

Al-Iman School

STUDENTS' & PARENTS' HANDBOOK



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AL-IMAN SCHOOL

STUDENTS' AND PARENTS' HANDBOOK 2007-2008

DISCLAIMER:

"Whereas this Handbook has been prepared with meticulous attention, Al-Iman School Administration reserves the right to modify or change part or whole of this Handbook without prior notice when necessary."

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



AL-IMAN SCHOOL ANTHEM

رَبَّنَا صَلِّ عَلَى أَحْمَدَ خَيْرِ الْمُرْسَلِينَ

Rabbana salli 'ala Ahmada khairil moorsaleena

Oh, our Lord, bestow your blessings on Ahmada (Muhammed), the best of the messengers;

وَعَلَى صَاحِبِ الْحَوْضِ أَمِيرِ الْمُؤْمِنِينَ

Wa 'ala sahibil howthe Amiril Mo'mineena

and on the Keeper of the Fountain, Amiril Mo'mineen (Ali ibn Abu Talib);

وَعَلَى فَاطِمَةَ الزَّهْرَاءِ أُمَّ الْأَطْيَبِينَ

Wa 'ala Fatimatiz Zahra'i Ommal At yabeena

and on Fatima Zahra', Mother of the Best;

وَعَلَى السَّبْطَيْنِ وَالسَّجَّادِ زَيْنِ الْعَابِدِينَ

Wa 'ala-s Siptaini wa Sajjadi Zaynil Abideena

and on the Two (Hasan and Husayn) and Sajjad, the best worshipper;

وَعَلَى الْبَاقِرِ وَالصَّادِقِ عِلْمًا وَيَقِينًا

Wa 'ala-l Baqiri, was Sadiqi ilman wa yaqeena

and on the one with supreme knowledge and the truthful one who is certain in his belief;

وَعَلَى الْكَافِّمِ مُوسَى وَالرِّثَا فَضْلًا وَدِينًا

Wa 'ala-l Kathimi Moosa war-Ritha fathlan wa deena
and on Moosa, the patient one and on Ritha the generous, the religious;

وَالْتَقِيَّ الْخَاشِعِ الْبَاسِطِ بِالْجُودِ يَمِينًا

Wat-Taqyyel khashi'i l-basete bil joode yameena
and the submissive believer whose right hand is open with generosity;

وَعَلَى الْهَادِيِ الَّذِي أَشْرَقَ كَالشَّمْسِ جَبِينًا

Wa 'ala-l Hadi-l-lathe ashraqa kashshamse jabeena
and on the guide whose forehead is shining like the sun;

وَالزَّكِيِّ الْعَسْكَرِيِّ الْحَسَنِ الْخُلُقِ أَمِينًا

Waz-Zakiyel-'Askariyel Hasanil-Khulqe ameena
and the pure one, the soldier (of Allah), the trustworthy with the best behavior;

وَعَلَى الْقَائِمِ بِالْقِسْطِ مُغِيثًا وَمُعِينًا

Wa 'alal qa'eme belqiste mogheethan wa mo'eena
and on the one who practices justice and the one who rushes to help.

آلَ يَاسِينَ الْهُدَاةِ الطَّيِّبِينَ الطَّاهِرِينَ

Aala yaseena-l-hudaate-ttayebeen attahereena
This is the Prophet's family, the best and pure guides.

رَبَّنَا سَيِّدَنَا صَلِّ عَلَيْهِمْ أَجْمَعِينَ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

INTRODUCTION

We thank Allah Subhanahu wa Ta'ala for His mercy and kindness. Through His help and support the Imam Al-Khoei Benevolent Foundation was able to open Al-Iman School in September of 1990. This school is truly a pioneer in the field of education for the followers of Ahl-ul-Bayt as it is the first Islamic school to open in the state of New York. The school currently admits students from Pre-Kindergarten through Twelfth grade. It provides a high school diploma program and advanced placement courses with college credit to enable our youth to have the best academic and Islamic education in this society, Insha'Allah.

To start an Islamic school in such a society is one of the highest duties of all Muslims who are concerned about giving their children the right Islamic education. We need to make every effort to make the Muslim youth understand the true Islam since they will carry and spread the message of Islam into the future. It is the duty of all parents to make that path easy for their children to ensure the preservation and practice of Islam, Insha'Allah.

THE SCHOOL PHILOSOPHY

The goal of Al-Iman School is to mold young Muslims to become leaders. Our students are given the individualized attention that they need, allowing each one to progress at his/her own rate in an atmosphere that is strongly Islamic and full of loving guidance. The school offers a structured and highly challenging curriculum that is set up to follow the requirement of the Board of Education and the Board of Regents of New York state that represents the best American, European, and Islamic traditions. Al-Iman School is unique and emphasizes academics while integrating Islamic studies in all classes. Insha'Allah, Al-Iman School will continue to be a prestigious preparatory school in New York City.

Al-Iman School follows a Jaafariya school of thought as a stated policy of the school.

We ask Allah Subhanahu WA Ta'ala for His guidance in our working result in building a group of elite young Muslims. Our prayers will be answered if Muslim parents and Muslim society in general, give us their support.

"Among the people the wisest is one who benefits himself from knowledge of others. Man's worth is dependent on his knowledge only. Thus, one who has more knowledge deserves better respect and the one who possesses less knowledge enjoys a lesser position."

Prophet Mohammed (S.A.W.W.)

SCHOOL SCHEDULE

Pre-kindergarten to grade 12, school hours are from 8:00 a.m. To 3:00 p.m.

For the safety and security of all students, the following safety policy pertaining to students being dropped and/or picked up from school has been adopted:

The front gate of the school will be closed at all times. No parent's car will be allowed to enter the gate at any time. A security guard will be present each morning and afternoon to let students, staff cars, and buses in and out, and will supervise students being dropped off by their parents. If you would like to accompany your child, please park your car outside the gate and walk to the school entrance. **Please do not block the school driveway. Any parked car blocking the school driveway may be towed away at the car owner's expense.**

In the afternoon, students who do not use school transportation will be released before non-busing students.

If you would like to pick up your child, please park your car outside the gate and walk to the entrance. No student will be released until the assembly is finished. Parents of children who do not use school transportation must sign a waiver.

Please be aware that because of security reasons, no students will be allowed to be in the school building before 7:45 a.m. and after 3:15 p.m. Parents must pick up their children promptly at dismissal time. If someone other than a parent is picking up a child, the school office must receive written notification from the parent prior to dismissal time.

Disclaimer:

Other than the times specified above, the school undertakes no responsibility whatsoever for students arriving earlier than 7:45 a.m. and being picked up later than 3:15 p.m. Parents who leave their child/ren in s after school hours will be charged \$10 for every half hour. Only two grace days will be allowed.

"Oh believer! Fear Allah and always say a word directed to the right, that He may make your conduct whole and sound, and forgive you your sins; he that obeys Allah and His Prophet has already attained the highest achievement."

The Qu'ran: 33:70-71

ACADEMIC PROGRAM OF AL-IMAN SCHOOL

PRE KINDERGARTEN & KINDERGARTEN

In the Pre-kindergarten program, teachers creatively teach readiness skills in English, language, arts, mathematics, Islamic studies, and Arabic thus providing a solid foundation for the full curricular kindergarten curriculum.

In kindergarten, children from the age of five will build on the Readiness Program begun in pre-kindergarten and move toward the full curriculum of reading, language, mathematics, science, social studies, Islamic studies and Quran.

Creative art, physical education, naptime, and various field trips also compliment the curriculum in both areas.

ELEMENTARY: FIRST - SIXTH GRADE

The highly challenging elementary school program will include Reading, English, Mathematics, Science, Social Studies, Islamic studies, Quran, Art, Physical Education, and Arabic. Extra-curricular activities and school field trips will be provided for all classes.

JUNIOR HIGH: SEVENTH & EIGHTH GRADE

The traditional preparatory curriculum of the Junior High School includes language Arts, Mathematics: including pre-algebra, as well as Life and Earth Sciences, American history, Islamic studies, Quran, Computer literacy, art, Physical Education, and Arabic. In 8th grade, students begin working towards high school credit through Regents courses.

HIGH SCHOOL: NINTH - TWELFTH GRADE

Al-Iman School provides a challenging and rigorous college preparatory curriculum, plus Islamic Studies, Arabic and Quran. Students who successfully complete the program will receive a New York State Regents Diploma and a specially endorsed diploma indicating that all required classes and Regents exams were passed. All Al-Iman High School students are required to complete the high school course of study. Some students may need to take summer school courses to graduate on time or if they fail to pass their mandatory classes and regents. Al-Iman School will work with every student to enable him/her to graduate on time. Students may also take summer school classes at any NY State accredited school to complete required courses.

TRANSFER STUDENTS

Transfer students will be given credit for comparable courses taken at previous schools and Regents Exams passed. Transfer students will be permitted to sit for a Regents Exam (upon course instructor's approval) without having formally taken the course at Al-Iman School and receive Regents credit only if Laboratory classes are completed, as it is a requirement of the Board of Regents.

"The man of learning is alive even after he is dead; the man of ignorance is dead even while he is alive."

Imam Ali A.S.

PLEASE NOTE THE FOLLOWING MISCELLANEOUS ITEMS:

- 1- A tuition deposit of \$300 (non-refundable) is payable in advance for returning students and upon acceptance for new students, Payment of this deposit secures a child's place. If no deposit is made the child's seat will not be held. All additional fees that apply to your child are due with the first payment
- 2- A 20% discount is given on tuition for the second child and a 35% discount on tuition for the third child and up for families enrolling more than one child from Kindergarten through Grade 12. Please note that these discounts do not apply to Pre-Kindergarten.
- 3- Fees for graduation (if applicable), the Yearbook, and school pictures must be paid with the first installment
- 4- Damage Fee is refundable at the end of the year if the child decided to leave the school and if no damage was done to the books and/or school property, or it will be carried over to the next academic year.
- 5- Once a check bounces the school will not accept personal checks again. Payments must be repaid with a \$15.00 fee for the bounced check. Thereafter only cash, money order, or a cashier's check will be accepted after that
- 6- Any payment not received by the due date will be subject to a late fee of \$2.00 per school day. **IF FEES ARE NOT PAID ON TIME, STUDENT WILL NOT BE ALLOWED TO ATTEND CLASSES, TAKE THEIR EXAMINATIONS, OR RECEIVE THEIR REPORT CARDS. More than a week's delay in the payment of the tuition fees must have the approval of the administration, or the student will be suspended.**
- 7- No student will be discharged in good standing if there is an unpaid balance on his/her account, **and his/her records will**

not be transferred until the account is paid in full.

8- Lunch fees must be paid in FULL at the beginning of the year. These fees are subject to change as the USDA regulates the program. There will be no discount on lunch.

9- Students will get the practice books on their own (i.e, Regents, SAT Exams, Review, etc.)

REFUND POLICY

Payments will be refunded according to the following plan:

After 7 to 14 school days - a 75% refund of tuition and transportation fees (where applicable)

After 14 - 30 school days - a 50% refund of tuition and transportation fees (where applicable)

After 30 school days - a 25% refund of tuition and transportation fees (where applicable)

After 45 school days - no refunds will be given.

Refunds will be issued by check. A minimum of two weeks are required for the processing of these checks.

IF A CHILD IS EXPELLED FROM SCHOOL BY THE ADMINISTRATION, NO REFUNDS WILL BE GIVEN.

TEXTBOOKS, SUPPLIES AND LOCKERS

Al-Iman School requires that all students from Kindergarten through Grade 12 must pay a yearly book fee. It is a charge for the use of books during the year and not for purchasing them. Students are fully responsible for all textbooks, workbooks etc; issued to them by the school.

If a student loses or damages any school material such as textbooks, workbooks, library books, equipment, etc., the parent is fully responsible for replacement/repair. The school will bill the parent for the replacement/repair of the object and any shipping costs incurred. In the event that payment for the replacement/repair by the parent is not made, it will be deducted from the damage fee.

Lockers are assigned to all students from grades 7 through 12. It is the responsibility of the students to maintain their lockers and to keep them locked at all times. Students can use ONLY the locks that are assigned to them by the school. Students who lose their locks will have to pay \$10 for a replacement and \$5 for an open locker.

PARENT-TEACHER CONFERENCES

Parents are welcome at any time to make an **appointment** with a teacher or the principal to discuss their child's progress. Formal parent-teacher conferences however, are scheduled throughout the school year (see the School Calendar). During these conferences parents may learn about their child's academic progress, work habits, social relationship with other students and faculty members, special interests, aptitudes or abilities, health or emotional problems, etc. Teachers also benefit by learning about the student's home life. **Please do not leave it towards the end of the year to contact the teachers about concerns that could have been resolved earlier on in the year.** It is essential to have a good home-school relationship.

The school will try to be in constant contact with parents. Parents are given regular reports on a student's progress whether outstanding or unsatisfactory. Parents will be notified in writing of any disciplinary problems. If the need arises, a parent will be asked to attend a conference with the teacher and/or principal to discuss academic or disciplinary concerns.

PARENT ASSOCIATION

Joining the Parent Association (PA) is a commitment to your child and your community. By involving yourself in this organization, you will be contributing towards the enrichment of one of the finest schools in NYC, Insha'Allah. PA members donate their time by serving on school committees, co-hosting school functions, fund-raising, and assisting the school in any way possible. We look forward to your contributions towards the enrichment of Al-Iman School.

HOMEWORK

Homework serves many purposes. It can further the academic growth of children and foster learning by reinforcing the day's lessons and diagnosing weaknesses, strengths, and specific needs. It also helps family members become aware of what their children are learning, and gives students time to review, reorganize their materials, and prepare for the following school day. Al-Iman School highly recommends a minimum daily time allotment of homework for its students:

GRADE	MINIMUM DAILY ALLOTMENT
Kindergarten	20-30 minutes
1st-2nd Grade	35-50 minutes
3rd-4th Grade	50 minutes - 1 1/4 hours
5th-6th Grade	1 1/2 - 2 hours
7th-8th Grade	2 - 2 1/2 hours
9-12th Grade	3 hours

STUDENTS SHOULD:

- carry the Homework Planner (agenda) with them all the time.
- record all assignments in the Homework Planner (agenda)
- check **Al-Iman School website (www.al-imanschool.org)**, for any updates.
- have a quiet place to work with no distractions

- work to the best of their ability
- assume responsibility for getting and completing missed assignments.

PARENTS SHOULD:

- provide support and encouragement that is crucial to the child's performance
- show interest and concern for their child's success
- ask about assignments, and help when requested by the child
- check Al-Iman School website (www.al-imanschool.org), for any updates

PROMOTION AND RETENTION

The criteria for promotion to the next grade level from Pre-Kindergarten to Grade 12 are:

1. Satisfactorily pass in **all subject areas** with an average score of 65% or more.
2. Demonstrate satisfactory behavior, and punctuality.
3. **MAINTAIN A 90% ATTENDANCE.**

Students will be retained in the same grade if:

1. **They fail ANY subject.**
2. **They do not maintain a 90% attendance and exceed the number of allowed absences.**

In order to be considered for promotion student failing in:

- **up to 2 subjects** must pass the re-take examinations for the failing subjects at Al-Iman School.
- **3 to 5 subjects** must attend summer school for at least two subjects and pass the re-take examinations for all failing subjects at Al-Iman School as well.

Students failing in more than 5 subjects will not be promoted to the next grade level.

SKIPPING A GRADE

Students, who want to skip a grade, must fulfill the following criteria:

- **Score 96% on the entrance examination** for the grade level they want to be promoted to.
- **Maintain 96% in each of five major subjects** (Reading, Language, Math, Science and Social Studies) in the grade level they are currently enrolled in.
- **Maintain E grade for Behavior and Growth & Development.**
- **Produce 3 recommendation letters** from teachers who are currently teaching the student.
- **Approval from Al-Iman School administration.**

CRITERIA FOR GRADING

Students' performance will be assessed on a two-semester basis according to the following criteria.

Component	Percentage
Final Semester Examination	50%
Tests and Quizzes	30%
Homework	10%
Projects	5%
Class Participation and Behavior	5%

Symbol	Description	Range
E	Excellent	96-100
V	Very Good	90-95
G	Good	85-89
S	Satisfactory	75-84
N	Needs Improvement	65-74
U	Unsatisfactory	0-64

N.B.:

- **If a student is absent for an exam and does not submit a doctor's note, the score for the exam will be considered a "0". It will be included when averaging the final grade.**
- **All students are required to bring their own stationary and scientific calculators.**
- **School is not responsible for any lost student property.**

AWARDS:

**Based on the academic performance of the students, the following awards will be granted.
(To qualify for any award, the student must obtain at least "V" average in behavior and conducts)**

Award	Cumulative Average Requirements
Gold Honor Roll	96-100%
Silver Honor Roll	90-95%
Bronze Honor Roll	85-89%
Valedictorian for Grades 6, 8 & 12	90-100% (1 st Highest)
Salutatorian for Grades 6, 8 & 12	90-100% (2 nd Highest)
Honor Roll for Islamic Etiquette	"E" average in Quran, Religion as well as behavior
Student of the Month	High grades on class tests in individual subjects

Special awards will also be granted for excellence in extra and co-curricular activities.

N.B. The Principal has the right to deny granting an award.

"Cleanliness is a sign of faith and the faithful will enter into Paradise." Prophet Muhammad (S.A.W.W.)
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INFRACTIONS AND CONSEQUENCES

For any unacceptable action and/or violation of any school rule or regulation, students will be disciplined according to the statement in this policy. Misconduct and violation of any school rule or regulation will result in the following consequences:

LEVEL I INFRACTIONS

- Disruptive behavior on the school premises or in class
- Coming to class or prayer late or unprepared
- Improper behavior during class or prayers
- Inappropriate personal hygiene
- Improper uniform, including dirty or ripped uniform
- Wearing high heels, jewelry, long nails & nail polish or any form of make-up
- Chewing gum on the school premises
- Avoidance of prayers and fasting
- Bringing unauthorized material to school such as music players, celebrity magazines, personal diaries (unauthorized items will be confiscated)
- Bullying

CONSEQUENCES: Detention

During detention the student will be detained in a designated classroom after school. Failure to show up for detention will result in Suspension.

LEVEL II INFRACTIONS

- Committing Level I infractions 3 or more times
- Destruction or defacing of school property
- Stealing and lying
- Opening another student's locker
- Hiding the property of other students, teachers, or other members of the faculty
- Disrespect or defiance of faculty and staff
- Fighting
- Using obscenity or abusive language
- Indulging and pursuing acts of romanticism including flirting, courting and note passing.
- Compromising the integrity of the school by fraternizing, and undressing/dressing in the vicinity of the school.
- Leaving the school premises without permission
- Using the internet to access inappropriate and immoral websites
- Reading of inappropriate literature
- Skipping/cutting classes
- Possession, use, sale, or distribution of cigarettes

CONSEQUENCES: Suspension

LEVEL III INFRACTIONS

- Committing Level II infractions 3 or more times
- Possession, use, sale, or distribution of alcohol or any illegal substance
- Possession of weapons or objects that can cause bodily harm
- Committing or being accessory to an act, such as Arson, that puts the lives of students and those who occupy the school building at danger.

CONSEQUENCES: EXPULSION

"The sin which eliminates the strength of resisting other sins, which paralyzes the sense and breaks up man's moral fiber of defense, is intoxicants and gambling."

Imam Al-Sajjad A.S.

ALCOHOL, TOBACCO AND SUBSTANCE USE/ABUSE

Al-Iman School is committed to the prevention of alcohol, tobacco and substance use/abuse. Al-Iman School wishes to promote healthy, Islamic life-styles for its students and staff members, and to inhibit the use/abuse of alcohol, tobacco, and other substances.

No person, student or visitor may possess, sell or distribute alcohol or any illegal substances on school premises or at school sponsored events. Any person exhibiting behavior or physical characteristics indicative of having used or consumed alcohol or any illegal substance will be prohibited from entering school grounds or school sponsored events.

In order to uphold the school's commitment to the prevention of tobacco use, **smoking by faculty members, staff members, parents, and students is prohibited in the school building and on the school grounds at all times.** Smoking is also prohibited at any school function held on school grounds by faculty members, staff members, parents, and students.

Any student found in possession of or using tobacco will be either suspended or expelled. Any student found to be in possession of/or appears to have used or consumed alcohol or any illegal substance will be immediately expelled from school. **The Administration reserves the right to expel any students at any time, should a major infraction occur or if he or she continuously commits minor infractions.**

PRAYERS

It is mandatory that all students participate in the prayer sessions that are held daily. A daily record of baligha girls, who are excused from these prayers for medical reasons, will be maintained during the school year. Al-Iman School reserves the right to question any discrepancies including frequent or consistent absences from prayers or fasting. Avoidance of prayers or fasting will be considered a Level I infraction.

The Principal will at his/her own discretion, decide on suspension or expulsion of a student. THE DECISION OF THE PRINCIPAL WILL BE FINAL IN ALL MATTERS OF THE SCHOOL.

AL-IMAN SCHOOL DRESS CODE

The uniform gives a professional look to our school and helps to break down the social barriers that can sometimes effect the youth of today. All students are expected to wear the uniform daily.

The school uniform is a mandatory requirement for all students of Al-Iman School. If a student comes to school without the uniform he/she will be held in the school office and appropriately reprimanded.

Uniform requirements for boys are as follows:

PANTS: Navy Blue

SHIRTS: White (Long sleeves).

TIE: Navy Blue

VEST: Navy Blue (must be V-Neck)

SHOES: Black Shoes – Should be either casual plain toe or dressy design, with "skid resistance" and "non-marking soles" only.

Uniform requirements for girls are as follows:

Girls must wear black shoes, no sneakers or high heels. Make up, fingernail polish or jewelry are not allowed.

The girl's uniform will be a navy long dress with matching pants and scarf that can be purchased only at.

AI-ARZAK BOUTIQUE

6909 5th Avenue, Brooklyn, NY 11209

(718)491-1918

Pre-K can get their uniforms at any nearby Cookies Department Store Locations.

SCHOOL VISITORS

All parents and visitors **must report immediately to the office upon arrival.** No one is allowed in the vicinity of the classroom area.

Parents are always welcome to visit the school and meet with staff members with prior appointment by the school office / teacher.

Parents wishing to celebrate their child's birthday in the school must give prior notice. It is a privilege that we would be glad to grant a birthday celebration in class as long as the following rules are followed:

1. The Administration must be informed at least 2 weeks in advance.
2. Parents are responsible for cleaning up after the party.

Previous students of Al-Iman School may visit only during Monday-Thursday with prior arranged appointment by the school administration. Visitors must be dressed according to Islamic norms.

TELEPHONE MESSAGES

The office assistant will take incoming calls regarding absences or tardiness. The office assistant will also take telephone messages for teachers and students. **Teachers will return calls during their preparatory periods or after school.** Only in the case of a true emergency will a teacher or student be summoned from a class to answer a telephone call. **STUDENTS ARE NOT ALLOWED TO BRING CELLULAR PHONES OR BEEPERS TO THE SCHOOL unless parental consent has been received. All cell phones must be labeled and switched off prior to being dropped off at the school office for the remainder of the day. Al-Iman School is not responsible for any loss or damages that may occur to the phones.**

"A person who is not unjust while associating and dealing with the people and does not tell lies while speaking and keeps his promises and honors his commitments is at the peak of manliness and justice."

Prophet Muhammad (S.A.W.W.)

STUDENT ATTENDANCE

Attending school regularly and on time is the responsibility of both the parent and the student. Every student must attend school every day and on time except in the case of an emergency, such as illness of the student, or death of a family member. In the case of a student who is hospitalized due to an illness, attendance will be given in the school provided that the student receives in-hospital instruction. **For students who are chronically ill, parents must ensure that the child receives proper medical care so that promotion to the next grade is not hindered. If a child is consistently absent due to illness, the school requires that evidence is provided that the student is receiving the appropriate and necessary care.**

- **It is mandatory that all students maintain a 90% attendance. Promotion to the next grade is subject to a child's attendance.**
- **Students will not be allowed to leave the school premises unless accompanied by a parent or guardian, unless a signed permission is received by the office in advance.**

If your child is tardy or absent, please follow the procedure listed:

TARDINESS

1. Any student who is tardy for school must present a note signed by his/her parent or guardian explaining the reason.
2. Students leaving school early will be marked tardy for the day.
3. Tardiness will only be excused if the reason relates to illness, doctor's appointment, or any other family emergency.
4. Three days of tardiness will result in **one recorded absence.**

ABSENCE

1. A parent must notify the school when his/her child will be absent.
2. A written excuse from the parent or guardian must be presented to the school the day that the child returns to school from an absence. **If the absence is because of a contagious illness, a statement from a physician must be presented to the school to be kept on file. A child will not be allowed to return to school without a physician's statement if his/her illness was contagious.***
3. An absence will only be excused in the case of the student's illness or death of an immediate family member.
4. Any child who has 10 inexcusable absences will result in the notification of the appropriate Board of Education authority.
5. Unless the absence is due to a medical excuse, students will NOT be given a re-take exam.

Occasionally children contract pediculosis or what is commonly known as head lice. Children with head lice are not permitted to attend school until their condition has been treated and all nits (eggs) have been removed from the hair and an appropriate note saying so, from the doctor, has been presented. Al-Iman School strongly enforces its "No Nits" policy.

*If any child is found to have a contagious illness, the parents will be contacted and the child must be taken home immediately. The child must not return to school until the illness has passed and a physician's note is presented to the school.

*If a child is ill, he/she must not be sent to school. **We are not allowed by law to administer any medications. Please do not request that we administer any form of medicine - no exceptions will be made.**

BREAKFAST & LUNCH

Al-Iman School participates in the National School Lunch & Breakfast Program. A balanced breakfast is served daily from 7:45 a.m. until 8:00 a.m. A nutritious hot lunch is also served daily. Snacks and juice are provided to the pre-kindergarten and kindergarten children. **At the beginning of the school year, parents must complete a Federal lunch application form which will determine whether a student's lunch and breakfast is full-priced, reduced, or free. If parents do not want school lunch for their child/ren, a written request must be submitted to the school office.** Parents are obligated to respond within 1 week of receiving the lunch forms either by requesting lunch or refusing it IN WRITING. If no form is received from your child an automatic charge of full price meal will be billed to your account of which the parent is held responsible to pay in full by the end of September whether the child eats or does not eat the school lunch.

TRANSPORTATION

Transportation is provided by Al-Iman School for students at a minimal fee. All fees must be paid with the conjunction of the tuition fee schedule. If there is a delay in the payment of the fees, transportation may be discontinued until all fees are paid up to date.

For those students who are using Al-Iman School transportation, rules have been set to secure orderly and safe transportation to and from the school. General school rules also apply to the bus.

1. Proper courtesy must be shown to the bus driver.
2. Be at your bus stop prior to the scheduled time. The bus will only **wait two minutes** for you. No exceptions.
3. Take notice of the traffic each time you enter & exit the bus.
4. Take a seat immediately upon entering the bus and fasten your seat belt.
5. You may not save seats.
6. Do not stand in the bus or on the seats.
7. Do not eat, drink, chew gum, or play music on the bus.
8. No bullying on the bus.
9. Do not litter the bus.
10. Do not use foul language on the bus.
11. Parents are responsible for any damage done to the bus by their children.
12. Students must report to the driver any form of misbehavior indulged in by the other students. If no action is taken, the student must notify the school administration.

If a student breaks any rule or indulges in behavior that jeopardizes the safety of the occupants of the school bus, the following action will be taken:

- | | | |
|---|---------------------|-------------------------------|
| - | First Offense..... | Warning to parents |
| - | Second Offense..... | No bus service for three days |
| - | Third Offense..... | Bus service canceled. |

***Al-Iman School reserves the right to discontinue transportation service to any student who exhibits severe disruptive behavior on the bus, endangers himself/herself, endangers the safety of others, and prohibits through his/her actions the smooth running of the school transportation.**

RIGHTS AND RESPONSIBILITIES

THE RIGHT OF ALLAH

It is the right of Almighty Allah that you should worship Him without associating any partner to Him. If you fulfill this duty with sincerity, Allah has undertaken to suffice you in the matter of this world and the Hereafter and to preserve for you whatever you like of it. (Imam Zayn-ul-Abideen (A.S.))

"Your Lord has ordained that you must not worship and obey anything other than Him."

The Qu'ran: 17:23

RESPONSIBILITIES OF THE STUDENT

It is the right of your dependents in knowledge that you should know that Allah has made you their master bestowing upon you knowledge with the treasure of wisdom. Therefore, if you are generous in this commission given to you by Him you will be a virtuous man, and you will have hope and true faith. Otherwise you will be guilty against His creatures. (Imam Zayn-ul-Abideen (A.S.))

"Are those who know equal to those who do not know? Only the wise take heed."

The Qu'ran: 39:9

RESPONSIBILITY TO YOUR PARENTS

Prophet Mohammed (S.A.W.W.) says,

"Goodness and benevolence towards your father and mother is superior than prayers, fasting, hajj, umrah, and jihad, and it carries a greater recompense."

"Your Lord has commanded you to worship Him and none else, and to be kind to your parents."

The Qu'ran: 17:23

RESPONSIBILITY TO YOUR SCHOOL

This school belongs to you. The reputation of any school depends upon its students. Therefore, it is your responsibility to be good Muslims and good students. In this way, you can bring honor and dignity to the Ummah.

RIGHTS OF YOUR TEACHER

It is the right of your teacher that you respect him/her and respect the dignity of his/her audience, to listen to him/her while intently facing towards him/her and to help him/her to teach you knowledge which is something that you cannot be without. (Imam Zayn-ul-Abideen (A.S.))

On the following pages are forms that must be filled out by the parents of each individual child and submitted to the Homeroom teacher by the end of the 1st week of the school academic year.

Form #1 –

PARENT - STUDENT CONTRACT

We, (parent's name) _____ and (student's name) _____ agree and accept without reservation to abide by, and follow all rules, regulations, and procedures of Al-Iman School as stated in the Students' & Parents' Handbook. We accept the course of disciplinary action which will be instituted if any rule or regulation is not followed, and will also pay for any school property that is damaged by our child. We further accept that the Principal's decision in all matters relating to the school is final. I allow my child to be photographed and video taped for the purposes of publication and broadcast.

Parent's Signature _____ Student's Signature _____ Date: _____

Form #2 –

PERSONAL TRANSPORTATION WAIVER

Students who are not using Al-Iman School or State provided transportation must sign the waiver below that states your choice of waiving the use of Al-Iman School buses in lieu of public transportation for your child's mode of travel to and from school.

I, parent of _____, do hereby waive the offer of the use of Al-Iman School's private busing and state my choice in allowing my child to travel to and from school using public/own transportation and absolve the school of any liability.

Parent Name

Parent Signature

Date

