

# 2016-2017 Al-Iman Elementary School Handbook

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8.1	Generally. Except as otherwise provided by applicable law, the debts, obligations and liabilities of the Company, whether arising in contract, tort or otherwise, shall be solely the debts, obligations and liabilities of the Company, and no Member, Manager, Officer, or employee of the Company shall be obligated personally for any such debt, <i>obligation or liability of the Company solely by reason of being a Member, Manager, Officer, or employee of the Company</i> , or acting as a Manager or Officer of the <i>Company</i> . ....	74
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(b)	Second, any remainder shall be distributed to the Member, if then in existence and an exempt organization under section 501(c)(3) of the Code, and of not, then by distributing such assets to such organization or organizations organized and operated exclusively for	

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charitable, educational or religious purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Code as the Managers shall determine. ....	74
10.3 Effective Date of Dissolution. Dissolution of the Company shall be effective as of the day on which the event occurs giving rise to the dissolution, but the Company shall not terminate until there has been a winding up of the Company's business and affairs, and the assets of the Company have been distributed as provided in this Article Eleven. ....	74
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11.3 Propaganda Prohibited. No substantial part of the activities of the Company shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Company shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. ....	75
11.4 Restrictions on Activities. Notwithstanding any other provision of these Articles, the Company shall not carry on any activities not permitted to be carried on by a company exempt from federal income tax under section 501(c)(3) of the Code, or by a company, contributions to which are deductible under section 170(c)(2) of the Code. ....	75
11.5 Operation to Further Charitable Purpose. The Company shall at all times be operated exclusively to the further the charitable purposes of its Member. ....	75
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11.7 Restriction on Merger or Conversion. The Company shall not merge with or otherwise be converted into a for-profit entity. ....	75
11.8 Vigorous Enforcement. The 501(c)(3) organization Member of the Company shall expeditiously and vigorously enforce all of its rights in the Company and shall pursue all legal and equitable remedies to protect its interest in the Company. ....	75
11.9 Restriction on Distribution. No asset of the Company shall be distributed to Member if it ceases to be a 501(c)(3) organization, and if the Member is not a 501(c)(3) organization, the Company shall be dissolved and the assets of the Company distributed as provided in this Agreement. ....	75
12.1 <i>General. This Agreement may be amended by written agreement of amendment executed by the Member. No agreement shall be made unless such amendment is consistent with the provisions and restrictions set forth in Section 3.2 (Admission of Additional Members), Article Ten (Dissolution), Article Eleven (Additional Restrictions and Provisions), and this Article Twelve (Miscellaneous). ...</i>	75
12.2 <i>Benefit and Binding Effect. Except as herein otherwise specifically provided, this Agreement shall be binding upon and inure to the benefit of the Company and the Member and Member's legal representatives, successor and assigns. Captions contained in this Agreement in no way define, limit or extend the scope or intent of this Agreement. ....</i>	75

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*12.3 Severability. If any provision of this Agreement, or the application of any such provision to any person or circumstance shall be held to be illegal, invalid or unenforceable under present or future laws effective during the term hereof, the remainder of this Agreement, or the application of such provision to any persons or circumstances, shall not be affected thereby and shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof.*76

*12.4 Waiver. No waiver by a Member or the Company of any breach of this Agreement shall be deemed to be a waiver of any other breach of any kind or nature and no acceptance of payment or performance by a Member or the Company after any such breach shall be deemed to be a waiver of any breach of this Agreement whether or not such Member or the Company knows of such breach at the time it accepts such payment or performance.* ..... 76

*12.5 Applicable Law. Unless this Agreement provides otherwise, all matters that arise with respect to the business, affairs, and operation of the Company shall be governed by the provisions of the Act. This Agreement shall be governed by the laws of the State of North Carolina (without regard to conflict of laws principles), with all rights and remedies being governed by such laws.*..... 76

*12.6 Mediation. In the event of any dispute over the provisions of this Agreement and in other disputes among the Managers, or between the Company and the Member, if the disputing parties cannot resolve the dispute to their mutual satisfaction, the matter must first be submitted to IAR Board of Directors (BOD). If IAR BOD is unable to resolve the matter it shall be submitted to mediation before proceeding with filing a lawsuit against the other party. Both parties agree to present the dispute before a mediator who will: bring the two parties together to discuss the issues, act as an intermediary in these discussions and make recommendations to the parties on a resolution of the dispute. If the parties are still unable to resolve their dispute through mediation, then the complainant may proceed with filing a lawsuit in the appropriate court that has jurisdiction over any dispute between the disputing parties.*..... 76

NOTE: Items highlighted have additions, deletions or changes.

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## AL-IMAN SCHOOL STUDENT PLEDGE

The school encourages all teachers to lead their students in the recitation of the pledge (during homeroom) with dignity and respect in order to promote our high standards of Islamic character.

### *Al-Iman School Student Pledge*

*I promise to follow the traditions of our beloved Prophet Muhammad  
(peace be upon him)*

*I promise to dedicate my life to the service of humanity and mankind;*

*I will give my teachers, and parents the respect and gratitude which is their  
due;*

*I will take care of the weak and the poor in all the ways I can;*

*I will make a difference in the world by my words and action;*

*I will leave a legacy of love, peace, service and compassion;*

*I pledge to myself, and bear witness that Qur'an will be my guide as long as  
I live!*

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### 2016-2017 STAFF VOICEMAIL EXTENSIONS AND EMAIL

Area	Staff/Teacher	Ext.	Email
Pre-K 3	Seveen Almaghribi	460	<a href="mailto:seveen.almaghribi@alimanschool.org">seveen.almaghribi@alimanschool.org</a>
Pre-K3 TA	Sally Issa	460	<a href="mailto:sally.issa@alimancrescent.org">sally.issa@alimancrescent.org</a>
Pre-K4	Safa`a El-Ridy	433	<a href="mailto:safaa.elridy@alimanschool.org">safaa.elridy@alimanschool.org</a>
Pre-K4 TA	Mohib Fiazuddin	444	<a href="mailto:mohib.fiazuddin@alimanschool.org">mohib.fiazuddin@alimanschool.org</a>
KG	Aneesah Abdullah	437	<a href="mailto:aneesah.abdullah@alimanschool.org">aneesah.abdullah@alimanschool.org</a>
KG TA	Tanveer Jamal	458	<a href="mailto:tanveer.jamal@alimanschool.org">tanveer.jamal@alimanschool.org</a>
1stA	Denise Sakr	462	<a href="mailto:denise.sakri@alimancrescent.org">denise.sakri@alimancrescent.org</a>
1stB	Muminah Kudo	463	<a href="mailto:muminah.kudo@alimanschool.org">muminah.kudo@alimanschool.org</a>
1stA&B TA	Nasima Hossain	438	<a href="mailto:nasima.hossain@alimanschool.org">nasima.hossain@alimanschool.org</a>
2ndA	Holly Hubbard	435	<a href="mailto:holly.hubbard@alimanschool.org">holly.hubbard@alimanschool.org</a>
2ndB		435	<a href="mailto:@alimanschool.org">@alimanschool.org</a>
2ndA&B TA	Khadijha Touimi	454	<a href="mailto:@alimanschool.org">@alimanschool.org</a>
3rdA	Amina Zouhri	484	<a href="mailto:amina.zouhri@alimanschool.org">amina.zouhri@alimanschool.org</a>
3rdB	Nora Cates	484	<a href="mailto:nora.cates@alimanschool.org">nora.cates@alimanschool.org</a>
3rdA&B TA	Amina McCleary	457	<a href="mailto:amina.mccleary@alimanschool.org">amina.mccleary@alimanschool.org</a>
4thA	Sharmeen Khan	448	<a href="mailto:sharmeen.khan@alimanschool.org">sharmeen.khan@alimanschool.org</a>
4th	Shanna Darwish	448	<a href="mailto:shanna.darwish@alimanschool.org">shanna.darwish@alimanschool.org</a>
4thA&B TA	Asna Fazaluddin	461	<a href="mailto:asna.fazaluddin@alimanschool.org">asna.fazaluddin@alimanschool.org</a>
5thA	Nausheen Aleem	443	<a href="mailto:nausheen.aleem@alimanschool.org">nausheen.aleem@alimanschool.org</a>
5thB	Afaf Salem	434	<a href="mailto:afaf.salem@alimanschool.org">afaf.salem@alimanschool.org</a>
L. Arts	Farea Khan	447	<a href="mailto:farea.khan@alimanschool.org">farea.khan@alimanschool.org</a>
Math	Iyad Muhsen	439	<a href="mailto:iyad.muhsen@alimanschool.org">iyad.muhsen@alimanschool.org</a>
Math	Taroub Amar	466	<a href="mailto:taroub.amar@alimanschool.org">taroub.amar@alimanschool.org</a>
Science	Saba Aleem	449	<a href="mailto:saba.aleem.@alimanschool.org">saba.aleem.@alimanschool.org</a>
Soc.St.	Kaitlin Montgomery	436	<a href="mailto:kaitlin.montgomery@alimanschool.org">kaitlin.montgomery@alimanschool.org</a>
Arabic	Hanan Mahmoud	451	<a href="mailto:hanan.mahmoud@alimanschool.org">hanan.mahmoud@alimanschool.org</a>
Arabic	Wafa`a Altalib	453	<a href="mailto:wafaa.altalib@alimanschool.org">wafaa.altalib@alimanschool.org</a>
Arabic	Marwan Hassan	450	<a href="mailto:marwan.hassan@alimanschool.org">marwan.hassan@alimanschool.org</a>
Arabic	Mayssaa Nori	442	<a href="mailto:mayssaa.nori@alimanschool.org">mayssaa.nori@alimanschool.org</a>
MS I.S.	Musa Muhammad	486	<a href="mailto:musa.muhammad@alimanschool.org">musa.muhammad@alimanschool.org</a>
Elem I.S.	Tatiana Coloso	445	<a href="mailto:tatiana.coloso@alimanschool.org">tatiana.coloso@alimanschool.org</a>
Qur`an/IS	Rana Issa	465	<a href="mailto:rana.issa@alimanschool.org">rana.issa@alimanschool.org</a>
P.E. Boys	Jamaal Albany	456	<a href="mailto:jamaal.albany@alimanschool.org">jamaal.albany@alimanschool.org</a>
P.E. Girls	April Ackles	455	<a href="mailto:april.ackles@alimanschool.org">april.ackles@alimanschool.org</a>
Librarian	Melissa Alhertani	407	<a href="mailto:melissa.alhertani@alimanschool.org">melissa.alhertani@alimanschool.org</a>
Staff	Taani El-Emam	404	<a href="mailto:front.office@alimanschool.org">front.office@alimanschool.org</a>
Staff	Andrea Lewis	440	<a href="mailto:andrea.lewis@alimancrescent.org">andrea.lewis@alimancrescent.org</a>
Staff	Maher Alhertani	402	<a href="mailto:business.manager@alimanschool.org">business.manager@alimanschool.org</a>
Staff	Aishia Neal	491	<a href="mailto:aishia.neal@alimancrescent.org">aishia.neal@alimancrescent.org</a>
Staff	Mussarut Jabeen	401	<a href="mailto:principal@alimanschool.org">principal@alimanschool.org</a>
PTSO			<a href="mailto:alimanptso@gmail.com">alimanptso@gmail.com</a>

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## PRINCIPAL`S WELCOME LETTER

Dear Students and Parents,

Welcome to Al-Iman School's 23<sup>rd</sup> year, a place to grow spiritually and academically. At Al-Iman, our students strive hard to follow their dreams and passion. Our caring staff and faculty nurture young minds with compassion and diligence.

The school has come a long way in the past 23 years, our talented and expert teachers guide our students through an integrated program that includes strong curriculum, leadership development and community service. We provide a collaborative and inclusive culture of learning and teaching that helps students reach their highest potential.

In the past, Al-Iman School has prepared students to soar in their respective high schools. We have maintained our legacy of academic excellence and personal achievement.

The student/parent handbook has guidelines in order to follow the school policies, procedures and expectations for behavior. It is designed to serve as both an introduction to policies and procedures and as a quick reference for students and parents throughout the school year. We request you to take some time to read and discuss it with your family. This handbook will help you anticipate, plan for, and navigate issues that may arise during the school year.

We look forward to the 2016-2017 school year, and hope you will find this handbook as a useful tool.

Sincerely,

M. Jabeen

Principal

## **PARENTS ARE RESPONSIBLE FOR ALL SCHOOL RULES**

### 100. BASIC POLICY OVERVIEW

- Parents and students shall become familiar with the handbook. Our staff will enforce these rules to ensure student achievement as well as student and staff safety.
- . School hours are from **7:45A.M. -3:25P.M.**
- Parents shall understand that tuition and fees shall be paid within the time period outlined in this handbook failure to do so will result in immediate parent notification and student suspension until tuition is paid.
- Students must wear the correct school uniform during the school day and at other designated school sponsored activities.
- All staff members will enforce safety and discipline policies.
- Parents will be kept abreast of student performance. Please contact us at anytime if you would like to discuss matters concerning your child. We are here for the purpose of educating our Muslim students and producing the future leaders.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled exams. When a student is absent, it becomes necessary for the student, teacher and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.
- Al-Iman School needs cooperation and support from both parents as well as the community. When we work together as a unit, the children are the beneficiaries. Help us to make Al-Iman School an excellent place for our children to learn and grow.

-JazakumullahuKhairan

The Faculty and Staff at Al-Iman School

### **105.INTRODUCTION**

This handbook provides information regarding the instructional program and operating procedures for Al-Iman School. Everyone is encouraged to share this information. Community support is essential for the development of an effective educational program. We are working to ensure that every child will have positive and enriching experiences at Al-Iman school, InshaAllah. Your active participation is requested. Please take time to become familiar with the contents of this handbook.

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Al-Iman School, while maintaining an Islamic perspective, exceeds the requirements of the General Statutes of the State of North Carolina, which relate to private elementary and middle schools.

### 110. Focus of Al-Iman School

يَتَأْتِيهَا الَّذِينَ ءَامَنُوا إِذَا قِيلَ لَكُمْ تَفَسَّحُوا فِي الْمَجَالِسِ فَافْسَحُوا  
يَفْسَحِ اللَّهُ لَكُمْ وَإِذَا قِيلَ انشُرُوا فَانشُرُوا يَرْفَعِ اللَّهُ الَّذِينَ ءَامَنُوا  
مِنْكُمْ وَالَّذِينَ أُوتُوا الْعِلْمَ دَرَجَاتٍ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ ﴿١١﴾

*"Allah will exalt in degree those of you who believe and who have been granted knowledge; and Allah is aware of what you do" Holy Qur'an 58:11*

The future of the Muslim community depends on an educated and responsible body, of individuals grounded in Islamic tenets and principles. Thus, Al-Iman School's main objective is the Islamic development and academic preparation of Muslim youth to compete for success in this life and the hereafter.

### 115. Philosophy Statement

Al-Iman School shall be guided by the Qur'an (the Holy Book) and the Sunnah (traditions of the Prophet Muhammad) according to the methodology of the People of Sunnah and Jama'ah (the Rightly Guided Predecessors).

### 120. Mission Statement

Al-Iman School shall, provide an Islamic environment that offers quality education and leadership skills to develop global awareness and 21<sup>st</sup> Century skills.

### 125. Vision Statement

In order to achieve its mission Al-Iman School shall:

- Provide an Islamic and professional learning environment by integrating Islamic Teaching into the North Carolina Standard Course of Study.
- Foster Islamic Character by implementing a Character Education Curriculum in partnership with all stakeholders (school board, staff and faculty, parents, and students)
- Maintain its status of a recognized private school as outlined within the General Statutes of the State of North Carolina.

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### 130. Statement of Purpose

Within the scope and meaning of the Qur'an and Sunnah(*traditions of Prophet Muhammad*), the purpose of Al-Iman School is:

1. To provide students with learning opportunities which will help them to direct their thinking and adjust their conduct toward their faith in Allah, in Mohammed (peace be upon Him) as His Messenger and in Islam as the complete way of life.
2. To set the foundation for the building of an Islamic personality.
3. To train students in communication skills in both Arabic and English.
4. To provide students with the highest standard of education, which will enable them to be responsible and productive individuals who will confidently meet the challenges of the future.

### ***Al-Iman School offers the Following Commitments***

- ❖ To provide a safe orderly environment conducive to learning.
- ❖ To maintain high expectations for staff and students.
- ❖ To use time-on-task and active-student participation approaches.
- ❖ To involve parents and the community in the school.
- ❖ To use measures of pupil achievement as a basis for program evaluation.

### 131. Character and Honor

#### **Core Values:**

#### **At Al-Iman School, we value equally the following core values:**

#### ***EXCELLENCE IN TEACHING AND LEARNING***

We value the transformational growth that takes place when teachers and students experience the joy of learning together. A collaborative academic culture nurtures intellectual courage, curiosity, and creativity.

#### ***PERSONAL ACHIEVEMENT IN MIND, BODY, AND SPIRIT***

We value intellectual, physical, and spiritual wholeness. We inspire our youth to discover their talents, pursue their passions, and achieve their personal best.

#### ***HONOR***

We value honor and integrity as central to building character. Our individual and shared commitment to honor, embodied in the Honor Code, creates a foundation of trust and respect essential to an ethical and moral life.

#### ***COMMUNITY***

We value relationships that connect us to each other and to the larger world. We aspire to be a nurturing community that respects the dignity of every human being.

#### ***HERITAGE***

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We cherish and celebrate our heritage, one that is rich in tradition, Islamic values and opportunity for all students. The best of our past forms the foundation for the best of our future.

### **Honor Code**

**Each Al-Iman School student pledges to “uphold the highest Islamic standard of personal integrity in every phase” of his/her life at the school. By making this promise, each student contributes to the creation of a community whose members can enjoy the security and freedom made possible by trust. A student upholds the highest Islamic standard of personal integrity when s/he is honest, respectful, and responsible, but s/he also upholds the Islamic standard when s/he accepts accountability for conduct that is dishonest, disrespectful, or irresponsible. If a student has lied, cheated, stolen, or plagiarized, the purpose of the discipline process is to enable a student to accept responsibility for his/her actions and then to rebuild the trust that s/he has broken with the school.**

### **The Oath**

All students and faculty are required to take the following oath of understanding and promise:

*I pledge that I will uphold the highest Islamic standard of personal integrity in every phase of life at Al-Iman School, and I recognize and accept my responsibility for helping others to live up to that standard.*

### **135. Al-Iman School Student Portrait**

Students at Al-Iman School shall:

- Have the proper Islamic creed (‘aqeedah) and put Islam first in all aspects of their lives which includes but is not limited to having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a lifelong pursuit of increasing their knowledge of the Qur’an and Sunnah.
- Demonstrate to others through speech and action that they are Muslims.

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- Provide a positive example of Islam through their behavior and character.
- Be active in their communities through their time, money, and service.
- Excel in their academic work and behavior beyond Al-Iman.
- Excel in various professions in the workplace.
- Be leaders in various capacities.

### **140. Al-Iman School Parent Portrait**

Parent of Al-Iman School students shall:

- Instill the proper love for Allah, His Messenger, and the righteous predecessors through an Islamic upbringing (tarbiyah).
- Offer an Islamic atmosphere for their children outside of school.
- Serve as an example for proper Islamic practice and behavior.
- Monitor their children's activity on the internet and television to ensure it is Islamically appropriate.
- Work with their children at home to enhance their learning in all subject matters.
- Respectfully communicate with their children's teachers when needed to improve their performance.
- Offer their services at Al-Iman School.

### **145. Al-Iman School Professional Excellence Portrait**

The faculty and staff at Al-Iman School shall:

- Emphasize having the proper love for Allah, His Messenger, and the righteous predecessors.
- Have a strong understanding of the Islamic creed ('aqedah).
- Be knowledgeable concerning worship ('ibaadah) issues in Islam.
- Provide a good Islamic example for the Al-Iman School students.

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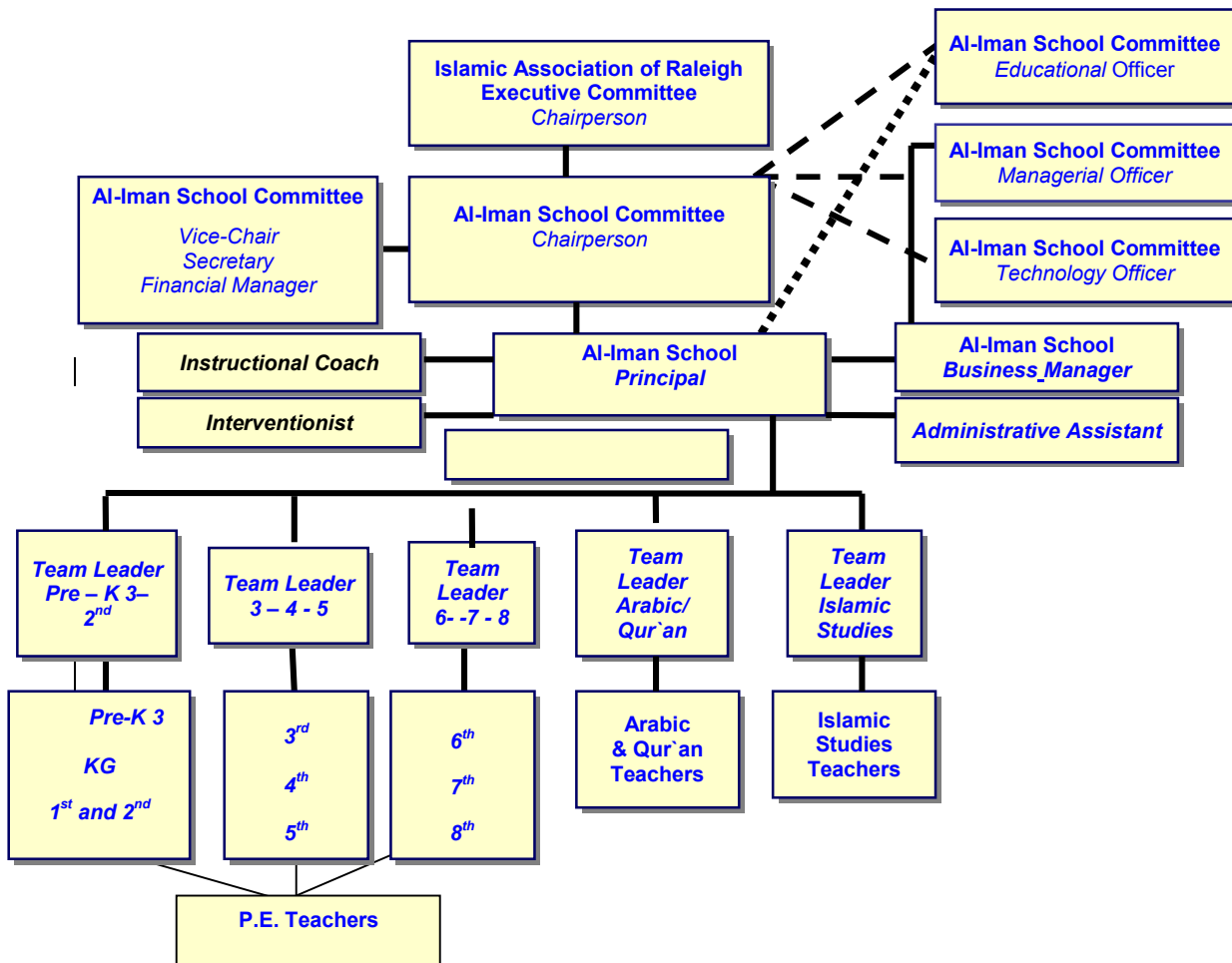
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- Incorporate Islamic teachings across all subject matters.
- Allow the students to do inquiry-based activities to learn their subject matters.
- Know how to deal with all kinds of learners.
- Offer continuous reinforcement and feedback that maximizes the performance of their students.
- Offers authentic assessment that is a true measure of their students' capability.
- Work well with other faculty and staff to foster the learning environment.

Constantly work on enhancing their educational background by continuing education and the attending of workshops.

Be proactive in communication with the students' parents and all other related stakeholders.

## Organizational Chart





**Figure 1. Organizational Chart for Al-Iman School**

## **200. STRUCTURE OF AL-IMAN SCHOOL**

### **201. Al-Iman School Committee (ASC)**

The Al-Iman School Committee (ASC) is appointed by the Islamic Association of Raleigh (IAR) to oversee the school and function as the board of education for the school. ASC members are all volunteers and in most cases parents of Al-Iman school students. ASC members fill the following positions:

- (1) Chairperson
- (2) Vice-Chair
- (3) Secretary
- (4) Financial Officer
- (5) Educational Coordinator
- (6) Management
- (7) IT Officer

Please note that the Operating Agreement (the "Agreement") of AL-IMAN SCHOOL, LLC, a North Carolina limited liability company, is entered into by and between AL-IMAN SCHOOL, LLC and the ISLAMIC ASSOCIATION OF RALEIGH, the sole member (the "Islamic Association of Raleigh" or the "Member").

(Please read the complete Operating Agreement of Al-Iman School, LLC located in the Appendix.)

### **202. Al-Iman School Administrative Team**

The members of the administrative team for Al-Iman School are employed by the ASC to ensure seamless operation of the school. The team includes:

- a) Principal
- b) Assistant Principal
- c) Business Manager
- d) Interventionist
- e) Administrative Assistant

#### **202a. Role of the Principal**

The Principal serves as the chief administrator of the school ensuring that the focus, purpose and commitment of Al-Iman School are implemented through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the school. The job responsibilities of the Principal are Administrative, Academic and Educational. The Principal reports directly to the ASC. Teachers and Team Leaders report directly to the Principal. The Principal works closely with the Business Manager and other administrative staff under the guidance of the ASC to ensure cohesive excellence in managing the organization

#### **302b. Role of the Instructional Coach**

The Instructional Coach is a peer-support role which involves direct interaction with teachers for the purpose of improving instructional practice. Instructional Coaches may be district or building-based professionals.

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The primary duties of an Instructional Coach are to:

- Provide job-embedded modeling and support to help colleagues implement effective instructional strategies, understand content standards or other program practices, and recognize how various components of the curriculum link together.
- Facilitate professional learning opportunities to help educators master of the North Carolina Professional Teaching Standards, often by demonstrating a lesson, co teaching, or observing and giving feedback 202c.

### **202c. Role of the Business Manager**

The Business Manager is responsible for maintaining the non-academic aspects of school administration including ensuring that the school business records, benefits programs, building codes, and maintenance of facilities are kept up to date and in safe, working order. It is desirable that the Business Manager has a background in education. The Business Manager is also responsible for tracking and recording tuition payments and delinquent accounts, as well as other accounting duties under the supervision of the Principal. The Business Manager reports directly to the ASC Chair. The Business Manager also reports to the Principal for operational procedures. The school Custodian, maintenance contractors, and other service staff report to the Business Manager.

### **202d. Interventionist**

The Interventionist will provide Tier II Support Services to students that will encompass academic and behavioral counseling with the student, as well as other stakeholders as deemed necessary. These services may include, but are not limited to, small group academic tutoring, small group behavioral counseling, and one-on-one sessions with students as needed. Tier II Support Services to the staff will involve providing professional development opportunities to the institution as deemed necessary by the needs of the staff. The Interventionist may also serve as a liaison between the Al-Iman School and the outside community in an effort to provide the campus community with the resources that exist beyond the institution. Tier III Support Services for the Al-Iman campus community will include, but not limited to, organizing meetings with the school administration and between pertinent, involved members, to troubleshoot and problem solve critical issues that may arise from time to time.

### **202e. Role of the Administrative Assistant**

The Administrative Assistant serves as an administrative arm of the Principal. This person is involved mainly with the day-to-day operation of the Front Office, such as maintaining school and student records, and facilitating the work of the staff, substitute teachers and volunteers. The Administrative Assistant acts as liaison with both internal and external groups and edits the school newsletter. The Administrative Assistant communicates to the parents as needed, through personal contact, telephone and mail. The Administrative Assistant reports directly to the School Principal.

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## 300. ADMISSION AND FEES

### 305. Admission Policy

Al-Iman School is operated on a non-discriminatory basis, according equal treatment and access to services without any regard to race, color, national origin or ancestry. While education is provided from an Islamic perspective, children of any religion may be admitted. Parents of Non-Islamic faith should bear in mind that Islamic education is part of all curricula and the essence of the school's being.

#### 305a. Admission Requirements

For all students: Current report card must demonstrate that the student is at grade level in all core subjects ("3" for elementary students and "C" for middle school students). Current report card must demonstrate that the student's Work Habits and Conduct should be average or above for all 4 quarters. In addition, the student has to demonstrate average or better on the in-school assessment.

Preschool 4 year old: The student must be fully potty-trained., which includes no Pull-Ups at anytime. The student must reach the required age no later than August 31st for enrollment. Under no circumstance will a student that does not meet the required cut-off age for Preschool 4 year old program be promoted to Kindergarten. Any student with severe behavior issues will be put on probation until first quarter interims.

**1. Kindergarten:** The student **must be five years old on or before August 31<sup>st</sup>** for enrollment into Kindergarten. Admission for Pre-K& KG is contingent upon a screening with the teacher.

Students entering Al-Iman for kindergarten will be considered on a case-by-case basis pending the availability of space, results of a school readiness exam, and a score of **98%** or better on a professionally administered psychological evaluation.

As of June 1, 2011, all new applicants in grades KG-8<sup>th</sup> will be required to take an in-house assessment. This assessment will be given during the summer and will be used by the admissions committee, along with previous school records, to determine acceptance to Al-Iman School.

Al-Iman School follows Wake County Public School System (WCPSS) policies for early admissions to kindergarten. (For more information, please visit <http://www.wcpss.net/newcomer/getting-started/registration/kindergarten.html>)

**2. 1<sup>st</sup> Grade and Above:** Applicants to Al-Iman School for 1<sup>st</sup> grade and above must be able to demonstrate both academic success and behavioral compliance in their previous educational environment. Some students may require additional assessment data to be obtained at the parent's expense.

Al-Iman School currently has guidelines of screening when a child is suspected to have emotional, behavioral, or learning disabilities. Please refer to the School Principal for specific guidelines.

As of June 1, 2011, all new applicants in grades KG-8<sup>th</sup> will be required to take an in-house assessment. This assessment will be given during the summer and will be used by the admissions committee, along with previous school records, to determine acceptance to Al-Iman School. In addition, all new applicants in grades 1-8 will be on total probation (academic and behavioral) for the first quarter of attendance at Al-Iman School.

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**3. Application Fees:** Any and all applications fees are Non-Refundable. This application fee, and the family cap, are valid only for the current school year and is subject to change.

### **305b. Restrictions**

1. After accepting a student, if it is determined that he/she has inadequate familiarity with the English language; the child may be requested to transfer to a school with an ESL program. Presently, ESL classes are not available at Al-Iman School.
2. Children with emotional, learning, and behavioral disabilities cannot be accepted at Al-Iman School, as programs are not available to meet the needs of these children.
3. After accepting a child, if it is determined that he/she has emotional, behavioral concerns, and/or has learning disabilities, etc., the student will be requested to **withdraw** from Al-Iman School to a program that is designed to meet his/her learning needs. If concerns arise regarding possible problems or issues that relate to a student's emotional &/or psychological state, the parent/guardian has a two-week period to provide the school with a psychological evaluation &/or relevant documentation to settle the concerns. All documentation should be provided by a licensed professional in the field (i.e. child psychologist or psychiatrist).

### **305c. Enrollment Procedure**

Parents or guardians will be required to complete an enrollment procedure. This procedure includes completion of the Admission Application Form, a Bilingual Survey Form, a Student Emergency Form, Basic Rules for Parents Form, and an Educational Assistance Form if parent is seeking educational assistance.

1. Complete and submit an admission application form by the pre-announced deadline.
2. Present a certified birth certificate or passport
3. Pay the non-refundable application fee of \$300.00 per student or \$500.00 per family.
4. Sign a permission form to release copies of the student's latest transcripts and school reports from previous schools.
5. Submit medical records that document the minimum vaccinations as required by the state of North Carolina. Prek & Kindergarten applications must also include the latest physical administered by a physician.

In compliance with North Carolina laws (G.S. 130A-155), parents must provide medical records to be kept on file in the school, as an evidence that the student was immunized with minimum vaccine dosages before entering the school:  
new NC standards

- A) Diphtheria, tetanus and whooping cough (DTP);**  
3 doses by age 1; 1 dose by age 4
- B) Polio** - 3 doses by age 2; 1 dose by age 4
- C) Measles, Mumps, and Rubella (MMR)**  
1 dose by age 2; 1 dose by age 4
- D) Varicella;** 1 dose by age 2, 1 dose before entering school
- E) H. Influenza Type B;** 3 doses by age 1
- F) Hepatitis B;** 1 dose by age 2
- G) At least one dose of Haemophilus influenzae b (HbOC or PRP-OMP)** given on or after first birthday and before five years of age.
- H) Tdap vaccine** for 7<sup>th</sup> Grade Students

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- l) Meningococcal conjugate vaccine (MCV)-2 doses. One dose for individuals entering 7<sup>th</sup> grade or by 12 years old, whichever comes first.**

If you cannot secure a certified immunization record, contact your physician or the Wake County Health Department. A new series of shots can be administered. If the completion of a new series should run beyond a 30-day period, a physician's written statement verifying this information would be required for the student to remain in school.

### **305d. Acceptance Procedure**

Due to limited space and increasing enrollment, the following criteria have been adopted to determine admissions to Al-Iman School.

1. Students who do not meet the admissions requirements will not be admitted to Al-Iman School.
2. Returning students that have met Al-Iman School's minimum academic/behavior standards and are not on academic or behavior probation will be re-admitted following current re-enrollment procedures. After the current re-enrollment deadline, if your child has not re-enrolled, then he/she will be considered as a new student and applicable fees will apply.
3. New students that have met Al-Iman School's minimum academic/behavior standards based on their previous school records will be conditionally admitted upon completion and submission of the enrollment package by the given deadline and passing the placement test. All new students accepted without an Action Plan will be on a one quarter total probation (academic and behavioral). All new students with an Action Plan will be on a 5 week total probation (academic and behavioral).
4. Space permitting, returning students on academic/behavior probation will be re-admitted upon completion and submission of the re-enrollment package by the given deadline. A student whose probation period expires during this time and has not met the conditions of the probation will NOT be re-admitted.
5. If vacancies still remain, then new students identified as having academic or behavioral problems in their former school may be admitted on probationary status at the discretion of the Principal based on recommendations made by the admissions team if it is believed that the student may respond more favorably to the educational environment at Al-Iman School.
6. In the case of limited space and equally qualifying applications, returning students will be preferred over new applicants unless the new applicant is the child of a staff member; new applicants who equally qualify will be admitted according to the date of application.
7. Upon filling all vacancies, the remaining students will be placed on the waiting list ranked in accordance with the preceding steps. Students who equally qualify for admission at any level will be ranked according to the date their application was received.
8. Students who possess "Limited English Proficiency" require special instruction in English through an ESL or LEP specialist (teacher). Presently Al-Iman is unable to afford specialized programs of this nature. ESL or LEP students will be recommended to enroll in an alternate school that provides LEP services. Or they may enroll in the public school system's LEP program in order to develop English language skills and to have meaningful access to their educational programs.

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### 310. Tuition and Fees Policy

1. Effective August 1<sup>st</sup>, 2011, all tuition and material fee payments must be made by automatic withdrawal only. The business manager will contact parents to schedule a meeting to sign the automatic withdrawal contract. Only for exceptional cases, a written request must be sent to ASC for prior approval for not allowing automatic tuition withdrawal and the reasons for this request.
2. Automatic withdrawals will be processed by the bank on the 15<sup>th</sup> of each month or the next business day.
3. Tuition can be paid by the month, the quarter or the year.
4. 1<sup>st</sup> Installment of the Tuition and Educational Materials will be processed on Aug. 15<sup>th</sup>, 2015.
5. A \$30.00 penalty is applied to NSF transactions (insufficient funds).
6. Accounts that are not current by the 27<sup>th</sup> of the month for 2 consecutive months may result in the immediate suspension of the student upon ASC approval.
7. No child will be re-enrolled to the school if there is an outstanding tuition or other fees from the previous year.

### 311. Automatic Re-Enrollment Policy

- All students currently enrolled as of the 1st of April will automatically be re-enrolled for the upcoming school year. The \$100.00 deposit will be withdrawn with the April tuition automatic deduction on April 10th of the current school year. Any parent whose child will not be returning for the upcoming school year must inform the business manager in writing or by email no later than the 10th of April of the current school year. This deposit will be applied to your account. If you withdraw your child after April 15th, the \$100 deposit will NOT be refunded. **As of April 15th, if your family has not re-enrolled, then your child(ren) will be considered as a new student and a \$300.00 application fee will apply.**

### 315. Educational Assistance

Al-Iman School recognizes that Islamic education is essential for all Muslim children regardless of their financial status. InshaAllah, efforts will be made to subsidize tuition for families who qualify to receive educational assistance through the IAR Social & Welfare Committee.

To be considered for educational assistance, families in need must complete an Educational Assistance Application Form (which can be obtained from the Business Manager's Office or Front Office) and submit it with all supporting documents to Al-Iman School. The IAR's Educational Assistance team will review educational assistance applications confidentially. Families who qualify for educational assistance may be required to pay a portion of the full tuition for each child. The financial status of families receiving educational assistance will be reviewed every six months and the amount of aid may be adjusted based on the recommendations of the reviewing team.

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After the deadline printed on the Educational assistance application, the only applications that will be accepted for reviewing are those that involve an emergency situation or a change in financial status.

## 400. INSTRUCTIONAL PROGRAM

### 405. Staff

The qualifications of the staff of Al-Iman School meet or exceed state guidelines for Teachers. As practicing Muslims, Teachers from various parts of the world present themselves as positive role models. They also bring diversity to Al-Iman School through their rich experiences. Our teachers bring valuable professional qualities to the teaching team, and promote a climate of tolerance in the school. Teachers of other faiths are provided with Muslim mentors or assistants to help them fulfill the school mission in the classroom.

### 410. Course Offerings

Students at Al-Iman School are instructed in the following subjects: Islamic Studies, Qur'an, (Qur'anic) Arabic Language, Language Arts (English: Reading, Writing, Listening, and Speaking), Mathematics, Health, Physical Education, Science/Health, Computer Technology, Social Studies, and a selection of elective courses. The curriculum of Al-Iman School follows goals and objectives outlined by the state of North Carolina Common Core Standards, and Islamic Character Education.

### 415. Homework

Educational research supports the idea that homework is an integral component of the instructional program and should be assigned on a regular basis. Homework assignments are purposeful reinforcements of our instructional program and appropriate to the student's academic development. The amount and complexity of homework required of students will normally increase as the child progresses from one grade to the next. Homework assignments should be submitted at the designated time.

**Elementary Students (grades K-5)** are expected to complete any homework given Monday through Thursday and should allot approximately 1 hour\* for grades 1-2 or 1½ hours\* for grades 3-5 per night to successfully complete assignments. ***Homework should not be assigned for weekends at this level: however, weekends may be used to complete assignments which have not been completed during the week due to absence from school or other necessities.*** Students may also use time during the weekend to complete long-range projects and assignments.

*Furthermore, they shall modify testing, homework and project assignments during the Holy month of Ramadan.*

**\* These are estimates and variations are expected depending upon the student's ability as well as the assigned tasks.**

### 425. School Clubs & Extra-Curricular Activities

**Purpose:** Clubs and extra-curricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramural, class activities and other special events sponsored and approved by Al-Iman School.

The list of activities will be announced upon availability and subject to change due to interest, funds and availability of sponsors.



### 429. Guidelines for Extra-Curricular Activities Participation

- A. Al-Iman School rules and policies will remain in effect for all school-sponsored clubs, activities or events.
- B. Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely.
- C. Class work and homework must be completed **on time** in order to participate in any extra-curricular activities, since that is one of the primary purposes for attending Al-Iman School. Conduct grade must also be a Level III.
- D. Elementary Students **must** perform at level (III) in **all** their classes quarterly in order to participate in Non-academic extra-curricular activities. If a child does not perform at level (III) **or better**, "**Average or above average**" conduct, **or** "**Completes Homework**" by the end of the current quarter he/she will be placed on "**Probation Status**" until the second quarter **interims**.

The student on "Probation Status" must perform at a level III or better in all classes, "average or above average" conduct, and "Completes Homework" in all classes on the second quarter interims, in order to continue any non-academic extra-curricular activities. If the student does not maintain these standards in the second quarter report card then the student will be excluded from any non-academic extra-curricular activities until improvements are made on the third quarter interims.

The student on "Probation Status" must perform at level III or better in all classes, "average or above average" conduct, and "Completes Homework" in all classes on the third quarter interims, in order to continue any non-academic extra-curricular activities. If the student does not maintain these standards in the third quarter report card then the student will be excluded from any non-academic extra-curricular activities until improvements are made on the fourth quarter interims.

E. Students who have "**average, level III**" conduct in their classes **and Complete their homework in all classes** will be able to participate in extra-curricular activities.

F. Extra-Curricular activities are intended for Al-Iman students though other students of similar age may be admitted with the approval of the advisor as long as that student has not been suspended or expelled

G. Students may not attend extra-curricular activities on days that they have been absent from school.

H. Students who have been suspended more than once will not be eligible to participate in any extra-curricular activities for the remainder of the school year.

I. Participation in extra-curricular activities is a privilege and as such may be denied at the Principal's discretion to any other student who fails to meet academic and/or behavior standards at Al-Iman School. Students **must** maintain a minimum overall "III" average in **all** their classes quarterly in order to participate in extra-curricular activities. If a child does not maintain a "**III**" **or better**, "**Average**" conduct, **or** "**Completes Homework**" by the end of the first quarter he/she will be placed on "**Probation Status**" until the second quarter **interims**.

The student on "Probation Status" must have III's or better in all classes, "average" conduct, and "Completes Homework" in all classes on the second quarter interims, in order to continue any/all extra-curricular activities. If the student does not maintain these standards in the second quarter report card then the student will be excluded from any/all extra-curricular activities until improvements are made on the third quarter interims.

The student on "Probation Status" must have III's or better in all classes, "average" conduct, and "Completes Homework" in all classes on the third quarter interims, in order to continue

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any/all extra-curricular activities. If the student does not maintain these standards in the third quarter report card then the student will be excluded from any/all extra-curricular activities until improvements are made on the fourth quarter interims.

E. Students who have “**average**” **conduct** in their classes **and Complete their homework in all classes** will be able to participate in extra-curricular activities.

F. Extra-Curricular activities are intended for Al-Iman students though other students of similar age may be admitted with the approval of the advisor as long as that student has not been suspended or expelled.

G. Students may not attend extra-curricular activities on days that they have been absent from school.

H. Students who have been suspended more than once will not be eligible to participate in any extra-curricular activities for the remainder of the school year.

I. Participation in extra-curricular activities is a privilege and as such may be denied at the Principal's discretion to any other student who fails to meet academic and/or behavior standards at Al-Iman School.

### **430. Summer School**

Presently, we are unable to offer summer school for students who have failed the promotion standards at Al-Iman School. Students and their parents may choose to access the Wake County or other school system for summer school programs.

### **435. Meeting the needs of ESL or LEP Students**

Students who possess “Limited English Proficiency” require special instruction in English through an ESL or LEP specialist (teacher). Presently Al-Iman is unable to afford specialized programs of this nature. ESL or LEP students will be recommended to enroll in an alternate school that provides LEP services. Or they may enroll in the public school system's LEP program in order to develop English language skills and to have meaningful access to their educational programs.

Once students enroll in an LEP program and are successfully exited from the program they may re-apply for admission at Al-Iman School. They should be able to demonstrate English language proficiency in speaking, reading, writing, and comprehension of English and show academic success in the general school program.

### **What is the definition of a Limited English Proficient (LEP) student?**

A limited English proficient student is defined as an individual who meets all three of the following criteria:

**Home Language:** The student has a native language that is not English and comes from an environment where a language other than English is dominant; or is a Native American and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; **and**

**Proficiency:** Who has difficulty speaking, reading, writing or understanding the English language, whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to fully participate in our society; **and**

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**Performance:** Language assessment scores (offered by outside agency) indicate he/she is not English language proficient based on the standardized score 3 or below as measured by published language assessments such as the Language Assessment Scales (LAS) and Woodcock-Munoz Language Survey; or scores below the 40<sup>th</sup> percentile on the Iowa Test of Basic Skills (ITBS), or report card grades, teacher observations, and other performance data show the student is not performing at grade level with his/her English-speaking peers.

**Source:** Federal P.L. 103-382, Improving America's Schools Act, 1994 (Title VII, Bilingual Education)

### **500. GRADE REPORTING**

Academic and behavior progress is reported at Al-Iman School through report cards and standardized tests.

#### **505. Report Cards**

**505a. Pre-K & Kindergarten:** Classes will receive a report card every 18 weeks (two times a year)

1st Grade: Class will receive a report card for 2nd, 3rd & 4th quarters only.

2nd Grade through 8th Grade: Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's cumulative academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. The following means are utilized to determine and report student progress

#### **505b. Elementary Report Card: (KG-5<sup>th</sup>)**

**(Adopted August, 2007-2008)**

Al-Iman School adopted Standards-based grading to be compatible with Wake County Policy. It is the basis for all grading in the elementary school. The purpose of the adoption was to improve consistency in the grading process from grade to grade and school to school based on the state standards listed in the NC Standard Course of Study for each grade. Additionally, the report card was revised to align with new laws and policies such as the NC Student Accountability Standards and the WCPSS Promotion policy.

The report card informs students and parents about a student's performance on the grade level standards. Grades are a summary of assessments and evidence that is collected throughout the grading period. Information related to growth, overall strengths, and needs are captured in the teacher comment section. Samples of student work representing Levels 1, 2, 3, and 4 should be posted in the classroom so students have a clear idea of how to perform better than is expected.

The report card has helped administrators and teachers at schools to improve assessment practices, guide instruction of the state standards, and provide more deliberate development of enrichment activities.

The student performance levels of 1, 2, 3, or 4 indicate the degree to which students have

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met the expectations set by the state in the Standard Course of Study and whether the student has the necessary skills and concepts to be successful in the next quarter or next grade. Examples of work at each performance level are readily available through student work samples and system-wide rubrics so learners know the expectations for each level. Rigorous opportunities for students to demonstrate understanding and skills beyond the state's expectations are offered regularly in the general education setting. This provides chances for all children to show their talents and to stretch their learning.

### **510. Student performance levels**

The student performance level is determined by a variety of assessment data for each object that is addressed that grading period. Work habits and conduct grades are separate from the student's content proficiency.

**Level 4 - Extends targeted grade level standards:** represents the student exceeding grade level expectations set by the state and that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

**Level 3\* - Demonstrates proficiency of targeted grade level standards with evidence of application over time:** represents the student meeting the grade level expectations set by the state with evidence of application and that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter. Example: A third-grader clearly understands the concept of multiplication, can recall the facts quickly, and can use the multiplication to solve everyday problems. The teacher has collected evidence of this mastery and recorded it on the student's math profile.

**Level 3 - Demonstrates proficiency of targeted grade level standard:** represents the student meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

**Level 2 - Inconsistent and needs support to meet targeted grade level standards:** indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. The student still needs teacher support to be successful with the concept or skill; the student is not yet independent. This should alert parents that close communication is needed for further student support.

**Level 1 - Insufficient performance of targeted grade level standards with support:** indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support.

Grades are provided twice a year for weekly special classes such as art and music, instead of quarterly. This provides special teachers the time with students they need to assess each student's work.

### **515. Reporting on classroom behavior**

Reports on the student's conduct and work habits are also included. In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and

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completes work. Students who fail to adhere to the Al-Iman School Behavior Contract and do not meet Al-Iman's expectations for behavior, will be placed on a Behavioral Action Plan. Furthermore, if the Behavioral Action Plan is in effect the student will be withdrawn from Al-Iman School.

Students are rated with a 1, 2, or 3 scale for Conduct and Work Habits.

3 - meets expectations

2 - inconsistently meets expectations

1 - does not meet expectations

### Comments

The comments section enables the report card to take the place of a separate Personal Education Plan that is necessary for students performing at Levels 1 or 2. The report card provides space for teachers to list the individual interventions such as a volunteer tutor, mentoring program, or Accelerated Learning Program instruction in which some students participate. The comments should be specific enough for a tutor or student helper to know the focus of the intervention. Interventions should not address goals in an P.E.P. nor should they report on enrichment or AG services. These are separate reports that can be sent with the report card. A reader should be able to predict the report card grade based on the comments.

The elementary report card provides one way for the teacher to communicate with the student and parent about the student's success in meeting the state standards for that grade and reporting on the student's classroom behavior and work habits.

More detailed information can be found at <http://www2.wcpss.net/departments/c-and-i/elementary/reportcards/index.htm> . Click on "Guide to Reporting Student Progress".

### 525. Character and work/study habit grades

**Conduct:** Al-Iman Students are expected to excel both academically and in developing good character and successful habits. The homeroom teacher of the student reports such behavior in consultation with all of the student's teachers as follows:

For Elementary School, conduct is listed on the report card for all four quarters. There are currently 3 conducts reported: 1) Cooperation, 2) Showing respect for others and 3) Observing rules and procedures. Students receive an "X" for each conduct demonstrated for each quarter.

### 535. Academic Standards at Al-Iman School

#### A. Middle School Honor Roll-deleted

#### 535B. Academic Action Plan

All students are expected to perform "At Level" or higher in every subject. If a student does not perform "At Level" or inconsistently performs "At Level" at the end of any quarter, the student will be placed on an academic action plan and the parents will be notified. The student will have until the end of the next subsequent grading period to raise the grade to a C or better.

Teachers are to work closely with parents to ensure that both the students/parents understand expectations and are aware of curriculum objectives to be covered each quarter. Intervention

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strategies must be designed and implemented early in the quarter prior to the report card to address student weakness. The Teacher will develop an action plan signed by the parents and teachers to assist the child in order to improve academic performance. The parents, student, and teacher must participate in planning and periodically checking progress made. The student will continue on an action plan until he/she achieves a grade C Average. The Action Plan will be kept in the cumulative folder.

### **535C. Testing Procedures**

At least once in each school year, in compliance with North Carolina State Law, Al-Iman School shall administer a nationally standardized test/measurement to students in their required grade levels. This procedure will measure achievement in the areas of Language Arts, Mathematics, Science & Social Studies. The school is required to prepare and maintain records of the results achieved by its students for one year after the testing. A duly authorized representative of the State of North Carolina shall make all records available, subject to the provision of G.S.115c-196, at the Front Office, at all reasonable times, for annual inspection. Also, the school administration may decide to administer a nationally standardized test to any student in order to monitor the student's progress in comparison to a national norm and for curriculum evaluation or for grade placement.

At least once in each school year, in compliance with North Carolina State Law, Al-Iman School shall administer a statewide or nationally standardized test/measurement to students in their required grade levels. This procedure will measure achievement in the areas of English Language Arts, Mathematics, and Science. The school is required to prepare and maintain records of the results achieved by its students for one year after the testing. A duly authorized representative of the State of North Carolina shall make all records available, subject to the provision of G.S.115c-196, at the Front Office, at all reasonable times, for annual inspection. Also, the school administration may decide to administer a nationally standardized test to any student in order to monitor the student's progress in comparison to a national norm and for curriculum evaluation or for grade placement.

Al-Iman School uses the criterion referenced **NWEA MAP (Measures of Academic Progress) Test** to make comparisons between Al-Iman School and other schools throughout the nation. Parents are notified of standardized test scores when they become available to the school.

### **MAP Testing Requirements**

MAP Testing is a nationally normed diagnostic test that is given three times a year (Fall, Winter and Spring). To show competency students should show standard growth from the Fall to the Spring testing session, in accordance to NWEA norms. Student growth is based on individual performance, teachers receive growth and norms data that permit them to evaluate student achievement independent of grade, over time, and in relation to students across the U.S.

### **Students Not Showing Mandated Growth Based on NWEA Norms**

Showing growth in MAP testing is essential for all students at Al-Iman School. If a student in grades K-8 does not show the required growth, the middle school team will review the student's overall class performance to determine if an action plan is needed.

- Students who scored a Level 1 in either ELA or Math will be retested on assigned day before the school begins. The parents will be informed and given materials to review over the summer.
- Students who scored a Level 2 in either ELA or Math and did not pass the corresponding subject(s) will be retested on assigned day before the school begins. The parents will be informed and given materials to review over the summer.

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- Students who scored a Level 2 in ELA and Math and passed the corresponding subject(s) will not be retested.

### **Students Not Passing the End-of-Course Test**

Passing the End-of-Course (EOC) in all core subjects is mandatory for all students. If the student does not pass the EOC, the student will be required to re-take the EOC in order to be promoted to the next grade level. In addition, students have to pass the Middle School EOC for Mathematics and Arabic in order to be promoted to the next Math/Arabic level.

### **535D. Promotion and Retention Policy**

Promotion standards are based on the belief in the need to provide early and ongoing assistance to students who need it. The aim must be that all students have the basic skills critical for participating in and benefiting from high school curriculum in core academic and vocation areas.

**In grades K-8**, each student shall be placed at a grade level by the Principal in consultation with the school review committee. This committee shall be composed of the (1) students' (2) classroom teachers, (3) consultants or specialists working with the student, if available (4) the Principal. Social workers and counselors who are serving the child may also be included on this team. Placement shall be based upon the mastery of critical knowledge and skills including reading, writing, mathematics, and science and in consideration of social, emotional, and physical needs. In addition, the student's NWEA MAP Test scores must demonstrate grade level proficiency in Reading, Language Usage and Mathematics. For students in 3rd through 8th grades, they must also demonstrate grade level proficiency in Science. The educational program shall provide for the continuous progress of student.

**In grades 5-8**, promotion requirements are based upon successful course completion of English/Language Arts, Mathematics, Science, Social Studies, Arabic, Qur'an and Islamic Studies and Physical Education. In addition, students must pass at least fifty percent, (50%) of the remaining courses taken. Intervention must be provided for K-8 students who do not meet Al-Iman School, Wake County promotion requirements and/or North Carolina student accountability standards. Intervention strategies may include, but are not limited to, alternative learning models, modified homework, smaller classes, tutorial sessions, extended school day, after-school assistance programs, parental involvement, and/or summer school. Some students may benefit from additional intervention, one of which may be spending two years in the same grade. Parent consultation and involvement, including timely notification, is required for students at risk of not meeting promotion standards and requirements.

(Details will be provided at the beginning of the year.)

### **600. SCHOOL ↔ HOME COMMUNICATION**

In order to provide an effective educational program it is the policy of Al-Iman School to maintain close communication between the home and the school through the following:

1. **Al-Iman "Parents Page"**: This is a bi-weekly online newsletter from the Principal and the Front Office containing announcements and upcoming school events. Parents & students can access this newsletter by going to [www.alimanschool.org](http://www.alimanschool.org) then clicking on link in the features.
2. **New and Returning Student Orientation**: New as well as returning students and their families are encouraged to attend orientation sessions planned for the week before school starts. These

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sessions aim at familiarize the students with the school and its daily procedures. During these sessions, information is also provided on new &/or changes in school policies.

3. **Open House:** The open house is a time to get acquainted with staff members and our educational programs. It is held annually during the first few months of school. At this event, teachers introduce themselves and give a general overview of course content and classroom rules. Individual student progress is not discussed at this function, though a separate conference may be scheduled.
4. **School Visits:** Parents are encouraged to visit the school and their child/children's class(es). The teacher must be notified ahead of time for classroom visits by contacting the Front Office. The Front Office will then have the Teacher contact the parent to schedule an appointment. **Parents are requested not to interrupt any class during instructional time or discuss any issues with the teacher during class time.** For details, please read the procedures for Parent Conference Requests on the next page. Volunteering to assist in preparing learning materials, help chaperone field trips, teach special craft lessons, etc. is a most useful way to visit and be involved at your child's school. Parents may also come to have lunch and offer Salaat with the children. To observe a class, parents, visitors, and specialists must make arrangements in advance with the Principal.

**All visitors MUST obtain a visitor's badge from the Front Office upon arrival at the school. These badges are used to document your 20 hours (per family) of required volunteer service to the school. If you are volunteering with a field trip, these badges may be given to your child's homeroom teacher to be submitted to the office at the end of the day.**

5. **Al-Iman Daily Assignment Books:** Students at Al-Iman School are issued assignment notebooks for the purpose of recording daily homework and long-term project due dates. Elementary students in the 3<sup>rd</sup>&4<sup>th</sup> grade will be assisted by their teachers in learning to use this organizational tool, while students in the 5<sup>th</sup>-8<sup>th</sup> grades will be held responsible for doing so on their own. Parents should check the assignment notebooks daily in order to be aware of student learning on a daily basis.
6. **Weekly Folders and Weekly Report Sheets:** All Elementary students (PreK-5<sup>th</sup>) will be given a weekly folder to be sent home once a week. The contents of this folder will newsletters and announcements as well as graded class work, homework, and conduct from the previous week. It will also include the weekly report sheet, which is an informal report from each of the student's teachers. This report is not a part of the student's permanent record but is intended to target identified needs on a weekly basis. **This document must be signed and returned in the folder on the following day.** The format for conduct that is used in the Elementary Report Card will be used to document weekly conduct for Prek-5<sup>th</sup> grade students.
7. **Teacher Newsletters:** Homeroom teachers and/or Subject teachers will send newsletters home in the weekly folders on a monthly basis to keep parents abreast of class news. Teachers will post their newsletter on their individual webpage at [www.alimanschool.org](http://www.alimanschool.org), under Teacher Web Pages.
8. **Report Cards and Interim Reports:** Report cards are sent home at the end of each 9-week quarter to record student progress throughout the year. Grades assigned on the report card become a part of the student's official academic record. In addition, an interim report is sent home midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued. Both report card envelopes and interim



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reports must be signed and returned the day following receipt. Signing indicates that the parent has seen the report. Parents will have on-line access to view the report cards.

9. **Parent/Teacher Conferences:** Conferences will be scheduled to discuss individual student progress following each interim report. This is so the parents and teachers may work together to target identified needs before the official report card is issued. Additional conferences may be requested by either parent or Teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a request in the weekly folder, sending the teacher a request by email (All staff/faculty members' email addresses can be found on the school's website [www.alimanschool.org](http://www.alimanschool.org)) or by calling 821-1699 and leaving a voicemail message at option 1-4-0-4 indicating the best time and way to be reached. Requests for a conference should be scheduled within 48 hours of contact with the Teacher.
10. **Parent Teacher Student Organization:** The PTSO serves the purpose of a "PTA" in Al-Iman School. Specifically, this organization:
  - A. Coordinates opportunities for parents to participate in the total education of their child, such as volunteering and parent workshops.
  - B. Provides a forum for constructive communication between parents, Teachers, administrators, and community members for meeting challenges posed by the school.
  - C. Sponsors fund-raising activities to promote the development of the school's resources and thus enhance its educational program. Membership is highly recommended to any parent or concerned individual who has a committed involvement with the purpose and basic policies of **PTSO**. **PTSO** holds meetings on a quarterly basis and produces a newsletter periodically to be sent home in the weekly folder.
11. **Al-Iman School at a Glance:** This is a newsletter from the school committee issued at major school and community events to report on the performance, progress, and future plans for Al-Iman School.

### 605. Access to Student Files

School office files (cumulative records) are maintained for each student. The files may include such pertinent information as: attendance records, academic records, quarterly tests, disciplinary referrals and actions taken as well as medical and health records. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Standardized test scores are subject to inspection by a duly authorized representative of the State of North Carolina. Otherwise, access to records by persons other than the parents, the student, and members of the school staff, is limited and requires prior written consent by the parents.

### 610. Change of Address or Telephone Number

It is very important for the school to be able to contact parents by mail and telephone at all times. Please notify the Front Office of any change of address or business or home telephone numbers as soon as possible.

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## 700. DAILY OPERATIONS

Al-Iman School operates on the premises of the Islamic Association of Raleigh for the duration of the academic school year. Hours of operation are Monday – Friday from 7:45a.m. to 3:50p.m. Dismissal will start at 3:25 p.m. until 3:45 p.m. All students not enrolled in the After-School Program are to be picked up no later than 3:50 pm. Extra-Curricular Activities will begin at 3:50 p.m. and will continue until 5:00 p.m. **Applicable program fees will apply.**

## 705. Transportation

Transportation is the responsibility of each family. Car-pooling, arranged among families is one way to meet this need. The school to this date does not provide bus service. If bus service becomes available, parents will be notified.

## 710. Arrival Time

Students must report to homeroom **by 7:50 a.m.** All students must stay their homeroom until the bell rings at 7:58a.m. Homeroom activities will begin at 7:50 a.m. Parents are to understand that arriving to school late means that the child will miss out on valuable instruction. This may put the child behind in his or her schoolwork. **THREE tardies are equivalent to one absence.** Students with more than 5 tardies in a given grading period will be subject to disciplinary action, such as making up the time during lunch and not participating in extra-curricular activities.

**Al-Iman School does not provide an early arrival program for students who arrive before 7:30a.m. It is the responsibility of the parent to find accommodations for their child(ren) before 7:30a.m. No child should be left unsupervised on school property prior to this time. No child will be allowed into the school building until 7:30 a.m.**

## 715. Absences

If at any time a child is to be absent from class due to illness or a previously scheduled appointment, **parents must call in** to report the absence of a child each day before 8:30 a.m. Unconfirmed absences will require the school to call the home to check on the absence of a child. Upon returning to school, students must bring a note from the parent, guardian or Doctor stating the reason for the absence. **Students absent due to contagious illness(measles, etc.) must bring a doctor's note stating that the student's return to school does not jeopardize others.**

Twenty absences **unexcused** from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year. Unexcused absences will result in disciplinary action as well.

Based on the Wake County School Policy, to be counted present for that school day a student must be in attendance at least one-half of the student school day (arriving to school no later than 11:40 a.m. or leaving the school no earlier than 11:40 a.m). This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

## 720. Excused Absence

An absence is excused if the following conditions exist:

1. Illness or injury which makes the student physically unable to attend school.

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2. Isolation ordered by the State Board of Health or the Wake County Health Department.
3. Death in family.
4. Medical, dental, or other appointment with a health care provider approved in advance. (Must bring in a Doctor's note).
5. Court when a student is under subpoena.

**Absences not classified as excused are unexcused.** The student is responsible for submitting a note upon their return, signed by the parent citing the reason for an absence to the Front Office. Failure to comply with the above will result in the absence being unexcused.

**For each excused absent day the student will have two days to make up any homework and/or class work missed (according to Wake County Policy). After the allotted time the teacher will average a zero for any incomplete assignments.**

### 725. Early Release

Parents are requested to make dental and medical appointments for the children after school hours when possible. In such cases where appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from the Front Office. If the student is brought back within the same school day, the parent should check the student back in at the Front Office as well.

- **Each time a child misses school due to a doctor / dentist appointment, etc the parent MUST bring an excuse slip to the Front Office.**
- **No parent is allowed to pick up their child early after Friday Prayers unless for a valid reason (see excused absence above).**
- **If the parent receives a call from the school that their child is sick but they have more than one child attending Al-Iman, the parent can only pick up the child that is ill and the other children will remain in class until dismissal time.**
- **Personal Leave is unexcused**
- ***If your child's appointment is during salaah time, please come to the front office at least 10 minutes before salaah.***
- ***There is no early dismissal after 3:00pm. Please pick up your child before 3:00 pm.***

### 730. After-School Dismissal

Students are dismissed at 3:30-3:45p.m. each day. Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. However, students must be picked up immediately after school during the dismissal time: 3:30-3:50.

To assure a safe and systematic flow of traffic, parents are expected to remain in the pick-up line and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave their vehicles unattended in the pick-up line or the front of the school. Parents must not park in the carpool line. Please remain in your car.

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**After 4:00 p.m. students who are not picked up will be sent to after-school care for adult supervision. Parents will be charged \$10.00 per family for every 15 minutes starting from 4:00 pm The After-School Program coordinator will document pick up times and fees on the Late Pick Up Form and turn this form into the Business Manager on a daily basis. All fees will be deducted with the next tuition automatic deduction.**

If the parent would like to designate a relative or family friend to pick-up their children, the school must receive a written note from the parent. Students will only be released to the people who are listed on his/her **Student Emergency Form**.

### **735. IMPORTANT NOTICE REGARDING UNATTENDED CHILDREN**

It is against the policy of the Islamic Center of Raleigh to leave children unattended on its premises. It is also considered by the State of North Carolina to be child neglect.

### **800. FACILITIES**

#### **805. Snack, Lunch, and Cafeteria Information**

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide an ample, nutritious snack (for the mid-morning break), lunch, and beverage(s) for the child. The school cannot provide refrigeration, heating or cooking facilities. A plastic thermos may be helpful. For the safety of the students, please do not use glass containers.

The cafeteria is operated by IAR ( Islamic Assoc. of Raleigh.) Parents are required to check with the Cafeteria for membership information in order to buy lunch for their children. Lunchtime in the cafeteria is the time where students have the opportunity to visit their friends and socialize. We will maintain a warm, friendly atmosphere in the cafeteria and all dining areas. Parents are invited to have lunch with their children as often as possible. As with all other areas of Al-Iman school, proper student behavior will be expected and maintained.

All students are responsible for cleaning up after themselves by throwing away trash and garbage in the designated area. All students are required to sit in the assigned areas only.

#### **810. Fasting at Al-Iman School**

Older students are encouraged to fast. Fasting is made easier in that lunch is not consumed in-group settings during the Blessed Month of Ramadan. However students who are unable to fast due to medical and personal reasons are provided with an area in which to eat. Staff members may not coerce students to fast. Coercion includes shaming, taking / withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling or setting examples.

#### **815. Prayer Time**

Students at Al-Iman School offer Salaat at-Dhuhr and Salaat al-Jumu'ah at the masjid on a daily basis. Parents are invited to join us for this event as it makes a positive impression on the child. *If you must pick up your child/ren for an appointment during salaah time, please make sure you inform your child's teacher and the front office. It is very difficult to pull a child out during salaah time, especially Jumu`ahsalaah.*

**820. Mobile Computer Lab(Chrome Books) Students at Al-Iman School take computer courses for electives and also have access to the mobile computer lab for educational purposes when supervision is available. The mobile computer lab can not be used without supervision, or for the purpose of Instant Messaging, chats, games, drawing, music, videos, etc. Inappropriate use of the mobile computer lab may result in complete loss of access privileges. (See discipline policy).**

**The Internet may be used only under Teacher supervision. Parents will be provided a waiver form to indicate if a child may/may not have access to the Internet.**

**Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically not permitted:**

- a. Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- b. Harassing, insulting or attacking others.
- c. Attempting to damage computers, computer systems, software, or computer networks.
- d. Plagiarizing or infringing copyrights of works you find on the Internet.
- e. Using another's id or password.
- f. Illegal use of data in folders or work files.
- g. Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization.
- h. Employing the network for commercial purposes.
- i. Using the system for political lobbying.
- j. Posting personal or private information about you or other people on the Internet.
- k. Arranging or agreeing to meet with someone you have met on-line.
- l. Attempting to gain unauthorized access to the any network.
- m. Engaging in any illegal or immoral activities or accessing material advocating illegal or immoral acts or violence. This includes pornography and hate literature.
- n. Posting information that could be disruptive, cause damage, or endanger students or staff.
- o. Posting false or defamatory information about a person or organization.

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- p. Downloading files without prior approval from supervising staff.

### Accessing chat-rooms

In the event a student engages in any of the above referenced activities, his or her access privileges will be revoked and other disciplinary measures may apply. Please refer to disciplinary policies.

Students will be given the privilege to use the Internet along with the responsibility of using it properly. The faculty and staff members of Al-Iman School may request that the Principal deny, revoke, or suspend specific user privileges according to established discipline procedures. A letter will be sent by the Principal to the parents explaining the incident and the decision.

### 825. Playground and Gymnasium

Students at Al-Iman School take physical education courses for electives and also have access to the playground and gymnasium for recreational purposes when supervision is available. Such activities must be safe and should be free of gender mixing for grades 5 and above. During Al-Iman School hours, the playground and gym should be closed to the public at large due to liability issues.

### 830. Field Trips

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned throughout the year. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, students **must** bring to their homeroom teacher a **Field Trip Authorization Form signed by the parent or guardian**. These forms will be given to each student whenever such trips are scheduled. Any student who does not bring a signed authorization will not be permitted to accompany his/her class on the trip and will remain at school during the field trip.

- It will be at the discretion of the teacher to allow a parent for field trip assistance with under school age children.
- Chaperones will not be allowed to pull-out siblings from other classes/grades to go to a field trip. **(i.e. if your 3<sup>rd</sup> grader is going on a field trip and you want your 5<sup>th</sup> grader to go as well, you cannot take the 5<sup>th</sup> grader out of class)**

### 835. IMPORTANT NOTICE REGARDING RIGHT TO SEARCH

Al-Iman School acknowledges the need for the in-school storage of student's possessions. However, students shall not have an expectation of privacy as to prevent examination of the storage area and any other in-school storage space by a school official. (i.e. lockers, desks, etc.)

School authorities are charged with the responsibility of maintaining the safety and well being of the students at Al-Iman School in their care. In the discharge of that responsibility, they shall investigate the presence of an object the possession of which is illegal, in violation of the policies of Al-Iman School, or pose a hazard or threat to the safety, well being and good order of the Al-Iman School.

Whenever there is cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property.

A request for search of a student or a student's possessions will be directed to the Principal or designee. Wherever possible, a search will be conducted in the presence of the student and a teaching staff member.

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### 900. MEDICAL CONSIDERATIONS AND EMERGENCY PROCEDURES

#### 901. Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. ***A request to Administer Medication Form***(available from Front Office)must be completed and filed in the school. **No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Please do not ask us to administer medication unless this process has been followed.**

#### 903. Vomiting

The student's parents will be notified by a teacher or staff member to make arrangements for the child to be picked up immediately. Students may return to school the next day if they do not have a fever, and any other symptoms.

#### 905. Fever

Students with fever will be sent home immediately. A teacher or staff member will contact the student's parents to make arrangements to pick up their child. Students **MUST** be fever-free for 24 hours (without medication) and have no other symptoms before being able to return to school.

#### 906. Rashes, Pink Eye

Rashes and Pink Eye can be contagious. Any student with a suspicious rash or red/pink eye will be sent home immediately. If your child has allergies that result in red eyes, please notify your child's teacher. Please remember that Al-Iman School cannot administer any medication (including eye drops) without a completed Request to Administer Medication Form on file.

#### 907. Allergies

Parents **MUST** notify the school of all allergies (medicine, food, or any other substances). Parents of a student with a life-threatening allergy must provide the school with the appropriate documentation from a licensed health-care provider. The Al-Iman School staff will work with the parents to develop an emergency medical plan. The school takes seriously its responsibility to take reasonable steps to protect the safety of its students. Our goal is to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions."

#### 908. Diabetic Student-deleted

#### 909. Diabetic Student/Student Treatment

Al-Iman School follows the Wake County Public School Policy, which is as follows

##### "Diabetes School Act

Beginning with the 2003-2004 school year, local school boards are required by the State of North Carolina to implement Senate Bill 911-G.S. 115C-47- Care for School Children with Diabetes. This new legislation mandates the adoption of guidelines for the development and implementation of diabetes care plans. The guidelines were

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developed by the State Board of Education, with input from the NC Diabetes Advisory Council and American Diabetes Association.

The following procedures were adopted regarding the management of children with diabetes in the school setting:

- A parental request form to initiate an Individual Diabetes Care Plan.
- Parent/guardian responsibilities for the Individual Diabetes Care Plan.
- The Individual Diabetes Care Plan or the Individual Diabetic agency action plan for conditions of low blood sugar (hypoglycemia) and high blood sugar (hyperglycemia), as well as information on the individual's blood sugar monitoring, insulin and oral medications, and food/exercise requirements.
- A Quick Reference Plan for Students with Diabetes.
- School responsibilities for the Individual Diabetes Care Plan.
- Information and training will be made available to teachers and other school personnel in order to appropriately support and assist students with diabetes.

For assistance in the development and implementation of an Individual Diabetes Care Plan, contact the Al-Iman School office.

### 910. "STAYING HOME WHEN SICK"

Reminder (Adopted from WCPSS)

'The season for coughing, sneezing and wheezing is here! We advise parents to keep their children at home if they display any of the following symptoms:

- fever
- vomiting and/or diarrhea
- headache and chills
- pain in muscles and joints
- sore throat
- coughing
- lack of appetite
- fatigue

Remember that the school policy regarding fevers is this: Your child must be fever-free (and not because of medicine) for 24-hours before returning to school. "

### 911. Lice Policy

#### A. Screening Procedures

1. Have the classroom Teacher and/or designee monitor all elementary school children for head lice through observation of excessive scratching of the scalp.
2. If head lice is suspected, directly inspect the hair and scalp using the student's own pencil or tongue depressor to detect the presence of crawling lice or nits. Observe for movement on or near the scalp especially at the nape of the neck and behind the ear and the crown.
3. When an individual case is found, inspect all students and close associates (best friends, classmates, playmates, siblings, bus or car transportation contacts, etc.).
3. If several students in a classroom are infested, all children in addition to their close associates should be inspected.



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4. The Principal or his designee will determine the need for in-service education for the teachers, teacher assistants, secretaries, assistant principals or others on staff. In-service will be provided as needed for the prevention, identification and control of head lice.

### **B. Case Finding**

The Teacher will bring the student with suspected head lice to the Principal or designee. Once the case is verified, control measures should begin promptly to prevent unnecessary spread of the disease.

1. The Teachers through classroom hair and scalp screening and observations will report suspected cases of infestations to the Principal.
2. The Principal or his/her designee will examine the child's head to verify the report. In cases of doubt, the child will be referred to see his/her Physician for an accurate diagnosis.
3. When a case is found, all the children in the classroom will be checked for head lice by the school personnel. Any other school-aged child in the family should also be checked. All students screened and identified to have head lice will be sent home with a letter to the parents explaining the treatment and when to return to the school.

### **C. Prevention of Spread**

1. As long as one or more students in the class have head lice, all hats and coats should be stored separately. This may be accomplished in any of several ways:
  - (a) Assign individual lockers to student;
  - (b) Let caps and scarves be kept in the student's desk and hang coats on the back of seats. The seats should be at least two feet apart if possible; and
  - (c) Secure the cooperation of students by educating them to Pediculosis, its mode of transmission, and the importance of not sharing clothing items or combs, etc.
2. When active cases of head lice are identified at school and a student is sent home, classmates will be issued a letter by the principal, to the parents, informing them of the existence of head lice in the classroom. The letter will explain precautions and screening procedures to be taken. If there are siblings attending other schools, principal or designee will contact the other school immediately to advise them of findings.
3. The classroom should be vacuumed thoroughly.

### **D. Administrative Handling**

1. Students identified to have lice will be sent home. The Principal will contact the responsible parent/guardian and instruct him/her to pick the child up from the school as soon as possible. The parent will be informed of the school policy and recommended treatment as well as procedures to follow to prevent the spread or re-infestation. A letter with this information will be given to the parent. The student should not ride home with other students unless the Admin is notified of other transportation arrangements by the parents.
2. After complete treatment is rendered and all nits and lice removed, the child will be returned to school by the parent/guardian.
3. Parent/Guardian and student must report to the Principal's Office. Upon a thorough inspection by the school personnel, if the hair is lice free and all eggs removed, the child will be readmitted to school.
4. When the above measures have failed to accomplish compliance with readmission

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guidelines, principal should contact the Department of Social Services for assistance.

E. **Treatment** – Refer to letter for instruction

913. Medicines Kept At School.

All parents are required to pick up all of their child(ren)'s medication kept at school on or before the last day of school for students. All medication not picked up one week after the last day of school for students will be disposed of appropriately. All expired medication will be disposed of appropriately.

**915. School Personnel to Report Child Abuse**

Any person who has cause to suspect child abuse or neglect has a duty to report the case of the child in writing to the School Principal using the Child Abuse Report Form.

The School Principal shall then follow the protocol established by the State of North Carolina.

**920. Student Emergencies**

When it becomes necessary for a child to go home due to injury, illness, suspensions, or expulsion, the child's parents will be contacted. Then a parent or a responsible adult designated by the parent must come to the school to get the child. That person must also sign the appropriate **Early Dismissal Form** available at the Front Office. For their protection, children are not permitted to go home by themselves while school is in session. Unless we receive a written note from a parent, a child will only be released to the people who are listed on his/her **Student Emergency Locator Card**.

Teachers are not authorized to administer First Aid. In case of emergency parents are notified immediately.

If a parent is not available, the designated emergency person will be reached *(as per Student Emergency Locator Card)*.

**925. Early Dismissal**

Al-Iman School will remain in session until 3:30p.m. unless there is an emergency in the building or when inclement weather develops after school is in session. We must ask all parents to **PLEASE MAKE CERTAIN THAT THEIR CHILD KNOWS WHOM TO CALL WHEN PARENTS ARE NOT AT HOME IN CASE OF EARLY DISMISSAL.**

Parents should also keep school locator cards updated with home numbers, addresses, cell phone numbers and alternate emergency contact person.

**930. Inclement Weather Conditions**

Watch local TV Channel 5 for the latest information concerning the closings and delays of school. **WHEN WAKE COUNTY SCHOOL SYSTEM CLOSES, DELAYS, OR DISMISSES SCHOOL EARLY DUE TO BAD WEATHER, THEN AL-IMAN WILL DO LIKEWISE** for parent and student convenience.

Parents will also be notified using the **School Reach Instant Parent Contact System**. This is an automated phone system that will be utilized to deliver to parents important information regarding students. Parents are urged to listen carefully to all information that is delivered using this system.

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### **935. Fire, Tornado, and Hurricane Drills**

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection for the children as possible. Faculty/Staff orientation includes training for such situations.

### **940. Responding to Crisis Situations**

A crisis telephone contact tree will be made each year to facilitate smooth and swift communication to parents in the event of a crisis situation that disrupts the normal operation of the school. We seek refuge in Allah from calamity and harm.

### **1000. STUDENT BEHAVIOR MANAGMENT**

It is the responsibility of every student and parent to read and be aware of Al-Iman School's behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations.

### **1005. Parent Conduct:**

Al-Iman School believes in working together with parents in a cordial environment. The school will take all measures to strengthen this partnership and build effective communication with students and parents.

Parents are expected to adhere to the Islamic code of conduct, and therefore; respect for the authority of staff and faculty at all times is expected. This includes during indoor and outdoor school activities. We request parents to **refrain from the use of obscene, abusive, vulgar, profane harassing, insulting, racial, gender, religious or ethnic slurs, written or verbal** toward any member of the school community, in order to work together as partners in a conducive environment.

**Violation of the above mentioned policy may result in "immediate expulsion" of the involved parent's child/ren, additionally; the school will take all precautionary measures, including issuing restraining orders to safeguard the safety and security of school personnel."**

### **1100. ISLAMIC CHARACTER EDUCATION**

The Character Education at Al-Iman is of paramount importance and, as such, it has been made part of the School mission. Al-Iman believes that students need strong moral belief besides the knowledge of Math, Science, and Language Arts to succeed in this life and the Hereafter. With that in mind, Al-Iman has based its Character Education on the Book of Allah (SWT) and the life of the Prophet Muhammad (SAW). Students who have the integrity of character and strength of belief are more likely to succeed in this life as well. They are apt to be responsible and law-abiding citizens of a community. They recognize their obligations and the rights of fellow human beings. On the other hand, students whose education is devoid of moral values and beliefs are likely to rebel against Allah and society.

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Believing that the source of all goodness is Allah, and that the Prophet Muhammad (SAW) represented that goodness in his lifestyle, Al-Iman's curriculum strives to engender those divine values into the character of its students.

### **Means of Effective Islamic Character Education**

- 1. Empower students and hold them accountable:** The student is encouraged through positive reinforcement to develop him/herself as a Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and developing a sense of self-accountability by learning from one's own mistakes.
- 2. Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic world-view of the child.
- 3. Staff as Role Models:** Al-Iman School is committed to providing the most qualified staff available that live Islam in their daily lives and bring their vision of the Islamic educational process to work with them in the school. The Teacher, while drawing the boundaries of appropriate teacher-student relations, is also a Brother or Sister in faith to each student, and must foster that bond accordingly to motivate the student to achieve in his/her class.
- 4. Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to please Him at all times.
- 5. Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah (traditions) of the Prophet (SAW). For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.
- 6. Islamic Character Traits:** Every month the school will focus on one specific character trait to develop. Qur'an and Ahadeeth, essays, poems, daily reminders, bulletin boards and all other means to promote the monthly trait will be utilized to allow the character trait to permeate each person's being.
- 7. Dress code:** Staff and students are expected to model proper examples of Islamic dress. In order to eliminate vanity, competition on the basis of financial status, and promote group spirit, **STUDENTS ARE REQUIRED TO WEAR THE SCHOOL UNIFORM.**

**1150. UNIFORM SPECIFICATIONS FOR THE 2016-2017 SCHOOL YEAR**

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Regular & PE Uniforms can be purchased online at [www.Unique-UniformsAndApparel.com](http://www.Unique-UniformsAndApparel.com) or from the other two authorized vendors (Educational Outfitters and Land's End). There is a link from our school website.

### **Males: Grades KG – 5th**

- Long or short sleeve, red uniform shirt with school emblem. (No white shirts)

### **Females: Grades KG – 2<sup>nd</sup>**

- Long or short sleeve red uniform shirt with school emblem (No white shirts)
- **Option:** plaid jumper or red polo dress with school emblem may be worn
- **Option:** plain solid white or navy blue hijab

### **Females: Grade 3**

- Long or short sleeve red uniform shirt. (No white shirts)
- Plaid jumper or red polo dress with school emblem (required for 3rd grade)
- Option: plain solid white or navy blue hijab

### **Females: Grades 4<sup>th</sup> – 5<sup>th</sup>**

- Long sleeve red uniform shirt (No white shirts)
- Plaid jumper or red long sleeve polo dress with school emblem
- Solid white or navy blue hijab (required for 4th grade and up)
- *PE uniform is optional on PE days: includes light blue PE shirt with school emblem, solid navy blue PE pants, and solid navy blue jumper (No navy blue shirts)*

### **Uniform Do's for all Students:**

- **All uniforms except cardigans and PE pants must be purchased from one of our school vendors**
- **Loose fitting, straight leg navy blue uniform pants. If socks or ankles are visible while standing up, the pants are too short**
- **Solid black or white socks (the heel and toe may be a different color)**
- **Solid black, white, dark brown, or navy blue shoes or sneakers on non-PE days. The sole and/or company logo may be another color, and shoe laces must be the same color as the shoes**
- **Sneakers must be worn on PE days**
- **Shoes must be tied securely. Velcro shoe ties are recommended.**
- **PE uniform optional on PE days for middle school students only. PE pants must not be tights or legging. They must not have stripes or writing on them. There is no PE uniform for elementary**
- Indoors, Middle school students may wear solid white or navy blue without hood fleece, cardigan, or sweater vest. Elementary students may wear solid red or navy blue without hood fleece, cardigan, or sweater vest. No Jean jackets worn inside the school.
- For winter (outdoors), any jacket without inappropriate "graffiti"
- **Variation:** Males may wear a loose fitting white or navy thobe with pants underneath; white Islamic headwear such as kufis may also be worn. Girls may wear

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loose fitting black or navy blue jilbaabs (if a black jilbaab is worn, a plain solid black hijab may be worn)

- Option to wear thobe, jilbaabs, shalwarkameez, sherwani, and hijab in choice of color on Friday's
- Clothing must be in good condition, without holes, neat, and clean
- If a long sleeve shirt is worn under a short sleeve shirt, it must be of the same color
- Jumpers should reach the tips of your fingers when standing up
- Hair must be combed and well kept

### Uniform *Don'ts* for all Students:

- No sandals, crocs, open-toe shoes, open-heel shoes, slides/mules, high-heeled shoes, high-heeled sneakers, shoes with wheels, blinking
- No pants tucked inside boots
- No nail polish (clear, halal, or otherwise)no fake fingernails
- No cologne or perfume
- No jewelry (i.e. bracelets, earrings, necklaces, etc.)
- No make-up
- No apparel/accessories which has any national symbolization (except when authorized by a staff/faculty member for a specific school activity)

### Non- uniform day dress code:

- No jeans or shorts
- Pants must be able to pinch and inch of material at the thigh
- Girls shirts should reach the tips of their fingers and may not be of transparent material
- No pants tucked inside boots

### General Guidelines:

Staff and Uniform Coordinators are responsible for monitoring and enforcing the dress code requirements. The school administration reserves the right to decide if any clothing, hair style, or other matters of physical appearance are appropriate for an Islamic school and will take appropriate action.

Students (in the main building) who do not adhere to the dress code will be sent to the office to borrow a jilbab/thobe and given a verbal warning. Upon all further offences, students will be sent to the office to borrow a jilbab/thobe and a phone call will be made to the parents. The jilbab/thobe must be returned at the end of the school day.

Students (in the red brick building) who do not adhere to the dress code will be sent to their teacher assistant to borrow a jilbab/thobe and given a verbal warning. Upon all further offences, students will be sent to their teacher assistant to borrow a

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jilbab/thobe and a phone call will be made to the parents. The jilbab/thobe must be returned at the end of the school day.

Parents Signature \_\_\_\_\_

Students Signature \_\_\_\_\_

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## 1200. BEHAVIOR EXPECTATIONS

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of the educational process.

- A. **Islamic manners:** Students and teachers should behave in an Islamic and responsible manner, both in class and outdoors.
- B. **Respect:** Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially younger students. Distracting the class, belittling others, vandalism, fighting, stealing, other disrespectful behaviors are not permitted.
- C. **Physical Violence:** Any student who demonstrates violent behaviors towards students and staff such as: kicking, hitting, slapping, smacking, punching, pinching, poking, shoving or biting, **may be recommended for** expulsion.
- D. **Bullying:** **Any student who repeatedly uses superior strength or influence to intimidate someone or to force him or her to do what one wants may be recommended for suspension and / or expulsion if behavior continues.**
- E. **Compliance:** Students should be obedient, diligent in their studies, and respect the rights of others. They should comply with all school rules and instructions given by the school personnel. The Teacher has the responsibility and authority to discipline students except in a case requiring the attention of the Principal. If students have any concerns, these should be discussed with the teachers or Principal in a private setting. Any student who constantly ( 2 or more) leaves the school building without staff permission or supervision may be recommended for expulsion due to liability.
- F. **NO Solicitation:** Students should not bring trading cards, collectibles, games, food and the like for show, sale or trade to the school. If the student brings these items to the school, they will be subject to confiscation and can be given to the parent through the Al-Iman School Office.
- G. **NO Personal Items:** Students should not bring any electronics, collectible, toys, games, trading cards, etc. to the school unless requested by teacher. These items will be subject to confiscation and will be given to the parents **at dismissal by the homeroom teacher.**
- H. **NO Electronic and other Communication Devices: Students** should not bring to school any electronic or communication devices without the permission of the Al-Iman School Administration. These items will be subject to confiscation and will be given to the parents **at dismissal by the homeroom teacher.** Parents may request permission (with a valid reason) for their child(ren) to carry a cell phone to school for use only after dismissal. If cell phone permission is granted by the principal, the cell phone is to be turned in to the office every morning before homeroom and picked up from the office at dismissal. The cell phone is never to be used to take photographs of other students or to be used on school property at any time. During field trips, students may be allowed to bring their cell phones and turn them in to the supervising staff/faculty member for safe-keeping. The school will not be responsible for any damages to any electronic gadgets brought to school by a student, also in case of lost electronic gadgets. Students are not allowed to bring cell



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phones to school. Principal's written permission will be needed at parents written request to carry cell phones on an individual basis.

- I. **Attendance:** Students are expected to be present in every class, everyday, and to be on time. Al-Iman School requires attendance for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the homeroom teacher to monitor lateness to school. Unexcused absences from morning classes due to lateness may result in failure of the course as per the attendance policy.
  - a. Lateness to school is defined as not being in the classroom by **8:00 a.m.** Any student
  - b. not in the classroom by **8:00 a.m.** or arrives after that time is late to school and **MUST**
  - c. be marked late by the Al-Iman School Front Office. Students who are late must be signed in at the Front Office by a parent or an adult.
  - d. **NO TEACHER WILL PERMIT A STUDENT TO CLASS AFTER 8:00 a.m.**
  - e. **WITHOUT A PASS FROM THE FRONT OFFICE.**
  - f. Arrangements must be made 24 hours in advance through the Front Office for appointments (ex. medical, dental, court appearance, etc.).

Students are expected to be in the classroom at the beginning of each class. Disciplinary action will be taken on students who are in the hallways after class begins or habitually tardy to their classes. Any student legitimately detained because of school business should have a late pass to class from the staff member responsible for detaining the student. It is the responsibility of the student to request a late pass at the front office upon arriving to school. For lower elementary students, parents must bring the student to the Front Office before taking the student to class. If a student comes to class late without a legitimate excuse in writing, the student should be marked as an unexcused tardy and admitted to class. Please note that **three (3) incidents of being late is equal to (1) absence.** Twenty unexcused absences from any given class in one academic year may result in the need for the child to repeat the class or possibly be retained to repeat the entire academic year. A student who comes to class so late that he/she misses an entire period is to be marked absent unless the lateness is excused.

### **Unexcused Absences/Involuntary Suspension or Expulsion**

Unexcused absences will result in disciplinary action as well. Staff members are **not required** to provide an opportunity to make up work missed for unexcused absences. The absence of a child from school resulting from the suspension or expulsion of that student for misconduct, according to the North Carolina Law Provisions G.S. 115-147 is an unexcused absence. However, Al-Iman School shall not deny to any child suspended from school for 10 days or less the opportunity to take the quarterly, or semester examinations missed during the period of suspension.

- J. **Preparedness:** *Do not prepare your shield on the battlefield.* Students are expected to come to class prepared and equipped with all supplies, materials, and completed assignments. Toys, games, and other distracting objects that are not appropriate for the

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- classroom should not be brought to school. Such items will be confiscated and returned only to the parent. Students should also be prepared physically by being well rested and fulfilling other needs such as drinks and restroom visits before class time begins. School restrooms may be used before school, during breaks, and at lunchtime. Loitering in restroom areas is not allowed. If a student has a special medical problem requiring more frequent trips to the restroom, parents/guardians should inform the teacher.
- K. **Cleanliness:** *Purity is half of the faith.* Students are expected to help maintain the overall beauty of the school by disposing of all trash and other refuse in the appropriate containers. Desks, lockers, and other storage areas should remain organized and clean at all times and may be inspected at any time for this purpose. If a student notices trash anywhere at the school, it is the student's duty to put the trash in the appropriate container. Restrooms must also be kept clean through appropriate use in accordance with the Sunnah (traditions) of the Prophet (SAW).
- L. **Safety:** Students must always be mindful of safety for themselves and others following all rules and regulations that lend to a clean, safe, environment. Students must walk and not run in the school or Masjid. This includes ALL transition times. Students are expected to remain on the school premises in their assigned areas at all times until they leave for home. The Front Office should be advised when it is necessary for a student to leave the school at other times. Harmful objects and weapons are not permitted. Students are not permitted to leave the dismissal area except to come upstairs to after-school care. Students are specifically not permitted to go to the cafeteria, kitchen, playground or any other area without their teacher's permission while waiting to be picked up.
- M. **Appropriate Speech:** Students are expected to beautify their speech with the remembrance of Allah and to refrain from all foul language. Foul language may include anything from profanity to gossip and backbiting to outright lying. Such speech is not permitted at Al-Iman School. Students must also speak at the appropriate times by participating in classes while refraining from talking when asked to do so. Students are expected respect the etiquette of the prayer area. If talking becomes necessary there, the students or adults shall conduct the conversation outside of the prayer area.

### 1250. DISCIPLINE POLICY

It is the responsibility of every student and parent to have read and be aware of Al-Iman School's discipline policy. This policy serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior

**Not knowing the rules and regulations specified in this policy will not be considered a valid excuse for violations. It is the responsibility of all students and parents to familiarize themselves with the school's policies and procedures.**

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the school while taking into consideration the behavioral development of the students, as guided by the school handbook. (Please refer to specific Elementary and Middle School Discipline Guidelines.) For this reason, the aim of disciplinary measures is to correct the students and help

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them learn from their mistakes except in cases where the behavior is so severe that it puts the safety or integrity of the school in jeopardy.

### Consequences for Inappropriate and Unacceptable Behavior

Al-Iman staff will notify parents promptly when their child engages in Islamically inappropriate and /or unacceptable behavior. This will be done via telephone calls, Minor and Major Offense reports, and other means, which will ensure prompt communication. A verbal or written response will sometimes be required as outlined below in the major and minor offense form descriptions.

Disciplinary actions may include loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the Teacher and the student(s). Flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

NOTE: Al-Iman School prohibits the use of corporal punishment. No school personnel, substitute teacher, or volunteer may use corporal punishment to discipline any student. Corporal punishment is all forms of physical punishment including, but not limited to, spanking, paddling, shoving, pulling hair, pinching or slapping. Al-Iman School personnel may use reasonable force to control behavior or to remove a person from the scene in situations where necessary.

## 1300. ELEMENTARY SCHOOL DISCIPLINE POLICY:

### DISCIPLINE AND BEHAVIOR

The Elementary Staff of Al-Iman School is of the belief that desirable behavior should be promoted through positive methods, whenever possible. When positive methods do not work, a misbehaving student will be removed from the classroom. **Students will be sent to the office for hitting, using inappropriate language and disrupting class.**

In case of serious misbehavior or behavior, which could result in danger to others or to the student himself/herself, procedures set up in the Student/Parent Handbook will be followed. These procedures are as follows:

The teacher will complete an Incident Report Form,

The teacher will notify the principal and parents of the situation the same day of the incident.

The parents receive a copy of the Incident Report Form at the time of the meeting with the principal and the teacher on the same day.

Parents must sign and return the Incident Report Form to the principal on the same day.

### ELEMENTARY SCHOOL - WIDE RULES ARE AS FOLLOWS:

- Obey all adult staff members.
- Show respect for others by keeping hands, feet, and unkind words to yourself.
- Take care of school property and the property of others.

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- Students should always walk in the building without interruption to other classes.
- Students will follow the Al-Iman School dress code policy

### **DEPENDING ON THE NATURE AND SEVERITY OF INFRACTION**

#### **POSSIBLE CONSEQUENCES MAY INCLUDE THE FOLLOWING:**

- Teacher/Parent Conference
- Administration/Parent phone or personal conference
- In-School Suspension
- Out of School Suspension
- Conference with Administration
- Conference with parent and student

Referral to a certified child psychologist

### **1375. PRINCIPAL'S DISCRETION**

No code may be expected to list each and every offense, which may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the students' overall disciplinary record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of kindergarten through second grade students who may not understand the seriousness of some behaviors.

### **1400. OPERATING AGREEMENT OF AL-IMAN SCHOOL, LLC**

(Please see Appendix.)

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### 1500. GRIEVANCE PROCEDURE / CONFLICT RESOLUTION

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow InshaAllah an open channel of communication between parents and the staff of Al-Iman School.

If you have questions or concerns please voice them as soon as they arise. The following steps are critical in maintaining a sense of discipline.

**Step 1:** Make an appointment with the Teacher or team of your child to discuss issues and concerns. Remember that Teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a Teacher conference go to Step 2.

**Step 2:** Contact the Principal and request a conference between yourself, the Teacher, and the Principal. The Principal will contact you with the conference time and location. Please allow 3-5 days for a written response from the Principal unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.

**Step 3:** Fill out the Conflict Resolution Form (available at the Front Office or Lobby) to request a meeting with the Al-Iman School Committee. Please include your concerns and the results from the previous meetings. **Please allow 3-5 days for a written response from the school unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.**

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### 1575. LIBRARY INFORMATION

The School Library will be open to all students and staff on Monday – Thursday from 9:00am to 3:00 pm, and Friday morning before Salat-ul-Dhur and again after salah. The library will be closed during the time of salah. Each class will have a selected time chosen by the teacher to attend the library. There is a variety of Accelerated Reader Books, Islamic Books, Science Fiction, Biographies and many more choices for the students to check out.

Books are checked for a period of two weeks, with a limit a four books total per student. Students have the option to renew books if they have not finished reading the items. If books are turned late to the library, there will be a late fee charge of .25 cents per week with a pro-rated amount per day.

Each student will start off with a zero balance in library/lost book fees. Once they accumulate \$2.00 in late fees, you will receive an email. This fee will need to be paid in order for your child to continue to check out library books. After any of the above options, your child can continue to check out books from the library.

The Librarian will send out a list of fines/dues to be paid at the end of the second quarter and at the end of the year, fines/dues must be paid in full before the report cards are released. This includes the last report card and EOG results for the end of the year.

If your child has lost or misplaced a book, you will have 2 options: replace the same book OR pay the dollar amount of the book lost.

The Library rules are as follows:

1. ABSOLUTELY NO FOOD OR DRINKS in the library at any time
2. Maintain a proper library voice at all times
3. A limit of 4 books at a time can be borrowed
4. Respect must be shown at all times
5. No student is to be alone in the library; s/he must be accompanied by a Teacher or Teacher Assistant.

Al-Iman students and faculty are expected to follow all the above mentioned rules and library procedures.

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## 1599. POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

### **Al-Iman School guidelines for School-Wide Positive Behavioral Interventions & Supports (PBIS) and Response to Intervention (RTI) Process and Procedures**

#### **What is School-Wide PBIS?**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. SWPBS provides an operational framework for achieving these outcomes. Al-Iman School's discipline policy will operate under the behavior management framework of "Positive Behavior Intervention Supports (PBIS). The PBIS framework will enable students to experience the most effective and behavioral practices and interventions possible. PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

#### **PBIS Behavioral Intervention Framework**

Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining positive student behavior. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

Al-Iman School will implement the PBIS framework as an approach in behavior management on a school-wide level, in a specific setting such as the playground, halls, cafeteria, bathrooms, the classroom, or with an individual student. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80 – 85% of students will meet these expectations. The 15 – 20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

To meet the needs of those who do not respond to universal intervention our school team will analyze all documented data related to their conduct. This team-based approach to data analysis allows Al-Iman School to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students and parents.

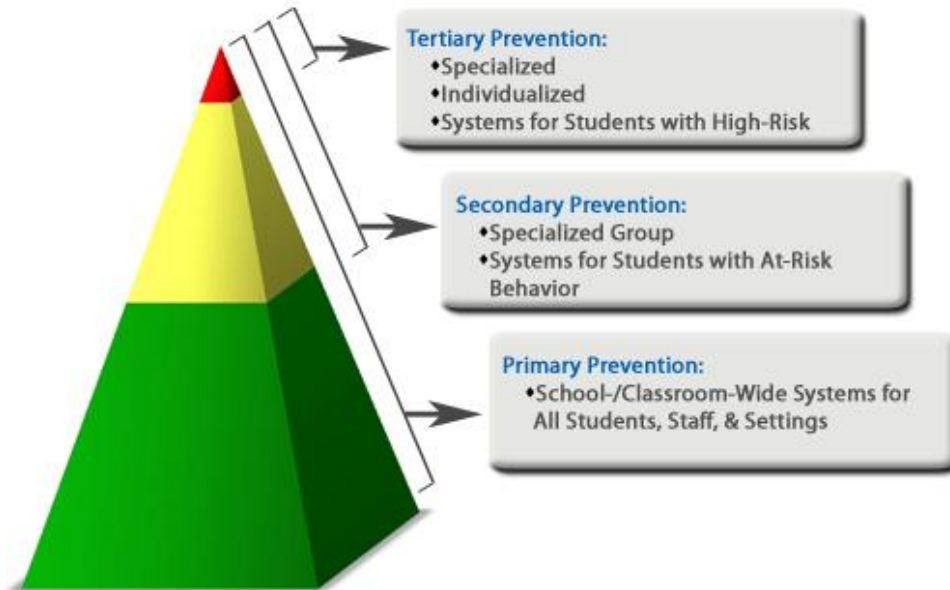
While we cannot be responsible for eradicating all the factors that lead students to choose negative behavior, we can seek to understand them and attempt to manage those over which we have control, which will contribute to a more positive and productive school environment.

#### **Three Levels of Implementation**

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Al-Iman School will organize its behavior management systems into a three level continuum in which students experience supports based on their behavioral responsiveness to intervention. A three – tiered prevention system will ensure that all students receive supports at either a primary level, secondary or tertiary level. If the behavior of some students is not responsive to the primary universal level, more intensive behavioral supports will be provided, in the form of a group contingency (secondary tier) or a highly individualized plan (intensive or tertiary tier).

### Continuum of School-Wide Instructional & Positive Behavior Support



#### Tier One (Primary prevention)

In Tier One of the PBIS model is a universal or primary prevention approaches, which are evidence-based interventions for promoting the social, emotional, and behavioral development of all students. The development of school-wide expectations, a behavioral matrix, and reinforcement systems to reward desired social behavior will be supported and implemented by all staff members in and out of the classroom. The primary prevention of PBIS consists of universal rules, routines, clear expectations and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior the school would like to target for change. Staff supervision and monitoring of student in and out of the classroom is a vital component in ensuring that primary prevention is achieved.

#### Tier Two: Targeted Group Interventions

In Tier Two prevention is more targeted and group-based interventions designed to serve students who have not responded well to Tier One interventions. Tier two is more intense at meeting the behavioral needs of students. Data has shown that 10 –15% of the total school population will require tier two or three intervention. Students requiring tier two intervention are considered at-risk for more severe behavioral problems and/or academic deficits if not managed properly (Lewis & Sugai, 1999; Sugai & Horner, 2002).



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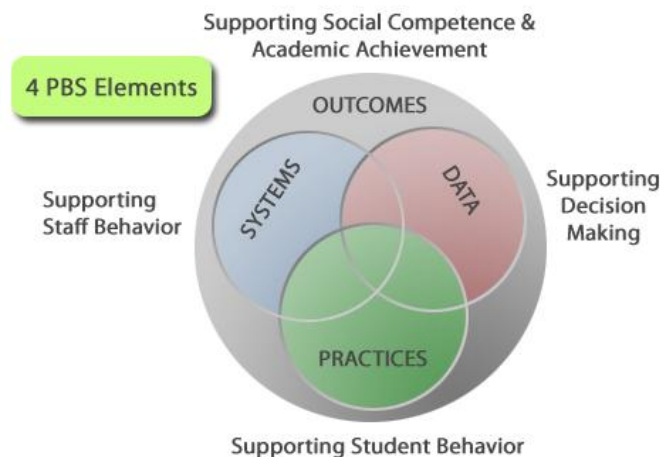
We can predict that students will experience frustration, misbehavior, confusion and failure in the absence of clearly articulated routines, structures and expectations. Expectations are not simply rules that we communicate and expect students to follow, but rather expectations are clearly articulated rules, supported by routines procedures and structures that respond positively or consequentially to expected behavior.

### Tier Three: Individualized Intensive Interventions

In Tier Three, tertiary interventions are used for students unresponsive to Tier One and Tier Two interventions. These students are described as challenging to teach and difficult to reach. Generally, about 5% of the school's population needs tier three individualized intensive services, which often include a Functional Behavior Assessment and subsequent Behavior Intervention Plan (Lewis & Sugai, 1999). It is imperative that all teachers, parents and professional counselors join together to mediate behavior requiring tier three interventions.

### What Does School-Wide PBIS Emphasize?

In general, SWPBS emphasizes four integrated elements: (1) data for decision making, (2) measurable outcomes supported and evaluated by data, (3) practices with evidence that these outcomes are achievable, and (4) systems that efficiently and effectively support implementation of these practices.



These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage pro-social skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

### Desired Outcomes Associated with Implementing PBIS?

With the PBIS management framework Al-Iman School intends to implement the established system with fidelity, integrity and durability in order to have a teaching and

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learning environments that is:

- Less reactive, aversive, dangerous, and exclusionary, and More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, anti-social behavior)
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and most importantly, maximize academic engagement and achievement for all students

### **Al-Iman School Discipline Team**

Al-Iman School will select adult members to serve as Intervention and planning team members. Student intervention and planning (SIP) team members will receive training from The North Carolina Department of Public Instruction (NCDPI) and become familiar with PBIS behavior management model and response to intervention (RTI) process and procedures.

The SIP team will determine the appropriate type of intervention that meets the needs of students in tier two and three. The SIP teams will then monitor response to intervention and assess data. The SIP team will ensure that PBIS management is implemented for elementary, upper elementary and middle school students.

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## 1600. PARENT SERVICE CONTRACT

**The Al-Iman School Board believes that children’s education is enhanced by a close partnership between the home, the school, and the community. Parents and families are expected to be involved in their children’s education. Each student’s family will be expected to dedicate at least 20 hours a year of volunteer time to the school. Attending five meetings will be considered 10 hours of service. Only hours documented through this system will be acknowledged and counted towards receiving credit for volunteer work.**

In addition, it is the school’s goal that parents will encourage and participate in their children’s academic success. Parents should emphasize the importance of students attending school each day, completing homework assignments, valuing education, and following through with suitable learning activities at home.

We, (Father’s & Mother’s Name) \_\_\_\_\_

dedicated parents of Al-Iman School, agree to fulfill our obligation of parent service by providing Al-Iman School with 20 hours of service per academic year, per family or be billed at \$10 per hour for any unfulfilled hours.

\_\_\_\_\_ PAY OUT OPTION: I would like to make a contribution of \$10 per hour for 20 hours in lieu of performing the 20 volunteer hours this year.

In order to meet my 20 hours of service for the \_\_\_\_\_ school year I would like to volunteer for the following activities:

- |                                     |  |                          |
|-------------------------------------|--|--------------------------|
| 1 _____ PTSO Membership Drive       | 2 _____ Fundraising                      | 3 _____ Meetings         |
| 4 _____ Book Fair                   | 5 _____ Hospitality                      | 6 _____ Parent Night     |
| 7 _____ Math Fair                   | 8 _____ Classroom Parent                 | 9 _____ Open House       |
| 10 _____ Science Fair               | 11 _____ Classroom Helper                | 12 _____ Library Helper  |
| 13 _____ Integrated Subject Fair    | 14 _____ Parking Monitor                 | 15 _____ Parent/Teacher  |
| 16 _____ Ramadan Iftaar             | 17 _____ Eid- ul- Fitr Fun Day           | 18 _____ Playground      |
| 19 _____ Eid- ul- Adha Celebration  | 20 _____ Canned Food Drive               | 21 _____ School Activity |
| 22 _____ Lunch Duty                 | 23 _____ After School Assistant          | 24 _____ Other _____     |
| 25 _____ Teachers’ Appreciation Day | 26 _____ Field Trip Driving/ Supervision |                          |
| 27 _____ Field Day                  | 28 _____ Awards Day Attendance           |                          |

### Contact Info:

Phone

#: \_\_\_\_\_ email: \_\_\_\_\_

### Students’ names and grades:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

**Note: All services have to be completed by: Friday, May 13<sup>th</sup>, 2016 in order to get credit for services provided for the current school year. There will be a penalty of \$10.00/hr. per family for not providing services (twenty hours per academic year). Parents will be notified of their recorded volunteer hours twice a year.**

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## 1700. END-OF-YEAR TESTING CONTRACT

### MAP (MEASURES OF ACADEMIC PROGRESS) TESTING AND EOC (END-OF-COURSE SUBJECT TESTING CONTRACT

Al-Iman School students in KG through 8<sup>th</sup> are required to take the NWEA MAP (Measure of Academic Progress) Test in the Fall, Winter and Spring, and the End-of-Year Course Subject Test. These are mandatory tests that must be completed by students. Failure to do so may result in the retention of your child. At no time will students be allowed to take tests early. Al-Iman School expects all parents planning to travel during the summer months to make their travel arrangements after the testing is over. All parents are provided with the test dates on the school calendar at the beginning of the school year.

I, \_\_\_\_\_ have read the above statement, and agree not to take my child/ren out of school before the test dates.

I, \_\_\_\_\_ have read the above statement, and agree not to take my child/ren out of school before the test dates.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Date: \_\_\_\_\_



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## 1705. STUDENT INTERNET ACCESS CONTRACT

I/We understand that when using the Internet or any other computer or telecommunications device, I/we must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, and Al-Iman School.

My/Our signature(s) below and that of parents or guardians mean that I agree to follow the guidelines of this Acceptable Use Policy for Internet access at Al-Iman School.

**Parent or Guardian: We ask that you review this policy with your child(ren) and sign below**

I hereby release Al-Iman School, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child(ren)'s use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child(ren) regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this *Acceptable Use Policy*. I will emphasize to my child(ren) the importance of following rules for personal safety.

As the parent or guardian, I have read the *Acceptable Use Policy* for Al-Iman School. I hereby give my permission for my child(ren) to use the Internet and will not hold Al-Iman School liable as a result of my child(ren)'s use of the Internet on school premises. I understand that my child(ren) has agreed not to access inappropriate material on the Internet.

### **Acceptable Use Policy for Al-Iman School**

#### PURPOSE

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

#### GOALS

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

#### RESPONSIBILITIES OF USER

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With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our *Acceptable Use Policy*. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

## General Guidelines for use of the Internet:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the teacher or their designee.
- Only students issued permission may use the school's computers or personal digital device to access the Internet.
- Students shall not use their digital device in any manner unless otherwise instructed by a teacher.
- Use of the devices is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from another website without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Only use the school mandated electronic mail.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator/teacher/administrator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

## DISCIPLINE

Violations of these rules will be dealt with by the administration of the school.  
Student rules (to be posted at the Access to Technology Devices)

1. For reasons of personal safety, students will **NEVER** post personal contact information about themselves or other people. This may include address, telephone number, school address, videos, pictures, social network ids, etc in school or at home.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas and writings of others and presenting them as if they were one's own.

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4. Students will not use obscene, profane, lewd, vulgar, rude or threatening language (e.g. songs, lyrics, and videos). Also they will not, through means of the Internet, harass or annoy any other users
5. Students will not knowingly or recklessly post false information about persons or organizations.
6. Students will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. The illegal downloading of copyrighted software is prohibited.

Violation of these rules may result in any or all of the following

- Loss of privilege of using personal digital devices and/or Internet access.
- Disciplinary or legal action by the school or other involved parties based upon Al-Iman Student Handbook.

Al-Iman School reserves the right to amend this policy.

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

\_\_\_\_\_  
Parent Guardian Name (print)

\_\_\_\_\_  
Date

Note: Each child will also be asked to sign that they read and understand this form during the 1st week of school.



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### 1800. BEHAVIOR MANAGEMENT CONTRACT AND RECEIPT OF HANDBOOK

I have read and understand the Al-Iman School 2016-2017 Student / Parent Handbook. I am aware that it is the responsibility of every student and parent to have read and be aware of Al-Iman School's policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations. I agree to follow all of the handbook's rules to the best of my ability.

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

1<sup>st</sup> Student Signature: \_\_\_\_\_ Grade for 2016-2017: \_\_\_\_\_

2<sup>nd</sup> Student Signature: \_\_\_\_\_ Grade for 2016-2017: \_\_\_\_\_

3<sup>rd</sup> Student Signature: \_\_\_\_\_ Grade for 2016-2017: \_\_\_\_\_

4<sup>th</sup> Student Signature: \_\_\_\_\_ Grade for 2016-2017: \_\_\_\_\_

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

**Please mention the name of parent(s) to be notified in case of any academic and/or behavioral concerns. Check all that applies to each parent.**

Parent Name: \_\_\_\_\_ Academic  Behavior

Parent Name: \_\_\_\_\_ Academic  Behavior

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

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## APPENDIX A OPERATING AGREEMENT OF AL-IMAN SCHOOL, LLC

This Operating Agreement (the "Agreement") of AL-IMAN SCHOOL, LLC, a North Carolina limited liability company, is entered into by and between AL-IMAN SCHOOL, LLC and the ISLAMIC ASSOCIATION OF RALEIGH, the sole member (the "Islamic Association of Raleigh" or the "Member").

### ARTICLE ONE ESTABLISHMENT; OFFICES; MEMBER

1.1 Name. The name of the limited liability company shall be Al-Iman School, LLC (the "Company").

1.2 Formation. The Company was formed pursuant to the North Carolina General Statutes, the North Carolina Limited Liability Act (the "Act") when its Articles of Organization were filed with the office of the Secretary of State.

1.3 Principal Place of Business. The street address and county of the initial registered office of the Company are 3020 Ligon Street, Raleigh, Wake County, North Carolina, 27607.

1.4 Registered Agent. The Company's registered agent shall be Maher Alhertani . The registered agent may be changed by the Member or the Managers.

1.5 Single-Member LLC. The Company shall be a single-member limited liability company, in which the sole member shall be the Islamic Association of Raleigh. The Member may make any tax elections for the Company allowed under the Code or the tax laws of any state or other jurisdiction having taxing jurisdiction over the Company. The Member and the Company intend the Company to be disregarded as an entity separate from the Member for federal, state, local and foreign income tax purposes and that the Company be treated as a division of the Member.

1.6 Member's Name and Address. The name and address of the sole member of the Company are as follows:

Islamic Association of Raleigh  
808 Atwater Street  
Raleigh, North Carolina, 27607

1.7 Shared Practices. The Company shall share the same Islamic principles and practices as the Islamic Association of Raleigh, and shall adhere to the Constitution and Bylaws of the Islamic Association of Raleigh.

### ARTICLE TWO NATURE OF ACTIVITIES; POWERS

2.1 Purposes. The Company is a nonprofit entity organized, and at all times thereafter to be operated, exclusively for the following exclusively charitable and religious purposes

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within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States internal revenue law (the "Code"): To operate a school, grades pre-K through high school that fosters many facets of development, including spiritual, moral, intellectual, emotional, social and physical growth for students.

To provide quality education, by providing a full service classroom experience, with appropriate classroom support to prepare the children for excellence and provide them with the confidence to respond enthusiastically to new experiences and ideas.

To develop students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs.

To acquire, establish, retain and maintain a fund or funds to be held, invested and used exclusively for charitable and educational purposes.

To engage in any lawful act or activities related to the foregoing that are consistent with the provisions of section 501(c)(3) of the Code.

**2.2 Nondiscrimination Policy.** The Company admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Company's school. The Company shall not discriminate on the basis of sex, race, color, national origin or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or in employment. The Company shall post this policy in all of its written materials, such as brochures, handbooks and catalogs dealing with student admission, programs and scholarships, and shall comply with the publication notice (described in Section 2.3).

**2.3 Publication of Nondiscrimination Policy.** As long as it is a private school, the Company shall annually comply with the publication notice requirement in IRS Revenue Procedure 75-50. Specifically, the Company shall include the nondiscrimination policy in any publications issued by the Member (e.g., newsletters, periodicals, magazines, etc.). If the Member does not issue its own publication, or if the Company generally advertises in the general media to solicit students, then the Company shall (1) publish annually a notice of its nondiscrimination policy in a newspaper of general circulation that serves all racial segments of the community served by the Company's school, (2) post the notice in a section of the newspaper likely to be read by prospective students and their families, (3) post the notice that occupies at least three column inches, and (4) include a caption titled, "Notice of Nondiscriminatory Policy as to Students:" in 12-point bold-faced type, followed by the language contained in Article 2.2 (Nondiscrimination Policy), which must be printed in at least 8-point type.

**2.4 Powers.** The Company shall possess and may exercise all the powers and privileges granted by applicable federal law, the Act or this Agreement, together with any powers incidental thereto, so far as such powers and privileges and the exercise of them are necessary or convenient to the conduct, promotion or attainment of the purposes or activities of the Company and are consistent with the requirements of section 501(c)(3) of the Code.

**2.5 Limitations.** **Notwithstanding anything to the contrary set forth in this Article Two, the Company shall have no power and authority to engage in, or make investments in connection with, any activity except to the extent such activity is consistent with, and**

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would not cause the Member to breach or otherwise not be in compliance with, the purposes of the Member as set forth in the Member's Articles of Organization thereof as in effect at the time of any such proposed activity.

2.6 School. The Company will qualify at all times as an organization exempt from federal income tax under sections 501(a) and 501(c)(3) of the Code and classified as a "school" under sections 509(a)(1) and 170(b)(1)(A)(ii) of the Code. The Company will qualify at all times as an organization to which deductible contributions may be made pursuant to sections 170(c)(2), 642(c), 2055 and 2522 of the Code.

2.7 Books & Records. The Company shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of the Member, Managers and committees (if any) having any of the authority of the Managers, and shall keep at its registered or principal office a record of the names, addresses and telephone numbers of the proxy Member and the Managers. In addition, the Company shall provide the Member with reports on the financial and general operations of the Company as soon as practicable after the end of each fiscal year.

2.8 Fiscal Year. The fiscal year of the Company shall be from July 1 through June 30.

### ARTICLE THREE MEMBER

3.1 Member's Name and Address. *The name and address of the sole member of the Company are as follows: Islamic Association of Raleigh, 808 Atwater Street, Raleigh, North Carolina, 27607.*

3.2 Admission of Additional Members. The Member may at any time transfer all or any portion of its Interest to any person, and may admit one or more persons as Members upon such terms and conditions as Member deems appropriate. The additional Members (if any) of the Company shall consist solely of organizations exempt from tax under section 501(c)(3) of the Code and any purported transfer of a membership interest in the Company to an organization or entity which is not a section 501(c)(3) organization shall be void.

3.3 Management. The management of the Company shall be vested in one or more Managers. The Member agrees that the responsibility for managing the business and affairs of the Company shall be delegated to the Managers pursuant to the Act, except for those rights that are reserved by the Member as described in this Article Three ("Member's Rights") and School Board as described in Article Thirteen (13.1).

3.4 Member's Rights. The approval of the Member of the Company shall be required for the following:

- (a) The appointment of a representative of the Islamic Association of Raleigh to serve as Principal Manager of the Company;
- (b) The appointment of a minimum of three (3) Managers of the Company including Principal Manager;
- (c) The appointment of at least three of the Company's Officers;
- (d) The adoption or amendment of this Agreement;
- (e) The adoption or amendment of the Articles of Organization;

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- (f) The admission of any additional member;
- (g) The sale, transfer, or otherwise disposal of all or substantially all of the assets of the Company prior to the dissolution of the Company; and
- (h) All other actions as may be required under the Act, by this Agreement, or any other matters presented to it by the Managers of the Company set forth in Article Four of this Agreement.

In exercising its rights as provided in this Section 3.4 or elsewhere in this Agreement, the Member shall act through meetings and/or written consents (as described in Sections 3.7 and 3.8).

3.5 Proxies. The powers of a Member shall be exercisable only by the Member (or a properly designated Officer of such Member) and not by any proxies, attorneys, conservators, guardians, fiduciaries or other persons representing a Member.

3.6 Meetings. Meetings of the Member and Managers may be held in such places and times, and in such forms or formats, as agreed upon by the Member and the Principal Manager.

3.7 Action Without Meeting. When the Member is required or permitted to take any action by vote, such action may be taken by written consent without a formal meeting, by a writing setting forth the action so taken signed by the Member entitled to vote thereon, and such action shall be as valid and effective as any resolution duly adopted at a regular or special meeting of the Member.

3.8 Compensation. The Member shall not receive any salary for its services, but, by resolution of the Managers, reimbursement of expenses of attendance, if any, may be allowed for attendance at each regular or special meeting.

3.9 Other Self Interest. The Member does not violate a duty or obligation to the Company merely because the Member's conduct furthers the Member's own interests. The Member may lend money to, and transact other business with, the Company, and the rights and obligations of the Member in such transactions shall be the same as those of a person who is not a member. No transactions with the Company shall be voidable solely because the Member has a direct or indirect interest in the transaction.

3.10 Duty of Care.

(a) In discharging the Member's duties to the Company, the Member shall refrain from engaging in grossly negligent or reckless conduct, intentional misconduct, or a knowing violation of any law or regulation.

(b) In discharging the Member's duties to the Company, the Member shall be fully protected to the extent that the Member relies in good faith on the records of the Company maintained by the Member as required under the Act and this Agreement and upon such information, opinions, reports, or statements by any of the Company's agents, or by any other person, as to matters that the Member reasonably believes are within such other person's professional or expert competence and who has been selected with reasonable care by or on behalf of the Company, including information, opinions, reports, or statements as to the value and amount of the assets, liabilities, profits, or losses of the Company or any other facts pertinent to the existence and amount of assets from which distributions to the Member might properly be paid.

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## ARTICLE FOUR MANAGEMENT

4.1 Generally. Except as otherwise expressly provided herein, the business and affairs of the Company shall be managed by or under the direction of the Managers. The Managers need not be a Member.

4.2 Number and Election of Managers. The affairs of the Company shall be controlled and administered by Managers consisting of at least three (3), as shall be fixed from time to time by resolution of the Member and the Managers. The Managers shall be elected or appointed as follows:

- (a) The Member's Shura shall appoint the Principal Manager and two other Managers.
- (b) The Managers appointed by the Shura will elect the remaining Managers.
- (c) At least two (2) of the Company's Managers shall be individuals whose children are not attending Al-Iman School.

4.3 Principal Manager. Principal Manager of the Company shall, in general, implement and supervise all of its business and affairs, subject to the oversight control of the Managers. In addition, the Principal Manager shall have the authority to bind the Company, and, in general, shall perform all duties incident to the obligations and responsibilities of the position.

4.4 Power and Authority of the Managers. Except as otherwise specifically provided in this Agreement, the Managers, as a group, and only as a group, shall have the right, power and authority on behalf of the Company and in its name to exercise all of the rights, powers and authority of the Company under the Act, including, without limitation, the power to:

- (a) Enter into agreements on behalf of the Company in the ordinary course of the Company's business;
- (b) Supervise and manage the business of the Company;
- (c) Execute, in the name of the Company, any contracts, documents or instruments that may be needed in connection with the operation of the Company's business;
- (d) Enforce the Company's rights and perform its obligations under all contracts, agreements, commitments and undertakings to which the Company is a party;
- (e) Engage the Company in any business permitted under the terms of this Agreement;
- (f) Perform all duties and powers and do all things for and on behalf of the Company in all matters necessary, desirable, convenient or incidental to the purpose of the Company.

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4.5 Term of Office & Election. The initial Managers shall serve an initial term of three (3) academic years, dating from the organizational meeting or the effective date of the organizational consent, and ending after three (3) academic years on June 14<sup>th</sup>, even if the first year is less than a year. After such initial term, the duration of the succeeding terms of Managers shall serve three (3) academic years for each term, ending after three (3) years on June 14<sup>th</sup>. Following the initial terms of the original Managers, Managers shall be elected at the annual meeting of Managers, but when the annual meeting is not held or Managers are not elected thereat, they may be elected at a special meeting called and held for that purpose. A Manager may serve any number of terms consecutively, and shall serve as a Manager of the Company until his/her respective death, resignation or removal, as provided in this Article.

4.6 Vacancies. Vacancies created by: (1) a resolution of the Member and Managers increasing the number of Managers, (2) expiration of the terms of Managers, or (3) the death, removal or resignation of any of the Managers may, or if necessary to assure that there are at least five (5) Managers shall, be filled by a majority vote (at least 51%) of the Member and Managers of the Company present and voting at an annual or special meeting of the Managers at which a quorum is present.

4.7 Resignation. Any Manager may resign at any time by giving written notice of such resignation to all of the Managers.

4.8 Removal. The Member - and only the Member – may remove any Manager from office with or without cause.

4.9 Fiduciary Relationship. The Managers shall at all times act in a fiduciary capacity for the Company. The Managers shall not have any hidden or concealed earnings from any activity of the Company. The Managers shall not be liable, responsible or accountable to the Company or the Member in damages or otherwise for any acts performed, or for any failure to act, taken in good faith; provided, however, that the Managers shall not be relieved of their fiduciary obligations to the Members of the Company for fraud, bad faith, or gross negligence.

4.10 Meetings. The Principal Manager shall be responsible for calling the meeting. Meetings of the Managers may be held in such places and times, and in such forms or formats, as may be agreed upon by the Managers or the Member.

4.11 Action without Meeting. When the Managers are required or permitted to take any action by vote, such action may be taken on written consent (including written consent by email) without a formal meeting, by a writing setting forth the action so taken signed by the Managers entitled to vote thereon, and any such action shall be as valid and effective as any resolution duly adopted at a regular or special meeting of the Managers.

4.12 Notice of Meeting. Notice of all Managers' meetings, except as herein otherwise provided, shall be given by mailing (by regular mail or electronically) at least seven days, or by telephoning at least one day, before the meeting to the usual business or residence address of the Manager, but such notice may be waived by any Manager. Regular quarterly meetings of the Managers may be held without notice at such time and place as shall be determined by the Managers. Neither the business to be transacted, at nor the purpose of any meeting of, the Managers need be specified in the notice (or waiver of notice) of such meeting. At any meeting at which every a quorum is met, even though without any notice or waiver thereof, any business may be transacted.

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4.13 Actions. At all meetings of the Managers, approval by a majority of the Managers then holding office shall be necessary and sufficient for the transaction of business, and the act of a majority of the Managers holding office at any meeting shall be the act of the Managers, except as may be otherwise specifically provided by statute or by this Agreement. Any action that may be taken at a meeting of the Managers may be taken without a meeting if a consent in writing (setting forth the action so taken) shall be manually or electronically signed by all Managers. Every Manager shall have one vote.

4.14 Participation by Communication Equipment and Written Consents. Managers may participate in any meeting of the Managers by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at such meeting.

4.15 Dealing with the Company. Subject to any rules and regulations established by the Managers, and subject to ensuring that the Company does not cause the Member to lose its tax-exempt status, the Managers may deal with any individual or entity, including any individual or entity with which the Managers are related or in which the Managers have a financial interest, for transacting Company business, including any acts or services for the Company as the Managers may approve. Provided, however, that any fees or other payments and terms of contract with such individuals or entities shall be at arm's length, not be in excess of prevailing competitive rates for such transactions, and not violative of the proscriptions in the Articles of Organization against the Company's use or application of its funds for private benefit. And provided further, that no contract, transaction, or act shall be taken on behalf of the Company if such contract, transaction, or act would be inconsistent with the status of the Company as exempt from tax under section 501(c)(3) of the Code and Income Tax Regulations thereunder.

4.16 Compensation. Managers shall not receive any salary for their services, but, by resolution of the Managers, reimbursement of expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Managers.

### ARTICLE FIVE OFFICERS

5.1 Generally. Subject to the provisions of this Article Five, the Member shall select three Officers of the Company and the Managers of the Company shall select the remaining individuals to serve as the Officers of the Company. Each Officer shall have such duties and authority in their capacities as Officers of the Company as may be assigned or delegated to each by the Managers or as may be specified in the Agreement adopted by the Managers. Each Officer shall also be a Manager of the Company, but not all Managers are required to be Officers.

5.2 Officers. The Company shall have Chairperson, Vice Chairperson, and Secretary appointed by the Member. The Principal Manager shall be the Chairperson. The Managers may elect the Treasurer and other Officers from time to time. All such Officers shall be elected and removed at the will of the Member or Managers and shall perform such functions as are herein provided or as specified by the Managers.

(a) Chairperson. Subject to the direction of the Managers, the Chairperson will be responsible for the strategy as well as the general direction and supervision of the affairs of the Company and will perform such other duties as from time to time may be assigned to him by the Managers. In the absence of the Chairperson, the Chairperson's duties will be performed and powers may be exercised by the Vice Chairperson.



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(b) Vice Chairperson. Subject to the direction of the Managers, the Vice Chairperson will be responsible for operations, including technology, of the business of the Company and will perform such other duties as from time to time may be assigned to him by the Managers and the Chairperson.

(c) Treasurer. The Treasurer will:

- (i) have active control of and will be responsible for all matters pertaining to the accounts of the Company;
- (ii) have care and custody of all funds of the Company and will deposit the funds in such banks or other depositories as the Managers, or any Officer or Officers, or any Officer and agent jointly, duly authorized by the Managers, will from time to time direct or approve;
- (iii) supervise the auditing of all payrolls and vouchers of the Company and its subsidiaries (if any) and will direct the manner of certifying the subsidiaries and all other documents relating to such payments;
- (iv) receive, audit and consolidate all operating financial statements of the Company, its various departments, divisions and subsidiaries, their arrangement and classification;
- (v) keep a full and accurate account of all funds received and paid on account of the Company;
- (vi) render a statement of his accounts whenever the Member or the Chairperson will require; and
- (vii) perform all other necessary acts and duties in connection with the administration of the financial affairs of the Company.

(d) Secretary. The Secretary will attend all meetings of the Company and will record all votes and the minutes of all proceedings in a book to be kept for that purpose.

### ARTICLE SIX CAPITALIZATION

#### 6.1 Capital Contributions.

- (a) The Member has contributed cash or property to the Company in the amount set forth as the Capital Contribution of such Member on Exhibit A.
- (b) If at any time the Member determines that the Company has insufficient funds to carry out the purposes of the Company, the Member may make additional Capital Contributions.
- (c) The Member shall not be paid interest on any Capital Contribution.

#### 6.2 Withdrawal or Reduction of Capital Contributions.

- (a) The Member shall not receive out of the Company's property any part of its Capital Contribution until all liabilities of the Company have been paid or there remains property of the Company sufficient to pay such liabilities.

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(b) Except as may be otherwise specifically provided in this Agreement, the Member shall have the right to withdraw all or any part of its Capital Contribution.

6.3 Liability of the Member. The Member shall not be liable for the debts, liabilities or obligations of the Company beyond its Capital Contributions. The Member shall not be required to contribute to the capital of, or to loan any funds to, the Company.

## ARTICLE SEVEN DISTRIBUTIONS

7.1 Distributions Generally. The Company may make distributions at such times and in such amounts as determined by the Member and Managers. No distribution shall be declared and paid to the Member unless the Company has sufficient provision for the payment of current Company obligations, the assets of the Company are in excess of all liabilities of the Company, and the Company has sufficient reserves and capital to operate the school, as the Member and Managers deem necessary or appropriate for the Company's operation.

## ARTICLE EIGHT LIABILITY TO THIRD PARTIES

8.1 Generally. Except as otherwise provided by applicable law, the debts, obligations and liabilities of the Company, whether arising in contract, tort or otherwise, shall be solely the debts, obligations and liabilities of the Company, and no Member, Manager, Officer, or employee of the Company shall be obligated personally for any such debt, *obligation or liability of the Company solely by reason of being a Member, Manager, Officer, or employee of the Company, or acting as a Manager or Officer of the Company.*

## ARTICLE NINE INDEMNIFICATION

9.1 Limitation of Liability and Indemnification. To the fullest extent permitted by law, the Company shall indemnify and advance expenses to, and the Company shall hold harmless, each **Member, Manager, Officer and employee of the Company** against any and all claims related to their service for the Company, except as may arise from the exercise of their duties in a manner that constitutes bad faith, gross negligence or reckless disregard of their responsibilities.

## ARTICLE TEN DISSOLUTION

10.1 Dissolution. The Company shall be dissolved and its affairs wound up, upon the election to dissolve the Company by the Member.

10.2 Distribution of Assets on Dissolution. Upon the winding up of the Company, the Company's assets shall be distributed as follows:

- (a) First, to creditors, including the Member if it is a creditor, to the extent permitted by law, in satisfaction of Company liabilities; and
- (b) Second, any remainder shall be distributed to the Member, if then in existence and an exempt organization under section 501(c)(3) of the Code, and of not, then by distributing such assets to such organization or organizations organized and operated exclusively for charitable, educational or religious purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Code as the Managers shall determine.

10.3 Effective Date of Dissolution. Dissolution of the Company shall be effective as of the day on which the event occurs giving rise to the dissolution, but the Company shall not terminate until

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there has been a winding up of the Company's business and affairs, and the assets of the Company have been distributed as provided in this Article Eleven.

### ARTICLE ELEVEN ADDITIONAL RESTRICTIONS AND PROVISIONS

11.1 Charitable Purpose. The Company is organized exclusively for charitable, educational or religious purposes within the meaning of section 501(c)(3) of the Code.

11.2 Prohibition on Private Benefit. No part of the net earnings of the Company shall inure to the benefit of, or be distributed to, its managers, members or other private persons except that the Company shall be authorized and empowered to pay reasonable compensation for services rendered.

11.3 Propaganda Prohibited. No substantial part of the activities of the Company shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Company shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

11.4 Restrictions on Activities. Notwithstanding any other provision of these Articles, the Company shall not carry on any activities not permitted to be carried on by a company exempt from federal income tax under section 501(c)(3) of the Code, or by a company, contributions to which are deductible under section 170(c)(2) of the Code.

11.5 Operation to Further Charitable Purpose. The Company shall at all times be operated exclusively to the further the charitable purposes of its Member.

11.6 Restriction on Transfer. The Company, any interest in the Company or the assets of the Company may only be availed of or transferred (directly or indirectly) to any nonmember, other than a section 501(c)(3) organization, or governmental unit or instrumentality, in exchange for consideration having fair market value equal to or greater than the value of such interest or asset.

11.7 Restriction on Merger or Conversion. The Company shall not merge with or otherwise be converted into a for-profit entity.

11.8 Vigorous Enforcement. The 501(c)(3) organization Member of the Company shall expeditiously and vigorously enforce all of its rights in the Company and shall pursue all legal and equitable remedies to protect its interest in the Company.

11.9 Restriction on Distribution. No asset of the Company shall be distributed to Member if it ceases to be a 501(c)(3) organization, and if the Member is not a 501(c)(3) organization, the Company shall be dissolved and the assets of the Company distributed as provided in this Agreement.

### ARTICLE TWELVE MISCELLANEOUS

12.1 General. *This Agreement may be amended by written agreement of amendment executed by the Member. No agreement shall be made unless such amendment is consistent with the provisions and restrictions set forth in Section 3.2 (Admission of Additional Members), Article Ten (Dissolution), Article Eleven (Additional Restrictions and Provisions), and this Article Twelve (Miscellaneous).*

12.2 Benefit and Binding Effect. *Except as herein otherwise specifically provided, this Agreement shall be binding upon and inure to the benefit of the Company and the Member and*

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*Member's legal representatives, successor and assigns. Captions contained in this Agreement in no way define, limit or extend the scope or intent of this Agreement.*

*12.3 Severability. If any provision of this Agreement, or the application of any such provision to any person or circumstance shall be held to be illegal, invalid or unenforceable under present or future laws effective during the term hereof, the remainder of this Agreement, or the application of such provision to any persons or circumstances, shall not be affected thereby and shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof.*

*12.4 Waiver. No waiver by a Member or the Company of any breach of this Agreement shall be deemed to be a waiver of any other breach of any kind or nature and no acceptance of payment or performance by a Member or the Company after any such breach shall be deemed to be a waiver of any breach of this Agreement whether or not such Member or the Company knows of such breach at the time it accepts such payment or performance.*

*12.5 Applicable Law. Unless this Agreement provides otherwise, all matters that arise with respect to the business, affairs, and operation of the Company shall be governed by the provisions of the Act. This Agreement shall be governed by the laws of the State of North Carolina (without regard to conflict of laws principles), with all rights and remedies being governed by such laws.*

*12.6 Mediation. In the event of any dispute over the provisions of this Agreement and in other disputes among the Managers, or between the Company and the Member, if the disputing parties cannot resolve the dispute to their mutual satisfaction, the matter must first be submitted to IAR Board of Directors (BOD). If IAR BOD is unable to resolve the matter it shall be submitted to mediation before proceeding with filing a lawsuit against the other party. Both parties agree to present the dispute before a mediator who will: bring the two parties together to discuss the issues, act as an intermediary in these discussions and make recommendations to the parties on a resolution of the dispute. If the parties are still unable to resolve their dispute through mediation, then the complainant may proceed with filing a lawsuit in the appropriate court that has jurisdiction over any dispute between the disputing parties.*

### ARTICLE THIRTEEN SCHOOL BOARD

*13.1 General. The Member shall appoint the School Board for full time schools. The School Board shall provide a coherent long-term vision and strategic planning for full time schools. The School Board will provide guidance about fiscal and budgetary matters and monitor performance. The details outlining formation and composition of School Board, its duties and responsibilities and its relationship to the Member's Shura are outlined in a separate document.*

## **APPENDIX B:**

### **Al-Iman School National Elementary Honor Society Guidelines**

Al-Iman School NEHS membership is considered an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

The initial selection of members to this chapter shall be by nomination of all Upper Elementary School faculty members. Students nominated to must receive three nominations or more to be considered a candidate for NEHS. After student is nominated the faculty council will review all eligible requirement outlined in the chapter bylaws.

The selection of active members shall be held once a year during the second quarter of the academic school year. All students nominated shall be notified and asked to complete and submit the candidate information form and essay expressing reasons for desiring to be a member of NEHS. At that time the faculty council members will start a screening process to determine if the nominated student is eligible for selection.

#### **NEHS Eligibility:**

Students eligible for NEHS selection must be in the final quarter of third grade or members of the fourth, or fifth grade class.

1. Candidate must maintain 3 or better for two consecutive quarters within the academic year.
2. Must score and maintain 70% or above on MAP testing.
3. Must score 32 points or above on Faculty Council (FC) observation report.
4. Candidate must write an essay expressing why they are interested in being a member of NEHS.
5. Al-Iman School student must achieve all three requirements before being considered a candidate for NEHS (i.e. 3 or better for two consecutive quarters, 70% or above on MAP testing and at least 32 points or more on FC observation report).

Upon meeting all eligibility requirements and standards, candidates shall then be considered for induction.

#### **Selection of NEHS Members**

1. After the eligibility faculty council members will review the candidate information forms, along with other relevant information to determine those who fully meet the selection criteria for NEHS membership.
2. Candidates become members when inducted at a special ceremony. A candidate who does not attend the NEHS induction ceremony without a valid excuse written by parent(s) addressed to FC members will not be considered a member of our chapter.

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### Note:

An active member of the National Elementary Honor Society who transfers to this school will be automatically accepted for membership in this chapter upon receiving a letter from the previous school. The faculty council shall grant to the transferring member one quarter to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

### NEHS Dismissal Procedures

Any NEHS member who falls below the standard criteria set by Al-Iman School may be considered for dismissal from the Al-Iman School chapter of the National Elementary Honor Society. All NEHS active members are expected to maintain a high academic standing and take an active role in leadership and community service. If a member's cumulative grade falls below the standards in effect when he/she was selected, he /she will be given a written warning and a reasonable time period for improvement. If the grade performance remains below standard at the end of the warning period the student will be subjected to consideration for dismissal from the chapter.

Violations of the law or school regulations can result in immediate consideration for dismissal as a member of NEHS. These violations include, but are not limited to level two or three offenses outlined in Al-Iman School's Student Handbook under discipline policy (page 40 – 48). Offenses of the school conduct code (such as use of profanity, failure to comply with dress code, unexcused absences, excessive tardiness to class, etc.) will receive a written warning notification.

If a written notification is given the member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face- to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.

The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies. A member who is dismissed or resign may never again be considered for membership in the National Elementary Honor Society. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

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Notes: