

PREFACE

Assalamu Alaykum Wa Rahmatul Allah Wa Barakatuh

We want to take this opportunity to welcome you to the Ibn Seena Academy. We hold high expectations for everyone at the school to achieve great things, academically, behaviorally and socially. We will offer opportunities for all to reach standards of excellence in an Islamic climate that is safe and free from interruptions. We will insha' Allah work together throughout the school year to reach help your children realize their highest potential.

We have prepared this handbook to guide you and your family on the policies and programs of Ibn Seena Academy (ISA). Please read it carefully and discuss the contents with your child/children. Parents and students are expected to closely follow and adhere to the policies and procedures set out herein.

Ibn Seena Academy views the educational imperatives to be implemented by a tripartite team - the school, the parents, and the community. Your active and full participation in the life of ISA is vital for our success. Our doors are open to listen to your comments and concerns. We pray that Allah (SWT) guide us in this noble endeavor.

Sincerely,

The Board of Directors of Ibn Seena Academy

INTRODUCTION

In August of 2003, Ibn Seena Academy opened its doors to the children of the Greater Orlando area. In that short period of time, three students have already completed the memorization of the Holy Quran, Masha Allah. We hope another student will complete the memorization of the Holy Quran soon insha' Allah. This Academy is unique because it offers a full academic curriculum together with Hifz Al-Quran and Islamic Study.

Many parents have told us that they want their children to study the Holy Quran but they find it difficult to send them away from home. Other parents have indicated that they do not want to completely sacrifice their child's secular education while he or she is studying the Quran. We realized that there was a great need for a unique academy such as Ibn Seena Academy - one that will prepare our children for the Dunya and also for the Akhira. Ibn Seena Academy provides an environment where these children can be nurtured in an Islamic environment, free of drugs & the other evils of modern society.

The mission of Ibn Seena Academy is to seek the pleasure of our Creator by providing students with a high quality education while instilling firm moral and ethical values so that they will become productive, upstanding citizens. We offer classes in Hifz of Quran, Recitation of Quran, Islamic Studies, Arabic language, Mathematics, Science, Language Arts, and Social Studies. Our academic levels range from Grades pre K through 12th.

ISA is a Calvert Partner School for Pre K – grade 5. Calvert offers a strong, proven, academically challenging curriculum. All middle and high school courses are offered through Florida Virtual School.

As Muslims, we know that there are no more messengers coming to remind the people. It is therefore our responsibility to teach this Deen, first to our family and then to the rest of

mankind. Our children will be the doctors, engineers, scientists, and other professionals of tomorrow but they must also be trained in the Fara'id of Quran and the Sunnah of Prophet Muhammad (may the peace and blessings of Allah be upon him). Our curriculum at Ibn Seena Academy has been designed with this in mind so that our students can develop the character and life skills, which will Insha Allah, ensure their success in both worlds.

GUIDING PRINCIPLES

We at Ibn Seena Academy:

- Affirm that there is no god but Allah, and that Muhammad, may he be blessed, is His Servant and Messenger.
- Promote the proposition that Islam is the only way of life, established by Allah (SWT) that can bring success in this life as well as in the Hereafter.
- Understand that the highest standards of moral behavior and conduct are what make a man or woman, the best of Allah's creation.
- Encourage the appreciation of lifelong learning within an environment of excellence.
- Recognize and value the individuality of every student, challenging each to his or her full potential and educate the whole child, helping him / her to acquire skills to insure a lifelong physical, spiritual and mental well-being.
- Believe that a partnership exists between the home and the school which must be utilized to bring maximum benefit to the student.
- Appreciate and seek to learn from our cultural differences in the context of our one, united Islamic Community.
- Seek and nurture outstanding Muslim faculty and staff who love Islam, the teaching profession and teaching young people.
- Maintain an up to date curriculum and instructional methods that surpass the most excellent programs available.
- Provide individual attention and small class size as a key to bringing out the best potential in every student.
- Become the role model for our students and practice what we teach.

SCHOOL MISSION

The mission of Ibn Seena Academy is to seek the pleasure of our Creator by providing students with a high quality education while instilling firm moral and ethical values so that they will become productive, upstanding citizens.

SCHOOL MOTTO

The school motto is a reflection of its ideal of 'Ilm' (knowledge), in a nurturing Islamic atmosphere.

Quality Education in the Best Islamic Environment

GOALS

Ibn Seena Academy is dedicated to the achievement of the following goals:

- Teach and inculcate Islamic faith, values and traditions
- Maintain an Islamic environment to achieve the above

- Provide a high standard of education
- Teach our students to excel in their lives and activities
- Incorporate the recitation of the Noble Quran as a part of life
- Inculcate self discipline in the students
- Encourage students to be ambassadors of Deen-ul-Islam
- Develop community and leadership qualities
- Build strong moral character, based on the principles of integrity, honesty and sincerity, respect for others, property and other resources, coupled with a strong sense of responsibility.

OBJECTIVES

The goals will be achieved by implementation of short and long-term objectives. Some of the objectives are as follows:

- Providing a safe and stimulating learning environment
- Employing qualified, dedicated, and committed faculty and staff
- Measuring and evaluating students' performance through regular classroom tests, special assignments and projects, standardized and norm referenced test as applied by the State and nationally recognized testing institutions
- Surpass State standards by providing a foundation of excellence
- Implementing Calvert curriculum and relevant Islamic curricula
- Providing regular and timely feedback to parents on students' performance
- Establishing a larger and more convenient school premises with support facilities – computer lab, science lab, auditorium/gym, and a play-field Insha' Allah
- Promoting clubs – Quran, home economics, sports
- Utilizing support services made available by the State's Department of Education, parents, and community
- Encouraging contacts with other Islamic Schools and promoting healthy competition
 - Athletics, spelling bee, Quran recitation competitions

INSTRUCTIONAL PROGRAM CURRICULUM

At Ibn Seena Academy, the students are required to study the required academic subjects. These include: English (reading, writing, literature etc.) Mathematics, Science, Social Studies, a foreign language (Arabic), as well as Islamic Studies/Quranic Studies, Physical Education.

The curriculum is divided into two (2) broad areas:

- **Islamic Studies**
- **Academic**

Islam forms the basic/core for the curriculum. Every subject is related to Islam and the concepts taught are reinforced by the Islamic principles. The objective is for the students to see and understand the concepts, skills, and, attitudes in keeping with the spirit and teachings of Islam.

ISLAMIC STUDIES

Islamic Studies is a vast field of study. It includes Aqeedah or the monotheistic belief system, Ibadaat or worship, Mu'amalaat or dealings, Akhlaq or morals, Seera or the Prophet's (SAS) life history and Islamic history in general. It also includes the study of

Tafsir or explanation of the Holy Quran, Tilawah (recitation with Tajweed), Hadith or the Prophet's (SAS) sayings, to name some areas. At ISA, the students are exposed to all these subjects in a manner that is suitable to their age and level. The focus is on comprehension and implementation. Thus the relevance and applicability in the students' lives will be reinforced. Islamic Studies form the core of the curriculum at Ibn Seena Academy. Thus the principles and practices guide and clarify the concepts of the other subject areas (language, math, science, social studies, health and physical education).

HIFZ OF QUR'AN

Hifz of Quran is an enrichment course, which is only open to those students who continuously demonstrate a strong desire to memorize the Quran. Students will be evaluated each reporting period to determine if they can remain in this program. The care and respect of the Mushaf is also emphasized, along with the regularity of its recitation. The focus is on:

- Hifz (memorization of the Quran)

The applicability and practice of Allah's (SWT) commands are illustrated and emphasized. This approach also strengthens the Islamic culture.

ARABIC LANGUAGE

Arabic language is the language that Allah chose for the Quran. The use of the Arabic language helps the students to understand their Deen and to validate their identity.

Areas of emphasis include:

- Reading
- Listening and comprehending
- Vocabulary
- Grammar
- Conversation
- Writing

ACADEMIC

The Calvert program sets high and clear expectations fostering a culture of achievement.

PRE-K

Reading ReadinessBuilding vocabulary; associating ideas and logical sequence; visual and auditory discrimination of letters; rhyming words; storytelling; comprehension skills; memory; similarities and differences; motor control

Number ReadinessRecognizing and writing numerals; basic math vocabulary; shapes; number ideas 1-10; matching and sets; following patterns; simple measurements; money

Songs.....Singing children's nursery songs; finger plays

Games & PlayPerforming dramatizations; finger painting; riddles

Stories & Poems.....Hearing selected children's stories and poems; finger plays

- Discussion.....Talking about seasons; national heroes, farm animals, the circus, senses growth and change, community helpers, and the United States
- Activities.....Modeling with clay; gluing; making musical instruments; splatter painting; baking; braiding; folding (all interconnected with the concepts being taught in other subjects)

Kindergarten

- TechnologyApplications lessons, activities, and online interactive learning tool integrated with curriculum: keyboard and mouse basics; parts of a computer; introduction to word processing; beginning graphics skills
- ReadingEmphasizing phonics to teach short vowels and consonant sounds; logical/chronological sequencing; auditory/visual discrimination; classifying; rhyming; reading 20 phonics storybooks
- Spelling & VocabularyIdentifying word beginnings and endings; options of printing letters, words, and simple sentences
- GrammarDeveloping oral expression; constructing asking/telling sentences
- Mathematics.....Featuring *Calvert Math*. Number ideas from 1 to 30; patterns, shapes, and understanding data from pictures; properties of addition and subtraction; problem solving; graphing; ordering numbers; matching sets; probability
- ScienceSeasons; five senses; space; difference among land, air, and water; weather; natural resources
- Rhyming ActivitiesEnjoying and understanding poems, rhymes, traditional children's songs, and finger plays
- History.....Famous people and events (i.e. U.S. Presidents, Martin Luther King, Jr., Fourth of July, Thanksgiving, etc.)
- Geography.....Where people live, families, communities, and animal habitats
- ArtPainting; drawing with crayons and chalk; clay; craft activities

1st Grade

- TechnologyApplications lessons, activities, and online interactive learning tool integrated with curriculum: beginning keyboarding; creating and formatting word processing documents; computer parts and navigation; developing graphic skills; visual mapping basics. Internet activities integrated with Reading and Science texts
- ReadingBuilding a foundation for reading using the decoding process; emphasizing word analysis techniques, long vowel, digraphs, consonant clusters, vowel pairs, blends, r-controlled vowel, compound words synonyms, antonyms, base words, prefixes, suffixes, syllables, possessives, abbreviations, and contractions; developing comprehension skills through consistent, controlled vocabulary used in appealing anthologies and phonics library book of stories
- Writing/CompositionLearning cursive handwriting, using Calvert Script (the distinctive, easy-to-learn method of handwriting used in their Day School); emphasizing simple lines, and legibility; strengthening fine motor skills and attention to detail; forming letters, words, and simple sentences
- MathematicsFeaturing *Calvert Math*. Using numbers to 100; simple fractions; solid and plane shapes; money; equivalent amounts; fact families; measuring; adding and subtracting 2-digit numbers;
- ScienceStudying trees; the sky; matter; forces; living things; growth and change
- History.....Exploring 36 original read-aloud stories; biographies of well-known explorers, pioneers, inventors, and political figures; accounts of famous events (Boston Tea Party, first Thanksgiving); Activities included
- Geography.....Investigating five theme of geography; studying ground, and aerial views; four compass directions; maps, symbols, and map keys; globes
- PoetryUnderstanding and appreciating
- Games & Activities.....Developing creativity and motor skills

2nd Grade

- Quran.....Memorization and general meaning of Sura Al-Humaza, Al-Asr, At-Takathur, Al-Qariah, Al-Adiyat, and Al-Zilzaal. In addition, students will review the memorization of Sura Al-Fatiha, Suwar Al-Fil to An-Nas
- Islamic StudiesAn introduction to Islamic Studies using the I Love Islam series of Islamic studies textbooks. This series continues to introduce Muslim students to the essentials of their faith and bring to light historic and cultural aspects of Islam. Each book of the series is designed to emphasize the aspects of Islam which are appropriate for the 2nd grade level. This elementary school series will cover many aspects of Islam including Iman, Fiqh ul-Ibadat, Fiqh ul-mu'amalat, Qur'an, Hadeeth, Seerah, Islamic character education, and the Muslim world
- Arabic.....A continuation of the study of Arabic as a foreign language and the language of the Quran. Students will be continue to build their growing vocabulary of Arabic words. In addition to strengthening their conversational skills and improving their ability to read Arabic text, students will begin to write short sentences
- TechnologyApplication lessons, activities, and online interactive learning tool integrated with curriculum: keyboarding; introduction to touch typing; word processing basics; introduction to spreadsheets; using e-mail and the Internet; beginning database skills; visual mapping. Internet activities integrated with Reading and Science texts
- ReadingReviewing word analysis techniques, long vowels, digraphs, consonant clusters, vowel pairs, blends, and r-controlled vowels; developing comprehension skills; building strategies for comparing, contrasting, predicting, inferring, and drawing conclusions; identifying cause and effect; summarizing; recognizing topics, main ideas, details; reading appealing anthologies, phonics library book of stories; developing critical thinking skills
- Writing/CompositionPracticing script as reinforcement of learning to read; writing dictated words and sentences; writing compositions; practicing spelling and vocabulary; learning rules of punctuation

- MathematicsFeaturing Singapore Math. Adding and subtracting 2- and 3-digit numbers; money; patterns in addition, subtraction; measuring weight, capacity, temperature; perimeter, area, volume readiness; problem-solving strategies; telling time in 5-minute increments; 2- and 3-dimensional geometric figures; fractions, sets, probability; introducing multiplication and division
- ScienceDeveloping natural curiosity; questioning, investigating, experimenting; studying changes in animals, plants, Earth, environment; sound; light; measuring; human growth; health; heat, air, weather; Earth and the Sun; forces; machines
- History.....Exploring 36 original read-aloud stories; biographies of well-known explorers, pioneers, inventors, and political figures; accounts of famous events (Paul Revere's ride, fall of the Berlin Wall); activities included
- Geography.....Understanding the five themes of geography; studying land and water features; cardinal directions; maps, symbols, and map keys; compass rose; globes; continents; oceans; relative and exact locations; boundaries; inset maps; regions
- ArtDeveloping new skills in drawing

3rd Grade

- Quran..... Memorization and general meaning of Sura Al-Bayannah to Ad-Duha. In addition, students will review the memorization of Sura Al-Fatiha, Suwar Al-Zilzaal to An-Nas
- Islamic StudiesA continuation of the I Love Islam series of Islamic studies textbooks. This series continues to introduce Muslim students to the essentials of their faith and bring to light historic and cultural aspects of Islam. Each book of the series is designed to emphasize the aspects of Islam which are appropriate for the 3rd grade level. This elementary school series will cover many aspects of Islam including Iman, Fiqh ul-Ibadat, Fiqh ul-mu'amalat, Qur'an, Hadeeth, Seerah, Islamic character education, and the Muslim world
- Arabic.....A continuation of the study of Arabic as a foreign language. Students will use the ICO Learn Arabic series which is

designed to teach Arabic to English-speaking children. It offers the latest methods of second-language instruction, with special emphasis on building the four linguistic skills needed to learn a language: listening, speaking, reading and writing. The program introduces linguistic elements, such as words, expressions and grammatical constructions, through the use of real-life situations.

- TechnologyApplication lessons, activities, and online interactive learning tool integrated with curriculum: developing keyboarding, touch typing, and word processing skills; spreadsheet basics; graphing in spreadsheets; e-mail and Internet use; database searches; visual mapping; introduction to presentation software. Internet activities integrated with Reading and Science texts
- ReadingReviewing phonics skills, structural analysis, syllabication, irregular plurals, suffixes, prefixes, and possessives; reinforcing skills using anthologies, *Reader's Library*, and *Smiling Hill Farm*; identifying main ideas; drawing conclusions; making inferences; differentiating between fact and opinion; making generalizations; predicting outcomes
- PhonicsExpanding long and short vowel sounds; beginning and ending sounds; prefixes and suffixes; diphthongs; combinations, blends, and digraphs; plurals; syllables
- Spelling & VocabularyDiscovering word origins; building vocabulary; grammar
- CompositionDeveloping organized writing skills; completing four lessons each week; building skills in basic grammar, implementation, correction, letter writing, and journaling
- MathematicsFeaturing Singapore Math. Addition, subtraction, multiplication (to 9s), and division; reading and writing numbers with place values through 100,000s; comparing fractions; equivalent fractions; decimals to hundredths; pictographs; bar graphs; coordinate points on grids; tree diagrams; rounding; word problems; Roman numerals; regrouping in addition and subtraction
- ScienceLiving things; work and machines; matter and energy; Sun and planets; changing Earth; staying healthy

- PoetryMemorizing; reading for pleasure; writing original cinquains and haikus
- History.....Reading biographies of famous people
- Geography.....Identifying hemispheres, continents, and oceans; strengthening map skills; understanding symbols; graphs; longitude; latitude
- ArtLearning techniques in drawing, perspective, color

4th Grade

- TechnologyApplication lessons, activities, and online interactive learning tool integrated with curriculum: practicing keyboarding and touch typing; intermediate word processing and desktop publishing; e-mail; database and Internet research; using spreadsheets to create graphs and tables; developing presentation software skills. Internet activities integrated with Science text
- ReadingReading children’s classics (*Robinson Crusoe*, *Famous Legends*, *Island of the Blue Dolphins*); developing critical thinking skills
- Phonics.....Developing skills through lessons coordinated with reading, spelling, and composition; activities in phonics workbook
- Spelling & VocabularyCompleting daily exercises in spelling; building vocabulary
- Composition.....Using the four-stage approach to write factual, creative, and descriptive compositions; organizing key words into phrases using shape planners; writing poetry and letters
- GrammarIntroducing verbs of being; verb tense; regular and irregular verbs; pronouns; subject complements; comparing adjectives and adverbs; punctuation skills
- MathematicsFeaturing Singapore Math. Fluency and accuracy drills in four operations; multiply, divide two digits; understanding mixed numbers; probability; adding, subtracting decimals; geometry; comparing, adding, subtracting fractions; circle and line graphs
- ScienceClassifying living things; matter; electricity and magnetism; animals; water; human body; rocks and fossils

- PoetryReading for pleasure
- History.....Using Hillyer’s *A Child’s History of the World* to conduct general survey of world history from earliest times to present; featuring a history workbook with outlines and enrichment activities
- Geography.....Comparing regions geographically; enhancing map-reading skills
- ArtImproving skills using lines, light sources, and motion; integrated with history studies

5th Grade

- TechnologyApplication lessons, activities, and online interactive learning tool integrated with curriculum: practicing keyboarding and touch typing; intermediate word processing and desktop publishing; database and Internet research skills; graphs, tables, and formulas in spreadsheets; creating databases; basic HTML; using presentation software. Internet activities integrated with Science text
- ReadingReading children’s classics and Newbery Award winners; developing critical thinking and comprehension skills
- Spelling & VocabularyFocusing on syllables; capitalization; abbreviations; meaning; usage
- Composition.....Reviewing and using parts of speech; diagramming noun, adverb, and adjective clauses; studying gerunds, infinitives, and participles; grammar and usage; building paragraphs and varied sentences
- GrammarIdentifying the eight parts of speech; types of sentences; subject; predicate; correct usage
- MathematicsFeaturing Singapore Math. Multiplying up to three digits; geometry points, lines, and rays; measuring angles; adding mixed numerals, decimals; multiplying, dividing decimals; multiplying fractions

Science	Classifying animals, matter, plants; weather, climate; ecosystems; Earth; energy; conservation; sound; light; human body
Poetry	Reading & understanding; literary devices; symbolism
History.....	Surveying American history from ancient civilizations through September 11, 2001; emphasizing colonization, the Revolution, westward expansion, Civil War and its aftermath, industrialization, and United States in the 20th century
Geography.....	Exploring the five themes of geography; studying the United States by region, with focus on landforms, waterways, natural resources, parks, monuments, cities, state capitals, industry, agriculture, and climate; state reports; extending map and globe skills; Canada; Latin America
Art	Learning different art techniques including contour, naturalism, murals, and linear perspective

Middle School And High School

ACADEMIC INTEGRITY POLICY

Honesty and integrity in academic matters is essential in order to ensure that knowledge is transmitted effectively. More importantly, Islam places the utmost importance on being truthful in all aspects of life: social, business, and family, as well in scholarship.

When a student cheats or copies the work of others, they not only prevent themselves from gaining the benefit of a good education, but they also steal the rights of others who went through the work and studied hard for their recognition. It is unfair and wrong for a person to gain awards and high grades if they truly did not earn them. Hence, violations of basic honesty with regards to homework, class work, tests, exams, etc... call into question the right of the offender to remain a part of this, or any, school community.

Academic dishonesty is defined as **“the intentional using or giving of unauthorized aid on any work for which a grade is earned.”** This includes cheating on tests of any sort, copying homework and reports or any other infraction which results in unfair marks being given for merit to a student.

Academic Integrity Policy is as Follows:

1. All students will receive a copy of this section of this manual and the issue of academic integrity will be raised so that every child will know the consequences of dishonesty.
2. Each teacher is to carry out his or her daily class business with justice and fairness and makes the students aware of his/ her expectations concerning homework, tests, etc...
3. If any student is caught copying the work of another, then both the one who cheated, as well as the one who let them cheat, will receive a "no credit" mark for that particular assignment which cannot be made up.
4. If the problem persists, then the appropriate steps will be taken as follows:

- (1) conference with the student over the issue, (2) conference with the parents, (3) further action as decided by the principal.

Ibn Seena Academy Computer Use Policy

All students of Ibn Seena Academy who are enrolled in Online classes must agree to abide by this Computer Use Policy. Please note that any violation of the terms of this policy may result in suspension and/or expulsion from Ibn Seena Academy.

Student Code of Conduct/Acceptable Use Policy (Adopted from FLVS)

Internet access is required for students who take courses with Florida Virtual School. Internet access offers valuable, diverse, and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner. The following serves as guidelines as to what is expected of students in our online learning environment.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.



All students must read the rules of netiquette carefully and understand their significance.

- Students are responsible for good behavior on the school computer network, just as they are in a classroom or a school hallway. Always use a computer in a way that shows consideration and respect. You are not to use obscene, profane, threatening, or disrespectful language. These actions are illegal (f.s. 847.001 Obscene Literature; Profanity).
- Integrity and authenticity of student work is something that we take very seriously at FLVS. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. FLVS instructors do utilize technologies that can check for authenticity of student work. Copying the work of others, allowing others to knowingly copy your work, and/or misusing content from the Internet could result in your removal from our courses.
- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- Think about the social consequences of any program you write. Never create harmful computer viruses. These actions are illegal (f.s. 815 Computer-Related Crimes).
- Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board, or in the local newspaper.

- Be cautious about email messages from anyone, particularly adults asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Disclose to your teacher or other Florida Virtual School employee any message you receive that is inappropriate or makes you feel uncomfortable.
- Any sending of unsolicited email to your online classmates is prohibited. Email with your online classmates should be of a course-related nature only.
- Students must use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted when used for FLVS correspondence. FLVS administration reserves the right to determine if student email addresses are inappropriate. Students with inappropriate email addresses will be required to use an alternative email address or will otherwise be forbidden to participate in FLVS courses.
- Protect your password. Keep it secret.
- Florida Virtual School assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

Users are subject to all local, state, and federal laws. Florida Virtual School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from FLVS course(s), as well as other disciplinary or legal action.

Academic Integrity

(Adopted from FLVS)

FLVS Academic Integrity Statement:

FLVS expects a full commitment to academic integrity from each FLVS student. Your signature on your Enrollment Verification Form (EVF) is your commitment to academic integrity as a student at FLVS.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor
- You will not practice plagiarism in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet

Plagiarism is defined as follows: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own.

Please be aware that all FLVS instructors utilize a myriad of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by FLVS administration and may be removed from the course with a failing grade.

Restricted Use of Computers

Ibn Seena Academy has purchased laptop computers for the use of its students who are enrolled in Online classes. These laptop computers are not to be used for any reason other than to facilitate the completion of these online courses. Any personal use of these computers including the use of instant messaging, games, music, or personal CDs on these computers is strictly prohibited. Please note that students are allowed to instant message their instructor and only their instructor. To facilitate this, students will have access to a certain shared **dedicated** computers where they can instant message their instructor. These dedicated computers will be the only computer on which instant messaging is allowed.

Damage to computer due to student's negligence

All computers and peripheral equipment are the property of Ibn Seena Academy. Computer equipment is loaned to the student for the sole purpose of completing their online classes. In the event that a student spills liquid onto the computer, drops the computer, or is negligent in any manner with respect to the computer, and as a result the computer is damaged because of such negligence, then the parents are responsible for replacing the damaged computer with a new laptop computer of the same configuration. The damaged computer will then become the property of the parents. The student will not be allowed to use any other computers belonging to Ibn Seena Academy until the damaged computer has been replaced.

Ibn Seena Academy Password Policy

Each student will be assigned a network password and a FLVS password. The network password will provide access to the student's assigned area of our network server where he/she must store all work files. The FLVS password will provide access to all of the student's online courses including submitted work files. Students are not allowed to disclose their passwords to any person other than a designated network administrator. Students are also not allowed to use someone else's password under any circumstances. If a student has reason to believe that his/her password has been compromised, he/she must immediately bring it to the attention of the network administrator.



Consequences of violating the terms of this agreement

Except as otherwise stated, any student who violates the terms of this agreement is subject to disciplinary action as follows:

1st offense – In school suspension for 1 day and parents will be notified.

2nd offense – In school suspension for 3 days and parents will be notified.

3rd offense – Out of school suspension for 5 days.

4th offense - Student will be permanently expelled from Ibn Seena Academy

In addition, the student is also subject to disciplinary action by The Florida Virtual School.

GRADE FORGIVENESS POLICY

As permitted by the Florida Department of Education (DOE), Ibn Seena Academy has adopted a grade forgiveness policy for high school students. Our forgiveness policy for required courses is limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. Our forgiveness policy for elective courses is limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in another course. Any course grade not replaced according to this policy must be included in the calculation of the cumulative grade point average required for graduation. These restrictions do not apply to students below the ninth grade taking high school courses for credit.

Regarding student transcripts, Rule 6A-1.0955(3)(a)(7), FAC, requires each school to keep records on courses taken and record of achievement, such as grades, unit, or certification of competence. Student records cannot be altered at any time unless it has been determined that the information is inaccurate or in violation of the privacy or other rights of the student. Therefore, all courses and grades must be included on a student’s transcript.

The authority for the Ibn Seena Academy school board to adopt a forgiveness policy does not provide the authority to alter a student’s record to delete the forgiven course and grade. The forgiveness policy authorization is for the express purpose of assisting students in meeting the requirement to attain a minimum grade point average necessary to graduate from high school. The board does not have the authority to purge that student’s record to delete the first grade. All forgiven courses and grades must be included on a student’s transcript as an accurate reflection of the student’s record of achievement.

PARENTAL RESPONSIBILITIES

Every child is unique. He/she is endowed with unique skills and abilities. It is our joint task (parents/school/community) to help the child to rise to his or her fullest potential. The home and the community have a direct impact on the growth and advancement of each child. The home is the first socializing agent. Hence the family and parents have certain responsibilities and ISA expects that these responsibilities will be met:

- Provide a caring and safe environment at home
- Reinforce the Islamic principles and practices at home

- Challenge your child to give his/her best
- Read with your child every night, especially the younger ones
- Encourage your child to complete home work and special projects within the given time frame
- Provide a quiet and well lit area for him/her to study and work at home
- Teach your child to respect everyone
- Encourage your child to be kind and courteous
- Encourage your child to respect all the teachers and to obey the school rules
- Ensure that your child attends school regularly and punctually
- Make contact with the teachers through the proper procedure
- Schedule appointments with the teachers through the specified procedure
- Become an active member of the Parent Teacher Association (PTA)
- Meet your financial obligations to the school
- Volunteer your services in your fields of interest and for the benefit of the school
- Send and pick up your child on time
- Support the school and encourage other parents to enroll their students at Ibn Seena Academy

STUDENTS' RESPONSIBILITIES

We take responsibility for learning:

- We arrive at school on time
- We wear the proper uniform and we are well groomed
- We have the materials we need for class
- We demonstrate a serious and responsible attitude in our daily work
- Homework is carefully and thoughtfully completed, and on submitted on time

We settle our differences in a peaceful manner:

- We respect other people's property and personal space
- We do not physically or verbally fight with other children
- We do not take or use anything that does not belong to us

We follow directions of adults in charge, the first time it is given:

- We look at the speaker
- We understand that Allah (SWT) is pleased when we are humble
- We do not talk back to teachers or adults in charge (including substitutes and volunteers)

We are considerate to the needs and feelings of others:

- We are silent on the Salaat rug
- We use appropriate language at all times
- We do not bully or tease other children
- We are willing to help each other
- We are friendly and courteous
- We are expected to move safely through the school
- No playing around in the bathrooms or hallways
- No running in the school

Our School Is Special. Let's Keep It That Way!

FACULTY AND STAFF

Ibn Seena Academy seeks out those teachers who have the best academic and educational credentials, who also demonstrate a conviction to follow the Islamic way of life. This is the minimum requirement for being at (ISA). We have an effective mix of instructors combining experience from Islamic schools, public schools, private schools, day cares and other relevant vocations. We intend to encourage these teachers to complete higher levels of training for the greatest advantage of the school. The faculty and staff are committed to the educational growth of all our children. Additionally, every one of our teachers has other expertise that will be of future benefit to our children's growth at ISA.

At ISA, the staff works as a team, not only with each other, but also with the parents and community. The PTA is also vital in ensuring variety and enrichment to the school's curriculum. The PTA gives support in many activities – field trips, open days, special nights, and graduation. Volunteers also play an integral part in the daily activity of the school.

The homeroom teachers teach all academic subjects, In Pre-K to Grade 5. Grades 6 through High School receive most of their academic classes through the Florida Virtual School. There are special teachers for Quran, Arabic, and Islamic Studies. ISA is indeed fortunate to have a principal, faculty, staff, volunteers, and parents who are dedicated to the cause of quality education and moral excellence.

**May Allah (SWT) give us all the strength and ability to make our goals a reality!
Ameen!**

CO-CURRICULAR ACTIVITIES

A good Muslim is healthy in body, mind, and soul. We are pursuing after school extracurricular activities in order to fully strengthen our students. The teachers currently employ in school activities to help students develop real life skills in the context of an interesting and supportive environment.

NEWSLETTER

The Newsletter is a mini-newspaper project in which students get the opportunity to write, edit and produce their own publication.

YOUNG MUSLIMS CLUB

This club is for those interested in furthering their competency in Quranic/Arabic Studies, Islamic History, Seera /Life of the Prophet of Islam, Community Services and sports. An active PTA will be essential to help initiate and effectively manage these activities.

FIELD TRIPS

Throughout the school year, students will be taking field trips to enhance specific areas of their school's program. Permission slips will be issued which parents must sign and returned before the start of the trip. Normal rules of behavior and conduct will apply to students who participate. Students from Grades 4 – 8 are to write and submit a report on the field trip. This will be considered as a special assignment.

SCIENCE FAIR

There will be an annual all-school science fair. Each student/class will prepare and present a project. This will be an opportunity for children to showcase their creativity, skills and abilities in science.

SPELLING BEE

Students will participate in an annual spelling bee competition. A list of words will be issued for the competition, but students may prepare throughout the entire year.

QUR'AN COMPETITION

The students will compete at the class level and also at inter-school competitions. The application of the rules of Tajweed will be a major criterion.

RAMADAN POETRY/LITERARY COMPETITION

The joy and blessings of Ramadan will be highlighted with the children competing in either a poetry or literary competition.

YOUNG AUTHOR'S NIGHT

Students will be encouraged, at every grade, to write a story, a poem, or a booklet. The best three from each grade will read their pieces on a special night at the school.

STUDENT SERVICES

SNACKS AND LUNCH

Students may bring their own snacks and lunches. ISA provides lunches as a fund raising effort. Snacks and lunches are available for a minimal fee. The lunch provided by ISA is halaal, nutritious, and well balanced. Menus will be available prior to the end of each month for the following month. Lunch orders and money need to be turned in by the first of the month to ensure proper ordering. If a student is absent on a day he/she ordered, the lunch will be saved for them. On Friday, the PTA sells boxed lunches that can be ordered on the menu. Students and parents may purchase lunch on Friday, at a first come, first serve basis.

SALE OF UNIFORMS

The school polo shirts with logo, jilbabs, and hijabs can be purchased in the frontoffice after school, but before 4:00P.M. All students are to wear the school uniforms at the school, and all school sponsored activities.

STANDARDIZED TESTS

(ISA) subscribes to testing and evaluation of the students by external testing bodies. All students from KG – Grade10 must take the Terra Nova exams.

ADMISSIONS

GENERAL AND NON-DISCRIMINATORY

Ibn Seena Academy is a full-time elementary, middle school and high school that provides instruction from Pre-K to Grade 12. We do not have the resources for specialized instruction such as special education; hence we cannot accept students who need such services. Any student found to need specialized services would be asked to withdraw from ISA and to enroll in such schools/institutions that can provide those services. Admission is open throughout the year if space is available. Students are admitted to the appropriate grade level after evaluation by the Principal and other applicable entry tests. All potential new students must be accompanied by their parent in an informal interview with the staff and administration of ISA.

Ibn Seena Academy admits students of any race, gender or religion to all the rights, privileges, programs, and activities generally accorded or made available to its

students and does not discriminate on the basis of race, gender or religion in administration of its educational policies, admissions, programs.

APPLICATION AND SUPPORTING DOCUMENTS

Students will not be admitted to classes without the proper age verification, previous school records (if needed), and immunization records.

The admission procedure is as follows:

Application form is to be filled in and signed by both parents and submitted with \$50.00, which is non-refundable. A completed application is required for each child.

The following completed forms are also required:

Emergency Form

Student Pick Up Form

Along with the application, the following documents will also be required:

Social Security number for each child

Birth certificate for each child

Previous school records: end of year academic record card, FCAT and their standardized scores.

Up-to-date Immunization

Physical Health Examination Records.

Psychological/social/developmental reports, and any other relevant information

Allergy and/or any medical condition

Any other information

MINIMUM AGE REQUIREMENTS

Ibn Seena Academy serves students from Pre-K through 12th grade. Students applying for admission into Pre-K must be fully potty-trained and at least 4 years old by September 1, 2013. Students seeking admission into Kindergarten must be at least 5 years old by September 1, 2013.

PROBATION

All new students are on probation for the first 10 weeks. During this probationary period, any new student who exhibits behavioral or academic problems will have their enrollment terminated.

PLACEMENT TEST

Each student, as well as the family is unique. It is important for the school to know of any special needs or requirements in order to meet the needs of the children.

The following procedure will be adopted prior to enrollment and for placement:

KG - School Readiness Test.

Grades 1-5 - Placement Test

Individual and Family Interviews

TRANSFER STUDENTS

Students on transfer to ISA will be accepted in the grade he/she is transferred to with these conditions:

Grade appropriate age

Demonstrate mastery on a placement test

Ten-week probationary period

During the probation period, the student must display a keen interest in learning and adhere to the school rules and requirements.

Parents of transfer students must submit the request for report cards and other relevant documents from the previous school.

REGISTRATION

Registration is conducted in early spring for both new and continuing students. Continuing students are required to reregister in the spring for the new academic year. A registration fee, and completed application is required at the time of registration. **This fee is non-refundable.** The payment of the registration and book fees, and completed application reserves a place for your child in the school. If spaces are available, new students will also be admitted in the school at the beginning of the school year.

TUITION AND FEES SCHEDULE

Tuition and Fees 2013-2014

There is a non-refundable registration fee of \$250. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee.

Grade	Annually,	Monthly
Pre-Kindergarten (VPK)	FREE	
Pre-Kindergarten wrap-around care (outside of VPK hours)		\$300.00
Kindergarten-8 th	\$5,375.00	\$537.50
9th-12th	\$4,625.00	\$452.50
Special Ed services	\$1,000.00	\$100.00

Tuition will not be prorated for daily absences or vacations. The first and last months' tuition is due by August 15, 2013 or the date of enrollment. Tuition for the remaining months is due by the 5th of each month. In the event that tuition is not received by the 15th of any given month, the tuition being held for the month of May will be applied towards the current month and parents will be notified that the student will be withdrawn from the school at the end of the current month. Payment of tuition will be applied in the following order: first August, next May, then September through April.

Parents are responsible for paying a non-refundable book/technology rental fee for the in-school use of textbooks, workbooks, and technology. This fee is due upon submission of the application. There is no book rental fee for VPK. The book rental fees are \$300 for all grade levels from Kindergarten through 12th Grade. Students are required to take care of the books and computers and return them at the end of the year. Parents will be assessed additional fees if the books are not returned or if they are returned in poor condition.

Parents are required to sign a contract that gives specific information on payment arrangements. Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long holidays. ISA reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

DELINQUENT ACCOUNTS

ISA is a non-profit educational institution. The operating expenses of the school are primarily covered from the tuition fees. The school has minimal cash reserves. Late payment of fees will seriously effect the school operations and your child's education. Please be responsible and pay on time. Tuition will not be prorated for daily or vacation absences. The first and last months' tuition is due by August 15, 2013 or the date of enrollment. Tuition for the remaining months is due by the 5th of each month. In the event that tuition is not received by the 15th of any given month, the tuition being held for the month of May will be applied towards the current month and parents will be notified that the student will be withdrawn from the school at the end of the current month. Payment of tuition will be applied in the following order: first August, next May, then September through April.

Tuition received by the close of business (5:00 P.M.) on the 1st of each month is eligible for a \$25 early payment discount. Tuition received after the close of business (5:00 P.M.) on the 1st of each month is not eligible for the early payment discount. Please plan ahead accordingly if you would like to benefit from this discount.

Payments not made within fifteen (15) days are deemed delinquent. The parents are responsible to inform the principal, in writing, of any difficulty in meeting these obligations.

RETURNED CHECKS

A charge of \$20.00 will be added to any check that was returned for insufficient funds or closure of account, or any other reason. All remaining payments for the year must be by cash, money order, or cashier's checks.

SCHOLARSHIPS

ISA accepts Step Up For Students scholarships. Scholarships, depending on what county you live in.

Step Up For Students scholarships

1. A student must be EITHER entering kindergarten through 5th grade OR if in 6th grade or above, must have attended a Florida public school for the entire year prior to receiving the scholarship.
2. The family income must fall within the guidelines published for the Federal School Lunch Program. These guidelines are on the scholarship application.
3. Parents should apply directly to the scholarship agency, sending all the supporting documents to them.
4. An award letter will be sent to you.
5. The parents choose a school approved by the Florida Department of Education (refer to the list provided in the "Choose a School" section of the website).
6. The School Commitment Form must be completed by the school administrator or a school representative and mailed or faxed to the Step Up For Students scholarships - Central Florida Business Office.

In order to establish eligibility for the 2013-2014 school year, whether you are a renewal, repeat or new applicant, please allow 4 to 6 weeks processing after you submit your application to the scholarship agency.

The scholarship does not cover registration fees, book and technology rental fees or a portion of the monthly tuition. Parent tuition payments are a fundamental aspect of our program when a difference exists between the amount of tuition charged and the maximum scholarship amount. Every family must pay any difference between total tuition and the scholarship. Unfortunately we are NOT in a position to make any exceptions to this policy. If parents fall behind on payments to the school:

1. Step Up For Students policy requires us to notify them of the delinquency.
2. The school may suspend or expel the child.
3. Step Up For Students will not renew or transfer a scholarship while money is owed to the school.

SCHOOL RECORDS

Parents have the right to access, inspect, and review official records, files, and other important documents kept on file with respect to their children. This right does not include the removal and copying of materials from the record. ISA maintains a permanent file for every student in which are recorded grades, awards, special notes as well as any violations or infractions. The purpose of recording all such information about a student is that it enables the school to be fair and just when evaluating a student's performance and/or needs and for the sending of transcript to another educational institution upon request. This information is not available to the general public and can only be released to other schools when they formally request such records. The school principal/administrator handles all such matters in connection with this issue.

The following indicates the policy in relation to students' records:

- Only the parent or authorized faculty member may have access to these files and records.
- Information with respect to the students will not be made available to a non-custodial person without a signed court release.
- The name change of a student must be supported by a legal document and it will be part of the permanent record.
- All school records will be withheld until all tuition and other fees, are paid in full.
- Records will also be withheld until all books are returned/paid for.

PRIVACY ACT - FLORIDA STATE 228.093

The Family Educational Rights and Privacy Act became a Federal law in November of 1974 and were further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Only parents of students and authorized individuals having legitimate educational interests will have access to a student's records. However, prior consent of the parents or the eligible students (over 18 years of age) will be required. You also have the right to exercise the waiver to access to certain confidential letters or statements.

A parent, guardian may request an appointment to inspect and review the student's records if the student is under 18. The appointment may be made in person or by telephoning the school. The school shall comply with your request within a reasonable period of time but in no case more than 30 days after your request has been made. When

reviewing the records, you also have the right to explanations and interpretations of the records and the right to obtain copies of the records.

A small charge may be made for the copies of the records, but in no case should the charge exceed \$1.00 per page per copy. Upon review of the records if you have reason to believe any of the information contained therein is inaccurate, misleading, or inappropriate, you have the right to challenge the information and make recommendations for changes. If the school personnel are in agreement with your recommendations, the necessary steps will be taken to amend or to correct the information contained in the records. If agreement is not reached, a hearing will be scheduled. This hearing will provide you with an opportunity to present your views and to give your reasons for challenging the records. You may bring with you to the hearing, at your own expense, any individual who may be of assistance.

Following the hearing, should there be failure to reach an agreement you have the right to appeal the decision to the appropriate school Board. In the event that your appeal fails at either of these levels of the hearing procedure, you have the right to have entered into the student's record a statement of the issue as you see it.

If the matter has not been resolved and if you believe that this school system has not complied with the law, you have the further right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, Broward County Policy 5100 concerning School Education Records.

The rights pertaining to access and challenge described herein are transferred to the student upon the attainment of his/her eighteenth birthday or admission to an institution of postsecondary education.

If you have further questions, please contact the Principal or Administrator.

ATTENDANCE AND SCHEDULE

Florida Statute 232.09 states that the parent/ legal guardian of a child of compulsory school age is responsible for the child's daily school attendance. All school personnel, parents, other students and relevant state agencies are required to work collaboratively to ensure that the school attendance laws are obeyed, and make referrals to the legal agency for possible court action for truancy.

School attendance is the cornerstone to receiving the maximum benefits from any educational atmosphere. When the child is absent, he/she loses instruction time, falls behind peers, and may suffer from anxiety and frustration at having to catch-up.

Therefore, students and parents are urged to make every effort to ensure regularity and punctuality.

ISA follows the Orange County Attendance Policy. If any student is absent 20 days or more in one school year, that student will repeat the grade. It is mandatory for all enrolled students to attend all aspects of the assigned curriculum. Student who arrives before 8:00 A.M. must report to their assigned classroom. No student will be allowed to leave the school premises during official school hours unless the parent or legal guardian has made a proper request to the office.

School Calendar

IBN SEENA ACADEMY 2013-2014 SCHOOL YEAR

July, 2013							August, 2013							September, 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October, 2013							November, 2013							December, 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January, 2014							February, 2014							March, 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April, 2014							May, 2014							June, 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

3 Days	August 12 - 14	Pre-planning (for teachers only)
Wednesday	August 14, 2013	Orientation for all students
Thursday	August 15, 2013	First Day of School for Students
Monday	September 2, 2013	Student/teacher holiday
3 Days	October 14 - 16	Eid-ul Adha Break
Tuesday	October 22, 2013	End of 1st marking period (45 days)
Wednesday	November 27, 2013	Student holiday/teacher workday
2 Days	November 28 -29	Thanksgiving Break
Monday	December 23, 2013	Student holiday/teacher workday
9 Days	December 24 - January 3	Winter Break
Monday	January 6, 2014	School resumes after Winter Break
Friday	January 10, 2014	End of 2nd marking period (45 days)
Monday	January 20, 2014	Student holiday/teacher workday
Monday	February 17, 2014	Student holiday/teacher workday (PD)
Wednesday	February 19, 2014	In-school spelling bee
Wednesday	March 12, 2014	Field Day

Wednesday	March 19, 2014	End of 3rd marking period (46 days)
5 Days	March 24- March 28	Spring Break
2 Days	April 21 - 22	Terra Nova Tests
Monday	May 26, 2014	Student/teacher holiday
Friday	May 30, 2014	End 4th marking period (46 days), Last Day of School
2 Days	June 2 - June 3	Post Planning (for teachers only)
Family nights	3 times a year	12/13, 3/7, 5/16

Subject to change

TARDINESS

Punctuality is an essential element of a good work ethic. All students must arrive on time and be dressed in proper school uniform as required by the school. “Tardy” means the student is not in his/her class by 8:00 A.M. Students who come to class late miss out on important instructional material as well as disturb and take time from the rest of the class. An adult must accompany any student who arrives after 8:00 A.M. to the office where the student needs to pick up a tardy slip before being admitted to class. A \$5.00 fine will be assessed for each tardy. Any student who arrives at school at 10:30 A.M. or later will be marked absent for the day. Any student who is picked up from school at 12:00 P.M. or earlier will be marked absent for the day.

EXCUSED ABSENCES

An absence is considered excused for the following reasons: If the absence was due to a genuine illness or there was an emergency or school sanctioned trip or the parents made a special request for special reasons. **All excused absences must be cleared with the office.** Parents or legal guardians are encouraged to make the necessary phone call as soon as possible to report the absence. We request parents to notify us before 9:00 A.M. for each day’s absence. (A doctor or parent’s note is also required for each absence).

The following constitutes excused absence:

- Illness
- Illness of an immediate family member
- Death in the family
- Religious holiday of the student’s own faith
- Required court appearance
- Doctor or dental appointment
- Suspension from classes
- 5 days for head lice infestation

Parents are required to seek permission from the school at least one week in advance for absences required for special occasions. Teacher will give assignments for completion and submission after each such absence.

All absences should be reported to the school the day before, or on the same day before 9:00 A.M., or the next day. Failure to do so will result in the absence being recorded as unexcused. Parents can inform the school either by phone or a note.

UNEXCUSED ABSENCE

An unexcused absence occurs either when the excuse is weak (“didn’t want to take test,” “Our uncle is in town,” etc...), and/or when a child is absent and school was not notified by the parents or legal guardians. A failure to rectify this situation may result in academic

penalties.

Three (3) unexcused absences of a child from school, means that the parent has committed a misdemeanor of the second degree and is punishable by the law, as stated in Sections 1003.24 and 1003.27 of the Florida Statutes.

Five unexcused absences during one 9-week marking period will result in automatic no grade for the marking period.

CLASS PERIODS AND ROTATION

The beginning and ending of each class period are fixed. Students who must rotate to another class area are expected to move in a quiet and orderly manner. Those students who will remain in a classroom must make every effort to be ready for the start of the new subject. There will be a daily breaks for Majlis, snack, lunch and Salaat-al-Dhuhr. Every Friday the school will be dismissed at 12:00 P.M. This is to allow students and teachers to attend the Jumu' ah Salaat in the Masjid.

LUNCH

Students will report to their designated lunch areas with their teacher. Lunch attendance is required. If a student does not a lunch, the parents will be called and asked to provide one. Students will be allowed to make wudu for Salaat when their eating area is clean and tidy.

DISMISSAL

Students are dismissed daily (Monday through Thursday) at 3:30 P.M. Friday dismissal is 12:00 P.M. Parents are required to pick their children up at the specified times. Parents who do not pick up their children within 15 minutes after dismissal (by 3:45 P.M.) will be charged a \$7.00 fee per hour or each part of an hour, per child. The extended day care might be introduced if requested by the majority of the parents or by a number of parents who can meet the expenses of the program. No student is allowed to be in an unsupervised location on the school premises after school has ended. Any student found in violation of this rule will be referred to the office. Students are not to linger in the classrooms after the classes are over. Parents are not to come into the dismissal area. They are to remain outside the gate and wait for their child to come out to them.

EARLY RELEASE

Request for early release must be made in writing to the school at least the day before. This will enable the teacher to give the student any homework or assignment and prepare the child for release. Please provide the exact time of the release. Students who must leave early from school should have their parents contact the school office. Phone requests will be honored only in emergencies. Parents or designated guardians should arrive in person and report to the school office to sign the child out before they can leave with the child. The child will be brought to the office for the parent to pick-up. Parents may not to go to the classroom. Other designated persons are to bring photo ID to pick up the child. A copy of the ID will be kept in the child's file. No early release will be made after 3:00 P.M. as this disrupts the dismissal procedures.

WITHDRAWAL

Parents who withdraw their students from the school may not be allowed to re-enroll the students again in the same academic year. Parents will have to fill out the withdrawal form for each child withdrawn. All records, reports, and test scores will be withheld for any unpaid fees, and/or return of all textbooks, including those that were lost and/or damaged.

SPECIAL HOLIDAYS/VACATIONS

Parents who want to take their children on long holidays/vacation for more than 5 days during school time must consider carefully the interruptions caused to their children's schooling. Parents are to give one-week notice so that the teachers can give the students assignments to be completed during the vacation. The parents are to sign and agree that the student will complete the assignments and submit them on the first day the student returns to school. Parents who take their children on special holiday/vacation without approval will not be allowed to return their students for that school year. Parents must submit such requests in writing to the Principal.

RAMADAN

There may be an altered schedule in Ramadhan. It will be announced prior to the start of Ramadhan.

WUDU AND PRAYER PROCEDURE

When the teachers dismiss the students to make wudu for salaah, the following rules must be strictly followed:

- Students will make wudu as quickly as possible, then return to the designated area the teacher assigns.
- The appointed teacher-supervisor will then take the students to the salaah rugs and they will offer Sunnah prayers and sit down quietly and make zikr until Iqamah is called.
- When the Iqamah is given, they shall assemble in proper lines.
- After completing the Fard salaah, students will offer their Sunnah prayers and then they will return to their class.
- There is to be no unnecessary talking during these times. Neither horseplay nor shouting is allowed.

RESTRICTED AREAS

Certain areas of the school require that a faculty member be present if students are there. These include:

- Principal's office
- Receptionist's office
- The parking lot
- The kitchen
- The playground
- Copier area
- Supply room
- Janitor's closet
- Any other area so designated by the administration

ORIENTATION MEETING

In the week before school reassembles in August, and to mark the start of new school year, an orientation meeting is held. The parents of newly admitted students are given the opportunity to meet the teachers of their children and also to discuss matters and policies relating to the functioning of the school. Therefore, parents of new students, as well as parents of re-enrolled children, are urged to attend.

VISITORS

Students, teachers, and/or parents must get prior approval from the office before bringing

any visitor to ISA. Visitors are expected to observe all the rules of ISA. Parents can visit the classrooms only with a “Visitors Pass” obtained from the office. Parents and visitors are to enter and exit only through the main entrance and are to report to the office. They must sign the Visitors Book. Parents and visitors are to make appointments for such visits.

PERSONAL PROPERTY

Students are encouraged to leave their non-essential items at home. In other words, if it is not needed for class, don’t bring it. The school is not responsible for the loss, damage or theft of any students’ personal items. Students are not to bring money, jewelry, expensive equipment, or other such valuables to school.

TELEPHONES

Under normal circumstances students should never use the office telephone to make calls. Cell phones are never allowed. Students who bring cell phones are required to turn them in to the office upon arrival and they may retrieve them at the end of the school day.

STUDENT PASS

Student will be issued with “Bathroom” and “Office” passes. They are not allowed to be out of the classroom without a pass being issued unless they are accompanied by a teacher.

DROP-OFF AND PICK-UP AREAS

Drop-off and pick-up procedures are implemented to promote student safety and for convenience. To avoid accidents in the parking lot, pick-up and drop-off areas; we are appealing to parents to act responsibly, cautiously and adhere to the guidelines, as well as School Safety. Please drive slowly and with caution in the parking lot. Please read the following carefully to become familiar with the routine.

DROP-OFF

Monday - Friday: Drop-off 7:30 A.M.– 7:45. A.M.

When you enter the parking area, please turn right and circle the building so that your vehicle is facing west as you pull up in front of the drop door. School personnel will be available at the door from 7:30 A.M. to 7:45 A.M. to open your car door and let your child/ren out at the sidewalk. If you arrive outside of this timeframe, you will need to park in the parking lot and escort your child into the building.

PICK-UP

Monday - Thursday: Pickup 3:30 – 3:45 P.M.

Friday: Pickup 12:00 P.M. – 12:15 P.M.

When you enter the parking area, please turn right and circle the building so that your vehicle is facing west as you pull up in front of the drop door. School personnel will call your child’s name, will open your car door and let your child in. Your cooperation is extremely important! We want to maintain a safe environment for our students.

PARKING LOT GUIDELINES

Please pay particular attention to the following guidelines:

- 1. Do not park in the fire lane at any time.**
2. Do not leave your vehicle in the line of traffic.
3. Drive with extreme caution.
4. Look out for wandering students.

5. Do not open the doors of your vehicle in the line of traffic.
6. Children are not to walk unescorted in the parking lot/drop-off/pick-up areas.
7. Park in the parking lot.
- 8. Always hold the hand of your child when going to or from the vehicle.** Do not allow your child to lag behind or run ahead.

AUTHORIZED PERSONS TO PICK-UP AND SECURITY

Only authorized and designated persons who are registered with the school will be allowed to pick-up students from the school. The names and other information of the authorized and/or designated persons are to be completed in the application form. In the event of an emergency, the parents/guardians are to call and give detailed information of the person who will be picking the student. The person will have to provide a valid photo ID. In the event of a security threat, the procedure for fire drills will be implemented. Should the threat require closure of the school, parent/guardian will be informed to pick-up the child as advised

DRESS CODE

Each school has its own philosophy and standards, which it seeks to implement. This often times includes not only spiritual and academic concerns but also general habit of appearance and attire. As is well known, schools in which there is no dress code sometimes suffer from crime, envy, fighting, backbiting, etc... simply over the issue of who is wearing what, or how expensive it is.

We believe that it is in the best interest of the school to focus children’s minds on the more important issues of education, rather than let them stray over mundane and frivolous issues. Therefore ISA has instituted a dress code to meet this goal. The school colors are Blue and white.

Mandatory uniform requirements are as follows:

BOYS (Pre-K to 12th)

Item	May be purchased at
Short sleeve white polo shirt w/ school logo	Ibn Seena Academy
Navy blue sweatshirt w/ school logo	Ibn Seena Academy
Navy blue long dress pants (NO DENIM ALLOWED)	Target or Wal-Mart
Dark socks (required)	Target or Wal-Mart
Black/brown dress shoes** or tennis shoes of any color	Target or Wal-Mart

* As an alternative to the white polo shirt, boys have the option of wearing a **clean** white thobe over navy blue long pants.

GIRLS (Pre-K)

Item	May be purchased at
Navy blue jumper	Target or Wal-Mart
White shirt	Target or Wal-Mart
Navy blue long pants	Target or Wal-Mart

Dark socks (required)	Target or Wal-Mart
Black/brown dress shoes** or tennis shoes of any color	Target or Wal-Mart

GIRLS (KG to 12th)

<u>Item</u>	<u>May be purchased at</u>
Buttoned down navy blue or black jilbab	Ibn Seena Academy
Solid Light Blue 2-piece pinless hijab	Ibn Seena Academy
Dark socks (required)	Target or Wal-Mart
Black/brown dress shoes** or tennis shoes of any color	Target or Wal-Mart

**** No sandals, open toe shoes, or heels greater than 1 ½ inch.**

IMPORTANT:

Please note that socks are required and sandals are not allowed. Please discuss these uniform requirements with your child. Failure to observe the school uniform may result in exclusion from the school.

For girls, the following are strictly prohibited:

- o NO clogs, sandals, or slippers
- o NO sheer pantyhose
- o NO long fingernails or fingernail polish
- o NO flashy or expensive jewelry
- o NO nose rings

For boys, the following are strictly prohibited:

- o NO sandals, or slippers
- o Extreme hairstyles that draw undue attention will not be allowed.
- o No earring, necklaces, and/or similar jewelry

If additional clothing is needed for warmth, Navy blue sweatshirt w/ school logo may be worn.

Parents, it is your responsibility to send your child to school with the school dress mentioned above, being neat, clean and tidy, otherwise your child will receive:

First: Written warning to be sent to parents with the child.

Second: We will call parents to come to pick up their child from school and bring him/her back with the school uniform.

We are expecting to see all our students coming to school in the proper uniform, neat and well groomed.

GROOMING

Personal neatness and cleanliness are important ingredients to any successful dress code. A well-groomed student will avoid the extremes of fads and short-lived styles.

Girls should not wear any make-up or perfume. Simple jewelry such as small bracelets, tiny earrings and rings are permitted. However, large bangles, expensive necklaces, etc... are not allowed.

Parent should be aware of some types of hairstyles that are forbidden by our religion. *al-Qaza'* (lit. tufts), which is where part of the head is shaved and part is left. It was narrated from Ibn 'Umar that the Messenger of Allah (peace and blessings of Allah be upon him) forbade *al-qaza'*. In addition, the nails of the hands must be kept short, for both boys and girls.

HEALTH & SECURITY

GENERAL

Our child's health and safety are of major importance to us all. At the time of enrollment, parent/guardian must bring in the HRS required health forms (Immunization records, good health form and proof of TB test). All immunizations are to be kept up to date or your child will not be permitted to attend school. Parents should ensure that their children come to school equipped to deal with the weather.

SICK CHILD AT SCHOOL

Because we want to make our school program as successful as possible, we must ask that children who are sick be kept home. A child may not attend school with a fever (100 degrees or higher) and must be fever free for at least 24 hours before returning to school. Lengthy illnesses may require a doctor's notification. A student will be sent home because of a health need if he/she:

1. Has a fever, has diarrhea, or vomits
2. Appears ill and is unable to do class work
3. Is suspected of having a contagious condition
4. Sustains an injury which needs medical attention
5. Has active head lice

If a child is ill and the parents cannot be reached or if the illness or injury is serious, ISA will call 911 for emergency care.

DOCTOR'S AUTHORIZATION TO RETURN TO SCHOOL

A doctor's note is required for a child to return to school after 3 days of illness.

A doctor's note will also be required, as follows:

- If your child had a fever of 101 degrees or more during the previous 24 hours.
- Before any medication will be given including over the counter drugs.
- For a child returning to school after an illness requiring a prescription medication. The note must indicate that the child is not contagious and may return to school.
- For a child who has been sent home with diarrhea/vomiting and wishes to return to school the next day.
- For a child returning to school after a communicable disease such as chicken pox, strep throat or bronchitis.
- If your child has a heavy nasal discharge or persistent cough.
- No student is allowed to take medications without the prior permission of the office. Also, students needing to take medication should report to the school office

during lunch or other break time to be observed by the school administrator. Students are not allowed to carry their medication around with them; it should be kept in the office.

Note: Although a child has a doctor's note, the child must be physically able to participate in a group setting in order to return to school. The final decision rests with the school administration.

ADMINISTRATION OF MEDICATION AT SCHOOL

No internal medication, orally or otherwise will be administered by any school personnel without the written permission of the parents. All medications must be turned into and dispensed through the office. Parents must sign the medication authorization form.

MEDICINE DISPENSING PROCEDURES

- All medicine must be in its original containers.
- Medicine will be given as prescribed by the doctor.
- A medication form must be completed indicating each day the medicine is to be given and exact dosage.
- All medicine cup or spoons must be included and labeled with the child's name.
- All medicines and forms will be collected and released by the administrator.

ILLNESS OR INJURY

Any type of illness or injury that occurs at school is reported immediately to the office. If it is a minor injury it will be treated and the child will be returned to his/her class. The parent will also be immediately contacted. The teacher will file the report in the incident/accident folder. If the illness/injury is serious and parent does not respond the person listed as an emergency contact we will be called. If no one can be reached, the child's physician will be called. If necessary, 911 will be called. It is critical for any change in address, telephone number, doctor or emergency contact person should be reported immediately to the school's office.

EMERGENCY CONTACT

The parents are requested to complete an emergency contact form each year for each child. This information must be updated immediately with any change so as to ensure that contact can be made in the event of illness, accident, injury, incident, or emergency dismissal of school.

MEDICAL APPOINTMENTS

The parents should make every effort to schedule medical and dental appointments on non-school days. Parents are requested to advise the office the day before the appointment and the time the students will have to be released.

NUTRITION

The level of nutrition directly affects a child's performance in school. In addition, the eating habits of the children have a major influence on their performance and health throughout their lives. We urge you to give your children a balanced and a nutritious diet. It has been reported that junk food and lack of exercise are the major causes of obesity. Students are expected to provide their own lunch during school lunch hour. Lunches with much fat and sweets are discouraged. Please supply healthy, wholesome lunches. Haram foods such as pork, alcohol related products etc, are absolutely forbidden. Parents must give their children a proper breakfast before sending them to school.

CHILD ABUSE AND NEGLECT

The laws of the State of Florida require certain persons such as teachers, child-care

workers, health workers, child counselors and administrator to report known or suspected cases of child abuse.

Ch. 415, Florida Statutes, protect any child, disabled, or aged adult from abuse and neglect, section 415.504 provides for a central abuse registry (1-800-96 ABUSE) in the Department of Children and Families to receive reports of abuse and neglect. Anyone who knows or suspects and fails to report a child's abuse or knowingly prevents someone from reporting, or makes a false report is guilty of a second-degree misdemeanor.

IMMUNIZATION

Florida State Law requires that all children enrolling in any public, private, or parochial school must show evidence of immunization to communicable disease, e.g. measles, whooping cough, diphtheria, mumps, rubella, polio. Parents are to present immunization requirements satisfied forms DH680 (for immunization) and DH3040 (for health examinations) at the time of admittance on the first day of school. Any waiver to the requirements must be documented on DH form 680-Part B.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

(ISA) is a private school and does not follow the County Public Schools with respect to the closing of schools due to emergency. If there is a specific threat, then an independent decision will be made.

Inclement weather can cause emergency closings of school. In such cases, please call the school for specific school closure status. Parents are required to pick up their children promptly if a closing is made.

Days lost due to emergency closings may be made up before the end of the school year.

FIRE DRILL

Fire drill procedures are posted in the school explaining the method of exiting the building. Teachers will escort students to the designated safe areas/zones.

Numerous safety drills are carried out throughout the school year so as to streamline the procedures, as follows:

- The emergency signal will be given.
- Everyone will vacate the building.
- Students and staff will exit through the emergency doors in an orderly and quiet manner.
- The teacher will be the last person to leave the room, making sure that no child is left behind.
- Each class will remain together at the designated area outside the building.
- Each teacher will take attendance and report any missing child.
- The Principal/Administrator will give the "all-clear" signal.
- The classes will return, in an orderly manner, to their rooms.

HURRICANE AND TORNADO DRILL

These will be done periodically throughout the year.

The following procedure will be observed:

- The emergency signal will be given.
- Everyone will move (in an orderly manner) to the designated areas.

ELECTRICAL OUTAGE

If the electricity goes out, students must remain in the classroom. Students and parents

will be informed in the event that the school needs to be closed due to prolonged outage.

CONDUCT & DISCIPLINE

GENERAL

Good conduct and disciplined behavior are essential aspects of a Muslim's life. Islam teaches us to have the best conduct and to display good discipline, as stated by these two ahadith:

“The Prophet (SAS) was not sent except to teach you good conduct.”

“The best gift a Mu'min can give his child is good manners.”

Our students are to be disciplined and mild mannered. They will be helped to develop self-discipline. The faculty and staff, at Ibn Seena Academy, will do this in a caring and understanding manner. Consistency and honesty are vital to the development and maintenance of good discipline. Both the home and school will have to work in harmony to achieve the goal of self-discipline. The discipline enforced will be according to teachings of Islam, State and Federal and County laws, and the code of Orange County Board of Education. A lack of discipline is one of the primary causes that are adversely affecting learning in modern schools. Meaningful instruction cannot take place without well managed and disciplined students.

Teachers are to be role models, uphold the teachings of Islam, and follow the policy of the school. Teachers are NOT to administer any form of physical punishment to discipline any student. This is illegal and the teacher can be charged with child abuse. Teachers are to develop appropriate measures in effecting good classroom management. Students are to be sent to the Principal/ office only after the teacher has exhausted all appropriate means of effecting discipline.

STUDENT ATTITUDE

(ISA) expects its students to come to school with a positive attitude. The teachers and faculty members of the school expect courtesy, respect and general good behavior from each and every child. We believe strongly that a student's attitude plays a major role in his or her ability to excel in social, academic, spiritual as well as athletic endeavors. Students are urged to treat other students as brothers and sisters, deserving of respect and kindness. Parental involvement in this process is a must.

PERSONAL RESPONSIBILITY

Whenever large numbers of people gather, it becomes necessary to establish rules, which allow them to coexist together in safety and security. At Ibn Seena Academy, we hold that the first source of responsibility is towards our Creator. Next, we must be responsible to each other as members of the community established by our blessed Prophet Muhammad (SAS). In this context, each student must take it upon him/her to control his/her actions vis-à-vis the rights of others and show self-discipline and a sense of responsibility. By using common sense and adopting a positive outlook on their purpose in life, students will enjoy their stay at Ibn Seena Academy.

PERSONAL INFRACTIONS

Personal infractions include swearing, theft, persistent harassment of others, obscene language, possession of illegal objects, persistent recklessness, fighting, misuse of school

equipment, possession of electronic entertainment equipment, video games, suggestive magazines and/or photos, weapons, collectables, etc. Items which are not allowed in school may be subject to confiscation. Any of the above violations will result in a suitable penalty decided by the Principal or her designee, including suspension and/or expulsion.

CLASSROOM CODE OF CONDUCT

In the interest of establishing a proper learning environment, certain rules will be observed by all students in their daily classes. These include, but are not limited to the following:

1. All students must be in their classes on time and in their assigned seats.
2. Students will treat all the teachers and other students with respect.
3. There will be no gum chewing, eating, talking, shouting, laughing, drinking, moving around or leaving class without the permission of the teacher. All students must come to class prepared with pencils or pens (blue/black) per teachers' request, notebook, books and completed homework assignments.
4. All students are required to raise their hands before speaking in class.
5. All students must copy from the board their class work, homework and other assignments before leaving class.
6. Students must be aware of the (ISA) code of conduct.
7. Students who need to use the restroom must ask the permission of the teacher, get up from their seats quietly, be issued a "Bathroom Pass," and then return as quickly and quietly as possible.
8. All students will act safely and keep their hands to themselves.

Teachers are free to add to this list so as to meet their particular need and situation.

GENERAL BEHAVIOR GUIDELINES

Acceptable Behaviors

The following represent acceptable behavior:

- Reporting to school on time
- Reporting to school regularly
- Bringing required books and supplies
- Following the dress and grooming code
- Giving your best in class
- Performing at your best behavior, at school and school sponsored programs
- Respecting others and their property
- Being courteous

Unacceptable Behaviors

The following represent unacceptable behaviors:

- Eating in class
- Teasing other students
- Using bad language
- Cheating
- Plagiarizing
- Bothering/harassing others
- Fighting
- Telling lies
- Disobeying school staff
- Possessing, using/selling drugs and weapons

- Damaging property
- Wearing long hair (boys)
- Not wearing school uniform
- Wearing garment with slogans, pictures, writings
- Backbiting
- Defacing walls
- Being disruptive/making the class unsafe

There is ZERO tolerance to the possession and/or dealing, in any manner, with drugs and weapons. Students' personal belongings can be subjected to searches in the event of a loss of property and/or the probable cause for drugs and weapons.

CONSEQUENCES

Reinforcement

The following will be utilized to reinforce good behaviors:

- Free time
- Granting of privileges
- Student of the Week Award
- Special prize
- Frequent praises
- Special privileges/treats
- Publish good work

Corrective

The following actions are to help in correcting and/removing unacceptable behaviors:

Level 1: Minor/Occasional infractions:

- Denial of privilege
- Phone call to parents
- Letter home to parents
- Official warning

Level 2: Serious and/Frequent infractions:

- Letter to parents and denial of privileges
- Meeting with parents
- Detention
- In-school suspension
- Writing by students on the infractions
- Warning letter

Level 3: Severe and Continuous infractions:

- Conference with parents and/ suspension for 1 week
- Conference with parents and probation
- Expulsion

DISCIPLINARY PROCESS

The procedure for determining consequences after infractions have incurred include, but are not limited to the following:

- Discussion with the student
- Parents are contacted
- Parent/Teacher conference
- Parent/Teacher/Principal conference
- Student receives detentions and / or suspensions

□ Expulsion

A record of infractions and disciplinary actions taken will be kept in the student's file.

EXPLANATION OF DISCIPLINARY PROCESS

STEP 1: After one (1) oral warning the student will be given a written warning, which is then recorded, in the student's disciplinary file.

STEP 2: The student will lose in-school privileges, e.g. no participation in co-curricular activities. During this time the student will be encouraged to think about the unacceptable behavior and how to improve it.

STEP 3: The Disciplinary Referral Notice is sent to parents indicating:

- a) The discipline problem
- b) What is requested of the parents
- c) What will be the consequences of further infractions

This notice is to be signed by the parents and brought back to the school the following day/next working day. It will be placed in the student's file.

STEP 4: The parents will be called and informed of the disciplinary problem their child is having. The parents will also be asked to discuss with their child the consequences of continuous unacceptable behavior. The student will also lose in-school privileges. A conference will be scheduled with the parents.

STEP 5: A meeting will be scheduled between the parents, student, and school administrator.

This discussion is to be held within one (1) week of the violation. A behavioral contract will be drawn up and signed by all the parties involved the contract will include:

- a) A behavior modification plan
- b) A system of checking the student's progress, and
- c) The consequences of failure to meet the conditions of the contract

The student will also lose an in-school privilege. This contract will be placed in the student's file.

STEP 6: The student who is placed in detention is required to attend a detention period of 30 minutes, after the regular school hours. During this time, the student is required to write an essay concerning the reason for detention, how the problem could have been avoided, what improvements in behavior are going to be made, and what should be the consequences for any further disciplinary problems. The essay is to be taken home. The parents are to sign and return it to school the next day. The essay will be placed in the student's file.

STEP 7: The child can suffer an in-school suspension. In-school suspension is for one day only. The child will come to school for the day. He/She will report at the office at the regular school time and will be given material to read about proper behavior and self-discipline.

Later in the day, the student will have a discussion with a staff member in relation to the behavior and what needs to be done to address the disciplinary problem. By the end of the day, the student will have prepared a piece of writing stating what has been learned that day, how future behavior will change, and what should be the consequences if the behavior does not improve. This piece will be taken home for the parents to sign and return to school the next day. This piece will be placed in the student's file.

STEP 8: Three weeks after the contract a meeting will be held. The contract will be reviewed to ascertain what had worked and what had not. The contract will be modified accordingly and reissued. At this time, too, both the student and the parents will be informed that any further infraction will result in the student being suspended for one (1) week. During this week of suspension the student will not be permitted at school or to participate in any school activity.

STEP 9: The student is suspended for one week for any further infraction.

STEP 10: During the week of suspension, a meeting will be held with parents, the student, and the administrator. The behavioral contract will be reviewed and modified. The student will be placed on three (3) months probation, immediately after the one week suspension is concluded. During this period of probation the student cannot commit any further infraction. Both student and parents will be informed, at the meeting that any further infraction, by the student, will result in the student's expulsion from this school.

STEP 11: An expelled student, from ISA, is not allowed to re-enroll at the school. Depending on the severity and/or the frequency of the infraction, steps may be skipped.

DISCIPLINARY ACTIONS

Detention

Detention is a period of silent study, manual work, or an alternative activity assigned by the Administrator or a detention monitor. Detention is served after school hours, beginning at 3:30 P.M. sharp. Parents will be notified in advance and the names posted in the office. Parents are to make arrangements to pick up their children after detention. A student on detention must be on time or will automatically receive a second detention. Students who served three detentions will be required to meet with the Principal. Any additional detention may result in a one-day suspension.

Suspension

(ISA) will exert itself to encourage and assist each student to meet the social, religious, and academic expectations of the school. However, situations will arise that may cause a student to be suspended from school. The decision to suspend will be made only after all means of encouragement and motivation have failed, or due to special circumstances, e.g.: crime, scandal, and or disruption that require this form of disciplinary action. Authority to suspend a student rests with the school administration. Absence due to suspension is considered as unexcused and all work missed must be made up by the student.

Types of Suspension

1. **Pending Parent-School Conference:** This involves the removal of a student from the class who had repeatedly violated the general school rules. Students will not be able to return to class until the parent conference is conducted.
2. **Temporary suspension:** Temporary suspension is used for more serious problems and for recurring offences. The student can be sent home from school for up to five (5) days.
3. **Indefinite Suspension:** It is used in extreme circumstances and to determine whether or not a student will be permitted to continue attending schooling at ISA.

Probation

Any student who receives numerous or serious disciplinary actions will be placed on disciplinary probation. The period of this probation shall be thirty (30) calendar days.

During this time, the student promises (in writing) to follow all school rules and regulations. Also, the student may not take part in any after-school activity or school sponsored social event.

A Disciplinary Probation Form has to be signed by each teacher (teaching this student) indicating whether or not this student's class work, homework had been satisfactory or unsatisfactory. Parents must sign this form and return it to the Office. The school Administrator will review the form weekly. Any serious infraction of the disciplinary policy of the school, during this probationary period, shall be considered a violation of this agreement and that shall be considered as sufficient grounds for the expulsion of the student from the school. This action (expulsion) is to be determined at the discretion of the administration and to be sanctioned by the School Board.

Expulsion

A student's behavior may, in extreme cases, be of a nature that it would be inadvisable for the student to continue schooling at ISA. The school reserves the right to expel any student whose presence would seriously impair the Islamic education or disrupt the harmony of the school environment.

Some examples of these extreme behaviors are:

- Possession, use, sale, and/or dealing with weapons and/firearms of any kind in and around the school.

Federal and State laws require local schools to notify parents, through The Student Code of Conduct, that any student who is determined to have brought firearms to school, to any school function, or any school-sponsored function, any school-sponsored transportation will be expelled from the student's regular school for a period of no less than one full year and that the student will be referred for criminal prosecution.

A weapon is described as any repellent, electrical device, or instrument or device, a firearm and or explosive device, or any device or instrument that can be used to harm and or maim or inflict physical injury to a person.

PROPERTY DAMAGE

Respect for property and the rights of others are basic Islamic values. Proper care must be taken of the property belonging to the school. If a student is responsible for the destruction of any property, he/she will be held responsible for paying the cost of repairs or replacement of the damaged item(s).

GRIEVANCE PROCEDURE

It is the expectation that the entire school family (parents, students, community, and staff) will function in an Allah-fearing, caring, and understanding manner. We are reminded of the Quranic instructions in our dealings with each other to avoid misunderstanding, rumors, suspicions, and undue criticism. Nonetheless, difficulties and misunderstandings do occur. It is best that the immediate parties involved resolve the problem(s). In the event that a student and/or parent have a grievance, the following procedure should be followed:

- Discuss the problem with the other person involved and attempt to resolve the issue together.
- If the problem is not resolved, an appointment may be made with the Principal to mediate, and seek a resolution to the problem.

HOME AND SCHOOL RELATIONS

The home and school are intimately interdependent. This is a strong basis for a binding and dynamic relationship. Both the school and home are strong and focused entities working for the common goal of rearing and training of our future leaders and citizens to highest levels they can achieve. We have an Amana from Allah (SWT) in this noble task, which we have to answer for.

May Allah (SWT) help us and bless us in this effort!

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COMMUNICATION

There is constant need for communication between the school and the home. This flow can be in many forms - letters, notes, telephone, etc, and should be from both sides (home and school). A monthly newsletter, letters, calendar of activities, field trip notes, etc. are sent home to parents via your students. You are requested to make daily checks of your child's backpack for correspondences sent by the school. Some of these correspondences will require your signature. Please do sign them and return them to teacher on the next school day with your child. The best source of information about your child's progress is from your child's teachers. Please contact the teachers so as to get accurate and up-date information on such progress using the procedure below.

PROCEDURE FOR VISITS

Parents are welcomed to visit the school as often as you may wish. This is a healthy sign. You may visit for many reasons; e.g.:

- Discuss your child's progress
- Drop-off your child's lunch or some material that he/she may have forgotten
- Pick-up for early release
- These visits are to be arranged in advance so as to ensure the smooth functioning of the school. Parents are not allowed to visit the classroom without an appointment.

Appointments can be made by a note, a telephone call, or a letter.

You are requested to:

- Schedule all such visits by appointment through the office
- Avoid calling and requesting to speak to a teacher during official working time.

This includes arrival, preparation, classroom, lunch, and dismissal times.

- Avoid engaging the teachers in conversation during the drop-off and pick-up times
- The teachers need to give their full attention to our students. Emergencies are exempted.

Visit by Appointment

Please follow this procedure when you are visiting the school by appointment:

- a) On your arrival at the school, please report to the Office.
 - b) You will either be escorted or directed to the classroom(s). While visiting your child's classroom, you will be required to show your visitor's pass to the teacher.
- Otherwise, you will be asked to return to the office to procure the pass.

c) In the classroom, you will be seated at the back of the class. There you will quietly observe the class at work. You are not permitted to speak to any student, interrupt or interfere with the class without the teacher's permission.

d) After your visit, you are requested to turn in your visitor's pass and the visitor comment sheet with your comments. You will then speak with the Principal/Campus Director on the visit. Please do not visit another classroom. You will not be accepted without the visitor's pass. If you need to visit another classroom, you will have to repeat the aforementioned steps/procedures (a) through (d). The teachers whom you visit will also submit a report entitled "Parent – Teacher Conference". You are requested to read the completed report and sign it with the date. Both reports (yours and the teachers) will be placed in your child's file. If you are visiting the entire school, an Office staff will escort you. After you visit, you can discuss your observations with the Principal.

Unannounced Visit

If you have to visit the school unannounced, without an appointment, then you are requested to report to the Office. The Office staff will take the materials, lunch, etc. and deliver them to your child. The Office will also get your child, if you are picking-up the child for early release.

Please do not go directly to the classroom.

NEWS LETTER

The school News Letter is printed monthly. The News Letter provides information on class activities and plans, past and future events of the school. Students' writings are also included in the News Letter.

PARTIES

Teacher approved parties may be held during the school year. The teacher and room parents may organize the parties. You may also obtain the teacher's approval to send a treat for the class. Only HALAL food and drink are to be served at these parties. The teacher is to obtain prior approval from the Principal/Campus Director for all parties to be held in the class.

MEETINGS

There are several occasions during the school year, when parents are particularly encouraged to attend. PTA meetings are scheduled at frequently during school year. Other gatherings coincide with Islamic holidays and festivals. Look for information and details from the Office. There will be an annual Prize Giving and Graduation Day in May.

FUNDRAISING

The operation of a school requires a great deal of financial resources. Parents are encouraged to participate in all fundraising activities and are requested to actively involve relatives, friends and other community members in these pursuits.

May Allah (SWT) accept our efforts and include us among those parents who have fulfilled their obligations towards their children's education. Ameen!

VOLUNTEERS

Volunteers are always needed in the school. You are a volunteer if you are a parent or an adult who has skills and are willing to put it (with the time) for the benefit of the school.

Your efforts are greatly welcomed. You will contribute in a significant way to boost the facilities and performance of the school, and also earn great rewards. These are some areas in which you can volunteer your services:

Lunch-time Monitor

Teachers' Helper

Story Reader

Chaperon

PTA Member

Office Helper

Lunch-time Helper

Resource Person Fundraiser

Special School Event Helper

PARENT/ADULT INVOLVEMENT - LEVELS

In addition to the above, parents can be involved in a variety of different levels of the school. Here are three areas and the kinds of activities that you can participate in at each level:

Student Level:

- Assist students with learning
- Reward student's achievements
- Listen to students' feelings and concerns
- Follow through on recommended

Classroom Level:

- Participate in PTA conferences,
- Assist with planned programs and activities
- Volunteer for special occasions
- Volunteer to contribute personal skills
- Provide support for efforts of teachers
- Volunteer for lunchroom, play ground, or recess activities

School Level:

- Participate in PTA activities
- Serve on task force of school committees
- Serve as resource person
- Provide questions to enhance learning
- React positively to school policies
- Assist in solving school-wide problems
- Encourage support for the school, its programs, and activities
- Publicize the good name of the school
- Assist in fundraising activities

MISCELLANEOUS INFORMATION

MONEY

Students can bring in a small amount of money to buy snacks as schedule weekly. Students are asked not to bring large amounts of money to school unless it is necessary for a school field trip, fundraising events, etc. Change is not available in the school offices except for some emergency situations.

COUNSELING

Counseling needs are handled on an ad-hoc basis involving students, parents and the office. However, the school does not have any specific arrangements nor does it take any responsibility in this regard.

TEXTBOOKS

Basic texts and materials are provided to the students. The students are encouraged to develop a sense of responsibility in the care and handling of their books. All books must be treated with respect and ultimate care. Certain textbooks will be required which students must purchase from the school. Other additional textbooks must be purchased or borrowed from other sources. Students will be provided a list of such materials, addresses of the sources from where the materials can be acquired and notified as to when the deadline for acquiring them will be. Students who do not have textbooks after the first two weeks of school will not be allowed to attend further classes until the situation is rectified.

FOOD

Students are expected to provide their own lunch during school lunch hour. Students are discouraged from bringing lunches that contain too many fatty, sweet foods and instead are requested to bring healthy, wholesome lunches. Haram foods such as pork, alcohol related products etc, are absolutely forbidden. Parents must give their children a proper breakfast before sending them to school.

STUDENTS' PERMANENT RECORDS

The school maintains a permanent file for every student in which are recorded grades, awards, special notes as well as any violations or infractions. The purpose of recording all such information about a student is to be able to be fair and just when evaluating a students' performance and/or needs and for the sending of transcripts to other educational institutions upon request. This information is not available to the general public and can only be released to other schools when they formally request such records. The school Principal/Administrator handles all such matters in connection with this issue.

INTERNET USAGE

It is important that students accept responsibility in using the ISA network services and the Internet. Access to telecommunications enables students to use world – wide resources on the Internet. This access is for the sole purpose of obtaining information in order to perform relevant tasks, such as class assignments. Expectations of high standards of behavior apply to those using the network services and the Internet. Irresponsible practices include:

- Violation of copyright
- Accessing offensive material
- Violating the privacy of others
- Not reporting violation of privacy
- Posting anonymous messages
- Degrading equipment
- Corrupting data
- Wasting finite resources

Failure to comply will result in withdrawal of the right to use these tools.

STUDENT CODE OF CONDUCT GUIDE

(ISA) has prepared a “STUDENT CODE OF CONDUCT” guide. This document is a guide for the parents and students. Parents are required to read this document with/to

their child and explain each item to him/her. Parents and student are required to sign a form that they received information about the handbook, and they will read it and follow the procedures. Parents are to keep the guide as reference and to remind the child of the policies especially, in relation to behavior. When updates are made parents and students will be notified.

STUDENT CODE OF CONDUCT

An effective instructional program requires an orderly and safe school environment. The staff and administration have developed the following guidelines for pupil conduct on school property and at all school sponsored activities. This notice is to inform the students and the parents of the rules of this school regarding pupil conduct and possible consequences for breaking these rules.

CLASSROOM RESPONSIBILITIES

All teachers will explain their own set of rules for their classroom. Remember that different grade levels may have slightly different expectations of students.

GENERAL RESPONSIBILITIES

1. Students will show respect for the school's staff, property, and each other.
2. Students will use socially acceptable behavior (no fighting, pushing, harassing others, inappropriate language or gestures, etc.).
3. Students will use good manners.
4. Gum chewing is not allowed on school property.
5. Dress Code – School attire should be neat, clean, and appropriate.
6. If a student is late to school, the parent must bring the child to the office, and the child must obtain a late pass from the office.
7. Students will follow all safety procedures (fire drills, playground, etc.).
8. Items which are hazardous to others or interfere with school procedures are not allowed and will be confiscated. The method of return is at the teacher's discretion. Some examples are toys, sharp objects, radios, etc.

LUNCHTIME BEHAVIOR

1. Students will keep voices at a reasonable level.
2. Students will remain seated unless instructed to do otherwise.
3. Students will clean up their eating areas.
4. Students will use appropriate table manners at all times (throwing food, playing with food, and being disruptive will not be tolerated).

BATHROOM RESPONSIBILITIES

1. Students will have a classroom pass to use the bathroom.
2. Students will use the bathroom properly.
3. Students will wash their hands before leaving the bathroom.
4. Students will place used paper towels in the wastebasket.

CODE OF CONDUCT

CONDUCT DURING PRAYER

1. Pray quietly and respectfully (no talking, shouting, yelling).
2. Pray safely (no running, pushing, shoving, leaving the prayer area without permission, etc.).
3. Pray appropriately (no unnecessary movements, etc.).

PLAYGROUND SAFETY RULES

Students may enjoy the use of the playground if certain safety rules are followed. Those who violate these safety rules or act aggressively toward others will not be allowed to participate in playground activities.

1. Students will listen and respond to the teacher/adult on duty.
2. Students will use all equipment properly and safely.
3. Students will cooperate and use good manners (including sharing equipment, no fighting, no inappropriate language or gestures, etc.).
4. Students will stay within the boundaries of the playground.

GENERAL DISCIPLINARY GUIDELINES

For those students who purposely choose to ignore school policies, there will be consequences for making the wrong decisions. As a result, it is expected that future decisions will be more carefully chosen. All disciplinary actions will be carried out in a fair and sensitive manner, reflecting the age and maturity of the pupil and the nature of the misconduct.

1. Students will be warned by the teacher about inappropriate behavior and may receive a time out or lose recess time.
2. Additional measures may be taken at the discretion of the teacher.
3. If the situation continues, the teacher will notify the parent by telephone or in writing.
4. If a student’s violation of the school rules is severe, he or she will be referred to the administration. Possible actions may include:
 - a. Verbal Reprimand;
 - b. Lunch/Recess Detention;
 - c. Parental Contact;
 - d. After School Detention (1 or more days);
 - e. Suspension with a letter (in-school or out-of-school); or
 - f. Expulsion

OUR SCHOOL PRIDE

We must demonstrate, at all times, respect for our school buildings. This is especially important when we have parents and guests visiting and/or praying at our schools. We can do this by following our school rules at all times, by keeping the school building neat and clean (free of litter), and by being well-behaved citizens of Ibn Seena Academy. Your help, support and cooperation will significantly improve the education, discipline and behavior of your child.

CODE OF CONDUCT

PARENT – STUDENT ACKNOWLEDGEMENT

Please sign and return this page to the administration.

I acknowledge receipt of the Student Code of Conduct and have read these guidelines with my child.

Student’s
Name _____ Signature _____ Date _____

Parent’s
Signature _____ Date _____