:* Events including Kindergarten graduation and 8<sup>th</sup> Grade Promotion are arranged by staff and parents and must be approved by administration. Senior Graduation is an official school function, initiated, scheduled and organized by the AIS/ACP administration and staff. Expenses for these events, including venue/equipment rentals, decorations, awards and food items are budgeted by the school, and are subsidized by required student fees.

The class teacher/homeroom advisor is the central point of communication for all school-sponsored graduation activities. Parents may be recruited and are encouraged to volunteer to assist with a variety of tasks listed and announced by the teacher. It is important for the tradition and general uniformity of graduation events for each class, from year-to-year, that parents check with the teacher coordinator, to ensure that volunteer tasks are fulfilled in accordance with the framework and details approved by the school Administration.

*Senior Trip:* The school does not sponsor, and is NOT responsible for any of the arrangements (including transportation and chaperoning) for the trip traditionally taken by senior graduates. This trip is the sole responsibility of the graduates' parents.

*After Parties:* Celebrations following school-sponsored graduation/promotion ceremonies are traditionally hosted by individual parents, often at the family residence (male and female students separate). These private events are not in any way, initiated or organized by the Al-Arqam administration or staff. The School does not accept responsibility, nor offer any endorsement for the details of the event venue (s), attendance, or for any activities that take place during these events.

## **PART II DISCIPLINE POLICY & PROCEDURES**

### **15.1 Philosophy and Purpose**

The philosophy of AIS/ACP is to foster a learning environment that reinforces Islamic manners and noble qualities of mind and character. To maintain an environment conducive to attaining the highest quality of education, the following disciplinary policies and procedures were developed to address any behavioral concerns and rule violations in a fair, uniform, and consistent manner. In order to provide a safe, caring, and orderly environment, AIS/ACP expects civility from ALL who engage in school activities. Mutual respect, professionalism, and

common courtesy are essential qualities that all need to be demonstrated in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

### **15.2 School Disciplinarian**

The school disciplinarian(s) shall be the principal, vice principal, administrative assistants, and designated teachers. Duties shall include authority to:

1. Assess and implement the discipline policy.
2. Remove a student from campus for emergency reasons.
3. Suspend a student for not more than five school days per incident.
4. Recommend a student for expulsion to AIS/ACP Board.

### **15.3 Responsibilities**

AIS/ACP shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and all other AIS/ACP staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of AIS/ACP's educational mission. AIS/ACP's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate AIS/ACP rules shall be subject to disciplinary measures. These measures are designed to establish Islamic conduct and exemplary citizenship both in and out of school.

### **15.4 Responsibilities of the Students**

#### **Student Code of Conduct in Front Office**

1. Student must have a legitimate purpose or have been sent by staff with a hall pass.
2. Student must sign-in upon entering office.
3. While in office please remain quiet.
4. School phone is limited to emergencies only, and student must ask office for permission to use office phone.

Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.
4. Showing respect toward others.
5. Behaving in an Islamically responsible manner.
6. Refraining from violations of the code of student conduct.
7. Respecting all school rules, classroom and safety rules and procedures.
8. Showing proper restraint if confronted by other students and reporting such incidents and violations to teachers or the administrative staff.
9. Attending Duhur and Jum'ah prayers on time, respectful of the prayer hall and others.

### **15.5 Responsibilities of Parents**

Throughout this document, “parents” includes single parent, legal guardian, or person who has lawful control of the student. Parents have the responsibility to:

1. Teach and encourage students to respect all school personnel, their peers, themselves, school property and the property of others.
2. Teach the student to listen to teachers and other school personnel and to respect school rules.
3. Be sure the student attends school regularly and on time, and promptly report absences and tardiness to the school.
4. Encourage and lead the students to develop proper study habits at home.
5. Participate in parent-teacher conferences to discuss the student’s school progress and welfare.
6. Stay informed about school policies and the academic requirements of school programs.
7. Pay required fees and fines in a timely manner.
8. Participate in school-related activities/functions.
9. Be sure the student is appropriately dressed and groomed at school and school-related activities.
10. Discuss report cards and school assignments with the student.
11. Inform the school regarding any learning and/or medical disorder or condition that may relate to the student’s education.
12. Keep the school up-to-date with homework, and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with the school staff.
14. Exercise appropriate parental guidance and responsibility, which includes being liable for property damage caused by your child.
15. The school has the right to permanently dismiss students whose parent(s) show a pattern of hostile, threatening, slanderous, or insulting speech or actions toward any member of the school staff or slanderous to the public reputation of the school and parents who do not respond to teachers and/or administration’s calls or emails regarding academic or behavioral concerns.
16. Sign and submit the attached Acknowledgement Statement.

### **15.6 Credit During the Disciplinary Process**

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a school administrator. A suspension may be extended under certain conditions such as repeated offenses, the severity of the behavior, and resulting harm involving other individuals. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.

A student suspended out of school from his or her regular classes will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the teacher.

\*\*Permission of Elk Grove Unified School District Handbook

## **16. Student Code of Conduct and Responsibility**

### **16.1 Jurisdiction**

AIS/ACP has jurisdiction over its students during the regular school day and while going to and from school on AIS/ACP transportation. AIS/ACP jurisdiction includes any activity during the school day on school grounds, and any school-related activity, regardless of time or location.

### **16.2 Vandalism and Damage to School Property**

Students shall not vandalize or otherwise damage any property intentionally or unintentionally, including furniture and other equipment, belonging to or used by AIS/ACP. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with AIS/ACP policy (as mentioned above).

### **16.3 Prohibited Activities**

Prohibited activities are offenses and/or acts of misconduct that interfere with the operation of the school or is in conflict with the religion of Islam and the shariah. These are prohibited activities and any student who engages in any of these activities will be subject to appropriate disciplinary action.

## **17. Discipline Management**

### **17.1 General Guidelines for Assessing Discipline Penalties**

When imposing discipline, AIS/ACP personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and structure.
2. Students shall be treated fairly. Discipline shall be based on a careful assessment of the circumstance of each case. Factors to consider shall include:
  - Seriousness of the offense.
  - Student's age.
  - Frequency of misconduct.
  - Student's attitude.
  - Potential effect of the misconduct on the school environment.
3. Teachers shall follow warning procedures before issuing consequences in class to students in violation of the discipline code (as stated in the *Classification of Offense of category I offenses only*). These procedures are outlined and displayed in the classroom.

Generally, grades will not be deducted as a form of discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, grade deductions determined by the teacher and/or administration may be imposed.

### **17.2 Search and Seizure**

A student has the right to freedom from unreasonable search and seizure of his/her person and property. School personnel, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that the students have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational

process, to maintain order, and/or to protect people and property. Searches may include the student and his/her locker, desk, automobile, or personal belongings.

### **17.3 Record Keeping and Tracking**

All school personnel shall be responsible for recording and tracking student offenses committed during his/her classes. Teachers shall maintain a record for each student and submit such records through TeacherEase on the behavior log. The record shall contain, at a minimum, the following information:

- Student's name.
- Date of offense.
- Description of the offense.
- Staff member who reported the offense.
- Action taken.
- Consequences.

A disciplinary staff shall compile all student records and review them for conformance with this policy.

## **18. Offenses**

Students violating AIS/ACP rules and regulations shall receive disciplinary consequences dependent upon their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. The consequences are not necessarily in the order of severity. One or more disciplinary options may be used for a single offense if deemed appropriate. The school disciplinarian(s) are responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation. Disciplinary actions including suspension may NOT be escalated to the Board of Trustees unless recommended for expulsion.

In an attempt to implement Positive Behavior Intervention & Support (PBIS) program, administration will provide logical consequences to some offenses as deem fit (ie: food fight will result in cleaning up the mess and or apologies, bullying behaviors-students are expected to research on the topic and present to their classmates and/or apologies, community services, etc.)

**Students who receive a minimum of 5 detentions or a suspension during a semester may lose the privilege of participating in school activities (senior graduation, House activities, field trips, and etc.)**

### **18.1 Minor Offenses**

Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the school. Any violation of the Code of Conduct that is listed below as a Category I offense is considered a minor offense.

### **18.2 Persistent Offenses**

The AIS/ACP defines "persistent" to be three or more violations of the Code of Conduct in general or recorded repeated occurrences of the same category violation.

### **18.3 Serious Offenses**

Any offense that is Category II or above, or is listed as prohibited conduct in the Code of Conduct, is considered a serious offense.

### **18.4 Classification of Offenses**

The following offenses and consequential disciplinary options are listed in order of severity, with Category I being the least severe and Category IV being the most severe. Any offense committed by a student, which is not listed below, shall be classified at the discretion of the school disciplinarian.

### **18.5 CATEGORY I OFFENSES**

Minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the orderly educational process. Discipline for Category I offenses is most often managed by the classroom teacher. Parents may be requested to come for a conference with the teacher to discuss the misbehavior and the disciplinary action.

#### **18.5.1 Offenses**

- a. Tardiness between classes or late in returning from the restroom
- b. Running or making excessive noise in the hall, classroom or building
- c. Put-downs or other forms of disrespect to other students
- d. Arguing with a teacher or any AIS staff member
- e. Using rude or insulting language (any language not limited to English) to students, in particular impolite colloquialisms (e.g. *shut up, stupid, idiot, suck, gay, frigging*), and/or using words teachers determine students may use as “code” for other unauthorized words
- f. Failing to follow classroom rules
- g. Ball or game playing in the building or at inappropriate times
- h. Dress code violation
- i. Possessing and/or using nuisance items
- j. Misuse of school property
- k. Lying about a teacher's approval
- l. Playing with water in or around school building
- m. Throwing things over fences onto neighboring properties
- n. Dangerous play (e.g. climbing trees)
- o. Unauthorized selling of miscellaneous items to students and community
- p. Trespass onto the designated area of the opposite gender
- q. Any offense not listed that the school categorizes as such.
- r. Not complying with rules and instructions during Emergency Drills.
- s. Repeated non-compliance of classroom and school rules (ie: talking out of turn, getting out of seats without permission, not in designated area, constant disruption).
- t. Misbehaving during prayers and Jumuah Khutba
- u. Failure to perform obligatory prayers, including Jummah and the Khutba
- v. Misuse of food in the cafeteria or elsewhere (food fight)

### 18.5.2 Disciplinary Actions

DEMERIT POINTS	CONSEQUENCE	DESCRIPTION
	Verbal Warning	<i>Written documentation via TeacherEase Behavior Log.</i>
	Detention	<i>Student is detained in a classroom at LUNCH, to complete an assignment, supervised by a teacher. Student must report to “detention room” promptly and serve on the day of the infraction or carried over to the next day (if infraction was made after lunch period). It is the student’s responsibility to remember to serve detention. Failure to attend or tardiness will result in further consequences (will result in an additional detention day and or demerit).</i>
	Behavioral Contracts	Appropriate contract between teacher and student.
1	Demerit (Parent Meeting or Contact)	<i>If students receive 5 total detentions in one semester, parents will be contacted for a meeting to discuss a plan of action to address the behaviors (Behavior Contract with involved individuals).</i>

### 18.6 CATEGORY II OFFENSES

More severe and disruptive misbehaviors, which interfere with the learning environment. Parents will be notified of the offense and may be requested to come for a conference with a school disciplinarian(s) to discuss the offenses and the disciplinary action. All Category II offenses will remain in student record file.

#### 18.6.1 Offenses

- a. Making disrespectful (impolite, mocking or sarcastic) comments, gestures or expressions to AIS teachers or staff
- b. Posting or distributing unauthorized publications on school property
- c. Unauthorized and/or inappropriate use of school computers and internet
- d. Cheating or copying the work of another, plagiarism
- e. Truancy, including leaving school without permission/Leaving campus at unauthorized time without a parent or teacher (e.g. skipping/cutting class(es), walking to nearby stores during school hours)
- f. Purposeful physical contact with another (pushing, tripping, bumping, rough playing, pantsing, etc.)
- g. Failure to serve detention repeatedly
- h. Vandalism, including defacement of school property or student property
- i. Possession of lighter or matches on school property

- j. Throwing objects that can cause bodily injury or damage to property (rocks etc.)
- k. Using profanity or vulgar language (e.g. *unacceptable 4-letter words*)
- l. Any offense not listed that the school categorizes as such
- m. Discussing un-Islamic topics (e.g. inappropriate sexual content, dating)
- n. Possessing items that contradict Islamic values and may negatively influence other students (e.g. teen magazines, music cds, makeup, celebrity pictures, and other inappropriate photographs).
- o. Immoral gestures, writings, pictures, or graffiti
- p. Instigating fights and other inappropriate behavior (such as daring, encouraging of inappropriate behavior(s))
- q. Bullying (See Bullying Intervention Plan for a PBIS alternative option)
  - 1. Cyberbullying when under the jurisdiction of the school  
<http://www.stopbullying.gov/laws/california.html>
- r. Forgery of school records and/or forms
- s. Mixing and inappropriate interactions between boys and girls (Depending severity of the behavior)

### 18.6.2 Disciplinary Actions

DEMERIT POINTS	CONSEQUENCE	DESCRIPTION
2	One day out of school suspension	<i>Student will stay home with some academic assignment from the teacher</i>
3	Two days of school suspension	<i>Student will stay home with some academic assignment from the teacher</i>
4	Three days out of school suspension	<i>Student will stay home with some academic assignment from the teacher</i>

### 18.7 CATEGORY III OFFENSES

Acts of misbehavior which are serious and which disrupt the orderly educational process. Parents will be notified and requested to come for a conference with the principal in each instance of Category III misbehavior. All Category III offenses will remain in student record file.

#### 18.7.1 Offenses

- a. Possession fireworks on school property
- b. Starting a fire
- c. Setting off a security alarm
- d. Fighting, physical abuse, or threat of physical abuse
- e. Threats towards students and/or staff.
- f. Gang activity in or out of school
- g. Stealing

- h. Insubordination, noncompliance with the directives of a member of the school staff
- i. Possession or use of stink bomb, smoke bomb or other toxic chemicals
- j. Perjury or lying during school investigation (When dangerous or harmful behavior is involved)
- k. Dangerous pranks

### 18.7.2 Disciplinary Actions

DEMERIT POINTS	CONSEQUENCE	DESCRIPTION
5	Out of school one week suspension	<i>Student will stay home with some academic assignment from the teacher.</i>
	Referral to Expulsion	<i>Has to be approved by BOT</i>

### 18.7.3 Demerit Points

Students in grades 1-8 that accumulates a maximum of 12 demerit points will be referred for Expulsion with the approval of AIS Board of Trustees.

High school students may not exceed 8 demerit points during their high school years. Students may be referred for expulsion if it exceeds 8 points.

### 18.8 CATEGORY IV OFFENSES

The following offenses are considered serious offenses. All Category IV offenses will remain in student record file. A student shall be referred for expulsion from school if the student, on school property or while attending a school sponsored or school related activity on or off school property, commits any of the following offenses:

#### 18.8.1 Offenses

- a. Persistent offenses from Category III (severe and disruptive misbehaviors).
- b. Possession of exploding fireworks.
- c. Possession of weapons such as firearms including shotgun/rifle, handgun, knife, and other kinds of weapons. California's Gun-Free School Zone Act. <http://www.shouselaw.com/gun-free-school.html>
- d. Anything that resembles a weapon such as BB guns, toy guns, etc.
- e. Possession of illegal drugs. Prescription medication should be deposited with the principal/administration to be administered as needed, as per doctor's recommendations.

#### 18.8.2 Disciplinary Actions

- Referral for expulsion (The expulsion should *be approved by BOT*).
- Some of the above offenses may be reported to law enforcement authorities immediately upon detection... as per California code.

## **19. Discipline Plans**

In addition to this discipline policy and procedure, the AIS/ACP staff may establish more specific, detailed discipline plans for the various grades and classes. These detailed plans shall conform to all provisions of this discipline policy and procedures. AIS/ACP staff is responsible for developing, updating, and re-evaluating these plans on an annual basis for effectiveness. Any revisions shall not conflict with any provisions of this discipline policy and procedure and shall be approved by the principal prior to implementation.

### **19.1 Detention**

For minor infractions of the code of conduct or other policies teachers may keep students in for a portion of recess to review rules and expectations. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident.

### **19.2 Teacher Removals of Students**

A teacher may send a student to the office in order to maintain effective discipline in the classroom, depending on the severity of the behavior and as a last resort. A member of the disciplinarian team shall respond by employing appropriate discipline management techniques consistent with AIS/ACP policy and the code of conduct.

A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or with the ability of the student's classmates to learn; or whose behavior the teacher determines so unruly, disruptive, or abusive. The teacher may either:

1. Place the student in another appropriate classroom;
2. Send student to the office
2. Send the student home with parents.

A teacher will also remove a student from his or her class if the student engages in an offense for which expulsion referral is required (Category IV). Upon receipt of those referrals, the principal or designee shall take the appropriate action required by this Discipline Policy and Procedure.

#### **19.2.1 Non-Disciplinary Emergency Removals**

Students may be removed from regular classes or AIS/ACP premises for non-disciplinary health, welfare, and safety reasons when the principal determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being highly agitated.
2. Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, and/or the efficient operation of the school.

#### **19.2.2 Non-Disciplinary Emergency Removals**

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances, but is limited to no more than five (5) consecutive school days.

### **19.3 Notice to Parent**

AIS/ACP shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

### **19.4 Suspension**

A student may be removed from school and placed on suspension for a period not to exceed five (5) consecutive school days. There is no limit to the times per school year that a student may be suspended, so long as each term of suspension does not exceed five (5) school days. The length of the suspension will be based on the severity and number of offenses, and shall be determined by the disciplinarian team. A student may be suspended for any offense designated as a serious offense in this discipline policy (Category II or above). A student will not be afforded a hearing on the suspension; however, the principal or designee will inform the student of the reasons for the suspension and grant the student an opportunity to give his/her version of the incident.

### **19.5 Hearing; Notice to Parent**

Before suspending a student, the disciplinarian team shall conduct an informal hearing at which:

1. The student is advised of the conduct with which he or she is charged.
2. The student is given the opportunity to explain his or her version of the incident.

The student's parent shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

### **19.6 Expulsion**

The disciplinarian team shall make referral for expulsion to the Board of Trustees for their consideration. The Board shall meet within 3 days of receiving this referral to evaluate the situation and schedule a notice to the parent and a hearing.

Before a student is expelled, the Board of Trustees shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board of Trustees.
3. Right to an adult representative.
4. Opportunity to testify and present evidence and witnesses in his or her defense.
5. Opportunity to examine the evidence presented by the school administration and to question the administration's witnesses.

The notice shall be in writing and shall advise of the nature of the evidence to be used against the student, including a list of witnesses and the nature of their testimony, and any documents that will be used during the meeting. The decision shall be based exclusively on evidence presented during the meeting. The final decision shall be communicated promptly, and in writing.

### **19.7 Physical Restraint**

Any AIS/ACP employee may, within the scope of the employee's duties, use and apply physical restraint on a student that the employee reasonably believes is necessary in order to:

- Ensure the welfare, safety, and security of everyone involved in a crisis situation a person, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

### **19.8 Academic Honesty and Integrity Policy**

Students are expected to demonstrate academic honesty and integrity while at AIS/ACP and in their future endeavors in education and beyond. **NOTE:** Policy is not limited to IB candidates

#### **Al-Arqam Islamic School Grades 5-8**

Copying another person's work, such as homework, classwork, or test, also cheat sheets, notes on a physical person, or the aid of a phone, or talking during an exam are all forms of cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

#### **Al-Arqam College Preparatory Academic Honesty Policy**

The following information is taken from the International Baccalaureate Organization's (IBO) **Academic Honesty** pamphlet.\*

Academic Honesty, defined by IBO, "as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment."

#### **Academic Misconduct**

Academic misconduct is a behavior that result in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantage other students) in one or more assessment components.

Examples of Academic Misconduct:

**Cheating:** the use or attempted use of cheat sheets, notes, and/or electronic devices, during in exam

Copy from another student's exam, homework assignment, or other project with or without consent

Allowing another student to copy one's work (collusion)

**Plagiarism-** is defined as the representation, intentionally or unwittingly, of ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated material, unless indicated and acknowledged. Also, elements of nonverbal work (paintings, photographs, images, or mathematical proofs)

**Collusion**- is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Writing a paper/project for another student

Student assists another student with homework, take home exam, or project and he/she knows or suspects the teacher did not assign as group work

Sharing content and questions with other students about assessment

**Duplication of work**-- the presentation of the same work for different assessment/assignment components and/or IB Diploma requirements.

Misconduct during an exam and IB exams includes taking unauthorized material into an examination room, disruptive behavior and communicating with others during the exam.

\*www.ibo.org

### **Consequences for Academic Misconduct\***

Students and parents need to know that consequences of misconduct are severe. Some or all of these consequences can develop from any confirmed case of academic misconduct:

1. Student will receive a zero on assignment, exam, quiz, and by extension may affect a student's grade point average.
2. Possible disqualification from testing in the IB subject in which the misconduct occurred.
3. Possible disqualification from the IB diploma - a single case of confirmed malpractice results in an N mark in that subject. One N mark disqualifies any student from successfully completing the diploma.
4. Severe difficulties in getting positive letters of recommendation from faculty members. These letters are used both for college admission and for scholarship application purposes.

\*permission by D. Mathews, MLHS

### **Student Responsibilities:**

- Give full credit to the works and ideas of others
- Understand the definition of academic dishonesty
- Understand the proper ways to reference or cite work and/or ideas of others using MLA
- Understand the consequences of academic dishonesty
- Acknowledgement of the Academic Honesty and Integrity Policy by signing handbook

### **20. Disclaimer**

We here at AIS/ACP share in the responsibilities and honor bestowed upon all of us, brothers and sisters, by Allah (swt), to work in such an Islamic school, to raise strong Muslims of the future Insha'Allah. Children learn more from seeing, hearing and feeling than from any lecture or book. As role models, it is our duty to treat one another in the proper brotherly/sisterly fashion, showing respect, understanding, cooperation and compassion in all of our daily interactions. This is the greatest lesson for children and adults in an Islamic school. We hope that our working together in the school will be a positive experience for everyone

involved, whether they are a student, teacher, or parent. We pray that Allah (swt) will accept our work and grant us patience and perseverance.

\*Al-Arqam Islamic School and College Preparatory reserves the right to refuse service if the terms and conditions of this Agreement are disputed or violated.\*

## **21. Positive Behavior Intervention and Support (PBIS)** **Bullying Intervention Plan**

AIS/ACP has **ZERO** tolerance for bullying. However, bullying is a complex sociological problem and requires a creative and a more effective long-term solution. The following Bullying Intervention Plan was created for the purpose of providing students/parents with an alternative consequence which will benefit ALL students. This Bullying Intervention Plan will require full and unconditional support of parents.

AIS/ACP believes that everyone in school has the right to enjoy a safe and nurturing environment and be provided the opportunity to learn about and understand the harmful effects of bullying. In addition, consequences for bullying have to address the needs of each individual involved in bullying and that includes:

- Every student will be provided opportunities to learn about the effects of bullying on classmates, school, and community
- Every student will be given the opportunity to repair the harm done and the chance to correct any negative and harmful behaviors
- Every student will be given the proper guidance on how to deal with bullying in the safest manner
- The administration and teachers will do everything in their capabilities to protect the identity of the student who has been bullied.

The following guidelines will be followed when students are referred to the administration for bullying. PBIS Practices and the five principles of REACT are integrated into the plan:

- Repair the harm done
- Expect the best from others
- Acknowledge feelings/harm done
- Care for others
- Take responsibility for behavior

### **1. First Incident: Get educated & Repair the harm done**

- a. Provide education to the student who engaged in bullying behavior, remind of rules, expectations, and educate about the harmful effects of bullying.
- b. Repair the harm done which may include apologizing verbally or in writing to the person who was bullied.

### **2. Second Incident: Become a bullying educator.**

Choose a topic from a list (provided by administration or counselor), write a short essay on the topic, and share with the class.

### **3. Third Incident: Get more involved in an educational project/activity**

Develop a simple anti-bullying project: create a poster, facilitate an activity, or show an anti-bullying video and facilitate a discussion in class.

Counselor will provide guidance and support for the development and delivery of the presentation/activity.

## **22. Promotion to the Next Grade Level Student Class Assignment**

The selection process student assignment to the next grade level is completed as following,

1. Current grade level teachers meet and discuss student potential assignment according to the following factors:

Student/teacher personality and classroom dynamic, while maintaining a balance of academic and behavioral abilities in each classroom.

2. Teacher submits the final list to administration for approval, administration will make recommendations and/or consult with the team and or staff member.
3. Administration will make the final decision in the best interest of the student

## **23. Admission Process for New Student(s)**

### **I. STEP 1-Advertisement**

- Flyer
- Word of mouth
- Brochures/letters/posters
- School Website
- Social Media

### **II. STEP 2- Application for Admission**

- Application for Admission Form is available on-line
- Beginning of February all received applications for admission will be compiled.
- Process of admission begins in March by the Admission Coordinator

### **III. STEP 3-Admission Process**

- Admission Coordinator will call parents to set an appointment for classroom observation (as needed), prospective student evaluation and assessment.
- Parents must submit a minimum of two years of report card/transcript, standardized test results (as applicable), behavior records, immunization record and a copy of birth certificate (Kindergarten only), and other requested forms.
- Parent(s) will be given a school tour at appointed date and time
- Visiting student must dress modestly and appropriately.
- Please pack snacks and water for your child's visitation
- If needed, parents and students will be interviewed by the admission committee.

### **IV. Step 4-Prospective Enrollment Process: Visitation Day Process:**

- Prospective students spend time in their current grade level classroom.
- Students are tested for English and Math subjects for current grade level at appointed date and time.
- Teachers are given evaluation forms to record their observation of prospective student's academic work and behavior.

### **V. STEP 5-Review of ALL Forms for Admission by the Admission Team**

- Admission Team includes the Admission Coordinator, Principal, Vice Principals, involved teacher(s), and High School IB Coordinator and High School Counselor.

- The Admission Committee will review all necessary documents such as previous school report card, standardized testing, evaluations, teacher observation, and parent(s) interview.

**VI. STEP 6-Acceptance or Denial of Application**

- Parents are notified of their child's acceptance or denial to Al-Arqam Islamic School through E-mail and/or phone call.
- Upon the acceptance of the student, prospective parents and student need to proceed to the next step.
- Any falsified documents will automatically be revoked for admission.

**VII. STEP 7-Registration/Enrollment**

- Parents complete the registration/enrollment and emergency forms once they are cleared to register.
- If the student has medical condition and requires medicine-parent must complete a "Medicine Dispensing Waiver Form."
- Parents must pay all required fees, such as registration, tuition, and other fees associated with admission to Al-Arqam Islamic School.
- Prospective parent(s) must bring acceptance letter to the accountant office to finalize the registration procedure.

## Kindergarten Admission Criteria

Cut-off date for KG admission is **September 1<sup>st</sup>**. Student should be five years old by September 1.<sup>st</sup> There is a grace period until **December 15** with the condition of child being in the pre-school for at least six months.

### RE: Admission Requirement Checklist

Student Full Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Application has been received on the following date: \_\_\_\_\_

   Your child is on the wait list, in order for your child to remain on the list the following must be submitted:

   Birth Certificate (Original)

   Immunization

   Report Card(S)

   Standardize Testing Record(S)

   Letter of recommendation for student (Grades 6-12)

   Pre-School Letter of verification for student with birth date September 1st through December 15

   All Documents submitted and received by Administrative Staff on \_\_\_\_\_ (Date)

### Additional Notes:

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Parent(s) Name and Signature: \_\_\_\_\_

Administrative Staff Name and Signature: \_\_\_\_\_

**Parent Acknowledgment Statement**

I \_\_\_\_\_, the parent/legal guardian of the following Al-Arqam  
(Print Name)  
Islamic School & College Preparatory students,

- 1. \_\_\_\_\_ Grade \_\_\_\_\_
- 2. \_\_\_\_\_ Grade \_\_\_\_\_
- 3. \_\_\_\_\_ Grade \_\_\_\_\_
- 4. \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge that I have read, understood, and consented to the Al-Arqam Islamic School & College Preparatory 2016-2017 Parent/Student handbook in its entirety.  
\*Failure to read the information in the AISACP Student Handbook does not excuse students from the requirements and regulations herein.

Parent/Legal guardian Signature	Date
_____	_____

Student 1 Printed Name and Signature	Date
_____ _____	_____

Student 2 Printed Name and Signature	Date
_____ _____	_____

Student 3 Printed Name and Signature	Date
_____ _____	_____

**(Note) Please detach this sheet and submit it to Al-Arqam Islamic School & College Preparatory by Thursday, August 23, 2016.**