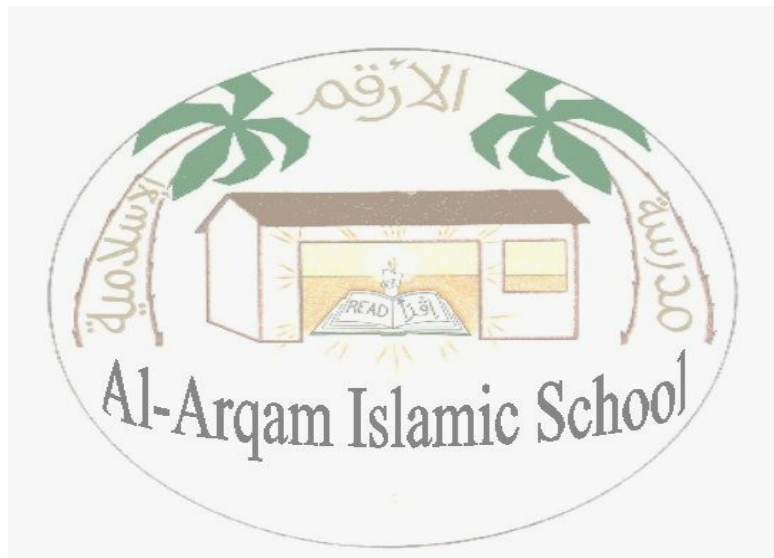


Al-Arqam Islamic School & College Preparatory Student-Parent Handbook



2019-2020

6990 65th St., Sacramento, CA.

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1. GENERAL INFORMATION

Dear Parents and Students,

It is our pleasure to welcome you to Al-Arqam Islamic School and College Preparatory (AIS/ACP) for the school year 2019-2020. We, at AIS/ACP, are dedicated to providing your children with the best possible education in an Islamic environment. Your support of the policies and adherence to the procedures ensure the smooth and effective school functions. The cooperation of home and school is one of the major tenant of the success of your child at Al-Arqam.

The content of this handbook includes rules and procedures for both students and parents. **Please read it thoroughly, review it with your child, and use it as a reference throughout the year.** Since the handbook is now an official document, please sign the Acknowledgement Statement that confirms that you received and read this document and acknowledged the responsibilities outlined herein. Please utilize the school calendar which serves as a source of information regarding all minimum days, breaks, and teacher-in-service days. **The School reserves the right to make changes or amend any policies and procedures outlined in this Handbook from time to time.**

1.1 Contact Information

School phone number	916-391-3333
Downstairs main office extension	ext. 102
Upstairs main office extension	ext. 250 or 251
Accountant office	ext. 234
Behavior Counselor	ext. 219
Vice Principal	ext 231
Principal	ext 233

1.2 Al-Arqam Islamic School and College Preparatory faculty and Staff

Administrators

Dr. Lula Abusalih	Principal
Mrs. Norashikin Duso	Vice Principal

Counselors

Nassiba Cherif	Behavioral Counselor
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Accountant

Marwa Awara	Accountant
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Certificated Staff

Elementary Staff/Homeroom Teacher

Aziza Burhan	Pre-Kindergarten Director/Teacher
Lena Mansy	Pre-Kindergarten Teacher
Houda Arakji	Transitional Kindergarten
Helia Mojjadiddi	Transitional Kindergarten
Gihad Silmi	Kindergarten
Soad Gofar	Kindergarten
Laila Elaref	First Grade
Yalda Khaleq	First Grade
Mona Abouljoud	Second Grad
Kheria Nattah	Second Grade
	Third Grade
Lina Issa	Third Grade
Majed Abed	Fourth Grade
Nora Harraz	Fourth Grade
Maria Diaz	Fifth Grade
Colleen McNeil	Fifth Grade

Al-Arqam Departments:

Quran

Mohamed Kamel
Alaa Abualburgal
Sarah Farah
Sh. Sayed Waheed Ahmadzada

Islamic Studies

Suhana Saadun
Marwa Soliman
Sumiah Al-Harisis

Arabic

Mona Okda
Nor El Houda Kheli
Naima Elmoussaoui
Hanan Sedik
Noor Salman
Samia Ramzi

Secondary Staff

English

Obaida Hussein

Sana Abedrabbo

Zarah Ali

Secondary Staff Mathematics

Omneya Gomoaa

Laila Abed

Sawsan Deeb

Ubaida Tugan

Secondary Staff Science

Montassar Sahli

Hajar Ibrahim

Secondary Staff History

Cavan Holliday

Jalil Jankochai

Kathryn Niazi

Physical Education

Sara Hassan

Secondary Staff Art

Aminah Mohamed

Classified Staff

Halima Albers

Edisa Rahmonvic

Hala Addassi

1.3 Elementary Bell Schedules

Regular Daily Bell Schedule

PERIOD	Begins	Ends	Minutes
Morning Assembly/Transition	7:40 am	7:50 am	10
1	8:00 am	8:45 am	45
2	8:45 am	9:30 am	45
3	9:30 am	10:15 am	45
Recess	10:15 am	10:25 am	15
4	10:25 am	11:10 am	45
5	11:10 am	11:55 am	45
LUNCH/WUDU	11:55 am	12:35 pm	40
6	12:40 pm	1:20 pm	45
Salah	1:20 pm	1:40 pm	20
7	1:40 pm	2:25 pm	45
8	2:25 pm	3:10 pm	40
Clean-Up/ Dismissal	3:10 pm	3:15 pm	5

Friday Bell Schedule

PERIOD	Begins	Ends	Minutes
Morning Assembly/Transition	7:40 am	7:50 am	10
1	8:00 am	8:30 am	30
2	8:30 am	9:00 am	30
3	9:00 am	9:30am	30
4	9:30 am	10:00 am	30

5	10:00 am	10:30 am	30
LUNCH/RECESS	10:30 am	11:10 am	40
6	11:10 am	11:40 am	30
7	11:40am	12:10 pm	30
8 and clean up	12:10 pm	12:50 pm	40

Morning Assembly Bell Schedule

PERIOD	Begins	Ends	Minutes
Morning Assembly/Transition	7:40 am	7:50 am	10
Assembly	8:00	9:00	60
1	9:00 am	9:35 am	35
2	9:35 am	10:10 am	35
3	10:10 am	10:45 am	35
Recess	10:45 am	11:00 am	15
4	11:00 am	11:35 am	35
5	11:35 am	12: 10am	35
LUNCH/WUDU	12:10am	12:50 pm	40
6	12:50 pm	1:25 pm	35
Salah	1:25 pm	1:45 pm	20
7	1:45 pm	2:20 pm	35
8	2:20 pm	3:10 pm	40
Clean-Up/ Dismissal	3:10 pm	3:15 pm	5

Minimum Day Bell Schedule

PERIOD	Begins	Ends	Minutes
Morning	7:40 am	7:50 am	10

Assembly/Transition			
1	8:00 am	8:30 am	30
2	8:30 am	9:00 am	30
3	9:00 am	9:30 am	30
4	9:30 am	10:00 am	30
5	10:00 am	10:30 am	30
6	10:30 am	11:00 am	30
7	11:00 am	11:30 am	30
8	11:30 am	12:00 pm	30

Ramadan Bell Schedule

PERIOD	Begins	Ends	Minutes
Morning Assembly/Transition	8:40 am	8:55 am	15
1	9:00 am	9:35 am	35
2	9:35 am	10:10 am	35
3	10:10 am	10:45 am	35
4	10:45am	11:20 am	35
5	11:20 am	11:55 am	35
LUNCH/WUDU/	11:55 am	12:20 pm	25
6	12:20 pm	12:55 pm	35
Salah	12:55 pm	1:30 pm	20
7	1:30 pm	2:05 pm	35
8	2:05 pm	2:40 pm	35

Ramadan Bell Schedule for Friday

PERIOD	Begins	Ends	Minutes
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Assembly	8:40	8:50	10
1	8:50	9:15	25
2	9:18	9:43	25
3	9:45	10:10	25
4	10:12	10:36	25
Break	10:36	11:00	25
5	11:03	11:28	25
6	11:31	11:56	25
7	12:00	12:25	25
8	12:25	12:50	25

1.4 Secondary Bell Schedules

Regular Bell Schedule

Block	Begins	Ends	Minutes
Assembly	7:40 am	7:50 am	10
1	7:50 am	9:05 am	75
2	9:08 am	10:23am	75
3 15 MINUTES BREAK	10:25 am	11:55 am	90
4	11:58 am	1:13 pm	75
LUNCH/SALAH	1:15 pm	2:00 pm	45
5	2:00 pm	3:15 pm	75

Morning Assembly Bell Schedule

Block	Begins	Ends	Minutes
Morning Assembly	7:40 am	7:50 am	10
Assembly	7:50	8:30	40
1	8:30 am	9:35 am	65
2	9:38 am	10:43 am	65
3 15 MINUTES BREAK	10:46am	12:06 am	80
4	12:10 am	1:15 pm	65
LUNCH/SALAH	1:15pm	2:05pm	50
5	2:05 pm	3:15 pm	70

Afternoon Assembly Schedule

Block	Begins	Ends	Minutes
Morning Assembly	7:40 am	7:50 am	10
1	7:50	8:55	65
2	8:58 am	10:03 am	65
3	10:06 am	11:11 am	65
4	11:15	12:20	65
Assembly	12:20 am	1:20 pm	60
LUNCH/SALAH	1:20pm	2:05pm	50
5	2:05 pm	3:15 pm	70

Friday Bell Schedule

Block	Begins	Ends	Minutes
Assembly	7:40 am	7:50 am	10
1	7:50 am	8:35 am	45
2	8:38 am	9:23 am	45
3	9:26 am	10:11 am	45
School Program	10:15 am	10:50 am	35
4	11:05 am	11:35 pm	45
LUNCH	11:35 pm	12:00 pm	25
5	12:00 pm	12:50 pm	50/Dismissal

Minimum Day Bell Schedule

Block	Begins	Ends	Minutes
Assembly	7:40 am	7:50 am	10
1	7:50 am	8:40 am	50
2	8:40 am	9:30 am	50
3	9:30 am	10:20 am	50
4	10:20 am	11:10 am	50
5	11:10 am	12:00 pm	50

Ramadan Bell Schedule

Block	Begins	Ends	Minutes
Assembly	8:40 am	8:50 am	10
1	8:50 am	9:50 am	60
2	9:50 am	10:50 am	60
3	10:50 am	11:50 am	60

4	11:50 am	12:50 pm	60
LUNCH/SALAH	12:50 pm	1:50 pm	60
5	1:50 pm	2:50 pm	60

Ramadan Bell Schedule for Friday

Block	Begins	Ends	Minutes
Assembly	8:40	8:50	10
1	8:50	9:30	40
2	9:35	10:15	40
Break	10:15	10:30	15
3	10:35	11:15	40
4	11:20	12:00	40
5	12:05	12:50	45

2. Al-Arqam Mission and Student Learning Outcomes (SLOs)

Al-Arqam goal is to provide a nurturing and stimulating environment where students will attain both a strong Muslim identity (according to Qur'an and Sunnah) and solid academic skills, which will enable them to become successful adults living to please Allah (SWT). Parents should take some time to read and understand the AIS/ACP mission and student/schoolwide learning outcomes (SLOs). These documents are the guiding principles on which AIS/ACP policies and procedures are created and implemented. These principles shall be integrated into many facets of a student's learning experience, including classroom activities, outside play, after school programs, and school-wide events and projects.

2.1 Al-Arqam College Preparatory Mission Statement

Al-Arqam College Preparatory School is committed to providing an educational environment that inspires its young men and women to strive for academic, personal and spiritual excellence. Al-Arqam nurtures in students the skills and talents necessary to make positive contributions to global society by offering a comprehensive curriculum that promotes Islam as a way of life, and develops students' ability to think critically, creatively, and

communicate effectively. In a diverse and dynamic community, students are challenged and empowered to learn with passion, serve with kindness, and lead with integrity. the following is the school mission:

"The Al-Arqam mission is to have an educational institution that teaches and nurtures the "whole" child - intellectually, emotionally and physically, and to instill in each student the principles of submission to the Will of Allah as an essential element in achieving excellence academically and personally."

2.2 Student Learning Outcomes (SLOs)

Al-Arqam updated SLOs are conveyed through the acrostic **TORCH**, which is derived from the school's mascot and logo, the Torchbearers.

THINKING CRITICALLY

OBSERVING AND LIVING ISLAM

RIGOROUS AND ENGAGING CURRICULUM

COMMUNICATING EFFECTIVELY

HAVING GLOBAL-MINDEDNESS

Thinking Critically (T)

Al-Arqam Islamic School students will utilize their creative and analytical abilities to evaluate the effectiveness of their subject at hand.

"The strong believer is better than the weak believer, and there is goodness in each." (Hadith)

"Indeed, your body has a right over you." (Hadith)

Thinking critically and analyzing global issues;

- Demonstrating an ability to solve complex, academic and real-life problems using a variety of strategies
- Ability to evaluate real-life moral and ethical issues in relation to Islamic values and principles
- Understanding the importance of physical fitness, good nutrition and hygiene to maintain a strong mind and body

Observing and Living Islam (O)

Al-Arqam Islamic School students will live Islam as a way of life as evident from the Quran “Let there be a community among you who call to the good, enjoin the right, and forbid the wrong. They are the ones who will have success.” Quran (3:104)

- Inclusive adherence to the Message of Allah; modeling and guiding after the Prophet Muhammad (pbuh)
- Rich knowledge of the Quran and Sunnah, and of Islamic History, including Muslim contributions to modern civilization
- Daily implementation of Islamic teachings through prayers and fasting, with the understanding of the spiritual and physical benefits of each
- Positively projecting Islam to the larger local and global community (“international-mindedness”)
- Incorporating and building character and moral values (Tarbiya Program)

Rigorous and Engaging Curriculum (R)

Al-Arqam Islamic School Students will be enthusiastic lifelong learners and high academic Achievers as supported by the Quran:

“ Say, 'Are those who know equal to those who do not know?'" Quran (39:9)

“Oh Lord, increase my knowledge.” Quran (20:114)

- Individualized and highly effective curriculum in adherence to the State Standards
- Developing and exhibiting knowledge in numerous individual and integrated subjects, and their connections to Islam
- Higher level programs such as International Baccalaureate (IB) and Advanced Placement (AP) courses, along with
- High school graduation requirements that exceed the recommended UC and CSU A-G requirements needed for college admissions
- Applying successful qualities and academic skills for career and college readiness

Communicating Effectively (C)

Al-Arqam Islamic School students will be effective communicators;

(Moses) said: "O my Lord! Expand my chest, ease my affairs, and remove the knot from my tongue, so they may understand my speech.” Quran (20:25-28)

- Read, write, comprehend and converse effectively in English
- Read, write and comprehend classical Arabic for an in-depth understanding and appreciation of the Holy Quran and the Arabic as a World Language

- Effectively articulate the essential elements of Islamic beliefs and traditions to other faith groups

Having Global Mindedness (H)

Al-Arqam Islamic School students will be active, responsible contributors to their Muslim, local, national and global communities:

“ O mankind! We created you from a single (pair) of a male and a female, and made you into nations and tribes, that ye may know each other (not that ye may despise (each other)). Verily the most honored of you in the sight of Allah is (he who is) the most righteous of you.” Quran (49:13)

The best among people are those who are most beneficial to them. (Hadith)

- Appreciating the interconnectedness of nations, faiths and languages; recalling the contributions of each to civilization;
- Knowledge and respect for an inclusive, global society;
- Utilizing individual time and talent to make positive contributions in society both locally and globally

3.General Information & Communication

3.1 Civility Policy

Parents and Guardians of AIS/ACP acknowledge and agree that the opportunity to attend is conditional at all times upon both the student and all other members of the family honoring the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school’s student handbook.

If an employee, student, or parent/guardian is unable to maintain the “Civility Policy”, the following may occur:

1. AIS/ACP reserves the right to dismiss a student, parent and/or employee whose presence in the school is considered detrimental to the best interest of the student, of fellow students, or of the school in general.
2. AIS/ACP also reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission.
3. AIS/ACP also reserves the right to dismiss any student, parent and/or employee who knowingly goes against any of the school’s published policies and/or promotes negative advertising against the school verbally, in writing and/or on any published medium, including all avenues of social networking sites.

3.2 Parents Responsibilities

Throughout this document, “parents” includes single parent, legal guardian, or person who has lawful custody of the student. Parents have the responsibility to:

1. Teach and encourage students to respect all school personnel, their peers, themselves, school property and the property of others.
2. Teach the student to listen to teachers and other school personnel and to respect school rules.
3. Be sure the student attends school regularly and on time, and promptly report absences and tardiness to the school.
4. Encourage and lead the students to develop proper study habits at home.
5. Participate in parent-teacher conferences to discuss the student's school progress and welfare.
6. Stay informed about school policies and the academic requirements of school programs.
7. Pay required fees and fines in a timely manner.
8. Participate in school-related activities/functions.
9. Be sure the student is appropriately dressed and groomed at school and school-related activities.
10. Discuss report cards and school assignments with the student.
11. Inform the school regarding any learning and/or medical disorder or condition that may relate to the student's education.
12. Keep the school up-to-date with homework, emergency telephone numbers, and other pertinent information at the school.
13. Cooperate with the school staff.
14. Exercise appropriate parental guidance and responsibility, which includes being liable for property damage caused by your child.
15. The school has the right to permanently dismiss students whose parent(s) show a pattern of hostile, threatening, slanderous, or insulting speech or actions toward any member of the school staff or slanderous to the public reputation of the school and parents who do not respond to teachers and/or administration's calls or emails regarding academic or behavioral concerns.
16. Sign and submit the attached Acknowledgement Statement.

3.2.1 Student Information System (SIS) – TeacherEase

Al-Arqam adopted the TeacherEase Student Information System; in which teachers use the following features: daily attendance, reporting grades, and parent communication. Parents have access to the following information through their personal account, via the parent portal, which they must create upon reception of their code from the school:

- School announcements
- Report cards
- Attendance Records
- Behavior records

3.2.2 Back-to-School Night

This is a special event for parents to visit their child's class and meet his/her teachers to get a better idea of how the school year will progress in the classroom as well as get acquainted with the curriculum. These take place during the month of August or September.

3.2.3 Parent-Teacher Conferences

One conference is planned in the school year at the end of the first quarter. Other conferences shall be held if any of the following circumstances arise:

- The student is not maintaining passing grades or achieving the expected level of performance.
- In case of any disciplinary concerns,
- Other cases in which the teacher considers it necessary.

3.2.4 Finances

1. Full payment of fees is required for the acceptance of students. In addition to the tuition, the following fees will apply:
 - a. Non-refundable registration fee, of \$250 for all new applicants.
 - b. Returning student registration fee of \$100 per student.
 - c. Books and student material (\$200 to \$400) depending on grade level.
 - d. Non-refundable materials fees for specific courses and grades
 - e. Other incidental fees during the school year for special in-class activities or field trips, as required.
2. Failure to maintain timely payments may result in dismissal of students from Al-Arqam Islamic School & College Preparatory. AIS/ACP will pursue necessary actions to collect the remaining balance.
3. Tuition is due monthly to facilitate payment. However, the full yearly amount is due even if school is not in session for a portion of the month.
4. AIS/ACP reserves the right to dismiss any student for whom we determine we cannot meet his/her individual financial needs.

3.2.5 Hot Lunch Menu

The Parent Teacher Organization (PTO) serves hot lunch for students on all grade levels two to three times a week. All foods are bought from Halal certified restaurants such as Sun Pizza and Falafil Planet. Some of the hot lunch menu includes:

- Salad
- Pizza lunch
- chicken nugget with fries
- burger with fries
- Grilled cheese sandwiches with fries

All meals come with a choice of water or milk

3.2.6 Home Food Guidelines

- To nurture healthy habits in our students, AIS/ACP encourages parents to send healthy foods for snack, lunch and for school events. Fresh foods, with minimal sugar, are recommended.
- The following are examples of **healthy snacks or green foods; as a guidelines always provide your children with a few serving of fruits and vegetables:**

Cheese, Crackers, Fruit (grapes, strawberries, cut apples, cut oranges), Baby carrots, Sliced cucumbers, Apple sauce, Yogurt.

- For your child's health and well being due to the effect of these food products on the physical brain development the following foods **should not be brought to school campus during school hours:** coffees, tea, Frappuccino, energy drinks, soda, candies, and gum.
- There is **NO Microwave** available for **student use**; therefore, do not send lunches that need to be heated for consumption, ex: Cup of Noodles, frozen lunch, etc

3.2.7 Guidelines To Observe During Class Events

- Staff is in charge of preparing activities that are relevant to the purpose of the gathering and the learning objectives
- For secondary classes, staff will coordinate with other subject teachers to avoid scheduling conflicts.
- Only healthy snacks that are store bought are permissible. No home cooked food will be allowed at any time.
- **Events must take place during lunch time only and must be approved by the administration team at least one week prior to the event.**
- Students are in charge of cleanup before, during, and after the conclusion of the activity.

Parents wishing to bring treats for any occasion, are expected to follow the guidelines below:

- Parents must inform teachers, at least, one day before they wish to bring in a treat.
- Drop off the food in the front office (1st or 2nd floor)
- Treats must be:
 - Nut- Free Food Items
 - Limited high sugar food content
 - Wrapped individually for easy distribution.
 - Food may be distributed at snack, at lunchtime, or during the last period with the teacher's discretion.

3.2.7.1 Birthdays

Students are not allowed to celebrate birthdays on school premises. Students are not allowed to bring treats to share with the class, nor gifts or invitations for friends during school hours.

3.2.8 Graduation Events

Events including Kindergarten and 8th Grade Promotions are school sponsored activities and are arranged by staff and administration. Senior Graduation is an official school function, initiated, scheduled and organized by the AIS/ACP administration and staff.

The graduation committee and the activities coordinator are the central point of communication for all school-sponsored graduation activities. Parents may be recruited and are encouraged to volunteer to assist with a variety of tasks listed. It is important for the tradition and general uniformity of graduation events for each class, from year-to-year, that parents check with the activities coordinator, to ensure that volunteer tasks are fulfilled in accordance with the framework and details approved by the school Administration.

After Parties: Celebrations following school-sponsored graduation/promotion ceremonies are traditionally hosted by individual parents, often at the family residence. These private events are not in any way, initiated or organized by the Al-Arqam administration or staff. **The School does not accept responsibility, nor offer any endorsement for the details of the event venues, attendance, or for any activities that take place during these events.**

3.2.9 Emergency Information Forms

Parents are required to fill out the student emergency information forms for each child enrolled in the school. Please note that no student is allowed to attend school without a completed emergency information form on file before the first day of school.

3.2.10 Illness

For the protection of the child, other students and staff, parents should not send their child to school if he/she shows any of the following symptoms.

- High Fever
- Pink Eye(s)
- Nausea or Vomiting
- Evidence of a communicable disease
- Severe headache and/or stomach ache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes
- Hand-Foot-Mouth Disease

Center for Disease Control (CDC) recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100°F, 37.8°C), or signs of a fever without the use of fever-reducing medications.

Should any student develop any of these symptoms during school hours, parents will be notified and they need to make arrangements to pick up their child as soon as possible. In some cases, a student will not be allowed to return to school unless the student presents a written medical report from his/her doctor stating that it is permissible for him/her to go back to school.

3.2.11 Medication

Parents should fill out a medical authorization if their child is to take a prescribed medicine at school. Information about the medicine should be submitted along with the medical authorization form. Al-Arqam Islamic School is not responsible for any medicine taken by a student without the knowledge of the school staff. This form is available at the front desk. It is prohibited for students to carry any over-the-counter or prescription medications with them at any time.

3.2.12 Contagious Conditions

Parents should report all contagious conditions to their child's teacher and the school front office desk.

3.2.13 Head Lice

AIS administration follows the recommendation from the National Pediculosis Association, which states "The No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school." We opted for this policy to be more proactive in looking for the well-being of the entire student body. We believe the school and home need to work together for early detection and efficient solutions before spreading occurs. Based on this policy:

- As prevention and for early detection, the school requires parents to check their children for lice before sending them back to school.
- **Once detected or suspected, parents will be called to pick students up as soon as possible.** Parents need to treat or have the students treated before students can come back to school. Parents must bring a doctor clearance note upon their student return. **Their hair must be completely free of lice and nits before being allowed back in the classroom.**
- Students cannot attend school if they have head lice and/or nits in their hair.
- Notices will be sent to students in the same grade level to advise other parents to check their children.

3.3 Student Responsibilities

3.3.1 Use of the School Phone and Cell Phones Ban

Students may use the school's telephone, **only in case of an emergency**. In the event a parent calls the school to relay a message to his/her child, they should expect to leave a message with the receptionist to be delivered to the child. Please try to limit phone calls to emergency situations only.

STUDENTS IN ALL GRADE LEVELS ARE NOT ALLOWED TO BRING THEIR CELL PHONES WITH THEM TO SCHOOL.

3.3.2 Lost and Found

Lost articles, clothes and personal items may be claimed in the front lobby for K-5th and stair hallway for 6-12 grades. To avoid losing personal belongings, have your child's name marked inside all belongings, including clothing, book bags, lunch boxes, etc. Lost and found items will be held for a duration for 30-days only.

*** AIS/ACP is not responsible for lost, stolen, or damaged items.**

3.3.3 Leaving School during the School Day

During the school day, no student is permitted to leave the school grounds without being signed out by a parent, legal guardian or authorized emergency contact at the school office.

For students who drive to school, parents or legal guardian **MUST** call the school's office to give permission to leave and it will be documented on TeacherEase attendance record.

Students are NOT allowed to "hangout" or go to their vehicle during snack and lunch recess time.

3.3.4 Safety on Campus

The safety of all students and staff is extremely important. Daily security measures at AIS/ACP include:

- All students are supervised at all times and in all areas of the school (classroom, playground, cafeteria and the Masjid) by adults who carry cell phones and can immediately report anyone who doesn't belong on the premises. High school students are not permitted to hang out in their vehicle or peer's vehicle.
- The main entrance of the school is under constant supervision by the masjid/school security guard .
- All visitors and volunteers must sign in at the one of the front offices and wear a visitor badge. If staff members do not see a visitor label, they are instructed to send individuals to the front desk and/or to notify the front office.

3.3.5 Emergency Drills

Students and staff participate in a series of drills every year: Fire, Earthquake, and intruder on campus, Lockdown Drills. Below is a brief description of each Emergency Drill.

Fire Drill: Fire evacuation procedures are used to clear the building of all children and adults as quickly as possible. The priority is safe, quick and efficient dismissal of all individuals located inside the building.

Earthquake Drill: Earthquake procedures are used to ensure the safety of all students in the event of an earthquake. Protective measures must be taken before, during and following an earthquake. All staff and students are informed of the Duck, Cover and Hold procedures. In October, AIS/ACP staff and students will be among 9.4 million participants in the Great California Shakeout to simultaneously practice 'Drop, Cover, and Hold-on' earthquake drill routine. To learn more about this annual event log on to www.shakeout.org.

Lockdown Drill: A Lock Down drill helps to secure the school building and prevents any intruder from entering the building. The purpose of this drill is to keep students safe from any possible danger outside and in the vicinity of the school.

Active Shooter/Intruder on Campus: An active shooter drill will help prepare and secure our staff and students in an event that there is an intruder present in the building and in any case of active firing on campus.

3.3.6 Exemptions from School Activities

Students exempt from Physical Education (PE) or other school activities must provide a written authorization from the child's doctor. The office should have a copy of the note in the student's record.

3.4 School Communication

The following methods are utilized to keep parents informed of how their children are progressing in school and to inform parents of events, activities, and more.

- The school website (www.alarqamislamicschool.org) contains important information for parents.

Parents are encouraged to check it regularly for posting of current events.

- The school text messaging system allows for immediate updates to parents.
- Folders from lower grade teachers are sent home weekly or every other week.
- four-week progress reports are sent to parents electronically.
- progress reports are sent home at the end of each quarter
- Report cards are issued at the end of each semester.
- Parent-teacher conferences are held at beginning of the year and during the month of October.
- Parents are encouraged to have open communication with teachers by appointment. To set an appointment with a teacher, call (916) 391-3333 or send an email to the teacher through the school email. All teacher's email starts with the first letter of their first name followed by their last name @arqamschool.org.

4. Al-Arqam Academic Programs

4.1 Academic Programs K-8th

Al-Arqam Islamic School & College Preparatory curriculum adheres to the California Common Core Standards, Next Generation Science Standards (NGSS), and the school scopes and sequences for Arabic, Quran, and Islamic Studies. The curriculum taught at AIS/ACP includes:

- **Language Arts:** Literature, reading, language, spelling, listening, and writing.
- **Math:** Concepts, operational skills, and problem solving. **Arabic:** Reading, writing, vocabulary, and basic grammar.
- **Sciences:** Biological and physical.
- **Social Studies:** History, geography, cultures, civilizations, and government.
- **Art**
- **Islamic Studies:** Seerah & Islamic history, Aqidah & Ibadat, and Islamic manners.
- **Physical Education**
- **Quran:** Memorization, reading, and some tafseer.
- **Tarbiya Program**
- **Technology**

4.2 Academic Programs 9th-12th

Al-Arqam Islamic School & College Preparatory curriculum adheres to the California Common Core Standards, Next Generation Science Standards (NGSS), Advanced Placement standards, International Baccalaureate standards, and the school scopes and sequences for Arabic, Quran, and Islamic Studies. The curriculum taught at ACP includes:

- **Arabic Program:**
Leveled Arabic Course for 9th and 10th

IB Arabic Language B (11th-12th grade)

- **Art Program:**
9th-10th grade
- **English Program**
English 9: Literature, reading, language, and writing.
AP English Language and Composition (10th grade)
IB English 1A Literature (11th-12th grade)
- **Science Program:**
Biology(9th grade)
Physics (10th)
IB Chemistry (11th-12th grade)
- **Humanities Program:**
World Geography
U.S. Govt.
AP US History, United States History,
IB World History (11th-12th grade)
- **Math:**
9th grade Geometry
10 grade Algebra 2
11th-12th IB Math
- **IB Business:**
IB Business SL (11th and 12th grades)
- **IB Core:**
Theory of Knowledge (TOK)
Extended Essay
Creativity, Activity, & Service (CAS)
- **Islamic Studies:** Seerah & Islamic history, Aqidah & Ibadat, and Islamic manners.
- **Physical Education:** (9th and 10th)
- **Quran:** Memorization, reading, and some tafseer.

4.3 Homework

Homework is comprised of activities that is intended to reinforce the concepts and skills taught in class. Research shows that students can learn more when they actively engage in a variety of homework activities. We do encourage parents to become involved in their child's education by discussing with him/her homework assignments.

Homework can be assigned for any or all of the following purposes:

- To enrich and extend school experiences through home activities.

- To provide essential practice in needed skills.
- To develop good study habits, which lead to increased independence by the student, budgeting of time, self-direction, responsibility and initiative.

We often think of homework as involving pencil and paper type tasks, but homework may also include activities such as:

- Practice assignments to reinforce a recently taught skill
- Continuation of work begun in class
- Reading orally to parents
- Collection and preparation of exhibits
- Writing stories and reports
- Studying for tests
- Creative art activities
- Science projects
- Practicing math facts
- Conducting an interview
- Recreational/pleasure reading
- Rehearsing a speech that is to be given in class
- Reading to gather information for a written report
- Watching and evaluating assigned television programs
- Comparing the cost of a list of items found in various stores
- Visiting a museum, library, art gallery or zoo
- Writing an article for the school newsletter

4.4 Academic Honesty Policy

Students are expected to demonstrate academic honesty and integrity while at AIS/ACP and in their future endeavors in education and beyond. **NOTE: This Policy is inclusive and is not limited to AP students/IB candidates**

4.4.2 Student Responsibilities:

- Give full credit to the works and ideas of others
- Understand the definition of academic dishonesty
- Understand the proper ways to reference or cite work and/or ideas of others using MLA or APA
- Understand the consequences of academic dishonesty
- Acknowledgement of the Academic Honesty and Integrity Policy by signing handbook

4.4.3 Academic Misconduct

Academic misconduct is a behaviour that result in, or may result in, the student or any other student gaining an

unfair advantage(or a behaviour that disadvantage other students) in one or more assessment components.

Examples of Academic Misconduct:

Cheating- the use or attempted use of cheat sheets, notes, and/or electronic devices, during the exam
Copy from another student's exam, homework assignment, or other project with or without consent
Allowing another student to copy one's work (collusion)

Plagiarism- is defined as the representation, intentionally or unwittingly, of ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated material, unless indicated and acknowledged. Also, elements of nonverbal work (paintings, photographs, images, or mathematical proofs)

Collusion- is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Writing a paper/project for another student

Student assists another student with homework, take home exam, or project and he/she knows or suspects the teacher did not assign as group work

Sharing content and questions with other students about assessment

Duplication of work-- the presentation of the same work for different assessment/assignment components and/or IB Diploma requirements.

Misconduct during an exam and AP or IB exams includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the exam.

4.4.4 Academic Honesty and Integrity Policy For Grades 5-8

Copying another person's work, such as homework, classwork, or test, cheat sheets, notes on student bodies, use of a phone, or talking during an exam are all forms of cheating.

The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

4.4.5 Academic Honesty and Integrity Policy For Grades 9-12

The following information is taken from the International Baccalaureate Organization (IBO) **Academic Honesty** pamphlet.*

Academic Honesty, defined by IBO, "as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment."

4.4.6 Consequences for Academic Misconduct*

Students and parents need to know that consequences of academic misconduct are severe. Some or all of these consequences can develop from any confirmed case of academic misconduct:

1. Student will receive a zero on the assignment, exam, or quiz.
2. Possible disqualification from testing in the IB subject in which the misconduct occurred.
3. Possible disqualification from the IB diploma - a single case of confirmed malpractice results in an N mark in that subject. One N mark disqualifies any student from successfully completing the diploma.
4. Severe difficulties in getting positive letters of recommendation from faculty members. These letters are used both for college admission and for scholarship application purposes.

4.4.7 Missed Exam Policy

- Students who miss an exam **WITHOUT** a legitimate excuse will automatically **receive 0 points for that exam.**
- Only students with **legitimate/Valid** excuses will be allowed to make up missed exams.

There are only **three** acceptable excuses for an individual missing an exam:

Illness: The school requires an official certification from your doctor excusing your illness. A copy of the excused doctor's note should be turned in to the front office **and** to the teacher the following day of student's return.

Funeral/Janaza attendance: The school requires proof of funeral attendance with the date clearly listed. This must be handed in the next day upon your return to school to the front office.

Emergency: Please provide valid excuse and or legitimate documentation to the front office.

You must make up a missed exam within 5 business days.

The date and time for student to take a missed final exam will be arranged on a case by case basis with the teacher and office, but this will ONLY be done for a student who has a legitimate reason for missing a final exam.

Additional Policy Information: The following excuses will NOT be considered as legitimate reasons for missing exams:

- Oversleeping
- Employment conflicts and/or work related obligations of any kind.
- Failure to obtain babysitters and/or problems/difficulties involving one's children/dependents
- Alarm clock failure
- Elevator malfunction
- Car failure or breakdown
- Stress
- Forgetfulness

In the interest of fairness, there will be NO exceptions to these rules.

4.4.8 Promotion to the Next Grade Level Student Class Assignment

The student promotion and assignment to the next grade level is completed as following,

1. Current grade level teachers meet and discuss student potential assignment according to the following factors:

Student/teacher personality and classroom dynamic, while maintaining a balance of academic and behavioral abilities in each classroom.

2. Teacher submits the final list to administration for approval, administration will make recommendations and/or consult with the team and or staff member.
3. Administration will make the final decision in the best interest of the student

5. Dress Code

The AIS/ACP dress code is designed to encourage Islamic grooming, hygiene, modesty, equality and to focus on academics. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **School uniforms are required, and students are expected to be in uniform every day.** Students who do not adhere to proper uniform code **WILL NOT be allowed to enter class.** Parents must drop off uniform in order to allow students into the classroom. Disciplinary actions will be taken against students who repeatedly fail to adhere to the school's Uniform Policy.

5.1 Girls' Uniform – (Grades K-5)

The standard girls' dress at Al-Arqam Islamic School is a navy blue jumper-style uniform, navy blue pants, and a long-sleeve plain white uniform shirt. Any official AIS logo sweatshirt is the only outerwear permitted on campus. Girls are also required to wear an Islamic headpiece (hijab) in plain navy blue. **No jeans or jean-like pants, sweatshirts, hoodies, attire with logos (i.e. words) are to be worn on school grounds.**

5.2 Girls' Uniform – (Grades 6-8)

Girls from grades 6-8 must wear the Al-Arqam approved **loose navy blue two-piece abaya** (Long loose top and pants) available for purchase through East Essence . Girls are also required to wear an Islamic headpiece (hijab) in plain dark gray. The Hijab **MUST** be held by safety-pin underneath the neck and wrapped around the head securely without exposing the forehead/frontal hair, back and sides' hair. Any official AIS logo, navy blue sweater is the only outerwear permitted on campus. **No jeans or jeans like pants, sweatshirts, hoodies, attire with logos (i.e. words) are to be worn on school grounds.**

5.3 Girls' Uniform – (Grades 9-12)

Girls from grades 9-12 must wear the Al-Arqam approved **loose black two-piece abaya** (Long loose top and pants) or loose Kurti (from East Essence) Official ACP logo sweater or jacket are permitted on campus. Girls are also required to wear an Islamic headpiece (hijab) in plain burgundy. The hijab **MUST** be held by safety-pin underneath the neck and wrapped around the head securely without exposing the forehead hair, back hair and

sides.

No sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed. *Pants worn under abayah must be loose fitting, and solid black.

5.4 Boys' Uniform (Grades KG- 8)

The boys' uniform consists of navy blue slacks, an official AIS white shirt with the Al-Arqam Logo. Any official AIS logo, navy blue sweater is the only outerwear permitted on campus. Uniform pants are available in the student sections of most department stores. Boys may wear a kufi or taqiyyah on their heads. No baseball caps, fad caps, dreadlocks, ponytails, spiky hair or Mohawk haircuts/styles are allowed. **No non-AIS sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed.**

5.5 Boys' Uniform (Grades 9-12)

The boys' uniform consists of black relaxed, loose fitting slacks, an official AIS shirt (Gray polo or white dress button up shirt) with the Al-Arqam Logo. Official ACP logo sweater or jacket are permitted on campus. Boys may wear a kufi or taqiyyah on their heads. No baseball caps, fad caps, headbands, dreadlocks, ponytails, spiky hair or Mohawk haircuts/styles are allowed. **No non-ACP sweatshirts, sweatshirts with hoodies, attire with logos (i.e. words), jeans, cargo pants, and tight fitting clothing allowed.**

5.6 Shoes

No boots, Wheelies/Heelys, high heels, slippers, sandals, flip flops or any open toe shoes are permitted. All shoes worn should have rubber soles for safety and physical activities.

5.7 Grooming Guidelines

Uniforms are to be cleaned and mended. Hair is to be clean and combed. Scarves are to be clean and worn neatly. Fingernails are to be trimmed short and clean. **Makeup and nail polish (Inglot, breathable nail polish) are not allowed. Use of jewelry is NOT ALLOWED. Any form of facial ring is not permitted on school grounds.**

5.8 Backpacks/Lunch boxes

No inappropriate pictures, logos, and/or inappropriate brand names allowed.

5.9 Dress Code During Extracurricular Activities (field trips, etc.)

All students must adhere in AIS/ACP uniform during school-organized field trips and activities, including those that take place outside school hours unless expressed permission and notice is provided by the Administration.

In the event that the school administration permits students to dress out of uniform for the field trip or event, the following Islamic dress code must be in place otherwise students may lose the privilege to attend or participate the activity:

KG-5th Dress Code:

Female Students:

- Girls may choose to wear a modest dress that is below the knees with pants
- Dresses must be long sleeve
- Hijab (the head scarf) is recommended
- No Jeans and/or informal wear please
- **No heels, open toe shoes, and or flip flops**

Male Students:

- Dress shirt
- Dress pants/slacks
- Dress shoes and or sneakers
- No sandals and or flip flops
- No Jeans and/or informal wear please

6th-12th Dress Code:

Female Students:

- Modest and loose clothing
- Student may choose to wear an abaya and or traditional dresses that are Islamically appropriate (non transparent), pants maybe worn under the abaya or dress
- Hijab is required; no transparent hijabs permitted
- No two piece clothing such as pants and blouse top
- No pants, no casual wear

ONLY DRESSES AND MAXI LONG LOOSE SKIRTS AND A LONG BLOUSE (Blouse should reach knee length) ARE PERMITTED.

Male Students:

- Dress pants/slacks
- Dress shirt and/or a blazer
- Dress shoes
- No jeans/sneakers/ nor casual clothing / No flip flops or sandals
- Pants must be loose and below ankles

5.10 Dress Code Violations

Lower Grades (K-5):

1. 1st Notice: Verbal warning and email sent to parents via TeacherEase.
2. 2nd Notice: 1-Day lunch detention (no recess).
3. 3rd Notice: 2-Day lunch detention (no recess).
4. 4th Notice: 1-Day Out of School Suspension

Upper Grades (6-12):

1. 1st Notice: Verbal Warning to student. Email sent to parents via TeacherEase.
2. 2nd Notice: 1-Day lunch detention. (Any article of clothing in violation of the uniform will be asked to

be removed. Parents may be called to pick up their child or bring appropriate uniform to school.)

3. 3rd Notice: 2-Day lunch detention and Category 1 offense (+/-) 1 demerit point.
4. 4th Notice: 1-Day Out of School Suspension (+/-) 2 demerit points.

6. Drop-off and Pick-up Procedure

6.1 General Guidelines

- Be patient and expect to spend about 10-15 minutes, especially during pick-up time.
- **follows and respect the school speed limit of 5 MPH**
- No parking is permitted in the drop-off/pick-up zone (beyond the gate).
- Drivers are to remain inside their vehicle at all times and to pay full attention to the directions of school personnel (**no cell phone on campus, please**).
- **Students are not allowed in the playground area during dismissal.**
- Students who have clubs or sports need to stay in the dismissal area until 3:15 pm. Parents do not need to accompany their child to the club.
- Students in all grades must be supervised by an adult if left in the building after 3:30 pm.
- Please note that teachers are supervising their students during drop-off and pick-up and hence are not available for conversation and conferences.
- For safety purposes, we strongly discourage parents from socializing in the parking lot during morning drop-off and/or afternoon pick-ups.
- A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older.”

California: V C Section 15620 Prohibition Against Unattended Child in Vehicle

6.2 Drop Off & Pick Up

AIS/ACP is not liable for any students who are on campus before 7:30 am and after 3:30 p.m.

Parents must always drop off their children in front of the school building.

Students should be picked up **promptly** at 3:15 p.m and no later than 3:30 p.m.

6.2.1 Morning Drop-off promptly at 7:30 am, Monday-Friday

Notes:

- All student are to be dropped off before 7:30 am, so they are ready in line for the morning assembly at 7:40 am; which is one of the essential elements of the school. The opening Dua brings Baraka to the student's day.
- Students in grades KG-5th are to report to the first floor assembly area.
- Students in grades 6th-12th are to report to the auditorium for their morning duaa.
- Middle and high school students are allowed to access their lockers at 7:30-7:39 am so they may get their materials and be prepared for blocks 1 and 2.

- Once you've dropped your child(ren), you can attend the assembly but only at the very end of the hallways for K-5th grades. It is an educational time for our student, let us maximize it.
- For the safety and well-being of our students; parents will not be allowed inside the campus during instructional time.

Drop Off Procedure

- Step 1-Parents will enter the first gate near the shopping center (Red Sea) and exit the south gate (Sheriff's dept.).
- Step 2- Parents will follow the cones and drop off their children at the curb.
- Step 3- Elementary students will report to the assembly area in the Masjid lobby and await morning assembly.
- Step 4-Middle school and high school sisters (girls) must use the entrance on the sister's side (south gate at the sheriff's dept.) Entrance door will be opened at 7:25 a.m.
- Female students must use Entrance #7 and Male students must use Entrance #15
- Step 5-Middle school and high school brothers (boys) must use the entrance on the brother's side (gate near the shopping center of Red Sea). Entrance door will be opened at 7:25 a.m. for secondary students.
- Middle school and High school students will report to the auditorium and await morning assembly.

6.2.2 Afternoon Pick-up promptly at 3:15 pm, Monday-Thursday

- Male and female students grade KG-5th grade must wait in their designated areas with their homeroom teachers (gym).
- Male and female students grade 6th-12th must wait in their designated areas.
- Male students must wait in front of the men's entrance to the Masjid (eastern side).
- Female students must wait by the south side of the building (Sheriff's dept.).

Pick-up Procedure:

Step 1- Parents will enter the first gate near the shopping center (Red Sea) and exit the south gate (sheriff's dept.).

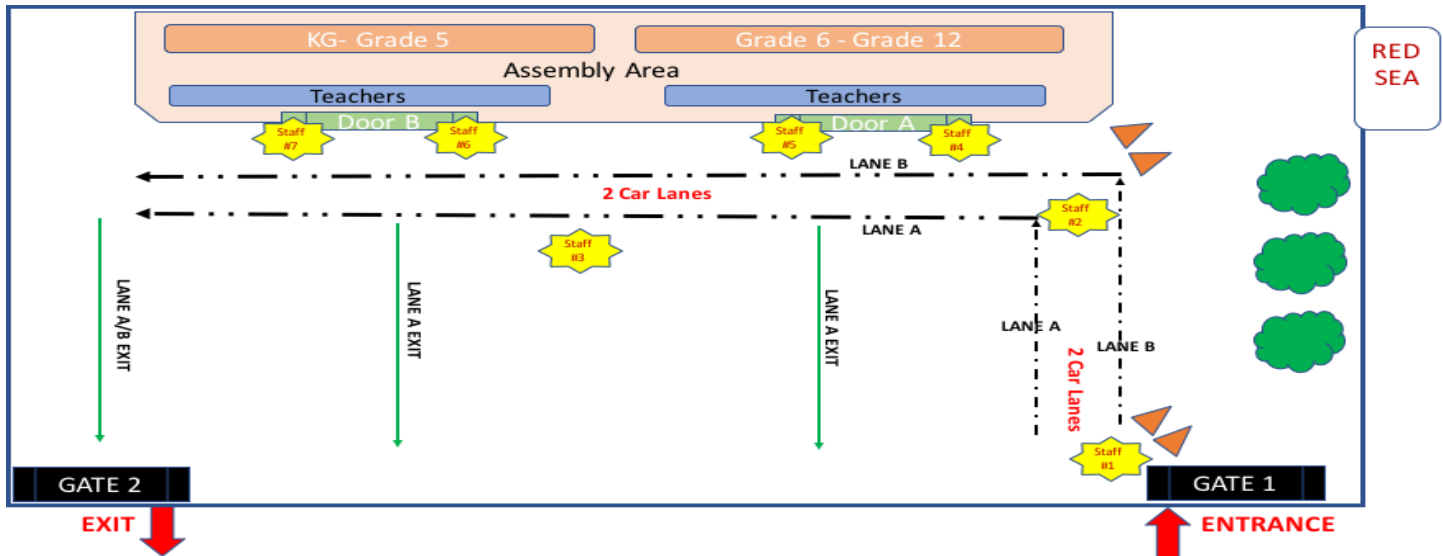
Step 2- Parents will follow the cones and drop off their children at the curb.

Step 3- Pick up is outside the assembly area for K-5th grade. All teachers will be present with their students. Each family must have their assigned family number placed on the dashboard of their vehicle in order to pick-up their child(ren). On Jumma, all KG-5th graders will be dismissed from the gymnasium. Middle and high school students will be picked up after they perform salat Al-Jumaa. We encourage parents to arrange a meeting area with your child(ren) for after salat Al-Jumaa.

6.2.3 Friday dismissal time

- Dismissal time is at 12:50 p.m. for all students. It is the parents responsibility to supervise their children during Jummaa prayer. Al-Arqam Islamic School & College Preparatory **DECLARES THAT ANY STUDENTS LEFT UNSUPERVISED DURING JUMMA PRAYER MIGHT BE TAKEN AS A CASE OF CHILD NEGLECT AND RESERVES THE RIGHT TO CALL THE LOCAL AUTHORITY.**

6.2.4 Pick-Up and Drop-Off Instructional Map



6.2.5 Late Pick-Up

For the safety and security of your child, please inform the front office desk if you are going to be late picking up your child. The school is not staffed to provide supervision to students who are not picked up promptly. If students are not picked up promptly on the first time, the parents will be required to have a conference with the administration and they will be fined.

ANY STUDENTS LEFT UNSUPERVISED AFTER 3:30 PM MONDAY-THURSDAY MAY BE TAKEN AS A CASE OF CHILD NEGLECT AND THE SCHOOL RESERVES THE RIGHT TO CALL THE LOCAL AUTHORITY AND CHILD PROTECTIVE SERVICES (CPS).

6.2.6 After-School Activities/Late Pick-up

If your child participates in an after-school activity, he/she must be picked up at the scheduled time. The school is not staffed to provide supervision to students who are not picked up promptly. If students are not picked up promptly multiple times from school sponsored after school activities, they **may lose participation privilege and be dropped from the program.**

7. Attendance Regulations

Facts about Attendance

- California law requires all children ages 6 to 18 attend school regularly.
- A truant is defined as any student who is absent from school three (3) times in the same school year without a valid excuse according to the California Education Code.
- Studies demonstrate students who are absent two or more days each school month struggle more

academically than their classmates.

- Chronic absenteeism is associated with dropping out of school.
- Missing too much school can affect a student's ability to learn key socialization concepts.
- Absenteeism often leads to students falling behind in school.
- Students who are often absent require more individual attention from teachers.

***Permission of Elk Grove Unified School District

Leaving School at Lunch Time

Al-Arqam Islamic School & College Preparatory has established a **CLOSED CAMPUS POLICY**. Students may not leave campus at any time during the school day. This is to protect your student's health, safety, and welfare and maintain the security of the campus.

7.1 Absences

Teachers will report the student's absences to the administration office by 8:30 a.m. If your child is absent, please call the school before 8:00 a.m. Absences or tardiness due to doctor's appointments require a doctor's note to 1st floor office for Kg-5th and 2nd floor office for 6th-12th to excuse the absences.

Make up work is the student's responsibility and is expected to be completed and returned when they arrived to school. The student will have the same number of days absent to complete the work.

Excessive Tardiness and Absences

“Chronic Truancy Law: Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse for ten percent (10%) or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291.”

“Parents who allow their young children to have chronic levels of truancy are neglecting their child's needs, regardless of whether that child demonstrates delinquent behavior. Failing to educate a child is an issue of neglect, just like failing to feed or clothe them.- California Senate Committee on Public Safety Analysis of S.B. 1317¹⁵⁰ “

<https://oag.ca.gov>

AIS/ACP will use the following guidelines to address excessive tardiness and absences:

1. Communicate with parents (via phone call, email, or letter will be mailed home).
2. Document on TeacherEase and Student File.
3. Request a meeting with parents and students to discuss the impact on student academic progress and develop an attendance improvement plan.

7.2 Excused vs. Unexcused Absences

Excused

- Illness (More than 3 days illness, requires a note from the physician)
- Due to quarantine under the direction of a county or city health officer.
- Emergency Medical appointments with a verification note provided to the school office
- Funeral

Unexcused

- Oversleeping
- Carpool
- Weather
- Traffic
- Traffic accidents
- Vacations/trips
- Non school related activities
- Staying home to study or complete assignments
- **DITCH DAY- AIS/ACP DO NOT RECOGNIZE SUCH DAY.**
- Parent's illness

7.3 Tardy Policy and Violation

Students should arrive at school by 7:25 a.m. every morning. Tardiness causes students to miss morning assembly and parts of class lessons. Tardy students also disturb their class when they walk in late.

7.3.1 Important Note Regarding Attendance

- **Lower grades and Middle School:** Students will receive an **“Incomplete”** and a possibility of retention due to excessive tardiness and/or absences that **exceeds 10% per semester.**
- **High School:** Students will receive an **“Incomplete”** for not meeting the full course graduation requirements, and may face the possibility of retention due to excessive tardiness and/or **absences that exceeds 10% per semester.** Students **MUST RETAKE** the course at a community college to fulfill all course requirements.

7.3.2 Tardy Policy

Elementary (K-5th) Tardy Policy

1 st Tardy	Office notifies the parent via email/TeacherEase
2 nd Tardy	Office notifies the parent via email/TeacherEase
3 rd Tardy	Office notifies the parent via email/TeacherEase
4 th Tardy	Office notifies the parent via email/TeacherEase
5 th Tardy	15 minutes community service (lunch)
6 th Tardy	Student will receive a (0) on their first period/block work

Notes:

- **A zero will be given to any work where a student comes late to class which includes tests, quizzes, and classworks and more-NO MAKEUP ALLOWED (at the 6th tardy)**
- **Tardy is defined starting at 7:51 am-8:29 am; students that arrive to school at or after 8:30 am will be considered truant**
- **Every quarter, Teacherease will be set to start from zero tardy**

Middle and High School (6th-12th) Tardy Policy

1 st Tardy	Office notifies the parent via email/TeacherEase
2 nd Tardy	Office notifies the parent via email/TeacherEase
3 rd Tardy	Office notifies the parent via email/TeacherEase
4 th Tardy	15 minutes community service at lunch
5 th Tardy	30 minutes community service
6 th Tardy	Student will receive a (0) on their first period/block work

Notes:

- **A zero will be given to any work where a student comes late to class which includes tests, quizzes, and classworks and more-NO MAKEUP WORK ALLOWED**
- **Tardy is defined starting at 7:51 am-8:29 am; students that arrive to school at or after 8:30 am will be considered truant**
- **Community Service: Student will have 10-15 minutes to eat their lunch and report to community service**
- **Every quarter, TeacherEase will be set to start from zero**

Examples of Community Services:

- picking up garbage
- office organization such as shredding papers
- Recycling organizations and clean up
- cleaning desks
- cleaning door knobs and surfaces
- lunch clean up
- libraries organization and clean up
- helping with various tasks and activities as needed
- helping primary teachers with classroom tasks
- tutoring primary students
- filing and sharpening pencils for the school office

7.4 Leaves for Vacations

The school **DOES NOT SUPPORT OR APPROVE** parents taking their child(ren) out of school for a vacation or Umrah during the academic school days and/or year. **If the parents decide to take their child(ren) for such trips, teachers will provide work for only the first three days of the trip. Any missed days after the three days grace period, will be for no credit.**

Please be reminded that when a student exceeds more than 18 days of absences, the SCHOOL HAS THE RIGHT TO RETAIN THE STUDENT OR NOT GIVE THEM CREDITS FOR THEIR HIGH SCHOOL COURSES.

8. Parents Volunteers

Al-Arqam Islamic School & College Preparatory strives on its mission of educating the whole child and to always follow the schoolwide learning outcomes (SLO)'s. Therefore, Al-Arqam welcomes the parents as a vital stakeholders in ensuring the success of all students. The goal is to use the school volunteer program as a way to enhance parental and community involvement within the school while maintaining a safe and positive environment for both students and staff. Al-Arqam administrative team and staff appreciate the parent commitment of time and effort. Before working with any students, volunteers are required to complete a volunteer application. The application includes essential materials such as background checks, TB test result, signing of the volunteer policy form, and attending an orientation for each of the intended activities.

8.1 Purpose of the Volunteer Program

- To create a sense of community among parents, students, and staff
- to encourage and stimulate parental participation in school sponsored activities and events
- To ensure student safety

8.2 Volunteer Program Policies

To ensure the safety of students and staff and to maximize the parental assistance, the following volunteer policies are adopted by Al-Arqam Islamic School:

- The application form must be filled with all of the required paperwork, before volunteering
- You must sign in the office and wear a visitor badge/ID before proceeding to the volunteer site. Volunteers must wear their identification badge at all times (NO EXCEPTION). Please return the identification card to the office upon your return
- Volunteer should be punctual and prepared. If an emergency comes up and you are not able to make it, please communicate with the teacher and the administration office
- Volunteers serve as Muslim role models for students and the larger community. All volunteers are expected to dress modestly and use appropriate language.
- Volunteers must keep any information about student and/or school or any school-related incident confidential (even among volunteers). In case of an emergency, please communicate to the classroom

teacher in charge of the activity

- Volunteers serve in an effort to make the school process function smoothly. All types of interactions between Al-Arqam students and the volunteers must be positive. In case of a conflict, please refer to the classroom teacher or the administrator in attendance
- Volunteers should not engage in other conversations with other volunteers; as this will cause you to be distracted from supervising students in charge/
- Volunteers must adhere to Al-Arqam policies, expectations, and guidelines at all times. In case of a discipline related issues, please refer the situation to the classroom teacher or administration in attendance
- In case of an emergency or during a school drill, follow the instructions posted on the classroom walls and the teacher instruction
- Volunteers must commit to providing a safe and positive environment in working with students, staff, and the administration
- Volunteers and or chaperones can not bring young child (ren) during their services due to safety and disturbance of the classroom(s).

When Working with Students, the volunteers SHOULD NOT:

- leave students unattended and stay with your group of students at all times
- take students off campus
- give students any type of food or drink unless authorized by school personnel
- raise their voice when speaking with students or raise your hands on students
- Be alone with a student in a room. Always be in public places and in public views
- Set good Muslim role model and example

8.3 Volunteers Code of Conduct

Since most volunteers are parents, please remember that you are working with other parents' students. It is imperative that you treat other students as you would like your son/daughter to be treated. The following volunteer code of conduct is in alignment with the school's expectations and policies:

- Take Al-Arqam commitment to your heart; performing your duties to the best of your knowledge
- Always observe and honor confidentiality
- Respect Al-Arqam's mission and the schoolwide learning outcomes (SLOs) at all times
- Deal with conflict in an appropriate manner and as stated in the volunteer policy
- Always respect the school's property
- Always be courteous, cooperative, and provide constructive feedback when needed

8.4 Grievance Policy

Should a volunteer have a grievance towards the school, school faculty or staff, or any other volunteer, they

should follow Al Arqam’s grievance policy as stated below:

In any type of a conflict, Al-Arqam will base its grievance according to the guidelines of the Quran and the Sunnah established by Prophet Muhammad (PBUH). It is imperative to remember that the foundations of Islam is built on maintaining a peaceful, healthy, and meaningful relationship with Allah (SWT) and all of the other humanities. Therefore, as a first measure, peace building strategies will be used in an informal setting. The reason for the grievance must be discussed as a measure of justice.

"O You who believe! Stand out firmly for God, as witnesses to fair dealing, and let not the hatred of others to you make you swerve to wrong and depart from justice. Be just: that is next to piety: and fear God. For God is well-acquainted with all you do" ([Al Maidah 5:8](#)). The conflict resolution process can take one of the two forms: appointment of a Justice of Peace (Qadi as Sulh) or a third party (wasta) mediator. In both cases, the goal is to engage and oversee the processes of mediation or arbitration to reach a resolution and reach a settlement in case of a dispute.

8.5 Mandatory Child Abuse Reporting

The child mandated reporting statute requires teachers, administrators, and certain other employees to report suspected child abuse. The law states that it is a crime for a mandatory reporter that fails to report suspected child abuse. The mandated reporters definition extends to include all volunteers including parents, coaches, community volunteers, and board members. Hence, volunteers are required to report child abuse if they have reasonable cause to believe a child is abused. Whenever a report is made in good faith, the reporter will be immune from any civil or criminal liability.

VOLUNTEER APPLICATION

If you would like to volunteer at Al-Arqam Islamic School & College Preparatory, please complete our Volunteer Application and return it to the school processing. Before the first date of school.

PERSONAL INFORMATION:

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Do you have a student attending AIS/ACP? _____ If Yes, please list student(s) name and grade.

Have you ever been accused or arrested for anything other than a traffic violation? _____

If yes, please explain:

EMERGENCY INFORMATION:

Who should we contact in the case of an emergency?

Name: _____ Phone: _____

AVAILABILITY & INTERESTS:

How often do you want to volunteer?

(check all that apply)

___ Once a month

___ Once a week

___ More than once a week

___ Mornings

___ Afternoons

___ Evenings

___ Before School Hours

___ After School Hours

___ Lunch Time Hours

___ Retreats

What type of volunteer work are you interested in? (check all that apply)

- Hot Lunch
 - Field Trip Chaperone
 - Special Events/ Programs
 - Breaks and lunch yard duty
 - Lunch Time Assistant
 - International Day
 - Quran Mompetition
- Other, Please Specify: _____

REQUIREMENTS TO BECOME A VOLUNTEER:

All volunteers that are in contact with our students are required to complete a Life Scan background check and a clear TB test.

I certify that this application was completed by me and that all information is true and complete, to the best of my knowledge. I understand these guidelines are in place to help and protect me as well as the students, and I agree to abide by them.

Signature

Printed Name

Date

9. Child Abuse & Neglect

All professionals who work with children are mandated by state law to report suspected child abuse victims. Failure to report suspected abuse may lead to both criminal and civil liability against staff. In addition, educators who fail to report may also risk loss of their license or credential (Ed. Code, 44421). If abuse or neglect is suspected, school personnel will contact Child Protective Services (CPS) who will investigate and determine the child’s needs at the time. When appropriate, CPS may recommend services such as counseling or education.

“Child Abuse and/or Child Neglect Can Be Any of the Following:

- A physical injury inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child.
- The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. This is whether the harm or threatened harm is from acts or omissions on the part of the responsible person.
- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

This legal obligation is not satisfied by making a report of the incident to a supervisor or to the school.

10. Technology Use

Students are not allowed to bring the following items to school unless a teacher has requested them and the student brings with them a permission note signed by the parents.

10.1 prohibited student Materials

The following items are never allowed:

- | | |
|--|---|
| Video games (including video games/console) | Heelys/Wheelies |
| Inappropriate pictures (including celebrity photos) | Pokémon and other trading/game cards |
| Water balloons | Playing cards |
| Laser pointers | Firecrackers and poppers |
| Toys | Makeup, perfume, nail polish |
| Computer games | Weapons |
| Roller blades | DVDs |
| Skateboards | Weapons or toys that look like weapons (pocket knife, Nerf guns, laser guns, BB guns) |
| Ipods/MP3 players | Cell Phone |
| Scooters | IPhone or Smart Watches |
| Water guns | Earbuds/Headphones/ Headset |
| Musical instruments | |
| Illegal and Controlled Substances (i.e. Drugs, over the counter or prescription medications) | |

10.2 Use of School Bought Desktops, Laptops and Chromebooks

10.2.1 Acceptable Use

Al-Arqam Islamic School & College Preparatory Students activities that are strictly prohibited on campus:

- Visiting inappropriate and Un-Islamic sites
- Use of social media in any forms such as Facebook, Twitter, Instagram, etc.
- publishing information in any platform that may bring discredit to school
- Access to any other email addresses beside the school name with the domain-arqamschool.org
- Changing the computer settings to your likings
- Sharing passwords or using another student's passwords
- Internet trespassing; where you reveal personal information to include your name, phone number, or identity
- Communicating with the opposite gender via Email, messaging, Google Hangout, Discord, etc.
- Changing password/passcode
- Locking Computers out
- Creating, sharing, or exchanging offensive language, images, or pictures and/or sexually related contents
- Use of internet based games
- Misuse and/or damaging of the school computers

10.2.2 Cyberbullying:

“Cyberbullying involves the use of information and communication technologies such as e-mail, cell phones and pager text messages, instant messaging, defamatory websites, and defamatory on polling websites, to support deliberate and hostile behavior by an individual or group that is intended to harm or humiliate others.”

--Bill Belsey, President of Bullying.org.

As an Islamic Institution, Al-Arqam Islamic School & College Preparatory, will use its Tarbiyah program and the Islamic Studies Department to discourage students from engaging in cyber bullying activities. Disciplinary actions will include loss of privilege of using the school computer and/or out of school suspension.

10.2.3 Saving Your Work

It is the student responsibility to save their work on files through Google Drive. It is also the student responsibility to log off from their account once their work is completed. **AL-ARQAM TAKES NO RESPONSIBILITIES IN STUDENTS MISSING THEIR WORK DUE TO LEAVING THEIR ACCOUNT OPEN.**

10.3 Personal Use of Student-Owned Laptops in School

10.2.1 PURPOSE:

Students who bring their own personal laptops with the ability to access the school wireless network as part of

the educational process, are required to abide by the school Internet Policy.

10.2.2 GENERAL GUIDELINES

Permission to bring and use a personal laptop is contingent upon adherence to Al-Arqam Islamic School & College Preparatory's school wide expectations and internet policy as well as the following conditions.

1. It can only be used under teacher/staff discretion for school related activities
2. Laptops usage is LIMITED to classrooms only; no laptops are allowed in the hallways, outdoors, during lunch or snack time
3. Students must turn off and put away a personal laptop when requested by a teacher or staff.
4. laptops should not be used for any other non educational activities or social media, watch video(s) and hence the use of the laptop is limited to support the student instructional activities.
5. Laptops should be used ONLY by the owner
6. Students will lose laptop usage privilege if guidelines are not followed, and the laptop will also be confiscated and returned at the end of the day. An Email documentation via TeacherEase will also be sent home.
7. Students will have the access to the wireless network only when the form is signed and returned to the administration office
8. It is the student responsibility to secure their laptops; Al-Arqam Islamic School & College Preparatory IS NOT RESPONSIBLE FOR ANY LOST, DAMAGES, OR STOLEN LAPTOPS. IT IS THE STUDENT FULL RESPONSIBILITY
9. Al-Arqam Islamic School staff is not responsible for searching lost or stolen items, ie: laptops, nor be responsible for repairs, correct malfunctioning personal hardware or software.

10. Al-Arqam Islamic School & College Preparatory has the right to search and examine the contents of the laptops if there is reasons of violations of school policies, procedures, and expectation. If required, the confiscated device may be turned over to the local law enforcement agencies legal action may occur in accordance with the law. 9/2012 B.

School Bought Computers Acceptable Use Agreement Form

I have read, understand and agree to abide by the terms and conditions of Al-Arqam Islamic School & College Preparatory Laptop Policy and Procedures.

_____ Student's signature Date

LAPTOP POLICIES AND PROCEDURES PARENTAL AGREEMENT I have read the Al-Arqam Islamic School & College Preparatory Laptop Policies and Procedures . I have explained to my child what is expected, and I give my child permission to check - out a laptop and use the technology resources according to the regulations set forth by Al-Arqam. I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information;

Student Name (please Print) _____

Parent Name (Please Print) _____

Parent Signature _____

Al-Arqam Islamic School & College Preparatory Personal Laptop Use Policy Parent and Student Agreement

I have read Al-Arqam Islamic School & College Preparatory's Personal Laptop Policy and understand the conditions for use of a personal laptop on school property. I understand that violation of these provisions could result in the confiscation of a personal laptop or other portable electronic device by the school administration or local law enforcement, and that legal action may be used in accordance with the law. I assume total responsibility for loss, damage or theft of a personal laptop brought onto school grounds. I give my permission for my student, (please print name) _____ to use a personally owned computer on the wireless network at Al-Arqam Islamic School & College Preparatory.

Parent Name and signature _____ Date _____

Student Name and signature _____ Date _____

Laptop/netbook brand _____ Identifying serial number _____

Color _____

11. DISCIPLINE POLICY & PROCEDURES

11.1 Philosophy and Purpose

The philosophy of AIS/ACP is to foster a learning environment that reinforces Islamic manners and noble qualities of mind and character. To maintain an environment conducive to attaining the highest quality of education, the following disciplinary policies and procedures were developed to address any behavioral concerns and rule violations in a fair, uniform, and consistent manner. In order to provide a safe, caring, and orderly environment, AIS/ACP expects civility from ALL who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

11.2 School Disciplinarian

The school disciplinarian(s) shall be the principal, vice principal, administrative assistants, and designated teachers. Duties shall include authority to:

1. Assess any situation or referrals involving disciplinary actions.
2. Implement the discipline policy.
3. Remove a student from campus for emergency reasons.
4. Suspend a student for not more than five school days per incident.
5. Recommend a student for expulsion to AIS/ACP Board.

11.3 Responsibilities

AIS/ACP shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and all other AIS/ACP staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of AIS/ACP's educational mission. AIS/ACP's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate AIS/ACP rules shall be subject to disciplinary measures. These measures are designed to establish Islamic conduct and exemplary citizenship both in and out of school.

11.4 Responsibilities of the Students

Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed and groomed.

4. Showing respect toward others.
5. Behaving in an Islamically responsible manner.
6. Refraining from violations of the code of conduct.
7. Respecting all school, classroom, and safety rules and procedures.
8. Showing proper restraint if confronted by other students and reporting such incidents and violations to teachers or the administrative staff.
9. Attending prayers on time, respectful of the prayer hall and others.

Student Code of Conduct in Front Office

The following are expectations for students who need to go to the front office:

1. Student must have a legitimate purpose (Safety, emergency, urgent matters) or have been sent by staff with a hall pass.
2. Student must sign-in upon going to the office, and list the reason of the office visit and the teacher who gave them permission to visit the office.
3. Only one student at a time may go to the office.
4. While in office please remain quiet.
5. School phone is limited to emergencies only, and student must ask office for permission to use office phone.

11.6 Credit During the Disciplinary Process

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a school administrator. A suspension may be extended under certain conditions such as repeated offenses, the severity of the behavior, and resulting harm involving other individuals. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.

A student suspended out of school from his or her regular classes will receive an excused absence if the student satisfactorily completes the assignments and exams for the period of suspension within a time designated by the teacher.

Note: For any special in-class assignments such as labs and/or projects, the student WILL NOT BE ABLE TO MAKE UP THE WORK.

11.7 Student Code of Conduct and Responsibility

11.7.1 Jurisdiction

AIS/ACP has jurisdiction over its students during the regular school day, during any school activity regardless of time and location, and while going to and from school on AIS/ACP transportation.

11.7.2 Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage any property intentionally or unintentionally, including furniture and other equipment, belonging to or used by AIS/ACP. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with AIS/ACP policy.

11.7.3 Prohibited Activities

Prohibited activities are offenses and/or acts of misconduct that interfere with the operation of the school or is in conflict with the religion of Islam and the shariah. These are prohibited activities and any student who engages in any of these activities will be subject to appropriate disciplinary action.

12. Discipline Plans and Management

12.1 General Guidelines for Assessing Discipline Penalties

When implementing disciplinary actions, AIS/ACP personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and structure.
2. Students shall be treated fairly. Discipline shall be based on a careful assessment of the circumstance of each case. Factors to consider shall include:
 - Seriousness of the offense.
 - Student's age.
 - Frequency of misconduct.
 - Student's attitude.
 - Potential effect of the misconduct on the school environment.

Notes:

1. Students who receive demerit points during a semester may lose the privilege of participating in school activities **(such as 8th grade promotion and senior graduation, House activities, field trips, performances, and other school related activities...etc.)**
2. Generally, grades will not be deducted as a form of discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism and excessive tardiness, grade deductions determined by the teacher and/or administration may be imposed.

In addition to this discipline policy and procedure, the AIS/ACP staff may establish more specific, detailed discipline plans for the various grades and classes. These detailed plans shall conform to all provisions of this discipline policy and procedures. AIS/ACP staff is responsible for developing, updating, and re-evaluating these plans on an annual basis for effectiveness. Any revisions shall not conflict with any provisions of this discipline policy and procedure and shall be approved by the principal prior to implementation.

12.2 Positive Behavior Intervention and Support (PBIS)

17.2.1 Bullying Intervention Plan

AIS/ACP has **ZERO** tolerance for bullying. However, bullying is a complex sociological problem and requires a creative and a more effective long-term solution. The following Bullying Intervention Plan was created for the purpose of providing students/parents with an alternative consequence which will benefit ALL students. This Bullying Intervention Plan will require full and unconditional support of parents. This plan is offered for minor bullying. Physical or severe cases of bullying will lead to consequences as listed in the student handbook.

AIS/ACP believes that everyone in school has the right to enjoy a safe and nurturing environment and be provided the opportunity to learn about and understand the harmful effects of bullying. In addition, consequences for bullying have to address the needs of each individual involved in bullying and that includes:

- Every student will be provided opportunities to learn about the effects of bullying on classmates, school, and community
- Every student will be given the opportunity to repair the harm done and the chance to correct any negative and harmful behaviors
- Every student will be given the proper guidance on how to deal with bullying in the safest manner
- The administration and teachers will do everything in their capabilities to protect the identity of targeted students.

The following guidelines will be followed when students are referred to the administration for bullying. PBIS Practices and the five principles of REACT are integrated into the plan:

- Repair the harm done
- Expect the best from others
- Acknowledge feelings/harm done
- Care for others
- Take responsibility for behavior

1. First Incident: Get educated & Repair the harm done

- a. Provide education to the student who engaged in bullying behavior, remind of rules, expectations, and educate about the harmful effects of bullying.
- b. Repair the harm done which may include apologizing verbally and/or in writing to the person who was bullied.
- c. Student apologizes and or read letter of apology in front of the classroom with admin and/or behavior counselor's presence.

2. Second Incident: Become a bullying educator.

- a. Students choose a topic from a list of topics or administration/counselor will assign a specific topic to write about
- b. Students will read the essay in the classroom. Administration or counselor will provide support

during the process.

3. Third Incident: Consequences will be given as stated on the Discipline Policy guidelines.

12.3 Detention

For minor infractions of the code of conduct or other policies teachers may keep students in for a portion of recess to review rules and expectations. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident

12.4 Teacher Removals of Students

A teacher may send a student to the office in order to maintain effective discipline in the classroom, depending on the severity of the behavior and as a last resort. A member of the disciplinarian team shall respond by employing appropriate discipline management techniques consistent with AIS/ACP policy and the code of conduct.

Students sent to the front office by teachers due to ongoing disruptive behaviors will automatically receive a detention documented on TeacherEase behavior log.

A teacher may remove from class a student who has been documented to have repeatedly interfered with the teacher's ability to communicate effectively with the other students in the class, or with the ability of the student's classmates to learn; or whose behavior the teacher determines so unruly, disruptive, or abusive. The teacher may either:

1. For elementary students, place the student in another appropriate classroom
2. Send student to the office to complete a reflective form which will be documented on TeacherEase by teachers.
3. In extreme cases, send the student home with parents and document on TeacherEase.

12.4.1 Non-Disciplinary Emergency Removals

Students may be removed from regular classes or AIS/ACP premises for non-disciplinary, health, welfare, and safety reasons when the principal determines that an emergency exists. Any student who is removed because of condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to medical personnel. Such removal shall be for as short a time as is reasonable under the circumstances, but is limited to no more than five (5) consecutive school days.

12.5 Notice to Parent

AIS/ACP shall make reasonable efforts to notify the parent prior to removing a child from school premises. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible of the reasons for removal.

12.6 Suspension

A student may be removed from school and placed on suspension for a period not to exceed five (5) consecutive school days. There is no limit to the times per school year that a student may be suspended, so long as each term of suspension does not exceed five (5) school days. The length of the suspension will be based on the severity and number of offenses, and shall be determined by the disciplinarian team. A student may be suspended for any offense designated as a serious offense in this discipline policy (Category II or above). A student will not be afforded a hearing on the suspension; however, the principal or designee will inform the student of the reasons for the suspension and grant the student an opportunity to give his/her version of the incident.

12.6.1 Suspension Hearing; Notice to Parent

Before suspending a student, the disciplinarian team shall conduct an informal hearing at which:

1. The student is advised of the conduct with which he or she is charged.
2. The student is given the opportunity to explain his or her version of the incident.

The student's parent shall be notified of a suspension by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

12.7 Expulsion

The disciplinarian team shall make referral for expulsion to the Board of Trustees for their consideration. The Board shall meet within 7 days of receiving this referral to evaluate the situation and schedule a notice to the parent and a hearing.

Before a student is expelled, the Board of Trustees shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board of Trustees.
3. Right to an adult representative.
4. Opportunity to testify and present evidence and witnesses in his or her defense.
5. Opportunity to examine the evidence presented by the school administration.

The administration will make every effort to maintain the confidentiality of all students and parents involved. We require that everyone involved in these situations maintain confidentiality of individuals involved, the process, and the decisions made.

Students and family members involved in such hearing shall not attempt to approach witnesses to inquire about their statements or reports. Such attempts will be considered harassment and consequences will be

implemented.

12.8 Search and Seizure

A student has the right to freedom from unreasonable search and seizure of his/her person and property. School personnel, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that the students have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, to maintain order, and/or to protect people and property. Searches may include the student and his/her locker, desk, automobile, or personal belongings.

12.9 Physical Restraint

Any AIS/ACP employee may, within the scope of the employee's duties, use and apply physical restraint on a student that the employee reasonably believes is necessary in order to:

- Ensure the welfare, safety, and security of everyone involved in a crisis situation, including the person using physical restraint, from physical injury.
- Obtain possession of a dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
- Restrain an out of control student who may pose a physical threat to other students or staff.

13. Offenses Classifications and Consequences

Students violating AIS/ACP rules, expectations, and regulations shall receive disciplinary consequences dependent upon their misbehavior. **Students must observe Al-Arqam Islamic School & College Preparatory policies, guidelines, expectations, and procedures during school hour and/or while attending school sponsored or school related activities.**

In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. The length of the punishment will depend on the offense. One or more disciplinary options may be used for a single offense if deemed appropriate. The school disciplinarian(s) are responsible for the discipline of a student in a given situation may use discretion in determining which of the listed disciplinary options is most appropriate to the setting and the violation.

NOTES:

- **In the event of a suspension, students will not be permitted to return to class and must wait for parents to pick them up immediately.**
- **In an attempt to implement Positive Behavior Intervention & Support (PBIS), administration will provide logical consequences to some offenses as deem fit. Students that have accrued demerit**

points will have the opportunity to remove demerit points through community services as approved by AIS/ACP at the end of the school year.

13.1 Classification of Offenses

- The following offenses and consequential disciplinary options are listed in order of severity, with **Category I being the least severe and Category IV being the most severe.**
- Any offense committed by a student, which is not listed below, shall be classified at the discretion of the school disciplinarian.

13.2 Demerit Points

- **Students in grades 6-8 that accumulate a maximum of 12 demerit points will be referred for Expulsion with the approval of AIS/ACP Board of Trustees (during their middle school years).**
- **Students in grades 9-12 that accumulates a maximum of 8 demerit points will be referred for Expulsion with the approval of AIS/ACP Board of Trustees (during their high school years)**

13.3 CATEGORY I OFFENSES (Minor)

Minor acts of misconduct, generally observed in the classroom or in the building, which interfere with the orderly educational process. Minor offenses are those, which are not deemed serious in nature but may disrupt the educational atmosphere of the school. Discipline for Category I offenses is most often managed by the classroom teacher. Any violation of the Code of Conduct that is listed below as a Category I offense is considered a minor offense.

13.3.1 Category 1 Offenses

- a. Unreasonable time in returning from the restroom (6 minutes- 9 minutes)
- b. Running or making excessive noise in the hall, classroom or building
- c. Ball or game playing in the classrooms or the building (ie: playing cards, Pokemon cards, etc.).
- d. Throwing things over fences onto neighboring properties
- e. Unsafe play (e.g. climbing trees, throwing paper airplanes)
- f. Unauthorized selling of miscellaneous items to students and community during school hours
- g. Non-compliance of classroom and school rules
- h. Eating between transition periods and or in the classrooms
- i. Posting or distributing unauthorized publications on school property such as fliers, articles, pictures, posters, etc.
- j. Any offense not listed that the school categorizes as such

13.3.2 Disciplinary Actions For Repeated Offenses

# OFFENSE	DEMERIT POINTS	CONSEQUENCE	DESCRIPTION
1	0	Verbal Warning	Written documentation via TeacherEase Behavior Log.
2	0	Lunch Detention (Parent notified)	Student must report to “detention room” promptly. It is the student’s responsibility to remember to serve detention. Failure to attend or tardiness will result in further consequences (will result in an additional detention day and or demerit).
3	1	Lunch Detention and Demerit (Parent notified)	A student receives one demerit point
4	2	Lunch Detention Demerit (Parent notified) Maybe referral for out of school suspension depending on severity	If students receive 5 total detentions in one semester, parents will be contacted for a meeting to discuss a plan of action to address the behaviors (Behavior Contract with involved individuals)

13.4 CATEGORY II OFFENSES

More severe and disruptive misbehaviors, which interfere with the learning environment. Parents will be notified of the offense and may be requested to come for a conference with a school disciplinarian(s) to discuss the offenses and the disciplinary action. **All Category II offenses will remain in student record file.**

13.4.1 Offenses

- a. **Failure to respect classroom instructions, school rules, and AIS/ACP staff members and students.**
- Arguing with a classroom teacher or a substitute teacher or any AIS/ACP staff member
 - Making disrespectful (impolite, mocking or sarcastic) comments, gestures or expressions to AIS/ACP teachers or staff
 - Repeated non-compliance of classroom and school rules especially during Emergency Drills
 - Failure to serve detention repeatedly (2 or more occurrences)
 - Cheating and/or plagiarism on assignments and or during tests, quizzes, finals exams, and AP/ IB exams
 - Ordering of outside food due to the safety of the students (ie: Sun Pizza, Food delivery services, etc.)

- b. Bullying in any nature including physical, emotional, verbal, and/or cyber bullying.**
- Using rude or insulting language (any language not limited to English) to students, in particular impolite colloquialisms (e.g. *shut up, stupid, idiot, suck, gay, frigging*).
 - Put-downs or other forms of disrespect to other students
 - Using profanity or vulgar language (e.g. *unacceptable 4-letter words*) in any forms such as verbal, written, gesture, or written on their personal belongings.
 - Physical Bullying such as hitting, pushing, tripping, slapping, spitting, stealing or destroying possessions, including books, clothing, or money, etc. (See Bullying Intervention Plan for a PBIS alternative option)
 - Cyberbullying when under the jurisdiction of the school
- c. Failure to demonstrate proper Islamic behavior under jurisdiction of the school**
- Failure to attend and/or perform prayers during school hours
 - Misbehaving during prayers (running, being loud, racing, wrestling, excessive talking, excessive noise, etc.)
 - Inappropriate interactions between boys and girls
 - Discussing un-Islamic topics (e.g. inappropriate sexual content, dating, mature adult content)
 - Possessing and sharing , items that contradict Islamic values and may negatively influence other students (e.g. teen magazines, music CDs, celebrity pictures...etc.)
 - Use of Immoral gestures, writings, pictures, or graffiti on any forms of physical body or personal belongings
 - Distributing pictures, videos, inappropriate messages, social media without consent
 - Slapping of the peers bottom (as a joke and prank) can lead to harassment
 - Any other acts that can be classified as of an Un-Islamic nature
- d. Improper use and/or disrespect of school property**
- Vandalism, including defacement of school property or student property
 - Throwing spitballs/paper balls onto the ceiling of a bathroom
 - Unauthorized and/or inappropriate use of school computers and internet
 - Forgery of school records and/or forms
 - Throwing objects that can cause bodily injury or damage to property (rocks, etc.)
 - Immoral gestures, writings, pictures, or graffiti such as the middle finger, writing foul languages i. b***, s***, f***
- e. Failure to abide by school attendance policies and procedures**
- Skipping class (10 or more minutes tardy to class)
 - Leaving school without permission/leaving campus during school hours (7:45-3:30)-this offense will receive a harsher consequence)
- f. Student Involvement in Physical Contact/Fight**
- Purposeful physical contact with another student (pushing, tripping, bumping, rough playing, etc.)
 - Instigating fights and/or
 - other inappropriate behavior (such as daring)

- Fighting
- g. Any offense not listed that the school categorizes as such

13.4.2 Disciplinary Actions

# OF OFFENSE	DEMERIT POINTS	CONSEQUENCE
1	2	1 day out of school suspension
2	3	2 days of school suspension
3	4	3 days out of school suspension

13.5 CATEGORY III OFFENSES

Acts of misbehavior which are serious and which disrupt the orderly educational process. Parents will be notified and requested to come for a conference with the principal in each instance of Category III misbehavior.

All Category III offenses will remain in student record file.

13.5.1 Offenses

- a. Insubordination, noncompliance with the directives of a staff
- b. Threats of harm towards students and/or staff (will be reported to law enforcements)
- c. Setting off a fire alarm
- d. In possession of lighters or matches
- e. Inappropriate/Dangerous pranks
- f. Gang activity in or out of school
- g. Stealing
- h. Perjury or lying during school investigation (Especially dangerous or harmful behavior is involved)

13.5.2 Disciplinary Actions

# OF OFFENSE	DEMERIT POINTS	CONSEQUENCE
1	5	5 days out of school suspension
2		Referral to Expulsion (has to be approved by the School Board)

13.6 CATEGORY IV OFFENSES

The following offenses are considered serious offenses. All Category IV offenses will remain in student record

file and will be documented into TeacherEase Behavior logs. A student shall be referred for expulsion from school if the student, on school property or while attending a school sponsored or school related activity on or off school property, commits any of the following offenses:

13.6.1 Offenses

- a. Persistent offenses from Category III (severe and disruptive misbehaviors).
- b. Possession of weapons or any items that pose danger to school campus.
 - Weapons such as firearms including shotgun/rifle, handgun, knife, and other kinds of weapons. California's Gun-Free School Zone Act. <http://www.shouselaw.com/gun-free-school.html>
 - Anything that resembles a weapon such as BB guns, toy guns, toy knife, etc.
 - Illegal drugs. Prescription medication should be deposited with the principal/administration to be administered as needed, as per doctor's recommendations.
 - Stink bomb, smoke bomb or other toxic chemicals.
- c. Starting a fire or calling 911 without a valid emergency
- d. Dating, boy/girl relationship in any form such as texting, Email, messaging, notes, direct communication, etc.

13.6.2 Disciplinary Actions

- Any of the category IV offenses will grant a recommendation for expulsion to be approved by the AIS/ACP school board
- A teacher will remove a student from his or her class if the student engages in an offense for which expulsion referral is required (Category IV). Upon receipt of such referral, the principal or designee shall take the appropriate action required by AIS/ACP Discipline Policy and Procedure.

13.7 Cell Phone Ban Policy

- 1st notice: cell phone is returned to the student at the end of the school day
- 2nd notice: cell phone is returned to parents at the end of the school day and student is given a detention
- 3rd notice: cell phone is returned to parent after school and a student is given a one day out of school suspension and one demerit point
- 4th notice: cell phone is returned to parent after school and a student is given a two days suspension and two demerit points

13.8 Dress Code Violations

Lower Grades (K-5):

1st Notice: Verbal warning/reminder, uniform infraction issued and email sent to parents via TeacherEase.

2nd Notice: 1-Day lunch detention (no recess).

3rd Notice: 2-Day lunch detention (no recess).

4th Notice: 1 Day Out of School Suspension & Demerit Point

Upper Grades (6-12):

1st Notice: Verbal Warning to student. Email sent to parents via TeacherEase.

2nd Notice: 1-Day lunch detention. (Any article of clothing in violation of the uniform will be asked to be removed. Parents may be called to pick up their child or bring appropriate uniform to school.)

3rd Notice: 2-Day lunch detention and Category 1 offense (+/-) 1 demerit point.

4th Notice: 1-Day Out of School Suspension (+/-) 2 demerit points.

Parent Agreement Form

I _____, the parent/legal guardian of the following Al-Arqam Islamic School & College Preparatory students,

1. _____ Grade _____

2. _____ Grade _____

3. _____ Grade _____

4. _____ Grade _____

I agree that I have read, understood, and consented to the Al-Arqam Islamic School & College Preparatory 2019-2020 Parent/Student handbook in its entirety.

_____ YES, my child has my permission for their picture/video to be posted on Al-Arqam social media platform such as website, Facebook, Instagram, and What's Up Wednesday.

_____ NO, my child does not have permission to participate in these activities.

Parent/Legal Guardian Signature _____

Date _____

Disclaimer

We, at Al-Arqam Islamic School & College Preparatory, share in the responsibilities and honor bestowed upon all of us, brothers and sisters, by Allah (swt), to work in such an Islamic school, to raise strong Muslims of the future Insha'Allah. Children learn more from seeing, hearing and feeling than from any lecture or book. As role models, it is our duty to treat one another in the proper brotherly/ sisterly fashion, showing respect, understanding, cooperation and compassion in all of our daily interactions. This is the greatest lesson for children and adults in an Islamic school. We hope that our working together in the school will be a positive experience for everyone involved, whether they are a student, teacher, or parent. We pray that Allah (swt) will accept our work and grant us patience and perseverance.

Al-Arqam Islamic School and College Preparatory reserves the right to refuse service if the terms and conditions of this Agreement are disputed or violated.