

*To reach the mind of a child, we must capture the heart*



IEIT SCHOOL DISTRICTS

# PARENT AND STUDENT HANDBOOK

2022-2023

This handbook is subject to review, modification and approval by the IEIT Board of Trustees.  
*"Excellence in academic and Islamic education"*

# Student Handbook

## TABLE OF CONTENTS

Subject	Page
<b>Acknowledgment</b>	4
<b>Message from IEIT Chairman</b>	6
<b>Message from the Principals</b>	7
<b>2021-2022 Academic Calendar DUA-North</b>	8
<b>Background Information</b>	9
<b>IEIT Schools Mission</b>	10
<b>IEIT Schools Vision</b>	11
<b>IEIT Schools Philosophy</b>	12
<b>IEIT Schools Goals</b>	12
 <b>COVID-19 Prevention, Mitigation, and Response</b>	 13
<b>Procedures at Darul Arqam Academy North</b>	
<b>Operational Procedures</b>	
School Hours	17
Admissions	19
Checklist of Enrollment	19
Fee Schedule	19
Withdrawal Policy	20
Absenteeism & Attendance Policy	20
Field Trips	22
<b>Dress Code &amp; Grooming</b>	24
<b>Student Services</b>	
Guidance Counseling	27
Textbooks & Library Books	27
Cafeteria	28
Forming Student Clubs & Organizations	29
Student-Held Elected Offices	29
<b>Home/School Relationships</b>	
Parental Involvement (PTA/Volunteering)	31
Procedures for Parent-Teacher Conferences	31
Parent Code of Conduct	32
<b>Academic Code of Conduct</b>	34
<b>Grading &amp; Reports</b>	
Homework Policy	37
Grading System	38

Graduation Requirements	43
Middle School Course Load	48
High School Course Load	49
<b>Discipline</b>	
Maxims of Discipline	51
Bullying Prevention Policy	53
Anti-Racism Policy	57
Cell Phone Policy	57
Corrective Measures	58
Disciplinary Interventions	59
Discipline Policy	59
Rights and Responsibilities of Students	60
Infraction Levels & Disciplinary Actions	62
<b>Building &amp; Campus</b>	
Campus Visitors	71
Student Guidelines for Acceptable Use of Technology	72
Use of Personal Electronic Devices at School	73
<b>Regulations</b>	
Privacy Policy	75
Health & Safety Policy	75
Accident/Emergency Procedures	76
Disease Control Measures	77
Vaccine Requirements	80
Child Abuse Reporting	82
Administering Medications	83
<b>Forms</b>	
Request for Administering of Medications	85
Emergency Medical Treatment	86
Important Medical Information	87
<b>Roles &amp; Responsibilities</b>	
School Board & Administration	88
Teachers & Parents Roles	89
Guidelines for Students	90
Guidelines for Parents	90
<b>IEIT School Locations</b>	<b>91</b>

## ***Acknowledgment***

Dear Parent:

This handbook explains procedures and regulations of IEIT Schools that will help your child get the best of his/her education. The IEIT Board of Trustees believes that the policies outlined herein will enhance the individual personalities of your children as good Muslims in an Islamic environment. This handbook defines an acceptable code of conduct for your child and appropriate consequences of non-compliance with this code. We strongly urge you to go over the contents with your child, then sign and return the bottom portion of this page noting that you have read the entire handbook and agree and understand the policies as outlined in the handbook.

May Allah (SW) reward our efforts and always keep us on the right path. We appreciate your cooperation and continued support.

Sincerely

I.E.I.T. Board of Trustees

Please sign below, cut along the dotted line, and return the bottom section to the school office.

-----  
I have read the Student & Parent Handbook and Financial Policies, understand its contents, and consent to the IEIT policies and guidelines regarding the student code of conduct for the current academic year.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

DISCLAIMER: Such as the Board (B.O.T.) meets every month and adds/revises policies as it sees fit. We will communicate those changes via printed handouts, website, and other forums or venues.

## Electronic and Other Communication Devices Technology Policy

DUA holds high expectations for student behavior, academic integrity, and responsible use of technology. Students who possess and/or use technology devices at school or school sponsored events should demonstrate the greatest respect for the Islamic environment and rights and privacy of all students.

Students are permitted to use laptops for academic purposes as designated by the classroom teacher and administration as a tool for learning. Such acceptable uses include for Apex, Digital books, educational websites and electronic resources. Students are not permitted to text, email, instant message, communicate through social media or online messaging applications or sites, play video games, or watch movies for leisure at school. Students and student clubs or organizations are not permitted to take video or pictures of employees or other students without prior authorization from administration and consent from the legal guardians of the students and adults involved, students are required to follow DUA's confidentiality and privacy expectations as outlined by our handbook and the law.

Students who choose to bring a personal device to school for approved academic use assume all responsibility and risk related to the possession and use of the electronic devices. Neither the school nor any of its employees are liable for theft, damage or loss of the device.

6. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property or during school events.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
		Meeting with the administration and the phone/device/Laptop will be taken away and must be picked up by a parent.	Meeting with the administration and either the student will be suspended for one day or the phone will not be returned for 5 days (parental choice)	Meeting with the administration and Parent will be required to pay a \$60 fine and pick up the phone.	Device will be returned to the parent at the end of the semester (December or May whichever is closer.)

Students are not permitted to use electronic and/or other communication devices in any way that disrupts or distracts from the educational environment. A student can lose the privilege if is using the device that results in distracting or disrupting the classroom environment.

NOTE: If an electronic and/or other communication device is used for a level II infraction that consists of Illegal and or serious conduct violations or Level III conduct that is serious or illegal and is potentially life threatening or can cause serious mental or bodily harm as outlined in the handbook such as but not limited to, academic misconduct, intimidation or menacing incitement, morally offensive material including obscene or vulgar material and bullying or violating the privacy rights of a student or employee can result in immediate suspension and or expulsion as noted in the handbook. The technology policy is further outlined in detail in the handbook.

Please sign below, cut along the dotted line, and return the bottom section to the school office.

I have read the Student Electronic and other communication devices technology policy, and understand its contents, and consent to the IEIT policies and guidelines regarding the student code of conduct for the current academic year.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)



## ***Welcome Message from IEIT Chairman***

Assalamu Alaikkum,

It is my pleasure to inform you that the Islamic Educational Institute of Texas has established itself as a prominent and unique Islamic school system which includes six Darul Arqam schools in the Houston area. IEIT has a proud tradition of excellence in Academic and Islamic education. Our mission is to ensure that every child achieves his/her maximum educational potential through an enriched academic curriculum and athletic program. In addition, we are focused on preparing today's students for tomorrow's challenges through the establishment of high Islamic values and moral standards. With the blessing of Allah (SWT), I am proud to communicate that the IEIT School System currently serves over 1,000 students at its five campuses from Pre-Kindergarten to High School.

As our student population continues to grow, I would like to thank all of our staff and parents for their dedication and support. Your commitment is vital in ensuring that each student has a quality and positive learning experience. Your willingness to build a positive rapport with students, parents, staff, and community members will insha-Allah add to the success of IEIT. I would like to encourage parents' involvement through the local informational meetings, parent workshops, parent/teacher conferences, advisory panels, parent surveys, and many other school activities.

In addition, we want every student to be connected to his/her school, and understand the value of student participation in school events. As we continue to move forward, please know that your time, feedback and support are all greatly appreciated.

Please feel free to contact me with your comments or concerns so that we continue to grow and maintain an exemplary Islamic School System.

With best regards,

**Salim Kudia**  
***Chairman, IEIT Board of Trustees***

## ***Message from the Principal***

Assalamu Alaikkum,

May Allah find you and your loved ones in good health and spirit. Welcome to the IEIT school system! You will find that Darul Arqam schools (North, Northwest, Southwest, East, and Everest) have a warm, caring, safe and supportive environment in which students can learn and become successful. We offer a variety of programs and activities as well as excellent academic curriculum that assists in the growth and development of well-rounded individuals. We are committed to all children becoming good Muslim citizens, graduating and pursuing their dreams.

The goal of all Darul Arqam campuses is to facilitate an Islamic environment that is conducive to learning and high academic success. We would like our children to grow in Islam and then Islam will grow in them.

Darul Arqam Schools provide a variety of programs and services to ensure each child receives a superior education in academics and Islamic studies. A few of our highlights include:

- Qualified and Certified Faculty
- AP Classes / Honors Classes (at the High School level)
- College Courses / Dual Credit Courses (at the High School level)
- State-of-the-Art Technology
- Girls and Boys Athletics Program
- Friday Clubs
- Enriched extracurricular activities: Quran competition, Spelling Bee, Science Fair & Symposium, Accelerated College Education (ACE) Program, Community involvement program, Private Scholastic Inter-School Competition, Muslim Interscholastic Tournament, Scholastic Book Fair, Scripps National Spelling Bee, Arabic Fair, and many more.
- Exemplary performance on National and State Exams
- 

Excellence in academic and Islamic education is a must for the well-being of our community. Who is better than a believer as Allah proclaims in the Quran that believers are the best of the creation. Thank you for your collaboration, communication, and cooperation. The success of a student depends on the student, the parents, and the educators. May Allah help us all in achieving our mission to raise righteous children, Ameen

Darul Arqam Academy Southeast

Everest Academy (Darul Arqam South)

Ilm Academy (East)

Darul Arqam Academy North (DUA-North)

Houston Peace Academy (Northwest)



**DARUL ARQAM  
ACADEMY  
NORTH**

# 2022-2023 Academic Year Calendar

August							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	1-9	Teacher's In service
	1	2	3	4	5	6	6	Open House (2:30 pm to 5pm)
7	8	9	10	11	12	13	10	1 <sup>st</sup> Day of School
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

September							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3	5	Labor Day
4	5	6	7	8	9	10	7	1 <sup>st</sup> I-Ready Start
11	12	13	14	15	16	17	13	Mid-Term Reports
18	19	20	21	22	23	24		
25	26	27	28	29	30			

October							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	7	End of First Nine Weeks
						1	14	Parent Teacher Conference
2	3	4	5	6	7	8	17	Campus Staff Development
9	10	11	12	13	14	15	10	2 <sup>nd</sup> Nine Weeks
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

November							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	15	Mid-Term Reports
		1	2	3	4	5	21-25	Thanksgiving Break
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

December							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3	12-16	Benchmark & Midterm
4	5	6	7	8	9	10	16	End of 2 <sup>nd</sup> Nine Weeks
11	12	13	14	15	16	17	19-30	Winter Break
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

January							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	2	Winter Break
						3	3	Campus Based Staff Development
1	2	3	4	5	6	7	4	Classes Resume/ 3 <sup>rd</sup> Nine Weeks
8	9	10	11	12	13	14	10	2 <sup>nd</sup> I-Ready Start
15	16	17	18	19	20	21	13	Parent Teacher Conference
22	23	24	25	26	27	28	16	Public Holiday (School Closed)
29	30	31					26	100 Days of School

1st	2nd	3rd	4th	Total Student Days: 174
A-16	O-14	J-19	M-10	First Nine Weeks: 42 Days
S-21	N-17	F-19	A-14	Second Nine Weeks: 43 Days
O-5	D-12	M-8	M-18	Third Nine Weeks: 46 Days
42	43	46	43	Fourth Nine Weeks: 43 Days

February							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	7	Mid-Term Reports
			1	2	3	4	20	District Based Staff Development
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28						

March							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4	10	End of 3 <sup>rd</sup> Nine Weeks
5	6	7	8	9	10	11	13-17	Spring Break
12	13	14	15	16	17	18	20	4 <sup>th</sup> Nine Weeks
19	20	21	22	23	24	25	23	First Day of Ramadan (TBD)
26	27	28	29	30	31			

April							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	TBD	STAAR Test English 9th
						1	TBD	STAAR Test English 10th
2	3	4	5	6	7	8	25	Mid-Term Reports
9	10	11	12	13	14	15	24	Campus Staff Development
16	17	18	19	20	21	22	14-21	EID Break
23	24	25	26	27	28	29		
30								

May							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa	1-5	IOWA Test
						TBD	TBD	EOC (STAAR Test)
1	2	3	4	5	6	TBD	TBD	STAAR Test
7	8	9	10	11	12	13	15-19	Finals/ I-Ready 3 <sup>rd</sup>
14	15	16	17	18	19	20	25	End of Semester
21	22	23	24	25	26	27	26	8 <sup>th</sup> & 12 <sup>th</sup> Graduation
28	29	30	31				29	Memorial Day
							30-31	Staff Development

June							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

July							Date	Event
Su	Mo	Tu	We	Th	Fr	Sa		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

Staff Development	Holiday
Open House	I-Ready Testing
Begin 9 weeks	Benchmark Testing
End 9 weeks	STAAR
Parent Orient/Conf	Graduation
End of Semester	Make-up Day

## ***Background Information***

The Islamic Society of Greater Houston (ISGH) is the largest Islamic Community Organization in USA. Through its subsidiary, Islamic Education Institute of Texas (IEIT), ISGH presently operates six full time schools. These schools are located in the North, Northwest, West, South, Southeast, and Southwest Centers. The main objective in establishing the IEIT School System is to create quality educational institutions that excel in academics and produce morally responsible citizens. All six schools are licensed and recognized by the State of Texas and accredited through AdvancedED. IEIT Schools provide education superior to that offered by public schools in addition to Islamic education and environment.

The total enrollment is over 1100 students. Classes are offered through 12th grade at DUA North, up to 8th grade, up to 4th grade at DUA Southeast, up to 8th grade at Everest Academy, up to 5th grade at the Houston Peace Academy, and up to 8th grade at ILM Academy. IEIT has plans to expand all the schools to 12th grade in the future, In'sha'Allah.

IEIT Schools conduct state and national standardized exams, which include STAAR, ITBS (IOWA) tests, Stanford, DRAs, PSAT and AP exams. Though private schools are exempt from taking standardized tests, IEIT Schools conduct these tests in order to ensure that students maintain and achieve academic excellence that can be measured against the neighboring public and private schools.

IEIT Schools participate in many enrichment programs such as:

- MIST-Muslim Interscholastic Tournament
- PSIA- Private Schools Inter Scholastic Competition
- Inter-School Quran Competition
- Houston Science Fair
- Inter-School Science Fair
- Hajj, Eid, and Ramadan Celebrations
- Inter/ Intra School Sports and Athletic Programs
- Field Trips
- Art Festivals/ Art Contest
- Scholastic Spelling Bee and Arabic Spelling Bee
- Inter-School Quran Bee

For further information, we invite you to visit our school website at <http://www.north.darulargamschools.org> and follow us on Facebook.

## **IEIT Mission Statement:**



**“Preparing our students  
to excel as  
Muslim role models  
and exemplary citizens  
in today’s  
diverse society.”**

## IEIT VISION

With the help of Allah (SWT), the Mission Statement of IEIT Schools is committed to the following principles:

1. Prepare our children to become Muslim role models, exemplary citizens in their communities, and to excel in their professional careers.
2. Inculcate in our children Islamic values, habits, attitudes, high moral and ethical standards, tolerance, and patience that are characteristics of a good Muslim.
3. Teach our children to read and understand the message of the Quran, and the Sunnah of Prophet Muhammad (PBUH) and to apply these in every facet of their personal and professional lives.
4. Help students exit with academic skills at or above their grade level.
5. Engage the students in a rich curriculum to acquire the skills and love of effective learning.
6. Encourage the faculty and staff to communicate high expectations of and respect to every student.
7. Extend to the greater community, through partnership with parents a genuine appreciation of the value of excellence in education.
8. Empower the faculty and staff through mutual respect, ongoing training, strong leadership, and sufficient resources to implement an educational program of high excellence.

## **Philosophy of IEIT Schools**

The philosophy of the Islamic Education Institute of Texas, “IEIT” in establishing IEIT school system is to impart Islamic spiritual training (“Tarbia”) along with the educational tools to achieve academic excellence.

The Curriculum includes all core subjects, with all of the required directives of TEKS (Texas Essential Knowledge and Skills) as determined by Texas Education Agency. In addition to the regular academic subjects taught in public and private schools in America, IEIT Schools’ curriculum includes Arabic, Quran, and Islamic Studies courses as separate independent subjects. We are committed to instilling in the students the Islamic values, habits, attitudes, ethical standards, patience, and tolerance that are the characteristics of a good Muslim.

## **Goals of IEIT Schools**

1. Instill in our students a love and understanding of the teachings and practices of Islam with particular emphasis on respect, effective communication, and cooperation.
2. Strengthen a positive school culture through effective communication, partnership, volunteerism and community trust and pride.
3. Continue to meet Adequate Yearly Progress (AYP).
4. Differentiate instruction according to the strengths and needs of each learner.
5. Consolidate, evaluate, and prioritize interventions to at-risk students.
6. Provide opportunities to all students to exceed the state and national standards.
7. Review the curriculum on an ongoing basis for potential improvements in order to enhance Standardize tests scores.
8. Provide staff development and support to teachers geared towards enhancing their pedagogical skills.
9. Continue to implement and deploy technology in school and classroom.
10. Continue renovations of school facilities and investment in resources in a timely manner to accommodate for the expected increase in student population.
11. Maintain a college readiness environment through, ACE, College Board, Springboard, Pre AP and AP Programs.
12. A balance between academics and extra-curricular activities, with the knowledge that activities are vital ingredients in the learning process. It is our goal that quality student activities will be offered to students at the appropriate grade levels. It is our goal to enrich the basic curriculum with student activities. The proper care must be taken to ensure that activities complement rather than detract from the basic curricular areas.

# **COVID-19 Prevention, Mitigation, and Response Procedures at Darul Arqam Academy North - Communique to Parents**

Dear Parent/Guardian,

As we plan for returning to school at Darul Arqam Academy North, we recognize that this will be an unusual school year, but we remain committed to supporting your student's learning, as well as his or her safety.

This document outlines the procedures our campuses will have in place to prevent or mitigate the spread of COVID-19 and to respond if a positive case is identified.

The virus that causes COVID-19 can infect people of all ages. For many children, there are distinct benefits to attending school in person, including instructional, social, and safety benefits.

For these reasons, the American Academy of Pediatrics has made a statement supporting on campus instruction for students in the coming year.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

The Darul Arqam Academy North strategy for opening and operating is outlined below.

## **Prevention**

To prevent COVID-positive individuals from entering our campuses, your student's school will have the following COVID-19 symptoms screening procedures in place:

- All staff will be required to self-screen daily and check their temperature before reporting to school.
- All visitors will be required to screen upon arrival.
- Parents are asked to check students' temperature before reporting to school and to proactively identify when their student exhibits COVID-19 symptoms or has been exposed and therefore keep them home. According to the CDC, symptoms of COVID-19 include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- All students, staff, parents, and visitors will be screened and temperatures checked daily before admitted into the school building using touchless thermometers.

The student screening procedure will be as follows (please note that the CDC defines a fever as a temperature of 100.4° F or higher). Staff at drop-off area will check students' temperature and ask the following questions:

- a. Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
- b. Do you live in the same household or had close contact with someone who in the last 14 days has been in isolation for COVID-19 or has tested positive for the virus?

**Responding “yes” to the above questions will result in the student being asked to leave the premises and report to doctor/self-quarantine**

- c. Have you had any one or more of the COVID-19 symptoms today or within the past 24 hours, which is new or not explained by another reason?

**Responding “yes” will trigger COVID-19 Mitigation Plan at school**

- School Administration will be positioned at drop off areas at high traffic time to supervise and assist as necessary.

Information collected in these screenings will not be retained if the screening is passed. If a parent indicates that a student is demonstrating COVID-19 symptoms, the school will retain that information until the student meets the criteria for return to school.

### **Criteria for Return to School**

Conditions for return to school after an individual shows symptoms or gets a positive test result:

**Either:**

- 72 hours with no fever; and
- Symptoms improved; and
- 10 days have passed since symptoms first appeared.

**Or:**

- An acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19

**Or:**

- A doctor's note indicating an alternate diagnosis of a non-contagious illness

## **Mitigation**

- Our district will be taking the following steps across each of our campuses to mitigate the spread of COVID-19.
- To mitigate the spread of COVID-19, facial coverings will be worn by all medically and developmentally able staff, students, and visitors.
- CDC recommends that when in public settings or when around people not living in their household, everyone 2 years and older wear a cloth face covering that covers their nose and mouth, particularly where other social distancing measures are difficult to maintain.
- Cloth face coverings should NOT be put on babies or children younger than 2 because of the danger of suffocation. Children younger than 2 years of age are listed as an exception as well as anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance

## **Response**

In the event of a COVID-positive case on campus, the campus will take the following steps:

- All areas that are heavily used by the individual with the lab-confirmed case will be closed off until disinfected.
- All teachers, staff, and families of all students in that school will be notified.
- The local health department will be notified.

We hope that this information gives you confidence in our systems and our ability to stop the spread of COVID-19 on our campuses. If you have any questions or concerns, please reach out to the School Principal.

While this will be a challenging year, we believe it can also be a great one, and we look forward to supporting your student in his or her learning journey.

Sincerely,

Darul Arqam Academy North Administration

**Acknowledgement of Receipt of COVID-19 Prevention, Mitigation, and Response  
Procedures at Darul Arqam Academy North**

I acknowledge that I have received, reviewed, and will abide by the COVID-19 Prevention, Mitigation, and Response Procedures implemented at [school name]. By sending my student to in-person instruction on campus, I am acknowledging and agreeing to screen my child and myself for COVID-19 symptoms prior to sending my child to school. I also agree that I will not send my child to school if my child or anyone in the child's household tested positive for COVID-19 or has any of the COVID-19 symptoms. If my child or anyone in my child's household tests positive for COVID-19 or displays symptoms of COVID-19, I agree to notify School.

I also understand that my signature below indicates that I have read and understood the above statements and have received a copy of the COVID-19 Prevention, Mitigation, and Response Procedures at Darul Arqam Academy North .

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

## ***Operational Procedures***

### **SCHOOL HOURS**

All students' school hours are **Monday – Thursday from 7:45 a.m. to 3:30 p.m. & Friday 7:45-12:00 pm**

#### **DROP OFF PROCEDURE:**

Students are not to arrive at school prior to 7:30 a.m. Students who arrive before the designated time may not be supervised by a staff member; therefore, the school will not be responsible for their safety. Assembly will be in the Gym; all students in grades 1-12 are required to go directly to the Gym for assembly.

#### **PICK UP PROCEDURE:**

For pick up, parents will pick up their children from the school's designated pick-up area. Parents cannot stand outside classrooms until dismissal because it causes disruption. If a child is picked up early, then parents must check in with the office.

Only those people authorized in writing to pick up the child will be allowed to take the child. If a child is to be picked up by someone other than those on the Pick-Up Authorization Form, the parents should inform the school in writing or call the school, in an emergency situation. If the staff does not recognize the person picking up the child, we will ask for proper identification to ensure only authorized persons are granted custody of the child.

Parents picking up children later than 3:45pm (M-Th) or 12:40pm (F), will need to pick up the student from the front office, sign them out, and will be charged a late fee. The late fee will be added to the tuition for that specific month. Parents will receive 2 warnings for late pick-ups, and if there is a 3<sup>rd</sup> late pick-up all late fees will be applied. Parents will receive written notification of these warnings.

#### **Late Fees:**

After 4:00/12:45; \$20 will be applied on the 3<sup>rd</sup> late pick up and thereafter. **(DUA North)**

#### **EARLY PICK UP/LATE DROP OFF**

Students must check out at the office when leaving school **early** and must **check-in** at the office when returning or arriving late. A parent **MUST** sign-out the student when taking him/her off campus and **MUST** also sign-in the student once bringing him/her back to school with the **front office personnel**. *If this procedure is not followed, the student will receive an unexcused absence for the entire day.* **Parents are requested NOT to go directly to the classroom, but report to the office first** for early pick-ups and late arrivals. A note to the teacher and front office administrator informing her/him of the time you plan to pick up your child will be helpful in getting the student ready for early release in an effective manner.

## **SCHOOL VISITATION**

**For the safety of the children, parents are requested to check-in at the office if they want to visit their child's classroom.** Parents/legal guardians/visitors need to give the front office a **48-hour** advance notice if they want to sit-in their child's classroom. Visitor name tags provided by the office are to be worn by all visitors while they are on the school campus. We take this precautionary measure in hopes that it will discourage unauthorized people from being on the school grounds/property. The safety of the children is of prime importance. Parents are reminded that a teacher cannot have a conference during his/her regular teaching hours. Arrangements should be made with the office if such a visit is necessary.

### **Scheduled and unscheduled school openings, closings, and delays**

The Official School Calendar is distributed at parent orientation, on our website, Facebook page, and with the registration packet. This calendar lists all scheduled school closings.

1. **Scheduled No-School Days** - The Principal will notify parents in advance whether the school will be open on scheduled no-school days such as conference days.
2. **Unscheduled No-School Days** - There will be no school on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.
3. **Unscheduled School Delays and Closings** - The School may have delayed opening or emergency closing in case of severe conditions. Announcement for such unscheduled delay / closing shall be made through posting on School website, Facebook, or email via Orbund or Constant Contact to parents. Some schools also use a mass messaging texting system to communicate with parents.
4. **Early Dismissal** - the School will remind parents of scheduled early dismissal through newsletter and email. Parents will also be notified if after school care will be available on scheduled early dismissal days.

## **CLOSING SCHOOL FOR WEATHER RELATED REASONS**

Only in unusual instances i.e., hurricane warning, tornado destruction, would the decision to close the schools be made the preceding day or at any time other than as mentioned below. However, if so, the decision is made as early in that day as possible, usually by 4:00 p.m., based on all information available at the moment which includes any reasonable projections that can be determined. DUA-North will follow Spring ISD regarding bad weather closing, delayed start or cancelation decisions.

The decision to close the schools for the coming day, assuming that information was not available on the preceding day, is made between 5:30 a.m. and 6:00 a.m. Other times schools will also follow the decision of the neighboring public school district (Spring ISD) about school closures.

## ADMISSION

The following requirements must be met in order to enroll a student in Darul Arqam:

- Birth certificate
- Complete and updated immunization records validated by a physician or public health clinic.
- Social security card
- Complete records from previous school
- State issued ID (such as Driver's License) for each parent
- A void check to set up ACH for tuition payments (if on the 10-month plan)
- Take a grade-level entrance exam, diagnostic test, and/or or pre-screening interview by the Principal.

## ENROLLMENT POLICY

- Enrollment shall be open to any child, provided the school can meet the special needs of that child.
- Enrollment in the school shall be granted without discrimination in regard to gender, race, color, religion, creed, or political belief.

## CHECK LIST OF ENROLLMENT REQUIREMENTS

- Proof of identity (For example: birth certificate, social security card, passport, or driver's license)
- Transcript (report card, progress report, evaluation report that is printed, written, signed by school personnel to designate grade level). It is the responsibility of the parents to secure this information.
- A statement, book card, withdrawal form, or computer card clearing their record from the previous school.
- Immunization record, either from the previous school or the family doctor
- Proof of residence in the Greater Houston area. A lease agreement, light, water, or gas bill with your name and address is acceptable. Telephone bills cannot be accepted.
- Completed registration card for attendance and emergency procedure card to be used in the event of an accident, etc. (forms supplied by the school) All enrollment is conditional until receipt of the above items.

## FEE SCHEDULE

The per student tuition fee is set by the Advisory Panel for each school, and should be paid by **tenth** day of the month. Tuition can be paid yearly, bi-annually (half in August and half in January) or in ten equal monthly installments. The current tuition schedule is available in the school brochure, on the school website and at the administrative office. If tuition is not paid by the tenth day of the month (grace period), a late fee of \$20 per family will be charged.

### **ALL parents are required to be on ACH (AUTOMATIC WITHDRAWAL) for the monthly fee.**

- If any parent opts to make payment by check, money order, or cashier check, add additional **\$35** for check processing fee for each month will be applied.
- There will be **\$30** charge on any canceled or bounced check returned by the bank.
- After the 10<sup>th</sup> day, a \$20 late fee will be added along with the monthly fee.

- After the 10<sup>th</sup> day, the school office will send a friendly reminder stating your past due notice through the ORBUND system or a phone call.
- If all attempts have failed and no contact/payment has been issued by the parent(s) / legal guardian(s) will have a mandatory meeting with the Board on the 3<sup>rd</sup> Friday of the month. Failure to show up to that meeting with the Board will result in the student being removed from the school.

#### **IEIT School Procedure to Collect Annual or Past Dues:**

1. All annual or late dues such as book fees, STAAR/IOWA fee, Lab fee, Technology fee, and etc., should be paid in full by the first day of school if a new student. All current students should have all annual dues pulled via ACH in June/July prior to the new school year beginning.
2. If any amount is still pending past the first day of school in January for any reason unless previously approve due to extreme economic hardship, then the parent(s) / legal guardian(s) will meet with the Board and their decision will be final. Failure to show up to that meeting with the Board will result in the student being removed from the school.
3. Registration fees, annual dues, and tuition are non-refundable. **Darul Arqam North does not offer pro-rated tuition.**

If you have a financial situation that does not allow you to make your monthly payments, please contact the Financial Administrator before the automatic withdrawal/ due date in writing. ALL requests have to be submitted one week before the withdrawal/due date and MUST be submitted by a written notice to the Financial Administrator. All registration fees, dues, and tuition will be debited via ACH unless there is an official withdrawal from the school in writing 2 weeks prior to the current school year ending. The debit can be put on hold if a request due to an extreme financial hardship or family emergency is received in writing and accommodations are approved by an administrator 2 weeks prior to debiting of funds via ACH only.

All parents are required to enroll in ACH unless paying in full or 2 semester payments. Parents should understand that nonrefundable annual dues and fees are automatically debited in June and July for the next academic year unless a student is a new student or has officially withdrawn in writing with a minimum of 2 weeks advanced notice prior to the current school year ending. Please make sure all past due balances must be paid prior to the first day of school.

#### **WITHDRAWAL POLICY**

Students must be officially withdrawn in writing 2 weeks prior to the current school year ending or earlier. All student's enrollment will be rolled over to the next year and ACH will be debited unless a student's withdrawal form is received in writing. Students will not receive any official documents including transcripts and report cards from the school until all fees have been paid and all workbooks, textbooks, and any school resources assigned to a student are returned to the front office in good condition. All textbooks, books, and resources given by the school to the student become the school's property upon withdrawal. Students who are no longer enrolled will not be given their books, workbooks or any resource assigned by the school to the student between August and May or June and August. Consumables may be given to students who withdraw at the end of the year in May only but not anytime during the school year or prior to the new school year.

#### **ABSENTEEISM & ATTENDANCE POLICY**

The period of student attendance in the elementary schools shall extend from the opening day of school through the last day of school. Every student who is enrolled in school is expected to attend school regularly, unless he/she is prevented by illness, death in the family, or other legitimate reasons acceptable under the Board of Trustees' policy or state law.

In the event a student is absent from school for any reason, she/he is required on their return to school to bring a written excuse signed by his parents. Students must present a note from his or her parent or guardian within 5 school days after the absence or it becomes categorized as an unexcused absence. It is recommended that the date(s) of the student's absence be included in the signed parent excuse.

Good attendance is of prime importance for the educational development of each student. A student should never be absent unless it is absolutely necessary. Acceptable and excused absences may be due to personal sickness, sickness in the immediate family, death in the immediate family (immediate family includes grandparents, mother, father, sister, and brother), and school sponsored activities. A written request for excused absence must be submitted to the office.

With regard to unexcused absences, it will be considered a criminal offense if a student is absent for 10 or more days or parts of days in a six-month period or three or more days or parts of days in a four-week period.

- The student's parent or guardian will be subject to prosecution under Section 25.093 of the Texas Education Code and
- The student will be subject to prosecution under Section 25.094 of the Texas Education Code.

The state compulsory attendance law allows for legal action, if necessary, for excessive absences. A student who is absent more than 18 days during the school year may not be given credit for the academic year, except for an illness of the student, as verified by a doctor's written statement showing the dates of absence. Or extenuating circumstances approved by the campus attendance committee, the majority of which consists of classroom teachers.

#### **EXCUSED AND UNEXCUSED ABSENCES**

The student will be expected to make up all reports, assignments, tests, etc., missed for excused absences in the same number of days in which he was absent unless the teacher lengthens the schedule. Make up work not completed within the scheduled time will result in Zeros Are Not Permitted (ZAP) detention, which is offered twice a month on Saturdays from 10am to 2pm on those assignments. Each school may adjust the ZAP program as needed

Days missed by a student suspended out of school will be considered excused if the student satisfactorily completes missed assignments in the same number of days he or she was absent.

If a student is truant or has "skipped" class, the student will receive a "0" on any class assignments, tests, homework, and reports or projects due on those days(s). The nine weeks' conduct grade will also be reduced to a "U" by each teacher whose class was missed due to truancy.

A student who is absent without parent knowledge (truant) or who has “skipped” class will be assigned to an on-campus or after-school detention program.

#### **EXTENDED ABSENCES DUE TO TRAVELS/ILLNESS/ETC.**

The student is expected to attend school all year long. However, due to certain circumstances, we understand that students might need to be out of school for an extended period of time due travels, Hajj, Umrah, illness. Before the expected absence, prior approval is required. Until administrative approval has been granted a student will not receive any grades for any missing work over an extended absence period of time. Parents must contact an administrator in writing by filling out an extended absence form for consideration for approval from which can be found in the front office. Once the request is approved, the administration will inform the parent and the teachers. After approval, the parents should then follow up with each teacher, regarding assignments and make up work prior to leaving. It is the student and parent responsibility to ensure all expectations for make-up work assigned by the teachers are met.

Darul Arqam North will require an Extended Absence Form to be completed and arrangements must be made to pick up all work that the child will miss. Each school has its own grading policy as well, so parents are responsible to check with their school before taking the extended leave of absence.

#### **TARDINESS**

Remember at this stage of life there is nothing more important than your education. It is your personal responsibility to make sure you miss as few days of school as possible. Whenever a child is tardy, he or she must report to the Administrative office and get a tardy pass before going to the classroom. **If a child is tardy more than four times within one month it will be considered one absence and a parent/teacher conference will be necessary. The child may be placed on probation for a thirty-day period. Continued absenteeism may result in the student repeating the grade or excessive absenteeism may result in the parents being requested to withdraw their student from school.**

#### **FIELD TRIPS**

Field trips expand a child's experience through a variety of "out of school opportunities", and hence will be planned on a regular basis. Transportation will be provided by one of these two modes:

1. School bus or chartered van.
2. Staff and/or volunteer expectations
  - a) Parents will be informed via email or memo at least two weeks before the Field Trip
  - b) Parents will be asked to fill and submit Field Trip Consent Form along with medical and emergency information for their student, which must be returned with any fee necessary 1 week prior to the field trip.
  - c) All parent volunteers chaperoning a field trip must fulfill the following requirements:
    - i. They must submit a Volunteer Application along with proof of identification (for example copy of driver's license, state issued identification card, passport) and completed background check.
    - ii. It is preferred that they have First Aid and CPR training.
    - iii. During the trip, they must
      - a) be easily identifiable through uniform shirts.
      - b) carry communication device/ cellular phone

- c) carry written list of all children and check it frequently
- d) One or more chaperons must carry emergency medical, and consent forms and emergency contact information, and first aid kits.
- e) Selection of parent volunteers will be based on a first come first serve basis and based on need of volunteers.
- f) Parents may not attend school field trips unless serving as a parent volunteer.
- g) Parent volunteers may not bring any siblings on a school field trip.

Children going to the Field Trip will be required to wear uniform shirts and wrist bands/ tags with School name and the chaperon's cell number.

Appropriate children and chaperon ratio will be maintained at all times during the field trip

### **PHOTOGRAPHY AND PUBLICITY**

IEIT Schools occasionally photographs students participating in School activities. These photographs are used and kept to record events and learning activities. Photographs of individual children and a group picture of each class may be taken each year. In some schools, upon enrollment, parents might be asked to sign a written photo consent form that is kept in their student's file. However, the school reserves the right to use pictures of students, staff, and participants during activities, competitions, events, or in classrooms. The School may publish students' photographs, and/or work on the school website or the school's social media accounts that can include Facebook, Twitter, Instagram, etc. If a parent does **NOT** want their child photographed or have their photo posted on our school website or used in any school advertisement, parent must send a written notification to the school, and the school will try its absolute best to ensure compliance with parents' request. School, however, is not responsible for the posting of photographs taken by other parents or guests in attendance.

### **ATHLETICS**

After-school girls and boy's athletics programs will be offered on dates and times determined by each individual campus.

### **TUTORIALS**

Tutoring services will be offered throughout the academic year based on student needs. Please check with your own school about tutorials offered and the schedule.

### **P. E. AND OUTDOOR PLAY**

The Physical Education program supports a comprehensive view of health. Goals include motor skill development and an enhanced appreciation of social, emotional, and psychological health in daily living. Recess and PE lessons maybe outdoors, if the weather permits.

It is important that children be properly dressed for PE and outdoor activities. They should wear appropriate outerwear and shoes in order to participate in PE lessons. Gym shoes that tie or have Velcro closure, have good white rubber soles for traction, and offer good support for the foot is mandatory. Tights and shirts above mid-thigh are not permitted for P.E. or afterschool sports at any time.

### **Exemption from P. E. and Outdoor Play:**

Physical Education is required of all children. Children who cannot participate in the physical education program must have a written statement from a doctor stating the nature of the illness or disability and the dates for exemption from physical activity.

### **EMERGENCY INFORMATION**

Parents are required to furnish emergency numbers; which includes parents work number, doctor's phone number and a friend's/relative's phone number at the time of registration. This information will help us to contact parents in case of a child's illness or emergency. Parents are required to notify the school office immediately in the event there is a change in address or phone number so our records may be updated.

## ***Dress and Grooming***

### **DRESS CODE**

Students and parents are required to dress properly according to the Islamic dress code. School uniforms must be worn to school. The regulations governing campus dress and grooming standards will be enforced by the administration and by the faculty. Failure to comply with the following dress code will result in the **student being sent home to get dressed properly before returning to class.**

#### **Dress Code General Requirements for All Students are:**

- A) Students may not wear jeans of any color or style, not even on field trips or dress down days.**
- B) Students may not wear make-up including nail polish except minimal concealer to cover blemishes.**
- C) Students may not wear jewelry of any type (including but not limited to the following: rings, earrings, bracelets and necklaces).**
- D) Hair must be clean and neatly combed. High ponytails or buns under the hijabs are not permitted for religious reasons. Boys must keep hair short and neatly trimmed. No hair past the collar or blocking vision. Mohawks, half shaved, or any type of shaven designs of hair, are not permitted for religious reasons. Students may be asked to shave their entire head if this rule is violated.**
- E) Appropriate undergarments must be worn (clothing under jumpers must be appropriate)**
- F) Clean black socks must be worn at all times.**
- G) School uniforms should not be torn in any way and must be clean and free of stains. This includes ripped pants, and or cutting off sleeves.**

- H) Closed toed rubber soled shoes are required. Ballerina slippers or slippers of any kind are not permitted.
- I) No clothing should be tight or too loose. Skinny pants or tights of any kind are not permitted.
- J) School attire cannot be altered in a way that changes its style or adds additional information or logos without prior approval from principal.
- K) If a student is found in violation, he or she will be sent to the main office and parent will be notified.
- L) Staff and administrators have the right to refuse a student entering the class or staying in school if student is deemed out of dress code.
- M) All dress code violations determined by the administration are final and parents and students are expected to comply with final decisions.
- N) Any manner of attire, appearance or grooming which causes disruption within the school or classroom or which creates a possible danger to the health or safety of the student or others, or which creates undue maintenance problems with regards to school property shall subject the offending student to disciplinary action.
- O) Students have the responsibility to keep themselves (including their clothes and hair clean) school officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

## **DUA North School Uniform**

### **KG thru 3rd grade dress code requirements:**

**Boys:** Light blue polo style shirt, or oxford shirt, khaki pants, solid black socks with close-toed rubber soled shoes.

**Girls:** Light blue polo style, or peter pan blouse with navy blue jumper, khaki pants, solid black socks and closed toed rubber soled shoes.

### **4th thru 12th grade dress code requirements:**

**Boys:** Official Long sleeve oxford light blue shirt, khaki pants, black or brown belt with solid black socks and closed toed rubber soled shoes.

**Girls: Official school jumper\*, khaki uniform pants, official Navy blue/beige Amirah hijab\*, solid black socks with close toed rubber soled shoes.**

**Solid navy blue or black jackets without hoodie or cardigans are permitted.**

**\*denotes required to purchase from school's front office.**

**FRIDAYS ONLY: DRESS CODE FOR MIDDLE/HIGH SCHOOL ONLY**

**Girls** are permitted to wear abayas and must wear blue or black loose pants underneath. School t-shirts are permitted with loose colored slacks. Closed toe shoes.

**Boys** are permitted to wear traditional Islamic attire, school t-shirt, a collared polo or dress shirt with any color slacks. Closed toe shoes.

- For boys and girls, the school attire should be selected with modesty in mind and should be loose fitting and comfortable.
- All girls coming to IEIT Schools are encouraged to wear a scarf to start good Islamic habits, even though it is not required until 4<sup>th</sup> grade.
- Teachers, staff and administrators are responsible to enforce the dress code and are expected to be good examples themselves.
- **Hair should be clean and well groomed.** Half shaved or shaven designs of hair are not acceptable at Darul Argam. Students who come to school in violation of the reasonable Islamic standards of length and modesty of their clothing will have to correct the dress violation. The class time missed will be an inexcusable absence. The Principal will determine what is appropriate.

**\*\*Parents are requested to cover themselves properly when they come in to pick up their children.**

## **Student Services**

### **GUIDANCE SERVICES**

Guidance services will be available to all students. The principal, counselor, and teachers are ready to give educational guidance whenever it is needed. The services provided by counselors include but are not limited to information giving, individual and group consultation, and guidance lessons. Parents are encouraged to call the counselor for information or assistance on any matter concerning a student.

### **LOST AND FOUND**

All articles of clothing usually removed during the school day (Raincoats and caps, jackets, sweaters, etc.), as well as backpacks, **should be labeled** with the first and last names of the student. The school is not responsible for misplaced or lost items. Items not claimed by the end of the month will be discarded or donated to charity.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are the property of the school and should be kept according to school regulations. It is the duties of students to protect books by keeping them covered, clean, and in good condition at all times. If books are lost and returned to the office, students will have to **pay a nominal fee before retrieving their books. Failure to provide the fee for the return of a student's book (or any other fees will result in non-distribution of report cards, test scores, and transcripts.** Students must clear all fines or fees with the office before withdrawing from school. All fines/fees must be paid before any paperwork will be completed by the office. To ensure student compliance, clearance must be approved and signed by the teacher, administrative assistant and assistant principal or principal.

Library books are purchased by the school. They are the property of the school, and it is the responsibility of each student to protect each book and keep it clean and in good condition at all times. Library books must be returned on time. A late fee may accumulate for overdue books.

Digital and hardcover book release forms must be signed by students and parents within one week of receiving books and returned to the homeroom teacher. These forms should include the cost of replacing any lost or damaged book.

1. Periodic textbook checks and audits will be made to see if all books are covered and are being properly cared for. Any damage to a book must be paid for according to the following scale:
  - a. For excessive writing in books: **One quarter of the price**
  - b. For artistic drawings in books: **One half of the price**
  - c. For inappropriate messages, comments, or phrases in books: **Full price and possible disciplinary consequences**
  - d. For any missing or torn pages: **Full price**
  - e. For losing or tearing off the cover: **Full price**
  - f. For water damage: **Full price**
2. Students must pay full contract or replacement prices for all textbooks lost, regardless of how long the books have been in use.
3. Administrator has the final decision over the level of destruction/damage done to the book.

## **STUDENT DIRECTORY**

Parents are responsible for updating their contact information including home address, phone numbers, and email addresses, with the school so we may contact them regarding their child and any school news.

## **BULLETIN BOARD**

A student bulletin board is provided for items of interest to the students and contains special information as to activities, contests, scholarships, college, etc. Any information to be placed on the bulletin board must be approved by an assistant principal or principal. All non-school bulletins must be approved by the administration.

## **CAFETERIA**

The only food provided to or consumed by students during the school day on school premises shall be that which has been provided by the parents of the students. With the approval of the campus principal, food for special student activities during the school day may be provided. No food, drink, or gum is to be taken outside of the food-serving or dispensing areas. Students are expected to pick up their own trash. Trash cans are available in the cafeteria. On the occasions where food is brought in by outside vendors, students may not cut in line or permit friends to do so. Students may not request other students in line to purchase food. Students are expected to remain within the cafeteria, areas during lunch periods. Students are not permitted in the parking lots during this time. Failure on the part of the student to follow these rules of conduct or conduct by the student deemed disruptive or inappropriate will result in disciplinary action.

**\*NOTICE:** We are a “**closed campus**”. For purposes of this policy, "school day" with regard to any student shall mean that period of time the student arrives to school until the time the student is either picked up from school or has been properly dismissed at the end of the school day. **All students shall remain on campus during the school day except as provided in this policy.**

## **TRANSPORTATION**

School bus transportation is not available. However, transportation to and from school may be arranged by the parents through car-pooling. Specific information regarding the persons interested in car-pooling and their points of pick-up will be available through your PTA representatives.

For parents who will drive their children to school, please do not drop them off in the parking lot. **Make sure that the child is escorted into the school building and left with school staff. This is a must for your child's safety and protection.**

## ***Student Activities***

### **CLUBS AND ORGANIZATIONS**

There are many clubs and organizations that have been established and will have a regularly assigned meeting time with the required club fee.

### **FORMING NEW CLUBS AND ORGANIZATIONS**

Students desiring to form new clubs and/or organizations should use the following procedure:

1. Contact a teacher willing to sponsor the club or organization.
2. Have a minimum of ten students sign a letter asking for the establishment of the club or organization.
3. Submit the petition, sponsor's name, and a statement of aims, activities, and major projects to the appropriate administrator.

### **HOLDING ELECTED OFFICES**

Students will not be allowed to hold simultaneously more than one of the offices listed below in items 1–2. However, students may run for more than one office. Students must submit their first and second choice in writing and in advance of the elections, which will occur during the spring semester of the school year. In the event a student receives the greatest number of votes for both offices, he or she will be declared the winner, consistent with the previously submitted choices.

Their second choice will go to the candidate with the next highest number of votes for that position.

1. Student Council President
2. Class President
3. MSA President

A student may hold one of the above presidencies, but cannot simultaneously be the president of any other club / organization. However, a student may not be president of more than one club/organization.

**NOTE: Students who have serious disciplinary infractions or low academic standing cannot serve as MSA / student council / class president / or club representatives during the academic year of record. Students who are serving in elected positions may be asked to resign or withdraw upon receiving a serious disciplinary infraction or academic probation.**

### **Student Fundraising Initiatives:**

Students can fundraise for out of city and state trips, major equipment i.e. playground, major PE/sports equipment, etc... and major competitions local and out of city/state that are approved by administration i.e. MIST.

Any type of activity that raises money must be approved by administration prior to an announcement being made or any money being raised.

All money raised by students for a school trip, activity/competition must be turned in daily immediately after collection to the financial administrator for safe keeping in the schools safe. Students must submit a form of the total funds collected for that day to the front office, which will be verified by the financial administrator. Students must sign out any funds for change purposes if needed for the next day.

Students are not permitted to spend the money raised except for the intended purpose of those funds in any way shape or form including using money raised to spend purchasing supplies to raise money. If the total money is not raised to cover its intended purpose it can be held for the same activity next academic year or can be put into a general student activity fund as determined by the school principal.

## ***Home & School Relationships***

### **COMMUNICATION BETWEEN PARENTS, TEACHERS & ADMINISTRATION**

Communication is the key to a successful relationship between the parents and school. Parents are encouraged to contact the school when questions and concerns arise. The school will, inshallah, make every effort to keep the parents informed through email, by sending notices and handouts as needed, mass messaging (which parents have to sign up), or by calling the parents, in urgent situations. As a general rule, all communications between the school and parents will be made electronically via email, the school website and the Orbund school management system. Very little communication will be made via fliers or other forms of paper communication in an effort to minimize waste and to ensure reliable and documented forms of communication.

Parents are required to read all school publications, especially emails and occasional notices sent home with the students. Parents are also encouraged to attend all orientations and meetings announced by the school. All school staff can be reached at the school's office. Parents are also responsible for checking the school's website for important information and Orbund to monitor their child's academics, discipline, and check for messages from the teachers/administration. Parents may leave a message for any staff member with the front office and it will be conveyed to them as soon as possible. The teacher will make every effort to return the call within 24 hours. The school does not release staff phone numbers or personal information without the consent of the staff member. We encourage all of our staff to not use or give out their personal cell phone/home phone numbers. The school will not interrupt the class to deliver a message, except in severe emergencies.

Parents may request a meeting with their child's teacher or the principal at any time during the school year by **making an appointment in advance**. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they may deliver them to the front office.

### **PARENT INVOLVEMENT - PTA**

Beyond the typical involvement with your individual child at school, we have established an active Parent-Teacher Association. Through the activities of this association, we hope to foster the attitude that parent and staff working together can bring about the best possible learning environment for our children at school and at home. The PTA meets on a monthly basis. The organization has established guidelines for membership and participation, and a nominal fee is required of all members. Members who have paid dues are eligible to contest for a position on the PTA executive committee that consists of a President, Treasurer and Secretary. The PTA President is a member of the Advertisement. Parent volunteers are always welcome and able to participate in a variety of ways. Parents will be asked to volunteer in different activities and field trips as the need arises. All events or field trips/activities/events must be approved by local Advisory Panel and or principal before others are informed about them.

## PROCEDURES FOR PARENT CONFERENCES

In the event parents should have any questions or comments about their child in relation to school or the child's school work, the initial person for contact is the child's teacher, not the main office or administration. A parent-teacher conference may be arranged by calling the school office for an appointment with the teacher at his or her conference period. The teacher is usually the only person who knows the answers to a parent's questions. However, should little or no satisfaction be gained after a parent-teacher conference, **the parent should then seek an appointment with the administration.** The administration of IEIT Schools feels that if this procedure is followed there will be a more harmonious relationship among the parents, the students, and personnel of the schools. You may contact the school administrative assistant who will then forward your message to the teacher(s). While teachers are required to respond to messages within 48 hours or two business days, please remember that teachers have many students and must follow school protocol in reference to all policy and procedures. In case of emergency or extreme urgency, you may ask the administrative assistant to forward your message to the administration.

Matters concerning general school rules, policy, or tuition may be brought to the attention of the administration directly and appointments may be made through the office administrative staff. To see the principal about sensitive matters, please schedule a meeting time with the front office. In most matters concerning curriculum, adherence of school policy and regulations, operations and procedures, discipline, attendance, and tuition and fee payment, the principal has the final decision. If the matter concerns Financial Aid allotment, the Advisory Board has the final decision.

Parents are kindly required to respect instruction time and not use drop-off as a means to have a conference or have a discussion with the teacher. Teachers are not permitted to discuss information about any other students or staff members for confidentiality purposes. If a parent has a concern about the interaction between his/her child and another student, the parent must set up a conference to discuss the concern with the teacher, and the teacher will take the necessary measures needed to resolve the situation.

## PARENT CODE OF CONDUCT

The education of your child is a joint effort between teachers and parents and must be accomplished by developing a working relationship between the two parties. Just as we acknowledge that the education and well-being of your child is your primary concern, we also acknowledge that you have chosen IEIT Schools and have given us your child as an *amana* (trust), which we will treat with the utmost care and respect. As such, it is expected that parents show the same courtesy and respect when dealing with the school staff. Parents are kindly asked to express their concerns according to the protocol mentioned above. **If a parent fails to follow the proper protocol and shows continued confrontational behavior, the Advisory Panel, after an evaluation of the issue, will use its discretion to determine further action if needed, which could include termination of enrollment.**

Parents are asked to refrain from making improper comments or derogatory statements about the school, staff, faculty, Advisory Panel, and BOT. If a parent has concerns about the teacher's effectiveness in teaching their child, parents should try to communicate with the teacher directly initially to see what additional measures can be taken to help improve the child's performance. If a

parent continues to have concerns, then parent can set up a time and discuss this issue with the principal.

Due to confidentiality and privacy reasons, parents are not permitted to address matters of concern regarding other students with that student or his/her parents directly. If a matter concerns students within the school, the school personnel are responsible for addressing the students and parents involved. If a parent confronts a child or another parent where the child or parent feels threatened, the school after an investigation can take disciplinary measures against the hostile parent or family members involved.

The school will take every possible measure to help students who are struggling in class (i.e. differentiated teaching, modification, tutoring when possible, teacher/parent conferences, i-Ready, etc.). It is the parent's responsibility to monitor their children's progress through Orund and by communicating with teachers, provide additional supplemental aid at home with homework or outside tutoring if a student is struggling. It takes a village and although the school will do its best to provide the best, education possible parents and guardians play a critical role in their student's success.

# ***Academic Code of Conduct***

## **INTRODUCTION**

Honesty is an important Islamic character trait. The Prophet (PBUH) was labeled as As-sadiq Al-Ameen (*the honest, the trustworthy*), so we expect our parents and students to model the same Islamic characteristics.

## **FORMS OF ACADEMIC MISCONDUCT**

Academic misconduct compromises the academic integrity of the school and subverts the educational process. Academic Misconduct does not only apply to tests and projects; it applies to any form of academic work including *project, papers, exams, class work, homework, academic competitions, and any assigned academic work*. IEIT Schools will not permit any kind of Academic Misconduct done either by the student or even the parent of the student. Primary, but not exclusive, kinds of such misconduct are:

### **1. CHEATING**

The use of unauthorized information, study aids or other materials, or unauthorized communication with, or copying from another student on papers, projects, tests, or other academic work. It is the responsibility of students to consult with their teacher concerning what materials and types of collaboration are permissible.

### **2. PLAGIRISM**

The passing off of someone else's ideas, writing, or work as one's own is plagiarism, even if it is of the child's parent(s). Appropriate methods and forms of attribution vary by discipline. Some courses will include instruction in appropriate conventions for citation and attribution within the field. Students are advised to seek out relevant guidelines on their own, to ask the teacher when in doubt about standards, and to recognize that they are ultimately responsible for proper citation.

### **3. FALSIFICATION AND FABRICATION**

The attribution of information or material included in one's work to a false or fabricated source, or the falsification or fabrication of the information or materials themselves. This also pertains to students working together on a group project, but a student does not contribute anything to the project but still adds his/her name to the project as a contributing member.

### **4. UNAUTHORIZED REUSE**

The submission of substantially the same work to satisfy requirements for one course that has previously been submitted in satisfaction of the requirements for another course or that was created for another purpose, without permission of the faculty of the course for which the work is being submitted. Students are expected to create new work in specific response to each assignment, unless expressly authorized to do otherwise. Students also are prohibited from submitting projects or academic work that either they or their siblings might have done previously. They are also not allowed to resubmit work that has already been submitted even with modifications. Certain provisions are allowed for students doing research for science fair

that are continuing work on a topic they have started researching in the prior years; **prior permission from the principal is required.**

#### **5. UNFAIR ACADEMIC ADVANTAGE**

The theft, destruction, or defacement of, or other interference with, the work of other students for the purpose of gaining academic advantage; the engagement in other activities that place other students at an academic disadvantage, such as theft, concealment, or alteration of needed resources or other materials; or other manipulation of the academic system in one's favor.

### **REPORTING SUSPECTED ACADEMIC MISCONDUCT CASES**

The following procedures are intended to provide guidance to faculty on handling and reporting cases of suspected academic misconduct and to inform students on the procedure for adjudicating charges of academic misconduct.

#### **PROCEDURE**

If academic misconduct is suspected, the faculty member should first speak with the student to help determine whether the suspicion is warranted. If so, faculty are encouraged to consult the administration to determine whether the student has a record of similar misconduct and/or to confer with the administration or department head and dean of curriculum for advice or clarification of the following three options:

##### **1. Teachable Moment**

If a teacher suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the teacher may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The grade appeal process is available to provide the student with due process should he/she feel the teacher's grading was unfair.

##### **2. Grade of 'F' for Assignment and/or Grade of 'F' for Class**

If after discussing the matter with the student a teacher decides to give the student a failing grade for the assignment or course or disqualify their project because of academic misconduct, a note of concern should be sent to the parent with a copy to the Department Head and/or the administration. A note of concern is an informal admonition that both makes the student aware of academic standards and serves as notice that any future academic misconduct could lead to further review and the imposition of more serious sanctions by the principal. This note will be kept on file in the student's cumulative folder. If the student should wish to challenge the sanction, the principal may convene to hear the appeal. Otherwise, the teacher's decision will stand as final. **Parents are not permitted to intimidate or coerce the teacher to change his/her decision or dismiss/lessen the consequence.** If a parent is discovered to have done so, further extreme action such as dismissal from the school and dis-enrollment of the student might be taken.

Administration has the right to consult with the teacher regarding their current note of

concern, and disclose whether or not there are past notes of concern filed for that student. For students who have past notes of concern filed, administration, along with the faculty member involved with the current incident, proceed to Step C and initiate formal disciplinary procedures.

### **3. Conduct Hearing**

A student may be called for a Conduct Hearing in the following situations:

- a) A teacher believes he/she has committed an act of academic misconduct that merits severe disciplinary action beyond a failing grade for the assignment or course such as suspension or expulsion.
- b) A teacher wishes to have the administration review the case and make a determination that a violation of the Academic Code of Conduct occurred as well as provide the appropriate sanction if the student is found responsible.
- c) Student and parent will be notified of the time of hearing. The hearing will be conducted as soon as possible, but it is subject to the availability of all parties required to attend: Student, parent, teacher, principal, and at least one member of the Advisory Panel.
- d) Parent will be informed of the final decision reached in the Conduct Hearing. All decisions of Conduct Hearing will be final and parent must follow the decision resulting from the Conduct Hearing.

# ***Grading and Reports***

## **HOMEWORK POLICY**

### **1. Definition of Homework**

Homework is defined as tasks **assigned to students** by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

### **2. Purpose of Homework**

There are several purposes for homework. At IEIT Schools, homework is used to help students understand and review the work that has been covered in class, to assess lesson understanding, and to help students learn how to find and use more information on a subject.

Homework can also serve as a communication link between school and home that shows what children are studying.

Research has shown that schools in which homework is routinely assigned and given descriptive and immediate feedback can result in higher achieving students. However, research has also proven that homework is more effective when its quality supersedes its quantity, and should challenge the students while sustaining their interest. Thus, homework should be minimal, age appropriate, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students. Late assignments will reflect a lower homework grade to be no more than 10% of the total grade. Late assignments submitted 1 day late will have a maximum of 80% score, on the second day student will receive a maximum of 70% and on the 3<sup>rd</sup> day the assignment will not be accepted by the teacher.

### **3. Responsibility of the Student**

It is the responsibility of the student to:

- a) Elementary students should expect to spend up to at least 15-30 minutes each night on homework. Middle/High School students should expect to spend 1-2 hours a night on homework.
- b) Keep an up-to-date agenda for homework and other assignments and their due dates
- c) Clarify with the teacher any instructions not understood.
- d) Turn in homework on the due date.
- e) Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- f) Arrange a proper study area, either at home or in school, and manage time to do homework assignments.
- g) Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
- h) For preplanned absences (family vacations, engagements, illness, sports, etc.) students should provide prior notice of absence to the teacher; so that the teacher may provide list of

assignments in advance. This will facilitate completion and submission of work in a timely manner without affecting homework grades negatively.

**At the elementary level, the following grading designations will be used for electives including art, computers and physical education:**

**Conduct Grades**

E = Excellent

S = Satisfactory

N = Need Improvement

U = Unsatisfactory

NA = Non-Applicable

**GRADING SYSTEM**

At the elementary through high school level, the following grading designations will be used for electives; including art, computers and physical education:

<b><i>Numerical Grades</i></b>	<b><i>Letter Grades</i></b>
96.5-100	A+
93.5-96.4	A
89.5-93.4	A-
86.5-89.4	B+
83.5-86.4	B
79.5-83.4	B-
76.5-79.4	C+
74.5-76.4	C
70.0-74.4	C-
60.0-69.9	D
0-59.9	F

**GPA CALCULATION**

GPA is computed using the below weighted quality points, beginning with any high school credit taken in 7<sup>th</sup> and 8<sup>th</sup> grade and all credit attempted in grades 9 through 12 in all subjects whether passed or failed. All transfer credits, credit by exam and dual credit that is accepted as credit by Darul Arqam North is included. Darul Arqam North uses a 6.0 weighted GPA. A 4.0 scale is offered to universities only in addition to the weighted GPA as a courtesy.

### GPA SCALE (For High School Credit Only)

Grade		Regular & Transfer Credit	Pre-AP/ Honors/Dual Credit	AP
96.5-100	A+	4.33	5.33	6.33
93.5-96.4	A	4	5	6
89.5-93.4	A-	3.66	4.66	5.66
86.5-89.4	B+	3.33	4.33	5.33
83.5-86.4	B	3	4	5
79.5-83.4	B-	2.66	3.66	4.66
76.5-79.4	C+	2	3	4
74.5-76.4	C	1.66	2.66	3.66
72.5-74.4	C-	1	2	3
69.5-72.4	D	0.66	1.66	2.66
0-69.4	F	0	1	2

GPA is calculated by applying the following formula. GPA points are given for final grades only. If a student completes a semester or 0.5 credit course i.e. Government, they will receive half of the GPA points earned. A full credit course will receive a full GPA point for the final grade earned.

**FORMULA:** Total of Grade Points divided by the number of Credits Earned = Grade Point Average.

### TRANSCRIPT & REPORT CARD CODE DESCRIPTIONS

Code	Description	Code	Description
I	Incomplete	CBE	Credit by Exam
IP	In Progress	J	High School Credit Taken Prior to 9 <sup>th</sup> grade
R	Repeat	*	Transfer Credit
CR	Credit Only	S	Summer School Credit
P/F	Pass/Fail	DC	Dual Credit Course

#### RANK

Darul Arqam North does not rank the student body, but DUA-North does identify the valedictorian and salutatorian exclusively. The identification of the valedictorian and salutatorian shall be based on a holistic review by an administrative panel of a minimum of 3 individuals. Essays can be scored on a scale of 1 to 5 by qualified neutral third parties when possible. A Holistic review includes a review of academic excellence, rigorous coursework, conduct, attendance, promptness, weighted GPA, AP exam

results, AP course taken, PSAT/National Merit standing, SAT/ACT scores, two recommendation letters, essay(s), resume, and community service. The top 3 students with the highest GPA per final junior grades must submit their portfolio for review in May of their junior year. A rubric will be used to identify the valedictorian and salutatorian position. Parents can view a copy of the rubric from the counselor. The valedictorian will be identified and notified of their position in January of their senior year.

In order to be considered for the Valedictorian or Salutatorian position a student must have attended DUA for four consecutive years, including your senior year.

**NOTE: Students with serious disciplinary infractions will not be eligible for valedictorian or salutatorian honors. Students who commit a serious disciplinary infraction after Valedictorian or Salutatorian positions have been announced can lose this honor.**

Note: At Darul Arqam North we want to focus on the social and emotional growth of students in addition to their academic growth. Elementary and middle schools in North America do not rank students. Darul Arqam North will not rank students in elementary, middle, and high school but will identify the A/B Honor Roll and holistically identify the senior class valedictorian and salutatorian.

### **Why Does Darul Arqam Not Rank?**

Per the research and best practices of competitive private schools in the country and Texas, 89% of private schools nationwide do not rank their students. So in order to align with the highest academic standards in the country for the elementary, middle and high school we are following this model.

Many competitive public schools are not ranking as well, especially in Austin, Texas in order to increase their total acceptance rates into competitive universities. Research has shown in many Austin public schools that stopped ranking increased their admissions statistics into universities like the University of Texas at Austin by 36%. According to a recent report by the National Association for College Admission Counseling (NACAC), more than half of all high schools no longer report student rankings.

The fact that a school ranks or does not rank is not an issue for the majority of universities across the country because the top 10% rule only applies to public universities in Texas only. This means it does not apply to private universities across the country and public universities outside of Texas. The fact that many private schools do not rank means UT and Texas A&M designate a percentage of their admissions for holistic review.

What is holistic review? Holistic review is when a university takes into consideration, essays, grades, course selection, community service, recommendation letters, SAT/ACT scores, etc. This is why we are aligning our policy towards a holistic review approach. This will also help us help our students cover these aspects and prepare for these areas when applying to competitive universities across the country that require these additional documents.

### **PROMOTIONS**

Promotion from one grade to the next at the end of an academic year is not automatic. To be promoted to the next higher grade, a student must not only have a final average of 70 or above in all subjects. If a student has a final average of less than 70 for any subject, a remedial plan of action will

be developed between the parents, teacher and administrator. This plan of action will ensure that the student reaches the required level of proficiency in that subject, and a placement exam or summer school courses may be required before a child returns to the school or can be considered for promotion.

**DIPLOMAS AND TRANSCRIPTS**

Diplomas and final transcripts will be issued upon final completion of all graduation requirements and once final grades are issued, and all fees are paid in full. This time should not exceed seven business days. Final transcripts will be available after the 7<sup>th</sup> day of graduation. Three “free” transcripts will be furnished to the designated college. Additional transcripts will be forwarded at a cost of \$5. Due to university requirements seniors will have a transcript sent out 3 times a year which will include first quarter grades, midterm semester grades, and final grades. Students and parents are required to fill out a transcript request form in order for their transcript request to be processed.

**DUA North Distinguished level of achievement diploma plans** - requires completion of the recommended high school program outlined below, in addition to 120 hours of community services, and a senior leadership school-based capstone project or senior thesis.

**EARLY GRADUATION POLICY**

At this time DUA does not offer Early Graduation to any DUA North student.

**DUAL CREDIT GRADE CONVERSION STANDARDS**

If a dual credit provider, such as Lone Star or HCC does not provide numerical grades on their transcript and only provides letter grades then DUA-North will convert the dual credit A to a DUA A+ (97), a B to a B+ (87), and a C to a C+ (77), for GPA calculation purposes respectively.

**TRANSFER STUDENTS CLASSIFICATION**

Students entering high school for the first time shall be classified as freshmen, sophomores, juniors, or seniors based on the number of semester credits.

Semester Credits Earned	Classification
17 and above	Senior
11 – 16.5	Junior
6 – 10.5	Sophomore
0 – 5.5	Freshman

Students who are transferring from a school located in the United States will be given regular GPA points for all transferred coursework. Weighted GPA points for honors, dual credit, Pre-AP, and AP GPA points are only applied and awarded to credit taken at DUA schools exclusively. One exception is for an AP transfer credit can be given the AP GPA point if and only if the AP course is taken and an AP course exam is passed with a 3, 4, or 5 for transfers only.

## **FOREIGN TRANSFER STUDENTS & RECORDS**

Students with foreign credentials coming from an international school or state school overseas will receive credit for passed courses taken at their previous school if an American equivalent course can be found. Transfer GPA points will be applied.

Foreign credentials must be translated into English by an accredited translation service. The transcript should also be converted into the American system. In special circumstances where that conversion is not possible a DUA foreign credential expert can assist in the conversion process but all records **MUST** be translated into English by a professional translation service.

All grades will be converted into a scale of 100. If the conversion into the scale of 100 falls below the accepted credit score of 70 but is passing the minimum foreign credential measure as noted on the foreign record DUA will convert the passing minimum score into DUA's passing minimum grade of a 70, 75, etc. respectively.

Any grade above DUA's minimum will be taken at face value once converted into a scale of a 100. All foreign credential evaluations will follow NAFSA, AACRAO, and NACES standards and grade conversions may be subject to change depending on the best practice standards put out by NAFSA, AACRAO and/or NACES.

## GRADUATION REQUIREMENTS FOR HIGH SCHOOL

In order to graduate, students must complete the Darul Arqam North graduation requirement as listed below, which includes all course requirements needed to graduate on the distinguished level of achievement diploma plan per the State of Texas.

The State of Texas requires a minimum 22 Credits per the foundation statutory diploma plan to graduate, but encourages all students to complete the distinguished level of achievement plan. Universities also prefer a distinguished level of achievement diploma plan which require a total of 4 credits of math including Algebra II, 4 credits of science, at least one endorsement along with all other foundational statutory requirements. For more information, contact your counselor or see the TEA graduation requirement website.

Texas Education Agency Foundation Statutory Requirements		IEIT School Requirements	
Subject	Credits	Subject	Credits
English	4	English	4
Science	3	Science	5
S. Studies	3	S. Studies	3
Math	3	Math	4
P.E.	1	P.E	1
Fine Arts	1		
LOTE	2	Quran	4
Electives	5	Art	1
<b>Total</b>	<b>22</b>	Language: Arabic	5
		Islamic Studies	4
		Endorsements*	4
		<b>Total</b>	<b>36</b>

Effective for those entering freshman year in 2014-2015 +  
LOTE = Language other than English

## **Distinguished Level of Achievement High School Diploma Plan Program Requirements** (26 credits required)

English Language Arts	4 credits	
Mathematics	4 credits	Algebra I, Geometry, Algebra II / College Algebra, and Pre-Calculus,
Science	5 credits	IPC, Biology, AP Bio, Chemistry, Physics
Social Studies	3 credits	World History or World Geography, and U. S. History
Government	0.5 credit	
Economics	0.5 credit	
Fine Arts	1 credit	
Languages (besides English)	2 credits (same language including computer languages)	
Physical Education	1 credit	
Electives*	5 credits	

**Students are encouraged to declare at least one endorsement diploma plan in grade 9. All students at DUA North will be placed on a distinguished level of achievement high school diploma plan. Exceptions can be made for extraneous circumstances and must be approved by the parent and principal.**

## ENDORSEMENT OPTIONS

**STEM Foundation:** Complete foundation + 5 credits in Math, 5 credits in science that include Algebra II, chemistry, physics and 4 or more CTE courses including at least two courses in the same career cluster:

STEM Computer Science Cluster:	Title Fundamentals of Computer Science, Computer Science I, II, III, AP Computer Science, Discrete Mathematics for Computer Science, Digital Forensics, Game Programming and Design, Mobile Application Development, Robotics Programming and Design, Independent Studies of Technology Applications.
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**Business & Industry:** Complete foundation + 4 or more CTE courses from the career clusters below:

Business & Industry Cluster	Title Agriculture, Food & Natural Resources, Architecture & Construction, Arts, Audio/Video Technology, & Communications, Business Management & Administration, Transportation, Distribution & Logistics, Marketing, Information Technology, Manufacturing, Hospitality & Tourism, Finance.
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English Elective Cluster	Title Advanced broadcast journalism, advanced journalism: newspaper, advanced journalism: yearbook, public speaking, debate.
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Technology Applications Cluster	Title Digital Design & Media Production, Digital Art and Animation, 3-D Modeling and Animation, Digital Communications in the 21 <sup>st</sup> Century, Digital Video and Audio Design, Web Communications, Web Design, Web Game Development, Independent Study in Evolving/Emerging Technologies.
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**Public Services:** Complete foundation + 4 or more CTE courses from at least two career clusters below:

Public Services Cluster	Title Education & Training, Government & Public Administration, Health Science, Human Services, Law, Public Safety, Corrections & Security, (4-years of JROTC)
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**ARTS & HUMANITIES:** Complete foundation + 5 credits in Social Studies, 4 credits in the same LOTE, 2 credits in another LOTE, 4 credits in American sign language, 4 or more CTE courses in the same career cluster:

English Elective Career Cluster:	Title English IV, Independent Study in English, Literary Genres, Creative Writing, Research & Technical Writing, Humanities, AP English Lit & Comp, Communication Applications.
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**MULTIDISCIPLINARY STUDIES:** Complete foundation + 4 advanced courses w/o remediation for a coherent sequence of endorsements, 4 credits in the 4-foundation subject are to include English IV, chemistry and physics, 4 credits in AP, dual credit selected from English, Math, Science, Social Studies, Economics, LOTE, or fine art:

**DISTINGUISHED LEVEL OF ACHIEVEMENT:** Complete foundation + 4 credits in mathematics, which must include Algebra II, 4 credits of science, the remaining curriculum requirements, the curriculum requirements for at least one endorsement.

**Students are able to earn diploma plan performance acknowledgements for outstanding performance. Details are outlined below.**

## PERFORMANCE ACKNOWLEDGEMENTS OPTIONS

**OUTSTANDING PERFORMANCE:** Acknowledgement that can be earned for outstanding performance in a:

Dual Credit Course                      At least 12 hours of college academic courses with a GPA of 3.0 or higher on a scale of 4.0 OR an associate degree.

Bilingualism & Biliteracy                      Demonstrating proficiency in two or more languages by completing all English requirements with an average (GPA) of the equivalent of 80/100 AND satisfy one of the following four items:  
Complete a minimum of 3 credits in one LOTE with an average of 80/100 (GPA) OR demonstrated proficiency in the TEKS Level IV or higher in an LOTE with an 80/100 or higher. OR complete 3 LOTE credits on your foundation plan with an 80/100. OR demonstrate proficiency with a score of 3 or higher on the AP exam for a LOTE. (Additional rules for ELL's)

AP or IB Exams:                      A student earns a score of 3 or above on a College Board AP examination.

PSAT, ACT-Plan, SAT, ACT:                      Earning a score that qualifies student as a commended scholar or higher. OR achieving college readiness benchmark scores oat least two of the four subject tests on the ACT-PLAN. OR earn a combined critical reading and mathematics score of at least 1250 on the SAT. OR earn a composite score on the ACT exam of 28 (excluding the writing sub score).

## MIDDLE SCHOOL COURSE LOAD

### Grade 6 – 8

#### SIXTH GRADE:

Subject	Title
ELA-Honors or Pre-AP ELA	English Language Arts
Social Studies	World History
Science	General Science
Math-Honors or Pre-AP Math	Middle School Math Course 1
P.E.	Physical Education
Elective	Quran / Islamic Studies
Foreign Language	Arabic

#### SEVENTH GRADE:

Subject	Title
ELA-Honors or Pre-AP	English Language Arts
Social Studies	Texas History
Science	General Science
Math-Honors or Pre-AP	Math Course 2
P.E.	Physical Education
Elective	Quran / Islamic Studies
Foreign Language	Arabic

#### EIGHTH GRADE:

Subject	Title	HS Credits
English Honors or Pre AP	Pre AP English	N/A
Social Studies	United States History	N/A
Science	IPC	1.0
Math-Honors or Pre AP	Pre-Algebra/Algebra I	1.0
P. E.	Physical Education	N/A
Elective	Quran / Islamic Studies	N/A
Foreign Language	Arabic I-Honors	1.0

**Total Units: 3.0 Units**

# HIGH SCHOOL COURSE LOAD

## Grade 9 – 12

### NINTH GRADE:

Subject	Title	Credits
English-Honors or Pre AP	Pre-AP English I	1.0 English
Science-Honors or Pre-AP	Pre- AP Biology I	1.0 Science
Math-Honors	Geometry	1.0 Math
Social Studies-Honors or Pre AP	World History	1.0 S. Studies
P. E.	Physical Education	1.0 P. E
Elective	Theology- Islamic Studies I	1.0 Elective
Elective	Quran I	1.0 Elective
Foreign Language	Arabic II	<u>1.0 Language</u>
<b>Total Units:</b>		<b>8.0 Units</b>

### TENTH GRADE:

Subject	Title	Credit Units
English-Honors or Pre AP	Pre-AP English II	1.0 English
Science-Honors	Chemistry W/Lab	1.0 Science
Math-Honors or Pre AP	Algebra II	1.0 Math
P. E.	Physical Education	1.0 P.E.
Elective	Quran II	1.0 Elective
Elective	Theology-Islamic Studies II	1.0 Elective
Fine Art	Art	1:0 Elective
Foreign Language	Arabic III	1.0 Language
<b>Total Units:</b>		<b>8.0 Units</b>

### ELEVENTH GRADE:

Subject	Title	Credit Units
AP English	AP English Lang. & Comp	1.0 English
AP Social Studies	AP U.S. History	1.0 S. Studies
AP Science	AP Biology	1.0 Science
Math-Honors or Pre-AP	Pre-Calculus	1.0 Math
Elective	Quran III	1.0 Elective
Elective	Theology- Islamic Studies III	1.0 Elective
Foreign Language	Arabic IV	1.0 Language
Fine Art	Art	1.0 Elective
Elective	PSAT/SAT/College Prep	<u>1.0 Elective</u>
<b>Total Units:</b>		<b>9.0 Units</b>

**TWELFTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
AP English	AP English Lit & Comp.	1.0 English
Social Studies AP/Dual Credit	AP Government – 1 <sup>st</sup> Semester	0.5 S. Studies
Social Studies AP/Dual Credit	AP Economics – 2 <sup>nd</sup> Semester	0.5 S. Studies
Science-Honors	Physics	1.0 Science
Elective	Quran IV	1.0 Elective
Elective	Theology- Islamic Studies IV	1.0 Elective
Elective	Arabic V	1.0 Elective
Elective		<u>1.0 Elective</u>
		<b>7.0 Units</b>

**A P & Pre- AP Courses Available & Dual Credit Policy**

AP Biology, AP Economics, AP English Language & Composition, AP English Literature & Composition, AP Calculus, Pre- AP World History, Pre -AP World Geography, and Pre -AP English I.

Dual credit courses are offered at school through partnership with Lone Star Community College. To participate in this program students are required to schedule, complete and pass any exams including the TSI or Accuplacer and orientation if required by Lone Star Community College. Students may participate in the program as long as their academic performance is satisfactory (70 or above). Those students whose academic performance is unsatisfactory (69 or below) will not be permitted to continue participation in the Dual Credit program and will not acquire credit for that course. Students are not permitted to repeat dual credit courses per LSC policy. Any repeated courses at LSC taken as college only credit will not be included in a student's high school GPA calculation and will not be eligible for a LSC dual credit tuition rate. Students are not permitted to withdraw from a Dual Credit class unless there is an extreme situation. If there is an extreme situation the withdrawal must be approved by an administrator and fall within LSC withdraw deadlines.

**Students are not permitted to enroll in Dual Credit courses that are being offered at DUA North. Students are permitted to enroll in courses not offered at DUA North, CTE, Endorsements and Electives i.e. psychology, sociology, art history, speech, communication applications, animation, accounting, etc.**

**Students must fill out the Lone star blue sheet, white sheet and enroll online prior to being able to register for Dual Credit by the deadline and are responsible for all LSC charges.**

## ***Dual Credit Enrollment Deadlines:***

***Fall & Summer: March 31<sup>st</sup>***

***Spring: November 1<sup>st</sup>***

***if the deadline falls upon a weekend, then forms will be accepted the following business day.***

# ***Discipline***

## **Section 1: Introduction**

The goal of discipline is to help a student develop inner controls so that he/she may move toward appropriate social behavior.

Our schools seek to foster children's acceptable behavior and to help them develop self-control through positive guidance and the application of simple rules that they can easily understand. Our procedures for disciplining students are designed to help them develop safe and satisfying personal relationships and a healthy self-image.

For the development of good disposition and responsible behavior, parents are expected to work closely with their children and school officials. It is good to teach them to say “Assalamu Alaikkum,” to greet adults and friends. Paying due respect to elders and teachers, keeping one’s area neat and tidy, taking care of textbooks and personal belongings are also important. Students are expected to observe the etiquette of silence and worship during wudu and prayer. Moreover, younger students must practice the proper way to use restroom by sitting down to use the toilet and flush afterward. Such positive behaviors will be reinforced at school through practice at home.

## **Section 2: Policies and information: Maxims of Discipline**

- **Positive reinforcement:** Positive reinforcement is the presentation of something pleasant or rewarding immediately following a behavior. At Darul Arqam Schools, we believe that it is better to congratulate children for doing something well and thus encourage them to repeat the behavior; than to wait for them to error and then punish them for doing something wrong.
- **Creative Interaction:** We seek to avoid potential conflicts by providing variety of interesting activities to our students at suitable intervals to keep them engaged.
- **Individual Attention:** Our teachers strive to provide care and instruction to each student based on the student’s unique strengths and needs.
- **Firm, Quiet Discipline:** Children are guided calmly towards desirable behavior.
- **Responsibility:** From an early age, children can begin to learn responsibility by picking up after themselves and managing their belongings. At our schools, children are encouraged to take pride in simple accomplishments like putting something in the trash or putting their material back on the shelf.
- **Redirection:** Children with undesirable behavior are calmly redirected towards activities that enable them to engage in more desirable and socially acceptable behavior.

- **Positive guidance:** We seek to recognize and work with each child's unique character and physical traits to accomplish immediate and long term social, emotional, and academic goals.
- **Modeling:** We seek to teach appropriate behavior by good examples.
- **Positive phrasing.** Our educators strive to put their comments in a positive rather than a negative phrase.

### Section 3: Inappropriate Conduct

Any conduct that goes against the basic Islamic ethical codes will be considered inappropriate. Failure to comply with the **school dress code, school policies regarding cell phone use and other electronic media, possession of drugs, alcohol, tobacco, weapons, or any object that threatens to inflict bodily injury** will be considered serious offenses. **Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name calling, ethnic or social slurs, or using indecent, immoral language** are some other examples of serious offenses.

Other undesirable conduct include: fighting with other students; running and/or making excessive noise in the building and/or classroom; refusing to obey the teacher's instructions; refusing to participate in classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; cafeteria misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness; unauthorized leaving of classroom and/or building; disrespectful or discourteous general behavior or any other misconduct which may interfere with the orderly education process.

# Bullying Prevention Policy

## A Message from the IEIT Board of Directors

Bullying has made national, state and local headlines as several high-profile events have brought this issue into the spotlight. We in the IEIT School District take the issue of bullying very seriously and understand that it is a problem that can potentially affect our students every day. Unfortunately, people often dismiss bullying among kids as a normal part of growing up: “that’s just the way kids are.” But bullying is harmful and can lead children and teenagers to feel anxious and afraid. Those who bully thrive on controlling or dominating others and have often been the victims of physical abuse or bullying themselves.

Because bullying is a growing issue across the nation, our schools are not immune to this problem. Both campus and district administrators are working together to provide a safe and orderly learning environment and we need to all work together in this endeavor.

We cannot do this without parental help. We ask that parents talk to their children to help them understand the negative impact of bullying and how to prevent it or respond to it. Please share with your child the importance of telling an adult if he/she is being bullied. Bullying can occur in many places, either at school or on the Internet, on sites such as Facebook, Instagram, and Twitter. Please let your child know that school will not tolerate any bullying-type behavior they may be a part of.

Too often, schools learn about a bullying situation after it’s too late. By letting your school know early, we can work together as partners and take appropriate measures to stop the bullying. If you see signs of bullying or have questions, please contact your child’s school principal/counselor so that steps can be taken to eliminate bullying on campus or at after-school activities. Our priority is your child’s safety and well-being so that he/she can have the best possible educational experience.

Please see the Student Complaint Form and complete it with as much information as possible.

**It must be returned to the school’s administration or teacher**

## **WHAT IS BULLYING?**

Bullying usually has three common features: - it is a deliberate, hurtful behavior - it is repeated - it is difficult for those being bullied to defend themselves (perceived power imbalance).

## **BULLYING PREVENTION POLICIES AND PROCEDURES**

Bullying in any of the IEIT schools will not be tolerated. For purposes of this handbook, bullying is defined as engaging in, condoning, or encouraging hitting, kicking, teasing, threatening, taunting, assaulting, or any other form of written, verbal/nonverbal, physical, or electronic (cyber-bullying) harassment toward another student, teacher, or staff member of the IEIT schools and organization. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Should adults feel as though they are victims of bullying, it is imperative that an administrator, governing body member, or board member be notified immediately.

Bullying done on school grounds, at a school-sponsored or school-related activity/event, in a vehicle operated by a representative of the school, or by using any school property items (computers, technology, books, etc.) will be addressed by the school and is considered the school's responsibility to discipline.

According to laws added by Acts 2011, 82nd Leg., R.S., Ch. 776 (H.B. 1942), Sec. 7, eff. June 17, 2011:

(a) each school/district has the right to discipline bullying that:

- (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

(b) Conduct described by Subsection (a) is considered bullying if that conduct:

- (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- (2) interferes with a student's education or substantially disrupts the operation of a school.

(c) Each school shall adopt a policy, including any necessary procedures, concerning bullying that:

- (1) prohibits the bullying of a student;
- (2) prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;

- (3) establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
  - (4) establishes the actions a student should take to obtain assistance and intervention in response to bullying;
  - (5) sets out the available counseling options for a student who a victim is of or a witness to bullying or who engages in bullying;
  - (6) establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
  - (7) prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
  - (8) requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).
- (d) The policy and any necessary procedures adopted under Subsection (c) must be included:
- (1) annually, in the student and employee school district handbooks; and
- (e) The procedure for reporting bullying established under Subsection (c) must be posted on the district's Internet website to the extent practicable.

### **CONSEQUENCES OF BULLYING**

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### **EXAMPLES OF CONSEQUENCES OF BULLYING**

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom for rest of day.

- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination from school

#### **EXAMPLES OF REMEDIAL MEASURES: STRATEGIES FOR INDIVIDUAL BEHAVIORAL CHANGE**

1. Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
2. Restitution and restoration
3. Transformative conferencing/restorative justice practices
4. Supervised peer support group
5. Corrective instruction or other relevant learning or service experience
6. Supportive discipline to increase accountability for the bullying offense
7. Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
8. Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
9. Behavioral management plan, with benchmarks that are closely monitored
10. Involvement of school disciplinarian
11. Student counseling
12. Parent conferences
13. Student treatment
14. Student therapy

The IEIT board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The IEIT board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The IEIT board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The IEIT board prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

## ANTI-RACISM POLICY

### *POLICY STATEMENT:*

- IEIT schools reject all forms of racism. It is committed to the elimination of racial discrimination—including direct and indirect racism, racial vilification and harassment—in its organization, structures and culture, in its curriculum, and in the learning and working environments for which it is responsible.
- No student, employee, parent, caregiver or community member should experience racism within the learning or working environment of the department.
- Eradicating expressions of racism learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of the department of education and training.
- All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of Houston's culture, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviors.
- Schools and workplaces have trained anti-racism contact officers and provide timely and professional responses to complaints regarding racism.

### *AUDIENCE AND APPLICABILITY*

- The policy applies to all staff members employed by IEIT. It also applies to students who attend any of the IEIT schools. Additionally, the policy applies to any stakeholder, parent, volunteer, or representative of any of the IEIT schools or BOT.

### *RESPONSIBILITIES AND DELEGATIONS*

- The principal is responsible for ensuring the implementation and monitoring of the policy so that racism does not occur in the department's policies, practices and structures.
- Principal is responsible for examining school practices and procedures to ensure they are consistent with the policy, nominating an anti-racism contact officer and including anti-racism education strategies in school plans.
- All staff are responsible for monitoring their own behavior to ensure that it does not result in anyone experiencing racism.

## CELL PHONE

### **To protect privacy of other students and maintain academic environment of school.**

Students will not be allowed to have cell phones or hotspots during school hours.

Any student in possession of cell phone on entry in school is required to deposit the Cell phone with school administration and teachers.

Failure to deposit the same would be considered as violation of policy and will trigger disciplinary action.

If students drive their own cars to school and need a cell phone before and/or after school, they **must** turn in their cell phones and car keys to the office each morning by 8:00 am and can pick them back up after 3:30 pm.

Even if students have signed out before the end of the school day, they cannot use their cell phones until they are off the campus property.

Any cell phone found while on school property that has not been turned in to school administration will be confiscated and not returned to student or parent.

The second incident of violation of cell phone will result in suspension for one week.

Any subsequent violation will result in expulsion of student and result in disciplinary action and penalty fees can be applied.

### **Corrective Measures**

It is our goal to provide a safe and positive educational environment to all our students. Students are expected to behave in an appropriate manner in respecting others rights and respecting school property. School administration, teachers, and parents are responsible for ensuring that their children follow school rules. It is the responsibility of the Administration and teachers to take corrective action for any inappropriate behavior, particularly if it deprives other students of their right to a healthy and safe environment.

Many discipline problems are avoided by the use of developmentally appropriate activities, environments, and teaching methods. Positive re-enforcement of appropriate behavior, redirection, decision-making strategies, and peaceful resolution of conflicts will be practiced.

**To counteract undesirable behavior, no use of physical punishment or harsh language that might frighten or humiliate children will be used.** Actions that might hurt other people or damage equipment are not allowed. On occasion, it may be necessary for a child to be removed from the group for a short 'quiet time' where the child can regain control, and rejoin the group when the child feels he/she is ready. At no time, however, will a child being disciplined be left unattended by a member of the teaching staff. No punishment will be associated with toileting accidents or failure to sleep or eat.

IEIT Schools will make every effort to work with the family and student when there are ongoing or severe behavioral challenges by meeting with the parents and if appropriate, child development specialists. We, as a team, will develop a plan for working with the student at school and at home. In order for any behavior modification plan to be effective, parent cooperation and participation is essential and therefore expected. In some instances, we may ask the parent to pick up the child early or come to the school to be with their child for a short time. In the extremely rare case that all efforts have been exhausted; and dangerous, threatening, or extremely disruptive behavior still exists, or cooperation has not been shown on the part of the parent(s), IEIT Schools reserve the right to remove the child from the school either temporarily or permanently, based on their professional judgment.

### **Disciplinary Interventions**

Each student is part of the total school community and will be expected to display behaviors respectful of the community. Teachers will instruct and students will learn in an environment free of disruption.

Disciplinary interventions will be progressive in nature. The following steps will be utilized to address identified inappropriate behaviors. The severity of the behavior will determine which level of intervention a student will enter. Procedures are designed to promote positive behavior with emphasis on clear expectations.

**Interventions at Level I and II will generally be handled by the child's teacher.** The building principal will become involved when a student reaches Level III. However, both teachers and the principal may become involved at any level. Examples of inappropriate behavior are listed under some of the steps below.

## **Discipline Policy**

This policy has been adopted from Universal School and modified for specific needs of IEIT Schools.

### **Elementary School (1st through 4th Grades)**

*(Note: 5th grade follows the Middle and High School Policy)*

In order to secure the best possible learning environment, guidelines of acceptable behavior and class procedures are to be followed consistently will be set by each classroom teacher at the beginning of the year. These disciplinary procedures and consequences will help the students realize their responsibility to behave appropriately. This system will allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom. The students will be either rewarded or penalized for their behavior.

The system to be used is as follows:

1. A three colors traffic system will be used for monitoring behavior in and out of the classroom, green, yellow, and red. All students start the day on green; if students do their homework, follow procedures, stays on task in class, etc., then they will remain on green. However, with each infraction, students will move their pins to yellow, and then to red. Consequences, such as warnings, time out, missing half or an entire recess to serving a lunch detention, will be utilized for every color change and may vary from grade to grade depending on the particular grade level and/or students.
2. Teachers will keep track of the number of times students are placed on red and further consequences will be given once the student receives a certain amount of reds.
3. In special cases in which elementary students cause excessive classroom disruption, engage in acts of bullying and/or fighting, harm others, or use profanity, will be referred to the principal for immediate suspension and placed on Disciplinary Probation.

Each student will always begin each day with a "fresh slate". Please ask your child each day about his/her behavior. This plan may change during the year, depending on the needs of the students. These disciplinary procedures will help your child assume responsibility for his/her own conduct.

### **Middle and High School (5th through 12th Grade)**

1. **Code of Conduct:** The Prophet (P.B.U.H.) said: **“Righteous is good morality, and wrongdoing is that which waivers in your soul and which you dislike people finding out about” *narrated by MUSLIM***
2. **Rationale:** The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Quran and Sunnah of the prophet. Parents and students are responsible for reading the Discipline Policy and Handbook for a clear understanding of the school’s expectations for student behavior.
3. **Application of Policy:** The Discipline Policy applies under the following situations:
  - A) Violation of Islamic Rules of conduct as prescribed in the Quran or Sunnah of the Prophet at any time while student is registered at Darul Arqam.
  - B) During regular school hours
  - C) On the school bus or other transportation sanctioned by the school
  - D) During school sponsored events
  - E) When going to and from school
  - F) During events and activities associated with the school
  - G) With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises

**Additionally, the administration is authorized to take disciplinary action when a student’s misconduct away from school has a detrimental effect on other students, teachers, staff, or on the orderly educational process. It applies also if the violation is directly connected to prior violations at school, or if it threatens to produce further violations at school, poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.**

4. **Due Process Rights:** Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

#### **STUDENTS:**

1. Two warnings before an action is taken to correct the misbehavior
2. An explanation of how to correct the misbehavior
3. A lighter penalty before a heavier one is applied
4. A notification of the violation
5. An opportunity to present his/her side of the story to the appropriate school personal.

#### **PARENTS:**

1. A written notification of the violation and the consequences decided by the school.
2. A request to meet with the principal to discuss the discipline problem.

### **The Rights & Responsibilities of Students**

#### **Students have a right to:**

1. A quality education

2. Education without undue interruption, disruption, fear, or inhibition
3. Privacy in their person and possessions unless school personnel have reasons to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student
4. A copy of the discipline policy
5. Receive respect from school personnel and other students
6. Due process procedures according to school policies
7. Participate in school functions and extra-curricular activities
8. Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct

**Students have the responsibility to:**

1. Put forth their best effort to meet classroom expectations
2. Conduct themselves in such a manner as to promote a positive educational environment
3. Not interfere with the orderly conduct of classes and activities; not force others to participate, and violate the rights of persons who may disagree
4. Not carry, conceal, or bring onto school property materials, which are inappropriate or may disrupt the educational process
5. Read and abide by the school procedures
6. Show respect for other students and school personnel
7. Read and understand their due process rights

**Procedure**

The school teachers and administrators will use the discipline action form shown below. Teachers will have to go through this form step by step before they take any action, while maintain the student's dignity, confidentiality and safety and taking into consideration what is age appropriate while maintain an enriching learning environment for all students.

1. Write down all the necessary information such as teacher's name, student's name, etc.
2. Write down the misbehavior, and get all the facts from all parties by listening or allowing the student or students involved to write their aspect of what happened, if applicable in order to ensure no misunderstandings are made.
3. Conference/Counsel the student. Explain to the student the misbehavior and the Islamic way regarding how all our deeds are written and explain the Islamic way of correcting it asking forgiveness from the person(s) involved and then asking for forgiveness from Allah swt.
4. The student will be asked to identify what happened and reference the classroom expectations, identify specifically what action was violated. The teacher will ask probing questions to the student to assist with this process. This gives the student an opportunity to identify what they did, review the rules, take responsibility for their actions, and come up with the solution. The student should receive a warning and let him or her sign that he received his or her first warning when possible.
5. If the student repeats the misbehavior, the rules will be reviewed and the teacher may ask probing questions to help the student make the connection between their actions and the rules and classroom expectations. A review of what can happen if the student continues this behavior should also be discussed or written. Teachers will try to lay this out in a choices format so the student can make the right choice when it comes to classroom expectations.

6. If the student repeats the misbehavior again, take any of the actions indicated on the form such as time out to think alone about his or her actions and what they can do to ensure that they will not repeat the action again. A student contract can be created and the teacher and student can sign it, firm consequences for violation should be outlined, plan how to fix the current situation and prevent the repetition of future incidents from repeating should be outlined. Expectations that student can and will adhere to the contract and make right choices should be mentioned, etc. A daily behavior management chart can be created and signed by the parent daily. Success for making good choices should be celebrated when possible. The parent should be informed via Orbund or a parent teacher conference should be scheduled.
7. If the student continues to misbehave refer him or her to the principal's office and a written documentation of all the previous steps taken to remedy the issue will be attached to the infraction form.
8. The principal will discuss the problem with the student and decides the necessary action, which may result in suspension depending on the level of the violation made. Tables 1, 2, and 3 explain the violations and the consequences of each one.
9. A copy of the discipline form will be sent to the student's parents via Orbund and a request to meet with the parents if needed will be made.
10. Once the teacher takes an action, a copy of the discipline form will be sent by the school's front office so to the student's parents can be informed. A copy will be kept in the student's file. This copy may be removed from the student file at the end of the year if the student improves his or her behavior and if the student is not referred to the principal's office. The form that reaches the principal office will stay in the student's file permanently.

## Infraction Levels and Disciplinary Actions

**Level 1 Infractions:** Conduct that impedes orderly Operations of Classroom or School

Level 1 behavior should be handled by the classroom teacher whenever possible. **Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented steps, progressive level 1 disciplinary actions and has held a conference with the student and parents.** Thereafter the classroom teacher may refer the student to the principal through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances, where the classroom teacher believes immediate outside assistance is necessary. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act or misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

**Table 1: Level 1 Violations**

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
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1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity, including the prayer area.	Examples of disciplinary actions which classroom teachers can use include, but are not limited to: verbal reprimand explaining what he/she is doing and what appropriate behavior would be, along with an explanation of future consequences if the behavior is repeated, or oral or written notification to parent(s); behavior contract, written essay or apology letter that identifies the school rules, temporary placement in another classroom, student mediation contracts, teacher or team conference with student/parent(s); separation from peers, denial of class privileges, counselor referral, administrative referral, or detention			
2. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	Same as in number 1			
3. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher	Same as in number 1			
4. Verbal Altercation	Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	Same as in number 1			
5. Violating classroom procedures	Not following the classroom procedures	Same as in number 1			
6. Electronic and other communication devices	No student shall use, display, or possesses any electronic devices without approval on school property or during school events.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
		Meeting with the administration and the phone/device/Laptop will be taken away and must be picked up by a parent.	Meeting with the administration and either the student will be suspended for one day or the phone will not be returned for 5 days (parental choice)	Meeting with the administration and Parent will be required to pay a \$60 fine and pick up the phone.	Device will be returned to the parent at the end of the semester (December or May whichever is closer.)
7. Tardiness	Not being seated in the classroom when class is scheduled to begin on the second bell.	Tardiness is recorded in attendance folder, verbal reprimand, detention given every third tardy.			
8. Make-up possession and/or use	Having or applying make-up during school hours.	Make up products will be confiscated and discarded. Make-up must be removed/washed off on the spot.			
9. Violating Dress Code	Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
		You will be sent to the office to fix the violation with a DUA property abaya or t-shirt. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension	You will be sent to the office to fix the violation with a DUA property abaya or t-shirt. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible (1) day out of school suspension.	You will be sent to the office to fix the violation with a DUA property abaya or t-shirt. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to two (2) days out of school suspension.	You will be sent to the office to fix the violation with a DUA property abaya or t-shirt. Parent/Guardian contacted. If the violation cannot be corrected, your

					parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension with possible expulsion.
10. Chewing Gum	Chewing any type of gum during school hours	Immediate disposal of the gum, verbal reprimand, detention given every third offense.			
11. Lost Books/Book not brought to class	Students should have their books with them or in their locker at all times. If a book is found by a school official and turned into the office a fee will apply in order to retrieve it.	During school a \$5 retrieval fee is required in order to retrieve a book that is in schools possession			

## Level 2 Infractions: Illegal and/or Serious Conduct

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Consequences can include parent notification, consultation, and loss of privileges, behavior contracts, written essay or apology letter that identifies school rules, temporary placement in another classroom, mediation, conflict resolution and or the item listed below for the specific infraction. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication. This list of violation is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

**Table 2: Level 2 Violations**

INFRACTION	DEFINITION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
9. Inappropriate language	Using any form of cursing, no matter what language in which it is spoken in, including hand or bodily gestures	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
10. Lying	Giving or providing intentionally untrue or misleading information or communication	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
11. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	Detention, or 1 day suspension	1-2 days suspension	2-3 days suspension
12. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school, student, or private property causing minor damage or defacing school, student, or private property	Restitution, detention, or 1-day suspension	Restitution, 1-2 days suspension	Restitution, 2-3 days suspension
13. Misuse of electronic equipment and cell phone policy violation	Students using school or student equipment without permission. Student misusing school or student equipment, including online services for illegal, inappropriate, or obscene purposes	Confiscation of equipment and Detention, or 1day suspension	1-2 days suspension	1-10 days suspension
14. Insubordinations	Refusing to comply, either verbally or non-verbally with a reasonable request or directive	detention,1day suspension	1-2 days suspension	2-3 days suspension

15. Loitering	Being present in or about a school under one or more of the following circumstances: 1. after a reasonable request to leave 2. without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify oneself.	1 day detention, suspension	1-2 days in school suspension	2-3 days suspension
16. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises	1 day detention, suspension,	1-2 days suspension,	2-3 days suspension, police notified
17. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in, check-out and absence procedures, skipping classes or school	1-day suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	1-2 days' suspension, Parents notified, No make-up work will be accepted for classes missed as a result of truancy	2-3 days suspension
18. Fighting/Inappropriate Physical Contact	Engaging in verbal, hitting, punching, pushing, shoving, or any other kind of physical altercation or in inappropriate physical contact, whether initiating or retaliating	1-2 day suspension,	2-3 days suspension,	3-5 days suspension
19. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying	Detention, conference with the principal, written warning, parents notified	1-2 days suspension,	2-3 days suspension
20. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services	1-day suspension, Detention and conference with Dean. Parents will be asked to pick up device	1-2 days Suspension. Device will be confiscated until the end of the school year	2-3 days Suspension. Device will be confiscated until the end of the school year

21. Inappropriate Postings	<p>Students will be held responsible for posting, publishing, or sending any “illegal or inappropriate” material including that which defames slanders or harms DUA, its students, staff, parents, or stakeholders in any form or fashion.</p> <p>Including the use of text, image, audio, and video on campus, in newsletters, local newspapers, radio and TV programs, and over the internet, in emails, or blogs, or any social media such as YouTube, MySpace, Xanga, Facebook, Snapchat, Tumbler, Pininterest, Twitter, etc. about the school, administrators, teachers, students, parents and stakeholders.</p> <p>Students must get a written approval from a chief administrator (i.e., principal/assistant principal) to post, publish, or send any material pertaining faculty and staff, administrators, and all school activities.</p>	The school administrator will develop an individual intervention plan for the student. Parents/guardian contacted.	Parents/guardian contacted. Up to Three (3) day suspension Possible expulsion.	Parents/guardian contacted. Possible expulsion
22. Leaving Campus without Permission	Leaving campus including classrooms, prayer, lunch, field trips, or any mandatory school events while under school supervision, without prior consent and authorization from school administration during school hours.	The school administrator will develop an individual intervention plan for the student	Parent/Guardian contacted. Up to Three (3) days out of school suspension	Parent/Guardian contacted. Possible expulsion.
23. Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the education process.	The school administrator will develop an individual intervention plan for the student. Parents/guardian contacted.	Parent/Guardian contacted. Up to Three (3) days out of school suspension.	Parent/Guardian contacted. Possible expulsion.

**Note: Any student charged with a subsequent level 2 violation can be referred to the principal for expulsion.**

### **Level 3 Infractions:** Conduct that is serious or illegal and is potentially Life or Health Threatening

The school considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school principal and/or legal action. Students expelled from school due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s) or guardian(s) will be required to meet with school personnel and the proper authorities. Possible consequences can include parent notification/consultation, involvement of the appropriate authorities or agencies like law enforcement or social services, written essay, letter of apology that identifies the school rules, loss of privileges relative to the offense, referral to a behavioral therapist, a behavior contract, mediation, conflict resolution, community service, and or the consequences listed below regarding the specific offense. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action. The principal may pursue expulsion proceedings following appropriate steps as outlined by the school board.

**Table 3: Level 3 Violations**

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3RD OFFENSE</b>
21. Intimidation or Menacing incitement	Threatening another, either verbally or non-verbally, by inflicting fear or damage to property, instigating, or encouraging acts of misconduct	2-3-day suspension, Police notified	3-5 days suspension, recommend for expulsion	open suspension, recommend for expulsion
22. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property	Recommended for expulsion, Police notified	N/A	N/A
23. Assault/Felonious conduct	Striking with a weapon with the intent to inflict, or inflicting bodily harm	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
24. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	Expulsion, Police notified	N/A	N/A
25. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
26. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	Recommended for expulsion, Police notified	N/A	N/A
27. Vandalism	Destroying, damaging, or defacing school or private property in a willful or malicious manner	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A

28. Offensive Material	Producing, possessing, or distributing materials that offend common decency or morals in the school community	3-14 days suspension, recommended for expulsion	N/A	N/A
29. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property	3-14 days suspension, recommended for expulsion	N/A	N/A
30. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
31. Gambling	Participating in or the organizing games of chance to gain money or other items	3-14 days suspension, recommended for expulsion	N/A	N/A
32. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
33. Sales, use, possession, or distribution of alcohol, drugs, tobacco products, electronic cigarettes, or other chemical control substances	Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
34. Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	3-14 days suspension, recommended for expulsion, Police notified	N/A	N/A
35. Possession or concealment of weapon or dangerous instrument	Using, possessing, attempting to possess, brandishing or concealing any weapon, dangerous instrument, device, materials, look alike, replicas, or any other item deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	Recommended for expulsion, Police notified	N/A	N/A
36. Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	3-14 days suspension, recommended for expulsion	N/A	N/A

37. Gender fraternization Promiscuous behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside the school or outside. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of Islamic immoral behavior or communication, written or otherwise.	3-14 days suspension, recommended for expulsion	N/A	N/A
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**\*All suspensions will be recorded on student transcripts\***

## **Detention**

Detention is given for level 1 infraction, and some minor level 2 infractions. A referral for detention is written by the teacher who then passes the written referral to the principal. The principal then makes the final decision to implement the detention, depending on the circumstances and infraction. A student will be allowed only three detentions. The student's fourth referral to the principal's office will result in suspension.

## **Suspension**

The principal will make the decision if the suspension will be "In-School Suspension" (ISS), or "Out-of-School Suspension" (OSS). For the duration of the OSS, a student is not allowed to attend classes, extracurricular activities, school functions, or be on the school premises. However, he or she will be allowed to take tests and will be given credit for the work done. It is the students' and parents' responsibility to follow up with teachers on these tests and the work required to finish the academic requirements. A first-time suspension may be served In-School, unless the student has committed an infraction that warrants more than a one-day suspension or a level 3 infraction. Teachers will list all assignments that the student will be missing in class and provide the list to the Administration before the scheduled ISS or OSS. Students will receive full credit for the work that has been completed. ISS and OSS days do not count as student absences. Subsequent suspensions will start a clean slate each year. After the third violation, the student will be placed on probation. Any violation made after that may result in expulsion from the school or suspension until the end of the school year. A student who is expelled from the school may not be admitted to the school the next year. If a student is suspended until the end of the year, the principal then makes the final decision to readmit the students or not for the following school year.

## **Grievance Procedure**

Parents may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the local Advisory Panel. Advisory Panel will review the grievance and will respond in writing. Before a parent can go to the AP, the parent should have made a good faith effort to express their concerns to the school administration first.

## **Expulsion Procedures**

Students may be referred to the principal for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the principal for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The principal will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the principal or the school board.
4. The principal will make a decision that will be conveyed to the parents in writing as soon as possible.
5. Any grievance should be made on light of the grievance procedure described above.
6. The decision of the school is final.

Students on open suspensions may not return to school without a decision from the principal. They may not be on school premises or participate in any school activity or function including field trips or after school events.

## ***Building & Campus***

### **VISITORS TO SCHOOLS**

The school is open to properly accredited visitors at all times. Parents are urged to come at any time for visits, but must provide a 48-hour notice if they want to sit in their child's classroom. Students should not ask non-student friends to visit them during school hours, unless on an emergency basis. All visitors must be prepared to present proper identification (i.e., driver's license, picture ID) when entering any IEIT building. When visiting a campus, individuals must sign in at the administrative office indicating the teacher or area of the building to be visited and the child involved.

Parents are encouraged to visit their child's school. Visits to individual classrooms during instructional time are only permitted in accordance with the school's policy and with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

### **VOLUNTEER PROGRAM**

IEIT volunteers play an important role. Volunteers perform a variety of functions, from preparing materials for teachers and students, to assisting teachers in the class, such as during story time. They may work with children and school personnel in many ways, including reading, classroom activities, helping in the office, or planning school functions, such as the yearly fundraiser.

It is now mandatory for all parents to volunteer at IEIT Schools in some way. Volunteer Interest forms are available through Orbund and at the front office. The parent volunteer form allows parents to identify their area of interest and aids parents in selecting volunteer opportunities that take into consideration their personal schedule. Please select on a scale of 1 to 5 your preference with 1 being primary interest, 2 being your second interest, etc. on the volunteer form.

Volunteers may work from a few hours a week to multiple days in a week. The key to a successful experience is dependability. Volunteering requires a commitment for the period of time the individual agrees to work in the school. Please be aware that we may restrict volunteering assignments depending upon need.

The children enjoy seeing the involvement of the parents in their day-to-day school life, and these programs provide a vehicle for home and school cooperation.

We ask that parents do not volunteer in the classroom during the first few weeks of school so that the children have time to adjust to the school setting.

**All volunteers interacting with students on a repeated basis must adhere to all school policies. Volunteers are required to adhere to all confidentiality and privacy laws regarding student's information.**

Volunteers must make alternate arrangements for non-school age siblings during the time they are volunteering, as it can be disruptive to the students and teachers. **Students not enrolled at the school (or in classes not participating in the activity) will NOT be allowed to attend, as necessary for reasons of safety and supervision of all children.** Events permitting other children to attend will be announced but children will be allowed only in a spectator capacity, not as participants, and parents are solely responsible for monitoring their children at all times to ensure there is no disruption to the planned activities or school environment.

## **STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY**

### **Use of Personal Electronic Devices at School**

No iPad, iPod, apple, android, tablet, Kindle, Beats, Mp3 player, blue tooth device, hotspot, radio, tape recorder, phone, beeper, electronic games, or other electronic devices are permissible unless used as a part of a class or project and are approved by an instructor or school administrator. A student with such a device will be given a suspension on the first occurrence. The device will be confiscated and given to the parent or guardian at the end of the school year. If a parent wishes to contact his/her child during school hours, it must be done through the office.

Approved electronic use includes digital books, Microsoft office and other approved educational or instructional websites or software. Students are not permitted to watch movies, play video games, chat, etc. while on school property, if a student is using an electronic device in a manner that is not permitted the device will be confiscated and may result in a fee or may not be returned at all.

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use IEIT owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### **1. Expectations**

- a.** Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus/district administrator.
- b.** All users are expected to follow existing copyright laws.

- c. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

**2. Unacceptable conduct includes but is not limited to the following:**

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, i.e., chain letters, jokes, or pictures to lists or individuals.
- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on a district-owned system.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terrorist, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

**3. Acceptable Use Guidelines**

**a. General Guidelines**

- i. Students are responsible for the ethical and educational use of technology in the school and when a school owned device is used out of school.
- ii. Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the school.

- iii. All technology policies and restrictions must be followed.
- iv. Access to the school's computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.
- v. When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- vi. Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

**b. Network Etiquette**

- i. Be polite.
- ii. Use appropriate language.
- iii. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people).
- iv. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- v. Users should be discrete when forwarding e-mail and it should only be done on a need-to-know basis.

**c. E-Mail**

- i. E-mail may be used for educational or administrative purposes only. Students are provided a darularqamschools.org e-mail account **if** e-mail is required in the course in which they are enrolled.
- ii. E-mail transmissions, stored data, transmitted data, or any other use of district-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- iii. All e-mail and all contents are property of the school.
- iv. Students under the age of 18 are not allowed to create their own Google e-mail or yahoo e-mail (Google and Yahoo minimum age requirement to open up an e-mail account). Parents may create one for the student and are responsible for monitoring student activity on that e-mail account. If a student is found to have opened their own account with any server by lying about their age, parent will assume all responsibility for any legal or financial penalties or charges that the companies may bring forth.

**d. Consequences for Noncompliance to Acceptable Use Policy**

- i. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- ii. Noncompliance with the guidelines published here, in the Student Handbook may result in suspension or termination of technology privileges and disciplinary action.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook.
- iv. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as

disciplinary action by the District. IEIT Schools cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of e-mail and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

- V. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

# ***Regulations***

## **PRIVACY POLICY**

This policy applies to all personal information collected or volunteered to our organization and includes all information that uniquely identifies an individual, such as bank account numbers, social security number, etc. All personal information provided to the school is for internal purposes only and we will not share such information with outside parties, except if:

- Required to complete a financial transaction
- Required by law, after consultation with an attorney as appropriate
- In connection with the work of trusted companies that provide professional services to us such as printers, technical support, auditors, and attorneys.

To the extent that your personal information is used for public purposes, such as a membership directory, we will provide an opportunity to opt out or decline such use.

We maintain a variety of physical, electronic, and procedural safeguards to guard the personal information we collect, including information collected through our website or online school management system. However, no one can guarantee perfect security from people who might attempt to evade security measures or intercept transmission over the Internet.

## **HEALTH AND SAFETY POLICIES**

### **1. Requirements**

- A) A certificate of good health, signed by a physician, is required at the time each child is enrolled to the school. This will also be required before re-entrance by a child after any lengthy or serious communicable disease or illness.
- B) Each child is to be carefully inspected every morning upon entering the school. If good health is in doubt, the child should not be allowed to stay for the day. In case a child seems ill during the day, the child shall be isolated immediately and the parents will be notified.
- C) Parents are required to notify the school whenever a child has been exposed to a contagious disease.
- D) All newly enrolled students are required to submit proof of completed immunization per district requirements. They must also have a tuberculin test on file.
- E) All staff members and volunteers shall present certificates of good health and negative tuberculin tests.
- F) If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) it is the parent's responsibility to educate school staff on ways to deal with the condition during school hours. Parents should ensure that all required medication is available on site and that the appropriate forms for its use have been completed. If given, it should be in its original prescribed bottle by the physician
- G) If a child has any one of the following conditions, the parent should be notified to pick up the child immediately:
  - i. Contagious Disease

- ii. Fever over 100 F
  - iii. Vomiting or Diarrhea
  - iv. Accident Requiring Medical Attention
  - v. Any condition deemed by School Personnel
  - vi. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.
- H) In order to minimize the spread of infectious disease, all staff shall wash their hands before and after leaving the bathroom, handling food, etc.
- I) Children shall be required to wash their hands before and after eating and toileting. Signs indicating this should be posted in the restrooms and cafeteria. Proper hygiene etiquette should be followed consistently and enforced by parents/ legal guardians.
- J) Day care parents must provide consent in writing for the use of water during toileting.

## **2. Accident/ Non-Emergency and Emergency Procedures**

### **Examples of Non-Emergencies:**

- Minor Headache
- Tummy Ache
- Minor Fever of less than 100 Fahrenheit
- Minor cut or bruise
- An old injury/cut/or bruise unknown to the staff or did not occur on campus of which the child complains
- Insect Bite (if child is not allergic)

### **Non-Emergency Procedures:**

1. Child will be attended to either in the classroom or in the office immediately.
2. Office will be notified, and child may rest in the office until he/she feels better
3. Office staff will monitor progress of the child. If child's condition does not improve, parent will be contacted.
4. Parent will be notified when picking up the child either by homeroom teacher or administration

### **Examples of Emergencies:**

- Difficulty Breathing
- Chest pain or pressure
- Uncontrolled bleeding
- Coughing or vomiting blood
- Sudden severe pain
- Poisoning
- Major injuries such as broken bones
- Sudden facial drooping or weakness in an arm or leg
- Severe headache
- High Fever over 100 Fahrenheit

**Emergency Procedures:**

1. If an accident happens to a child at the school premises, teachers or teacher's aides must immediately attend to the child and notify the Principal/administration.
2. The injured child should not be left alone. If the Principal/administration is not within access of voice, the aide may send another child to notify him/her.
3. Appropriate first aid treatment should be given to the child during which the school staff will determine the need of further medical attention or for a call to the child's parents.
4. If appropriate, the injured child may be moved to a quiet area under supervision.
5. For each accident, an incident form will be completed, signed by relevant people, and filed.
6. The front office will make every effort to reach a parent. If no parents answer, then the emergency contact will be notified. If no one is reached, the front office will leave messages for the parents.

The following emergency procedures/steps would be followed when attending to an injured child:

1. Do not move the child unless necessary for safety reasons.
2. Call for immediate assistance from another staff member.
3. Contact the administrator or call emergency 911 in case of serious accident
4. Keep the child calm, covered, and awake without shaking the child.
5. Have another staff member pull the child's folder, contact the child's parents, and call the child's authorized doctor/911.
6. The staff member with the child should fill out the accident report for the school and the paramedics.
7. If the child's parents are unavailable, an emergency vehicle will be called and a staff member will accompany the child to the emergency room.
8. A staff member will take care of the class in case teacher has to step out to accompany the injured child.

**DISEASE CONTROL MEASURES**

The following conditions require exclusion from school attendance in accordance with the guidelines adopted by the Texas Department of State Health Services:

**Chicken pox:**

Readmit after 7 days from onset of rash, except immune-compromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).

**Conjunctivitis (bacterial and/or viral):**

Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.

**Diphtheria:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

**(Fever (100.4°F or greater):**

Readmit when the child has been free of fever for 24 hours.

**Gastroenteritis, viral:**

Readmit when diarrhea subsides.

**Head lice (pediculosis):**

Students found to have nits less than 1/4 inch from the scalp or live lice will be excluded from school. They will be readmitted when:

- one medicated shampoo or lotion treatment has been given and documentation indicating type of treatment is provided to the school personnel
- nits within 1/4 inch of the scalp have been removed
- the school nurse finds no evidence of nits within 1/4 inch of the scalp and no lice

The student must be checked by the nurse before returning to class. (If the nurse finds live lice still in evidence, the parent will be notified and the student excluded.)

**Hepatitis, viral type A:**

Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.

**Impetigo:**

Readmit when treatment has begun.

**Influenza:**

Readmit when symptoms subside and the child has been free of fever for 24 hours.

**Measles (rubeola):**

Readmit after 4 days from rash onset. In an outbreak, un-immunized children should also be excluded for at least 2 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

**Meningitis, bacterial:**

Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at a school are also treated.

**Meningitis, viral (Aseptic meningitis):**

It is rarely serious and is usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.

**Mumps:**

Readmit after 9 days from the onset of swelling.

**Pertussis (whooping cough):**

Readmit after 5 days of antibiotic therapy. Un-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.

**Poliomyelitis:**

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

**Ringworm of the scalp:**

Readmit when treatment has begun.

**Ringworm of the skin:**

Admit provided lesions are covered. Treatment is recommended.

**Rubella (German measles):**

Readmit after 7 days from rash onset. In an outbreak, un-immunized children should be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

**Salmonellosis:**

Readmit when diarrhea subsides.

**Scabies:**

Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated with prophylactics.

**Shigellosis:**

Readmit when diarrhea subsides.

**Streptococcal sore throat and scarlet fever:**

Readmit after 24 hours from time antibiotic treatment began.

**Tuberculosis, pulmonary:**

Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

**Tuberculosis skin test, positive:**

If the student has a reactive skin test and is symptomatic of TB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the school. Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment. Other disease control measures may be instituted by the associate superintendent/school administration for the campus/all members.

**MINIMUM STATE VACCINE REQUIREMENTS**

## FOR TEXAS CHILDREN

Vaccine	Required Doses
<b>Pre-K (ages 3-4)</b>	
Diphtheria Tetanus Toxoid and Pertussis Vaccine (DPT, DTaP, DT, Td)	4 doses
Hib	1 dose on or after 15 months of age OR Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose
Polio (IPV, OPV)	3 doses
Measles	1 dose on or after the 1 <sup>st</sup> birthday
Mumps	1 dose on or after the 1 <sup>st</sup> birthday
Rubella	1 dose on or after the 1 <sup>st</sup> birthday
Varicella	1 dose on or after the 1 <sup>st</sup> birthday
Hepatitis A	2 doses
Hepatitis B	3 doses
Pneumococcal	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months

Vaccine	Required Doses
<b>Kindergarten through 12 (K – 12)</b>	
Diphtheria Tetanus Toxoid and Pertussis Vaccine (DPT, DTaP, DT, Td)	Five doses of any combination DTaP/DTP including one dose on or after 4 <sup>th</sup> birthday. <b>Students 7 years or older</b> <ul style="list-style-type: none"> <li>* Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including one dose on or after 4th birthday (Pertussis vaccine is not required)</li> <li>* One dose of Td required ten years after last dose of DTP/DTaP/DT</li> </ul>
Polio	Four doses unless the 3 <sup>rd</sup> dose was on or after 4 <sup>th</sup> birthday
(IPV, OPV)	
Measles, Mumps, Rubella (MMR)	Two doses of a measles-containing vaccine; with the first dose on or after the 1 <sup>st</sup> birthday; second dose by age 5 or entry into kindergarten.
Varicella	1 dose on or after the 1 <sup>st</sup> birthday. If the first dose of Varicella is received after age 13, two doses are required.
Hepatitis B	3 doses

## ***Regulations***

### **CHILD ABUSE REPORTING RESPONSIBILITIES**

According to **Texas law**, any staff member who has *reasonable* cause to suspect that a student may be an abused or neglected child must report such a case to the Department of Family and Protective Services (DFPS) or to local law enforcement. In such a situation, the staff member must notify the principal. The staff member, the principal, and/or a veteran teacher will make the decision to inform the DFPS. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases, as **failure to report is punishable by law**.

Abuse and neglect are defined by DFPS as follows:

- Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.
- Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

#### **Persons Required to Report: Time to Report**

- A) A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report as provided by this sub-chapter.
- B) If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report not later than the 48<sup>th</sup> hour after the hour the profession first suspects that the child has been or may be abused or neglected. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors and day-care employees.
- C) The requirement to report under this section applies without exception to an individual, whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, and mental health professional.
- D) The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

#### **Report Made to Appropriate Agency**

A report shall be made to:

- A) any local or state law enforcement agency;
- B) the department if the alleged or suspected abuse involves a person responsible for the care, custody or welfare of the child;
- C) the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or

D) the agency designated by the court to be responsible for the protection of children.

### **Contents of Report**

The person making a report shall identify, if known”

1. the name and address of the child;
2. the name and address of the person responsible for the care, custody, or welfare of the child; and
3. any other pertinent information concerning the alleged or suspected abuse or neglect.

### **ADMINISTERING MEDICATION**

IEIT Islamic School personnel are not permitted to administer to students, medication of any kind, (including analgesics, or any other drugs), unless the parents provide the medication and submits a written request to authorize the nursing staff or school employee to administer such medication. If questionable circumstances warrant it, the nursing staff or school employee reserves the right to deny the parent’s request.

When administering prescription medicines, the school would prefer to have a written statement from a physician or dentist that is licensed to practice in the United States. However, in some cases, information may be substituted for the above-noted statement. The prescription must be filled by a pharmacist who is licensed to practice in the United States. If prescription medicine is required, it must be in its original container, kept in locked storage in the office of the school, nurse or of the principle’s designee. Medications must be administered by the nursing staff or a school employee.

All prescription medicine must be bought to, and picked up at, the office by a parent or guardian. The school may accept a sufficient quantity of medicine for one month. Upon receipt, the medicine will be inventoried and discrepancies reported to parents. Only the prescription medicine that the student is required to take during the hours that he/she is in school will be administered. No vitamins, health food, or herbal preparations will be given by the nursing staff or school employee.

The above is not intended to prevent a student from having in his /her possession or the taking of analgesics, allergy tablets, or other similar non-prescription medication during the school day. The medicine must be in its original container. When the time for taking the medicine approaches, it is strongly recommended that the student go to the clinic or office, since the consumption of pills, in any form, during the school day or on the school campus increases the likelihood of a student being mistakenly charged with a violation of the schools’ policy on drug abuse.

### **Administration of Nontraditional Medical Therapies**

Only FDA-approved medicines prescribed by licensed physicians will be administered at school.

Requests for the administration of nontraditional medical therapies are considered on a case-by-case basis determined by the specific facts of the case. Nontraditional medical therapies are those not FDA-approved and not prescribed by a licensed physician. Such requests require the parent to submit a

Medical Authorization Form to the school. The school has the authority to refuse to administer the medication. IEIT is committed to balancing a commitment to family-centered care with the ethical responsibility to guard the welfare of the child.

## **PESTICIDE APPLICATION**

The school facility is occasionally treated with pesticides by a licensed company. We make every effort to ensure that pesticides used are safe and appropriate for school use. All applications will be made after school hours, unless if safe to do so during school hours and children will only be permitted back onto the building when it is determined by state guidelines to be safe to do so.

## **LICENSING**

Most IEIT schools have a daycare center. All daycare centers are licensed by the Texas Department of Family and Protective Services Child Care Licensing division. All school licensing inspection reports and Minimum Standard Rules for Licensed Child Care Centers may be viewed at the school as well as copies of the most recent Health and Fire Safety Inspection Reports. You may also contact Licensing at the following address:

Texas Department of Family and Protective Services  
Child Care Licensing  
2221 W. Loop South  
Houston, TX 77027  
(713) 940-3009

**\*Note: The following section contains school forms you might need. Before using the forms below, please check with your local school to see if there is a campus-specific form that must be completed and if there are any additional forms required.**

## IEIT SCHOOL

### Request for Administering of Medication

To the principal of DUA North School:

Date \_\_\_\_\_

As parent/guardian of student \_\_\_\_\_ born on \_\_\_\_\_

and currently in the \_\_\_\_ grade, I \_\_\_\_\_ give permission for Dar ul Arqam School to administer to my child, the following medication:

Name of medication \_\_\_\_\_

Color: \_\_\_\_\_ Dose (amount) to be administered: \_\_\_\_\_

Time to be administered: \_\_\_\_\_ Date to discontinue: \_\_\_\_\_

Additional instructions or side effects regarding the above medication: \_\_\_\_\_

Reason for administering medication \_\_\_\_\_

Student's physician's name \_\_\_\_\_ Telephone: \_\_\_\_\_

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Medication must be in the original container with the student's name and a current date. It will be given according to the instructions on the label. Non-prescription medication must be in the original container and will be given according to directions.

**Medication of students in elementary schools must be brought to the school by the parent/guardian. Medication may not be transported by elementary students on the bus.**

**School clinic staff is authorized to contact and consult with your child's physician regarding the child's medical needs.**

**The school, the Board and its staff shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature (if required)

Required annually in the treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given daily for more than two weeks.

## EMERGENCY MEDICAL TREATMENT FORM

In the event of a medical emergency at school, the school will first try to contact the child's parents. If the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

**Please complete and return this with the signed accountability form.**

I hereby authorize the staff member(s) at \_\_\_\_\_

School to consent to emergency medical treatment for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's First/Last Name (Printed)

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Grade

**I understand in granting this authorization that:**

- My child will be taken to a hospital or clinic nearest to the school or activity he or she is attending so that emergency medical treatment can be obtained.
- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.
- I will be responsible for all expenses incurred by virtue of the emergency medical treatment of my child and for the transportation to the emergency medical treatment facility.
- I release Dar-ul-Arqam School staff members and trustees from any and all claims or actions from liabilities for the injuries that occur to my child as result of his or her receipt of emergency medical care.
- The staff members of the Darul Arqam School, its trustees and agents are not waiving any sovereign or governmental immunity by requesting the execution of this document.
- I understand the provisions of this document and execute it voluntarily.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Home/Work Phone

\_\_\_\_\_  
Date

## IMPORTANT MEDICAL INFORMATION

List any medical problems your child has which medical personnel need to be aware of in an emergency: (example--- diabetes, asthma, seizures, heart problems, pregnancy)

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Medication your child takes daily (either at home or school) \_\_\_\_\_

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List medicine allergies \_\_\_\_\_

Any severe allergies to insect bites \_\_\_\_\_, if yes, what treatment is given

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Family physician \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
NAME Phone Number

Health Insurance company name & ID Number \_\_\_\_\_

## ***Roles and Responsibilities***

### **BOARD OF TRUSTEES**

The role of the Board of Trustees (BOT) is to organize and operate Islamic education institutions in Harris County and surrounding counties in the state of Texas. BOT is responsible for setting district-wide policy, approving employment, approving school calendars and handbooks, creating employee contracts, and monitoring the progress of each school in the district. The BOT is the ultimate authority in all matters pertaining to the operation of IEIT as a whole.

### **Advisory Panel**

The Advisory Panel is responsible for devising means and methods to operate that particular school. The AP consists of members as stated in the school by-laws. It is responsible for setting policy. Parents may contact the AP in writing through the school office or by mail at the school's address.

### **ADMINISTRATION ROLE**

The role of the IEIT administration is to:

- Provide high quality education consistent with the teachings of the Qur'an and the Sunnah of the Prophet (PBUH)
- Teach Islamic values and morals that help students grow up to be good moral citizens
- Provide high quality education in all subject areas
- Provide the best qualified, available teachers
- Choose the best available curriculum

- Provide the best possible learning environment
- Create a safe environment for all students
- Keep the lines of communication open between the parents, teachers and the administration

## **TEACHER ROLE**

The role of IEIT teacher is to:

- Be in class before the students arrive
- Be prepared for class
- Create and maintain a prepared environment for the students
- Monitor and guide the child's academic progress
- Respect the child's physical and emotional needs
- Provide challenging and engaging lessons to advance the child's academic growth
- Keep the parents informed of their child's progress
- Return the parent's phone calls within a reasonable time

## **PARENT ROLE**

The role of an IEIT parent is to:

- Provide their child with the tools necessary for success in school
- Provide their child with a healthy breakfast in the morning and give him/her a healthy snack and lunch for school
- Ensure the child has had a good night's sleep
- Send the child to school in proper clothing
- Bring the child to school on time and pick them up on time
- Keep a sick child at home
- Help the teachers and the administration in implementing school rules
- Review their child's work progress on a regular basis
- Attend parent/ teacher conferences
- Communicate with the teacher any concerns they have about the child
- Read all the notices sent home and check school's website for information
- Sign and send back notices requiring signatures *on time*
- Adhere to school policies and cooperate with the school to provide the best learning environment for the child
- Provide academic assistance to the child where needed based on teacher request to ensure child's academic success
- Encourage child to work hard in school and to be an active participant in the

classroom

- Follow the Academic Code of Ethics and ensure the child follows it as well

## **GUIDELINES FOR STUDENTS**

Students are expected to put forward their best efforts in order to achieve the goals of the school such as:

- ✓ Be on time for school each day.
- ✓ Be properly dressed according to Islamic dress code.
- ✓ Help with the efforts of keeping the school building and grounds clean.
- ✓ Maintain oneself in an orderly manner at all times.
- ✓ Do not laugh or talk excessively loud.
- ✓ Adhere to all rules and standards of IEIT School.
- ✓ Respect others and the property of others.
- ✓ Respect the teachers and those in authority among you.
- ✓ No cursing or fighting will be permitted.
- ✓ Complete all assignments as given by the instructors.
- ✓ Be aware that certain offenses may result in your suspension and/or your expulsion from school.
- ✓ Respect the school and Masjid.

## **GUIDELINES FOR PARENTS**

- ✓ Work in harmony with the school to ensure the best education possible for the children.
- ✓ Respond immediately to any request made by teachers for assistance in educating your child.
- ✓ Be responsible for your financial obligations to the school and meet them on time.
- ✓ Insure that your child(ren) are properly observing the dress code prior to bringing them to school.
- ✓ Notify teacher immediately of any problem that the child may be having at home.
- ✓ Be respectful of all teachers in the presence of your child.
- ✓ Be responsible to see that the school is moving in the direction of Al-Islam.
- ✓ Give support (moral, financial, physical) whenever possible.
- ✓ Be aware that the best education takes place when the child is supported by home, school and Masjid.
- ✓ Arrange a conference with the teacher whenever you feel it is necessary.
- ✓ Make arrangements to observe your child's/children's classes at least twice a year.
- ✓ Require that the teachers give full and satisfactory reports on your child's/children's performance.
- ✓ Be responsible for cleanliness and conduct of your children.

- ✓ See that children arrive at school and are picked up on time.
- ✓ Parents who show no support for their child's/children's progress will be asked to attend a conference to work out a satisfactory agreement to correct the situation.
- ✓ Follow all school policies and procedures in accordance with the Parent & Student Handbook and the Student Code of Conduct.

*These guidelines for parents are designed to produce a cooperative relationship between the IEIT School and parents in the best interest of the children.*

## **IEIT SCHOOL LOCATIONS**

### **Darul Arqam School North**

11815 Adel Road

Houston, Texas 77067

Phone: (281) 583-1984

Fax: (281) 440-8024

[darularqamnorth@hotmail.com](mailto:darularqamnorth@hotmail.com)

[www.north.darularqamschools.org](http://www.north.darularqamschools.org)

### **Darul Arqam School Southwest**

10415 Synott Rd

Sugar Land, Texas 77498

Phone: (281) 495-4015

Fax: (281) 495-3403

[darularqamsouthwest@gmail.com](mailto:darularqamsouthwest@gmail.com)

[www.southwest.darularqamschools.org](http://www.southwest.darularqamschools.org)

### **Darul Arqam School Southeast**

8830 Old Galveston Rd

Houston, Texas 77034

Phone: (713) 948-0094

Fax: (713) 948-0094

[darularqamsoutheast@hotmail.com](mailto:darularqamsoutheast@hotmail.com)

[www.southeast.darularqamschools.org](http://www.southeast.darularqamschools.org)

**Everest Academy (South)**

610 Brand Lane

Stafford, Texas 77477

Phone: (281) 261-3030

Fax: (281) 261-1507

[farahn@everest-academy.com](mailto:farahn@everest-academy.com)

[www.everest-academy.com](http://www.everest-academy.com)

**Houston Peace Academy**

16700 Old Louetta Road,

Spring, Texas 77379

Phone: (281) 257 - 8988

[abdahkhalifa@gmail.com](mailto:abdahkhalifa@gmail.com)