

About The Academy

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The Academy is located on the Eastern section of Volusia County in the coastal city of Daytona Beach Florida. The city is the home of NASCAR Daytona 500, and July Firecracker stock car races. It is also the home of LPGA and the USTA. Volusia County is rich in higher educational institutions. Stetson University is located in Deland in the Western part of the county 20 miles from the Islamic Center of Daytona Beach. Palmer Chiropractic College make home in the City of Port Orange 7 miles from ICDB. Embry Riddle Aeronautical University, and The University of Central Florida maintain campuses in the city of Daytona Beach. The Daytona Beach Community College maintains campuses in Daytona Beach and thru out the county. The ERAU, UCF, DBCC campuses are all within a 1 mile of the Islamic Center of Daytona Beach. Islamic Academy of Daytona Beach utilizes the Islamic Center of Daytona Beach property.

History of the Academy

The Islamic Academy of Daytona Beach (Sunday school) was established in the early 1980's to serve the need of the Muslim community in the Daytona Beach area. In the late 90's the area experienced a rapid and positive growth of our community. In addition the demographics of mostly international student temporary residents have been replaced with local working professionals that made the area their permanent residence. The growth of the community has been met by continuous and endless effort of few individuals that carried the responsibility of keeping the Sunday school program active. The name was officially changed to the Islamic Academy of Daytona Beach with a hope that we will be able to establish a state certified and accredited educational institution in the near future.

At the Islamic Academy of Daytona Beach we aim to plant the seed of Islam, prepare the student to continue cultivating and nurturing it, and make the teaching of the Quran (Muslim Holly Book) and the Sunnah (Tradition and teaching of the Prophet Muhammad PBUH) the guiding light for a life long journey.

Child experience at the academy is educational, behavioral, social, and spiritual. In addition to the educational classes offered in the academy, physical, and social interaction between Muslim children enforce the normalcy of being a Muslim. The academy plays an important guiding role in presenting, discussing, and finding solutions to a growing young adults concerns and problems they face in daily life outside the Islamic center and

in every day situations. The academy will help students not to feel alienated when properly attired (boys and girls), praying, or adhering to the teaching of Islam.

Word of principal

I will start with the proper thanks to Allah. I ask Allah for his guidance. I ask Allah for his forgiveness. And I bear witness that here is no deity worthy of worship but Allah, and that Muhammad is his last prophet and messenger. I thank Allah that enriched my life with this opportunity to be of a service to this wonderful community. I ask Allah to guide me to perform my duties. I ask Allah to enrich this educational institute with pious Muslims, students and educators.

The duty that this community has entrusted in me is tremendous. The task of an educator is not just to pass information, nor is to complete a required book. The educational process is much more complex. It is a responsibility that a Muslim will be asked about on the Day of Judgment. This tremendous responsibility is met by few people that are eager to learn, teach, and guide. To all the members of our community and to those who took the responsibility to educate, and to me I say” **Walk the Talk**”.

I welcome back the students to another year. I want each student to learn, and pass the knowledge he/she learns to others. Pass what you will learn to your family and to your friends. And be sure that you have correctly understood the subject and correctly related it to others. And do implement what you learn in your daily practice. To these wonderful future leaders, I say ”**Walk the Talk**”.

Dear parents, what you do may enforce the job that the academy will do or may negate it. Read Bukhari (7138). You will be asked, are you ready to answer. Take this opportunity to learn with your children. And make this a life changing adjustment. Ask your child what did he learn, review, and practice that daily. You have made the first step in bringing your child to the school, would not you like to complete the journey. And the bonus is the eternal rewards. To all of you I say”**Walk the Talk**”.

Finally, I would like to thank all the teachers and educators that have been in my life. I would like to thank those who worked hard before my involvement in the Islamic Academy of Daytona Beach. I like to thank Mr. Al Khani a teacher that did walk the talk. I would like to thank my father Mr. Z. Khabazeh that read me Surat Al Kahf every Friday. I thank my family that supported me whether I accepted or rejected their support. Thanks to Allah SWT for giving me the gift of Islam and give me the chance to share it. I shall with your support walk the talk.

Mohammad Mounir Khabazeh
Principal

Parent/Student Handbook ***2006 – 2007***

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Introduction

Welcome to Islamic Academy of Daytona Beach an established learning institution of which the Muslim community of Volusia County, Florida can be proud. Our students have maintained the Islamic principles and values that lie at the core of our mission. As a weekend Islamic school it is our Islamic responsibility to provide our students with the very best education possible in an environment that is conducive to high morals, exemplary character, and strong identity. It is the adhering to the Islamic principles and to the teaching of the prophet Muhammad PBUH what enables us to make the learning process for our students challenging, enjoyable, meaningful, correct, and rewarding.

We encourage parents to join the learning experience with their children. We applaud their involvement in the student's life, and the educational process. The Islamic values, and educational values work together to enhance the student behavior and learning experience. Similarly, parents work complement school effort, and the together, a child's potential for success is greatly multiplied.

Please read and discuss this handbook with your child. Acceptance of Handbook and School Rules is required to complete your child's registration. Islamic Academy of Daytona Beach does not discriminate against students on the basis of race, creed, color, national origin, religion, sex, age, ancestry, medical condition or physical handicap.

Mission:

Our mission is to seek the pleasure of Allah by preparing our students for success in this life and the Hereafter.

“Work for this life as if you live forever, and Work for the hereafter as if you will die tomorrow”.

The School's Vision:

We believe that

- 1-The principles and standards of conduct by which Allah (SWT) and His Prophet Muhammed (PBUH) told us to live our lives is the best and only way.
- 2-An “Islamic school,” by definition, requires that we provide the very best education.
- 3-The IADB shall ensure that all students have the tools, knowledge, intellect, education, and skills to meet and overcome all the challenges that this society presents. Rather than isolate our students from the wider society, the students will be an integral part while maintaining the Islamic Identity.
- 4-Adopting a challenging curriculum and using the best textbooks available will keep students and parents involved.
- 5-Prepare for success in both this life and the Hereafter.

The School's Objectives

1. To provide a quality education and academic excellence
2. To preserve the Muslim identity of the students and cultivate in them a love for Allah SWT, His prophet Muhamad PBUH, and Islam.

3. To provide an enriched and healthy social and educational environment
4. To motivate our students to strive for excellence and reach their full potential
5. To establish and maintain cooperation between the home, school and community
6. To strengthen the concept of Tawheed(Oneness of Allah).
7. To enhance the knowledge of Quran.
8. To comprehend the Sunnah(tradition and teachings), and the Sirah(history of the message) of the Prophet Muhammad PBUH.
8. To correctly perform and understand the supplications mandated by Islam.

The Curriculum

Quran:

Pre school: the first chapter of Quran and the last 3 chapters.

1st grade :Chapter 1 and Chapter 110-114 the last five chapters of Quran

1st Advanced :Chapter 1 and Chapter 105-109

2nd grade :Chapter 1 and Chapter 104-108

2st Advanced :Chapter 1 and Chapter 99-103

3rd grade :Chapter 1 and Chapter 94-98

3rd Advanced :Chapter 1 and Chapter 89-93

4th grade :Chapter 1 and Chapter 84-88

4th Advanced :Chapter 1 and Chapter 79-83

Book Quran

Arabic:

In Progress

Islamic Studies 1

Preschool : Allah names and Attributes

5 pillars of Islam

In progress

Book I love Islam Series

Islamic Studies 2

Preschool:

Inprogress

“I Love Islam” series published by the

Islamic Services Foundation as well as other books published by IQRA, the Universal Academy of Florida, along with substantial supplemental material.

Enrollment and Attendance

Entrance Requirements

A. A child who is fully potty-trained and at least 3-years-old by December 31 can be enrolled in the IADB Pre-K program.

B. Students who are 4-years-old on December 31 can be placed in Pre-K advanced program.

C. Students who will be five by December 31st will be given a qualifying exam to determine whether they will be placed in Kindergarten or 1st grade.

D. All additional grade levels will adhere to the same system of promotion by age and grade specific qualifying exams. Students already enrolled in IADB will matriculate to the next grade level if they pass all the requirements for matriculation.

Enrollment Requirements

The entire registration packet must be submitted before a student can be admitted. The registration packet includes an enrollment information form (in which parents also must provide authorization for emergency medical attention), a health requirements form (which includes a doctor's statement on the child's health record), a parent handbook acceptance form, and a tuition payment plan contract form, and a copy of the student's birth certificate .

Islamic Academy of Daytona Beach

KINDERGARTEN ORAL ASSESSMENT OF NEEDS

Last Name First Name D.O.B. Sex Age

Indicate the child's ability to complete the tasks asked. Use the ratings of:

C = Comfortably, D = with Difficulty, N = Not at all.

1. States his or her whole name. _____
2. States his or her address. _____
3. States his or her telephone number. _____
4. Prints his or her own name from memory _____
5. Places pictures in sequential order. _____
6. Distinguishes left hand from right hand. _____
7. Expresses ideas in complete sentences. _____
8. Repeats four digits in forward order. _____
9. Identifies numerals. _____
10. Identifies coins. _____
11. Recognizes size ___ shape ___ color ___ of objects. _____
12. Adds and subtracts in problem situations. _____
13. Copies simple shapes. _____
14. Erects a balanced structure. _____
15. Sits still for a reasonable time. _____
16. Appears in Good ___ Fair ___ Poor ___ health. _____
17. Provides uses for a common objects, e.g., string.
(number stated) _____
18. Draws a picture of a person.
(number of details/completeness) _____
19. Speaks English. _____

COMMENTS _____

Pre-Registration, Registration

Students must renew their registration every year. A spot will however be reserved in the following year's class for students who are currently enrolled at Islamic Academy of Daytona Beach provided that they fulfill all the requirements of matriculating to the next grade level and complete all the required pre-registration materials including the

submission of the \$25 registration fee before the end of August or \$50 on and after September 1 in the year for which they are registering.

We will limit the class size to 10 students. Current students who fail to complete the registration by the end of August will be on a waiting list and may lose their reserved spot in the upcoming year class. **New forms has to be completed every year.**

Anyone who is not a current student at IADB but wants to reserve a spot in next year's class need to submit the student's name and birth date as well as a contact phone number and address. It is the responsibility of the parent to ensure that the contact information remains updated. A registration packet will be sent to all those on the waiting list.

Tuition and Fees

There are three tuition payment options: annually, semi-annually and monthly. The appropriate payments are listed for each option and for each child enrolled.

Pre-K	\$400.00	\$200.00	\$50.00
First	\$350.00	\$180.00	\$45.00
Second	\$270.00	\$140.00	\$35.00
Third +	\$190.00	\$100.00	\$25.00

SIBLING DISCOUNT: Tuition is discounted for the second, third and fourth child as indicated in the table above. There will be no discount for children attending Pre-Kindergarten.

There is a one-time **ACTIVITY & SUPPLY FEE** of \$50 due per child. Monthly tuition payments are due in advance on the first of each month for a period of 9 months. Please note that a \$15.00 late fee will be assessed if payment is not received by the 5th of each month. A child can be dismissed from the school if tuition is not received after 35 days of delinquency.

Parents will be responsible for paying a **BOOK FEE** due with the August 2006 tuition. For the 2006-2007 school year, Book Fees are: \$100. This book fee entitles the student to use a number of textbooks and workbooks for one academic year. A good condition used books may be returned for \$50.00 (returning the text books in good shape at the end of the school year). Students will be charged additional fees to replace any book that is lost.

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. IADB 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.

Please keep in mind that financial assistance is available to students who show need. To apply for financial assistance please fill out the financial assistance form and forward it to the school administration. Application deadline for 2006-2007 Academic year financial assistance is Aug-30-2006.

Immunizations / Hearing and Vision Screenings

All enrolled students are required to have updated immunizations in accordance with standards required by the Florida Department of Health. The student's current immunization record must be on file in the office prior to admittance to class. It is the parent's responsibility to ensure that the student's immunization record is updated when needed. Parents must also provide the school with a doctor's statement verifying that the enrolling student is physically able to take part in the activities of the school.

IADB will provide hearing and vision screenings for our students during the first month of the school year. Parents will be notified if the screening produces evidence of a possible problem with a student's hearing or vision. Parents are responsible for following up with any possible problems by having their child further checked by a medical professional and taking any required steps needed to meet their child's hearing and visual needs.

Student Records

A student's school records are confidential and are protected from unauthorized use. Parents have access to the records of their children.

Compulsory Attendance

Attendance Policy

School begins at 9:50 a.m. Any student arriving after 10:00 a.m. will be tardy.

Any Student arriving after 10:00 a.m. must report to the office to obtain a tardy pass.

Chronic tardiness will result in disciplinary action.

We believe there is a direct connection between good school attendance and academic success. Students are expected to be on time and in attendance everyday of the school year. Absences should be reserved for emergencies.

If your child is absent from school, please call the school (386-255-0843) before 10:00 a.m. to report the absence and the reason for the absence. You need to report:

- the name of your child
- the grade level
- the name of the teacher
- the reason for the absence
- your name
- your email

When your child returns to school, you must send a note to your child's teacher explaining the absence and the date(s) of the absence.

Excused Absence

A student's absence will be considered excused due to:

- illness
- accident resulting in injury
- immediate family crisis

Unexcused Absence

A student's absence will be considered unexcused if the student is absent and has not provided an acceptable excuse through a WRITTEN NOTE.

Plan vacations in the summer or around regularly scheduled breaks. Family vacation will be considered if homework and subjects missed are submitted after planned vacation. **IF A STUDENT IS ABSENT 8 DAYS OR MORE WITHIN A SCHOOL YEAR, THE STUDENT'S ATTENDANCE RECORD IS REVIEWED BY THE PRINCIPAL AND TEACHERS AND THE STUDENT MAY BE SUBJECT TO RETENTION. THIS WILL OCCUR WHETHER THE ABSENCES ARE EXCUSED OR UNEXCUSED.**

School Hours

School hours are from 9:50 a.m. to 3:10 p.m.

Parents Shall sign in and out every day.

Earliest drop time is 9:30 a.m. Latest pick up is 3:30 p.m.

After 10:00 a.m. the student is considered tardy and the parent/guardian will be responsible for checking the student in at the office.

Late Pick Up:

After 3:30 p.m. there will be \$20.00 per child fee. After 4:30 the child will be turned to the Department of Children and Family or the Police department.

Release of Students

A student shall not be released from school at times other than regular dismissal hours except with office approval and sign-out procedures. Only those authorized by the parents on registration forms or previously approved written consent are allowed to pick up students. Parents should pick up their children promptly.

Sign-In and Sign-Out Procedures

All students must be signed-in and signed-out daily. As part of the registration packet, parents must indicate all those with the authority to sign-in and sign-out their children. In the morning, parents must bring their child into the school and sign the sign-in form and after school only those whose names are listed in the registration packet will be allowed to pick up the child.

Under no circumstances can anyone under 16 be allowed to pick up a child. If there is an emergency and someone other than those listed needs to pick up the child, the authorization must be given by fax or email. We cannot take such authorization over the phone.

Tardy Policy

Punctuality is an essential element of a good work ethic. To fully benefit from the instructional program, students are expected to be ON TIME to school. "Tardy" means the student is not in his/her class by 9:59 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 10:00 a.m. to the office where the student needs to pick up a tardy pass before being admitted to class. A \$5.00 fine will be assessed for each tardy.

THREE TARDIES WITHIN A DAY WILL COUNT AS AN UNEXCUSED ABSENCE!

Parents Alert: Please do not tell anything but the truth when you bring your child late. Remember your actions will be mirrored by your child and a "little lie" will be more expensive lesson than the \$5.00 fee.

Excuse from Outdoor Activities

Physical Education (PE) is an integral part of the total education of the child. In accordance with state standards we also schedule periodic recesses to give children the opportunity of getting fresh air and sunshine, which is essential to good health. It has been proven that PE and recess improve the academic achievements of students. We do not conduct outdoor activities when it is extremely cold or rainy. But weather permitting, children are expected to participate in all outdoor activities unless there is a health reason that prevents them from going outside.

A parent/guardian may write an excuse from one PE class. To be excused from second or subsequent classes a note is required from a doctor. The note should specify the nature of the reason and the length of time the student is to remain out of PE

Inclement Weather Days

IADB will close if there are immediate and extreme weather conditions. Unless notified otherwise, parents should assume that the school will be OPEN.

Health Services

Emergency Numbers

Parental cooperation is essential in providing for student health care needs that may arise during the school day. This includes making sure that a parent or guardian can be reached in case of a child's illness or accident. All telephone numbers at which a parent can be reached during school hours is required as well as an alternative number of a relative or friend. It is the parents' responsibility to keep these numbers current.

Illness

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, IADB will call 911 for emergency care.

Contagious Conditions

If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc. the parent of the child should notify the school immediately. Children with a contagious condition must stay home from school.

Injury

While we do everything we can to avoid injuries, accidents do happen. If a child is hurt while at IADB first aid will be administered, an incident report will be filled out with a copy being sent to the parents. 911 will be called for Injuries that will need immediate medical attention.

Medicine

All medication should be administered outside of school hours. If it becomes necessary for the student to take medicine during school:

1. A form should be signed by the parent or legal guardian stating:

- a. The name of the child and teacher
 - b. The name of the medicine
 - c. Dosage
 - d. The time to be given
2. No student will be allowed to keep his/her own medicine.
 3. Prescription medicine must be in the original pharmacy container and include all original labels.
 4. The medicine will be returned home with the child daily.

Discipline and Student Behavior

At the Islamic Academy of Daytona Beach, we expect our students to demonstrate self-control and high standards of moral conduct. The purpose of the student code is to develop in students a sense of responsibility, to aid their growth in self-discipline, and to teach them to take responsibility for their actions. Students and their parents are expected to follow the school rules.

The school staff provides guidance and reinforcement to students and their parents. The classroom teacher will take primary responsibility for student discipline. The classroom teachers will model and teach appropriate school behavior. When students behave in the desired manner, the teacher provides positive feedback. When students behave inappropriately, the teacher constantly enforces the consequences.

Teachers, adult volunteers and monitors may enforce appropriate disciplinary measures that may be taken including:

- Verbal reminders.
- Redirection.
- Time out.
- Peer mediation.
- School clean-up assignment.

In the event of a serious violation such as fighting or direct insubordination, the referring adult must immediately fill out an office referral form.

Classroom Rules

A well-disciplined classroom is one in which the students know and understand the importance of the classroom and school rules. They have the self-awareness and self-control necessary to be able to follow the rules and they understand that they will be held accountable for their actions. The teachers will reach these rules in a manner that will foster self-discipline and a sense of self-awareness and accountability in the students.

General Classroom Rules

1. Be on time.
2. Come ready to learn.
3. Listen and pay attention.
4. Raise your hand and wait for permission to speak.
5. Treat others the way you want to be treated.
6. No hurtful words.
7. Keep hands, feet, and other objects to yourself.
8. Follow directions the first time they are given.
9. Work and play in a safe manner.

Teacher's Responsibilities

Teachers are responsible to:

- _ Be on time.
- _ Come prepared.
- _ Listen and observe.
- _ Being an example of good moral character in both behavior and appearance.
- _ Forming appropriate expectations for students.
- _ Providing adequate supervision of all children in their class.
- _ Providing functional and relevant instruction.
- _ Setting the limits and consistently enforcing the school's standard of conduct.
- _ Using appropriate language and refrain from using harmful words.

Student Code of Conduct

We believe that it is our mission to prepare our students for becoming responsible human beings. It is an essential part of our strong Islamic ethics, morals, and values. In order to achieve this mission, each student is expected to:

1. Show respect for others
2. Follow directions of all staff members
3. Keep hands, feet, and other objects to self
4. Use clean language
5. Speak in an appropriate tone of voice
6. Respect property of others
7. Be honest and truthful
8. Be prepared
9. Keep the school clean
10. Walk, do not run during transition times.
11. Leave all personal items at home.
12. Do own work.
13. Food, drink, candy, or gum is not allowed in the classrooms.
14. Eating is in the designated area. NO EXCEPTIONS.
15. Zero tolerance for weapons and drugs.

Discipline Techniques

These techniques may be used alone or in combination for Student Code of Conduct or classroom rule violations.

1. Verbal redirection
2. Cooling-off time
3. Seating changes in the classroom
4. Withdrawal of privileges
5. Student/Teacher conference
6. Parent/Teacher conference
7. Behavior Reports
8. In-School Suspension
9. Detention
10. Out-of-school suspension

11. Expulsion

Discipline Authority

Whenever the interest of the school is involved, on or off school grounds, students will adhere to the Student Code of Conduct. The staff has disciplinary authority over a student:

1. During the regular school day.
2. While the student is in attendance at any school-related activity, regardless of time or location.

Behavior Management Plan I

The following disciplinary and consequence procedures will help students realize their responsibility to behave appropriately. This system is intended to allow students to make appropriate choices, which will, in turn, ensure the proper Islamic environment in the classroom.

Your child will be participating in a behavior clip chart program. The clip chart serves as a student's visual reminder of personal behavior for that school day. It consists of 4 colors outlined below. The color notation is recorded in the Take Home Folder on the Behavior Calendar daily.

The Take Home Folder and the Behavior Calendar are both essential for good communication between home and school. Please review the contents of the folder everyday, take note of the behavior report calendar, and discuss the day with your child. Please SIGN or INITIAL in the box on the calendar for the day. Please remember that praise for good days is as necessary as discussions about the need to improve behavior.

Your child will receive a GREEN notation for a GREAT day at school.

Your child will receive a YELLOW notation if they had one "Warning" during the day but in general had a good day.

Your child will receive an ORANGE notation if their behavior needs improvement.

Your child will receive a RED notation if things need to change drastically. The child's behavior MUST improve immediately. At this point the student may lose special privileges until improvement is demonstrated. Three RED notations will result in our in-school suspension program.

A Behavior Report will be sent home if your child has a RED notation in the Take Home Folder. THE BEHAVIOR REPORT MUST BE SIGNED AND RETURNED IN THE HOMEWORK FOLDER THE NEXT SCHOOL DAY!!!

Behavior Management Plan II

Your child will be participating in a daily Personal Planner Program. This program will serve as a daily log of activities, homework assignments, personal behavior reports, and parent/teacher communication. This log will need to be SIGNED DAILY. The planner will be returned DAILY and will be a part of your child's daily work average.

1st Offense = Reminder of Student Code of Conduct or classroom rule.

2nd Offense = Warning.

3rd Offense= Infraction recorded by teacher. The student will complete a Behavior Report to be SIGNED and RETURNED the next school day.

Three Behavior Reports will result in one of the following, our In-School Suspension Program, or After School Detention.

Continuous In-School Suspension, After School Detention, or Saturday Detention may result in out-of-school suspension.

□ Please note that 3 consecutive tardies after the first period class will result in the In-School Suspension Program

INFRACTIONS PROGRAM

LEVEL 1 INFRACTIONS

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

INFRACTION DEFINITION LEVEL 1 DISCIPLINARY ACTION

1. Disruptive Behavior engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity.
Examples of disciplinary actions which classroom teachers can use include, but are not limited to:
Verbal reprimand, or oral or written notification to parent(s);
Student mediation contracts.
Teacher or team conference with student/parent(s);
Separation from peers.
Denial of class privileges.
Detention
2. Littering, throwing or dropping paper, trash, or other material on the floor or ground.
3. Refusal to do classroom work
Refusing to complete work, labs projects, or other assignments given by the teacher
4. Verbal Altercation
Engaging in minor verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.
5. Violating classroom rules and not following the classroom rules.
6. Tardiness. Not being seated in the classroom when class is scheduled to begin. Tardies are recorded in attendance folder, verbal reprimand, detention given every third tardy.
7. Uniform Violation Wearing or dressing in a manner that is not considered uniform. Conference with the Administration, written warning, parents notified

LEVEL 2 INFRACTIONS=ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action.

INFRACTION DEFINITION 1ST OFFENSE 2ND OFFENSE 3RD OFFENSE

1. Inappropriate Language:
Using any form of inappropriate language, gesture, or hand or body sign.
2. Academic misconduct:
Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using, submitting, or providing data or answers dishonestly, or by deceit.
3. Lying: Giving or providing intentionally untrue or misleading information.(students older than 5 years old only)
4. Intentional, threatening to, or cause to damage or deface school property.
5. Insubordination, refusing to comply with reasonable requests or directives.
6. Fighting, Bullying, hitting , punching, threatening to or cause physical harm to students, Muslims, Non Muslims, or animals.

After School Detention

1-3 days out-of-school suspension

Note: A Disciplinary Committee will study the case of any student who has committed a level 2 violation and subsequently commits another such violation and will make a recommendation as to whether that student should be expelled.

LEVEL 3 INFRACTIONS

CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

All Level 3 infractions are very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension, and a recommendation for expulsion to the school board. Students expelled from IADB due to a Level 3 infraction may not be reinstated at a later date. Parent(s) or guardian(s) will be required to meet with school personnel and the school board. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed is still subject to disciplinary action.

1. Intimidation, menacing, or threatening to verbally or non verbally by inflicting fear or encouraging or causing emotional and psychological damage to any student or human being.
2. Vandalism, willful and malicious destruction of property private or public.
3. Theft, stealing, attempting, participating, or encouraging unlawful possession of private or public property.

All suspensions will be recorded on student transcripts and become available to public safety agencies upon request.

In-School Suspension Program (ISS),and After School Detention

Suspension and Detention are methods used to remove students from regular classroom in order to modify behavior to meet school goals. This program is used for students who do not respond to normal techniques of classroom management.

The primary goals of suspension and detention are:

- To reduce major offences
- To provide an opportunity for students to learn how to demonstrate appropriate behavior
- To isolate the disruptive student from the regularly assigned classroom

ISS

A referral to ISS is made by the teacher after all other discipline techniques have been exhausted. The student will be removed from class and sent to a calm and quiet area where they will reflect behavior choices. The student may remain in the ISS program from one class period until the end of the day depending on the offence.

Detention

A referral for a detention is written by the teacher who then passes the written referral to the Administration. The Administration then makes the final decision to implement either After School Detention, or serve a Saturday morning detention, from 9 to 12 a.m. Students who receive 5 detentions in one school year will be suspended for one day.

Suspension

A student may receive an out-of-school suspension for committing an offense or other severe disruption of the education process. For the duration of the out-of-school suspension, a student is excluded with parent knowledge and is not allowed to attend classes, extra curricular activities, school functions, or be on the school premises. The number of suspended days is equal to the number of days allowed to make up class work and homework missed during the first suspension. Students will be permitted to make up quizzes and tests. However, no make-up work is permitted for subsequent suspensions.

Principal Referral

In most cases student discipline can be handled inside the classroom. When the teacher has employed all suitable classroom interventions and the student continues inappropriate behavior it is necessary to refer the student to the principal. In the case of a major infraction, immediate referral is necessary.

When a child is referred to the principal, the following procedure will be followed:

1. If there is a concern for a student in the classroom, the teacher will review the following list of interventions.

Verbal reminders

Modified assignments

Positive comments

Redirection

Time out

Parent Contact

Seating change

Behavior Contract

Student/teacher conference

Consult with other teachers Daily/weekly progress report

Consult with principal.

2. A written record of the events leading up to the referral will be made and submitted to the Principal. A copy will be kept in the student's file and another will be given personally or e-mailed to the parent.

3. The Principal will review the referral form and discuss it with the student. The student will be encouraged and guided to:

5Rs **R**ecord **R**eflect **R**egret **R**estore and **R**epent

_ **RECORD**: student to write and record in his own words the infraction

_ **REFLECT**: understand how his/her behavior affects himself and others.

_ Feel **REGRET** for his/her inappropriate behavior and apologize to those who have been affected.

_ **RESTORE** or repair any situation caused by the behavior when possible

_ **REPENT**: seek Allah's forgiveness

4. The principal will contact parents by phone or personal contact requesting their assistance in helping their child improve his/her behavior. The Parent, Teacher, or Principal may request a conference.

5. Any of the following consequences may be administered by the Principal according to the age of the student as well as the type, severity, and frequency of the problem. If a conference has been requested a consensus is highly desirable but not mandatory.

A. Restitution: Student will be charged for damages or replacement costs for destruction or defacing of private or public property.

B. Detention: A student can be subject to after school or Saturday detention for serious infractions.

C. Suspension: If a student is subject to out-of-school suspension the parent will be called to take the child home and will be informed of the reason for the suspension. It is expected that the parents will take appropriate measures in support of the school. Upon return to school the child must apologize and state that he/she will improve his/her behavior. A contract will be agreed upon and explained to student and kept in his/her records.

D. Expulsion: Enrollment will be discontinued. An expelled child may never reenroll at Academy.

A parent or guardian may request a hearing in front of the School Board. And may appeal the decision of SB to the Islamic Center Executive Committee. This option may be exercised only once per family.

Academy teachers, staff, volunteers, etc. will not use or condone corporal punishment under any circumstances. This includes hitting, pushing, pinching, etc. If you feel your child has been abused, please contact the office immediately. IADB feels that physical punishment only reinforces bad behavior.

Parent Responsibilities

Education succeeds best when parents, teachers and administrators work together in a strong partnership. The school staff asks parents to:

1. See that their children are well rested before coming to school.
2. Show respect for school administrators and teachers.
3. Provide their children a nutritious lunch and snack(fruits and vegetables) as well as offer them a healthy breakfast before school.
4. Encourage their children to put a high priority on education.
5. Get involved and stay informed of school activities.
6. Attend Parents' Council meetings.
7. Become a school volunteer.
8. Monitor their children's progress and review their school report cards.
9. Abide by Islamic teachings in private and in public life and be a role model for their children.

Parent Involvement Policy

Islamic Academy of Daytona Beach believes that Parental Involvement is a critical element of effective schooling. In support of the research that shows conclusively that increased parental involvement improves student achievement we are committed to ensuring that parents have every opportunity to be involved in all aspects of their child's education. In furtherance of this goal, parents, teachers, students, administrators, and community members have agreed upon the following points:

_ Parents have the right and will be encouraged to get involved in instructional and support roles at IADB provided that they have the appropriate training and abide by all IADB rules and regulations.

_ IADB will provide the framework for the formation of parental committees that aim to improve overall school performance as well as access community and support services that can strengthen school programs and student development.

_ IADB will work closely with parents to develop strategies and techniques for assisting students with learning activities at home that support and extend the school's instructional program.

_ Parents have the right to know what their children are studying in each classroom and teachers have the responsibility to communicate this to parents in a clear format.

_ Parents have the right to know about their child's academic progress and results on any assessment tests. In addition to the quarterly report cards at least one mid-quarter report detailing the student's progress in each subject area must be sent home during each quarter.

_ Parents have the right to actively participate in school decision-making.

This participation shall include but not be limited to electing two members to the School Board and having the right to review the school budget and provide input into how funds, including any grant money, should be spent.

_ IADB will help parents develop the parenting skills by sponsoring community programs that aim at strengthening parenting skills as well as keeping parents abreast of similar programs sponsored by other organizations and institutions.

Parent-Teacher Conferences

Parent conferences with their child's teachers are held at the end of the 10th week for all students and at the 20th week for students who are failing, doing poor work, continuing to have poor behavior or study habits or have had a great change in their work

or behavior. Conferences are also held throughout the year either at the parent's request or if the teacher feels a conference is needed.

Grievance Procedures

Parents are encouraged to discuss any concern about their child's education with their child's teacher. If the issue is not resolved with the teacher, parents should then bring their concern to the attention of the principal. Parents are encouraged to review and discuss with the principal any questions or concerns about the general policies and procedures that have been adopted by the Academy. If parents are not satisfied with the results of their discussion with the principal, they are encouraged to take their concerns to the school board.

Lunch and Snack

Parents are responsible for supplying their child's daily lunch and snack. Nutritious food is encouraged. Parents should avoid sending sugarcoated food and sugar added drinks. Canned drinks or snack packs with metal tops are discouraged for safety reasons. If parents want to bring food or sweets to school to share with their child's class they must receive prior authorization.

Daily Schedule

The daily schedules will differ based on grade level and teacher but parents can obtain a class schedule from the teacher on Parent Orientation Night or from the office. In addition to the academic courses, all children will have daily outdoor time (as the weather permits) for recess and physical education.

Field Trips, Chaperones

IADB will conduct field trips for our students. Parents will be notified at least one week before the field trip of the day, times, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time.

Parents may be asked to act as a chaperone on field trips. The parent chaperone will be responsible for 5-10 pupils. It is the chaperone's responsibility to maintain discipline in their group and to keep their group with him/her at all times. The chaperone is not permitted to bring other adults or children with him/her. The chaperone will not pay any charges.

School Uniforms

To ensure modesty and a disciplined academic environment, all students should acquire and wear the necessary uniform items appropriate.

The required uniforms are as follows:

Girl's Uniform:

Black pleated jumper and a white blouse (Girls have the option of wearing a black Jilbab/Abaya instead of the jumper and blouse.)

The Hijab (white) is required for all girls.

No student may wear make-up or nail polish.

Boy's Uniform: Navy blue trousers and a white shirt.

In addition, the following should be followed at all times.

- _ Uniform should be neat, clean, and in good repair
- _ Jeans and designer label T shirts are NOT allowed.

- _ Shoes should be sturdy enough for outdoor play
- _ Sandals and dressy shoes are not appropriate
- _ Hair should be trimmed or styled to stay out of the eyes and be clean and neatly combed
- _ Parents are requested to write the student's name in every clothing garment. Islamic Academy of Daytona Beach is not responsible for any lost or stolen uniform items. It is the student's responsibility to care for their uniforms, jackets, sweaters etc. Found items will be returned to the student when a name is present. Clothing items with illegible names or no names will be kept for a short time in our lost and found and then disposed of according to the school's discretion.

Parents of any student not conforming to the uniform policy will be called and asked to bring a suitable uniform to the school. Failure to observe the school uniform may result in exclusion from the school.

Photographs

Photographers will photograph IADB students on different activity days. Those photos will be used in the IADB web site or yearbook and will be made available to parents for purchase. Throughout the year, other photos will be taken for inclusion in the yearbook or for promotional activities. Teachers may post photos of the students on bulletin boards or use in other ways for class activities. If parents have any objection to their child's photo being taken or being used in any of the above ways they should contact the ISDB office to make that objection known.

Transportation

Parents are responsible to bring and pick up their children to and from the school. We encourage parents to arrange for carpooling.

Fire Drills

IADB will conduct monthly fire drills as well as other severe weather drills as needed throughout the year.

Volunteer Helpers

Volunteer helpers are greatly valued and needed in the Islamic School. Community members and parents who would like to share their expertise with the school are encouraged to do so. Volunteers are needed as Safety, Creative Arts, lunchtime, and in other areas. We ask that all volunteers follow these guidelines when volunteering.

- _ Volunteers must arrive promptly on their assigned days.
- _ Volunteers must notify a staff member in advance if they cannot be there at the appointed time.
- _ Volunteers must sign in the school office upon arrival and sign out upon leaving.
- _ Volunteers should make arrangements for their other children who are not students in order that they do not disrupt the classroom.
- _ Volunteers are required to dress appropriately and in accordance with Islamic principles when at the school.
- _ Volunteers are also needed to assist the school in making educational

materials, phone calls, etc. This work can be done from your home at your convenience. If you would like to volunteer for such activities, please provide the office with your name and phone number and specify the area in which you would like to contribute.

- _ The same rules shall apply to volunteers as to the teachers
- _ All volunteers have to go through a criminal history background check
- _ Parents who seek the success of this school are advised to cooperate with the school principal in developing an amicable environment

Visitors

Parents wishing to visit the child's class need to obtain a Visitor's Permit a day in advance from the school office for a ½ hour visit. The parent will bring the Permit to the class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any pupil without the teacher's permission.

- _ A parent may not bring children or other adults with him/her except when the child is a prospective student.
- _ Parents may not send other children to school to spend the day or any part of it with their enrolled child.
- _ Other visitors must secure authorization from the Principal at least one day in advance

Parent's Council (PC) Policy

The PC is an organization that serves as a support system for the school, the school policies, and its staff. The main function of the PC is that of fundraising and helping to organize and/or assist in extracurricular activities for the students. The PC is not a policymaking body and does not interfere with the management of the school. All functions carried out by the PC will be carried out with the approval of the Principal and any involved teacher or staff member. A strong PC is essential to the success of IADB.

The IADB School Board (SB)

The SB is made up of seven members.

1 Imam

1 Chairperson appointed by EC (principal)

1 Financial Secretary (appointed by EC)

1 Information Technology Secretary

2 Parent representatives selected by Parents Council

1 Board secretary appointed by staff of IADB.

The School Designee will Chair the School Board. The SB is a policymaking body. Its responsibilities are: fundraising; preparing the annual budget and approving all expenditures; approving curriculum, textbooks and courses of study; and making decisions on salary raises and employment contracts. Meetings of the SB are held when necessary.

Islamic Academy of Daytona Beach

2006 – 2007 CALENDAR DATES

Summary of Calendar

Islamic Academy Of Daytona Beach

August 13-27, 2006 Staff Preparation/Orientation

September 3, 2006 Parent Orientation Meeting (12:30 pm – 3:00 pm)

September 10, 2006 Student evaluation

Health Screenings

Orientation

Open House

September 17, 2006 First day of school

October 22, 2006 Ramadan/Eid Break

October 29, 2006 School Resumes

November 18, 2006 1st Parent Teacher conference.

December 24, 2006 Eid Al-Adha Break

January 7, 2007 Classes Resume

February 3, 2007 Parent teacher 2nd conference

April 28, 2007 Field day

May 27, 2007 Last Day of School for Students

June 2, 2007 Commencement Day

Summer Camp Program:

This program runs every day from 9:00 am to 4:00 p.m.

June 11 Summer Camp registration

July 2, 2007 First day of camp May 25, 29, 30, 2007 Staff Closing Procedures

I have read and understand all of the following policies and procedures:

- Entrance and Enrollment Requirements
- Pre-Registration and Registration Process
- Tuition Fees/Registration Fee/Activity Fee
- Late Fee Policy
- Returned Check Fee Policy
- That full monthly tuition is due regardless of number of days attended
- Immunizations required
- Attendance Policies
- School Hours
- Sign-In and Sign-Out Procedures
- Late Pick Up Policy and Fees
- Tardy Policy
- Inclement Weather Days
- Policies concerning children with illnesses or contagious conditions
- Medicine Policy
- Discipline and Student Behavior Policies
- Parent Responsibilities
- Lunch/Snack/Food Policies
- School Uniforms
- Picture Policy
- Visitor Policy

Name _____

Signature _____ Date _____