



IAN T Quranic Academy

PARENT/STUDENT HANDBOOK

2023-2024



IAN T Quranic Academy

840 Abrams Road

Richardson, TX 75081

Phone: 972-231-8451

Ext. 109

Fax: 972-231-6707

www.myiqaa.org

Table of Contents

Parent/Student Handbook	1
School Contact Information	1
Table of Contents	2
A Letter from Our Founding Imam	6
Policy Overview	7
About IANT Quranic Academy	8
Goals	9
Accreditation, Memberships, and Affiliations	10
Organization of IQA	11
IQA Management Committee - IQAMC	11
IQA Administrative Team	12
Role of the Principal	12
Role of Department Heads	13
Parent Teacher Organization (PTO)	14
Admission Policy & Enrollment	15
Initial Probationary Status	15
Immunizations	15
Tuition and Fees	16
Late Fees & Collection Policy	17
Donations	17
Financial Aid	18

Withdrawal	18
Instructional Program	19
Accreditation	19
Faculty	20
Courses & Curriculum Overview	21
Hifdh (Quran Memorization	21
Qiraa' (Quranic pronunciation & recitation)	23
Classical Arabic Language	23
Islamic Studies	24
Alim-Preparatory Program	24
English	24
Mathematics	24
Science	25
Social Studies	25
Physical Education (PE)	25
Homework Expectations	26
Student Community Service Hours	27
School Clubs & Extra-Curricular Activities	27
Grade Reporting	28
Academic Probation	30
Promotion and Retention Policy	31

Dual Credit Policy	31
Valedictorian & Salutatorian Eligibility	33
School Home Communication	34
Forms of Communication	34
Daily Operations	36
Absences	37
Facilities	38
Important Notice Regarding Right to Search	40
Medical Considerations and Emergency Procedures	40
Student Emergencies	41
Fire and Disaster Drills	42
Student Behavior Expectations	42
Islamic Character Education	43
IQA Uniform	45
Attendance Policy	47
Planned Long Term Absences	48
Absences Due to Vacation during the School Year	49
Unexcused Absences	50

Discipline Policy	50
Infractions	51
Principal's Discretion	60
Grievance & Conflict Resolution Procedure	61
IQA Compliance Agreement	62

A Letter from Our Founding Imam

I Dream of a Day...



...when our students will receive a strong education in Arabic, hifdh, and Islamic Sciences; That they will Islamicize their core subjects in a way that they may integrate Islam into their whole life and everything they do. I wish that they acquire their high school diploma and college degree, and then come back to Suffa Islamic Seminary. I wish that they study in-depth the sciences of tafsir, hadeeth, and usool-ul-fiqh, along with social psychology, sociology of the Holy Quran, Seerah, the history of Islam, and comparative history of religions. I have a dream that they will achieve their Ph.D with honors, and hold great positions in the quest of Middle Eastern Studies in the United States. I have a dream that when I die, my students will become Imams and community leaders all around the world.

I have a dream that IQA will have a large facility with many buildings consisting of dormitories for both girls and boys. IQA, along with Suffa Islamic Seminary, will cover over 500 acres of land. This way, students will be able to get an Islamic education after high school. This facility will hold a world-class research library containing copies of books from the Prophet Muhammad's (SAW) time until the present. We will be able to admit students from all over the world coming to the WEST to study Islam. This would be the greatest boarding facility in the universe, bringing Islam to rise again in the West.

I have a dream that these young dynamic scholars and Muslim leaders, trained with a western background, will become leaders, activists, Imams, and scholars. These students will possess the strength to push and pull communities under their leadership in order to develop strategic, and tactical plans producing effective and intended results.

I have a dream that these aspiring students will lead the Ummah through the guidance of Allah (SWT) with the light of Islam shining high and low; That each student will be a beacon of light throughout the world. May Allah (SWT) help us with our struggle to bring the glory of Islam back through education and leadership.

Ameen.

Imam Yusuf Ziya Kavakçı, Ph.D

Former Imam of IANT

Policy Overview

As-Salaamu Alaikum and Welcome to IANT Quranic Academy.

- IANT Quranic Academy (IQA) is a full-time school specializing in Quran memorization and the preparation of future Muslim scholars in the United States of America.
- Parents and students shall become familiar with the parent/student handbook by reading and discussing it together at home. The school reserves the right to modify these policies at any time during the course of the year as seen fit for the best operation of the school. Parents will be notified in a timely manner of all changes in school policy.
- Parents shall understand that tuition and fees must be paid within the time period outlined in this handbook and that failure to do so will result in immediate parent notification and may lead to student suspension until tuition is paid.
- All students, parents, and staff members will uphold IQA's safety and discipline policies as specified herein.
- Student attendance is mandatory and absences must be reported by the parents in accordance with school policy. Arrangements for excused absences are the responsibility of the students and their parents.
- Parents will be kept informed of student progress. Please contact us at any time if you would like to discuss any matter concerning your child.
- Students are expected to keep up with all assigned work and should be prepared for all scheduled assessments and exams.
- Students will wear school uniforms during the school day and at other designated school sponsored activities.
- IQA thrives on cooperation and support from parents and the IANT community. When we work together as a team, the children are the beneficiaries. Help us to make IQA an excellent place for our children to learn and grow. May Allah Reward You,

IQA Administration

About IANT Quranic Academy

IA NT Quranic Academy, while maintaining an Islamic perspective, meets or exceeds the requirements of the State of Texas, which relate to private elementary and secondary schools. IQA is fully accredited by Cognia, an accrediting and certification agency.

Our Mission Statement

To develop the next generation of American Muslim scholars who possess an upright and noble character through integrated training in the religious and contemporary sciences, and who are capable of meeting the modern challenges of our diverse society through guidance, service, and leadership.

History

IA NT Quranic Academy (IQA) is the manifestation of a long-standing dream of Dr. Yusuf Ziya Kavakci, the former Imam of the Islamic Association of North Texas and co-founder of IQA. His vision is to see an academy devoted to the mission of developing a new generation of American Muslim scholars who are raised within the culture of the United States while possessing knowledge of classical Islamic scholarship, and who can provide leadership for the Muslim Ummah¹ in the 21st century. In fulfillment of this dream, Dr. Kavakci partnered with Muhammad Al-Amin, a successful local businessman who championed the practical aspects of the effort to get such an academy up and running. The Board of Directors and Board of Trustees at the Islamic Association of North Texas (IA NT), a venerable organization that has seen the rise of Islam in North Texas over the past 40 years, agreed to sponsor the startup and to house the academy on the second floor of the Dallas Central Mosque.

Their efforts came to fruition when IQA launched operations in the fall of 2002. With only a handful of teachers and approximately 25 students, the hum of Quran memorization and other sounds of children and learning filled the hall. Administrative training and support was offered by Brighter Horizons Academy, (BHA), IQA's sister school, having had its own start in the Dallas Central Mosque over a decade before. Now, after several years of successful operation, IQA serves hundreds of students engaged in Quran memorization, Alim studies, and a full academic program from kindergarten through high school.

Vision of IQA

¹ Term of unification that describes the entire body of Muslims living throughout the world.

Insha'a Allah, (God willing), IQA will train both boys and girls to become Hafidh and Hafidhas² while laying a strong foundation for graduates to become Alims and Alimas³, while pursuing academic excellence in conventional subjects, and nurturing development of future Muslim leaders.

Raising Alims and Alimas is a lifelong process that may not be accomplished within grades K-12. However, the students will be well equipped to go on to the finest schools in pursuit of the Alim track if they should so choose.

- IQA will pursue and attain excellence in every subject it offers. To achieve this objective, IQA may evaluate any curriculum or teaching methods which complement Islamic subjects, and collaborate with other renowned schools to implement accelerated academic goals.
- IQA students may aspire to leadership in any chosen field. They may become Islamic scholars, judges, doctors, engineers or choose any other profession they desire with a very strong resolve and proficiency in Islamic knowledge to offer a unique contribution in their chosen area of expertise.

New Programs:

In 2021, we have introduced the following Programs:

- IQA online
- IQA Summer school
- IQA After-school hifdh program
- STEAM lab
- IQA Preschool

Goals:

- Every student who enrolls in IQA at the **Pre-** kindergarten level will be provided with reasonable means by which s/he may memorize the entire Quran during his/her academic career.
- Every student who enrolls at IQA, regardless of prior Quranic knowledge, will be afforded an individualized plan for memorization of Quran.
- Every student will be trained in the Quranic art of Qiraa' (recitation) in order to ensure proper pronunciation of the letters and beautification of the Quranic recital.
- Every student will become proficient in standard Quranic Arabic in order to understand the meaning of the Quran and to become versed in the language of classical Muslim scholarship.

² Titles accorded to males and females, respectively, who have memorized the entire Quran.

³ Muslim scholars, males and females, respectively.

- Every student will be thoroughly trained in the religious sciences, including but not limited to Aqa'id, Hadeeth, Tafseer, and Fiqh.
- Every student will be thoroughly trained in the standard state-endorsed subjects of English, Math, Science, Social Studies, and Physical Education.
- Students will gain an integrated holistic perspective of knowledge and the sciences that is consonant with Islamic educational philosophy.
- Both male and female students will be equally trained and qualified to embody the knowledge, character, and leadership qualities of the Muslim scholar.
- Students will develop into physically and psychologically healthy, self-disciplined, confident, humble, pious, God-conscious, service-oriented, lifelong learners.
- Students will be prepared to enter the world's leading universities to continue in their studies and to use the foundation acquired at IQA to make their own unique contributions for the betterment of all people.

Methodology: IQA will...

- Provide qualified instructors of the highest caliber to implement its academic goals in all subjects.
- Research, adopt, and/or develop curricula and pedagogical practices that are conducive to achieving or exceeding the goals of the academy.
- Partner with parents to achieve consistency between the goals and practices of the school and the families of students who attend.
- Form strategic alliances with other schools and organizations that will enable IQA to become among the best private schools in the nation.

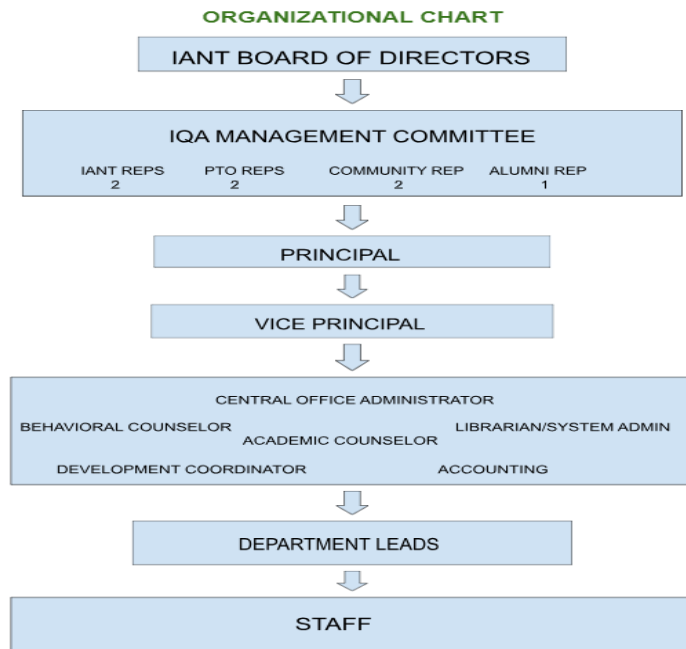
Accreditation, Memberships, and Affiliations

- IQA is fully accredited through Cognia [<https://www.cognia.org/>]
- IQA operates under the auspices of the **Islamic Association of North Texas** (IANT). [www.iant.com]
- IQA is a member school of the **Islamic Schools League of America**. [www.4islamicschools.org]
- IQA is a member of the Council for **Islamic Schools in North America** (CISNA). [www.cisnaonline.org]
- IQA cooperates with the **Richardson Independent School District** (RISD) in Federal Title Programs for staff development and safe and drug free schools offered through the **Region 10 Education Service Center**. [www.risd.org] [www.region10.org]
- IQA is affiliated with Texas Private Schools Association [<http://www.tepsac.org/>]

- IQA's junior and senior high school graduation requirements are met through the **Richland College** dual-credit program. [www.rlc.dcccd.edu/dual/]
- IQA students participate in events and opportunities provided by the **Private Schools Interscholastic Association** (PSIA). [www.psiaacademics.org]
- IQA has cultivated a cooperative relationship with **St. Mark's School of Texas** for the purpose of gaining valuable mentorship opportunities from a reputable and well-established private academic institution. [www.smtexas.org]

Organization of IQA

IQA is governed by a school management committee (IQAMC) appointed by the Board of Directors and Board of Trustees of the Islamic Association of North Texas (IANT), and is operated by a full-time administrative team. The Parent-Teacher Organization, (PTO), operates in cooperation with the IQAMC and the administrative team to provide a valued channel for parent input, involvement, and cooperation.



IQA Management Committee - IQAMC

IQA Management Committee members are volunteers from our community who bring a variety of talents and professional experience to their positions. IQAMC members are appointed and/or

approved by the Board of Directors (BOD) and Board of Trustees (BOT) at IANT. The IQAMC is composed of the following:

- Chairperson
- Vice Chair
- IANT BOARD Representative
- IQAPTO Representative
- Parent Representative
- IQA Alumni
- IANT Community Representative

The IQA Principal also participates in the IQAMC in the capacity of non-voting, advisory member.

IQA Administrative Team

The members of the administrative team are employed by the Principal to execute IQA's mission and goals and manage the daily operations of the academy. The team includes:

- Principal
- Assistant Principal
- Fundraising & Resource Coordinator
- Central Office Administrator
- Librarian
- Academic Counselor
- Accountant

Role of the Principal

The Principal serves as the chief administrator and educational leader of the academy. The principal ensures that the mission and goals of IQA are executed through the development and implementation of administrative procedures, policies, programs, and curriculum activities that have a positive impact on the academy and are substantiated by relevant data and educational research. The Principal is hired by the IANT BOD and BOT and reports to the IQAMC. All other IQA staff report to the Principal. The Principal works in conjunction with the entire administrative team to achieve the academy's mission.

Role of the Assistant Principal:

The Assistant Principal works under the direction of the principal and serves as an educational leader (providing leadership to the professional staff, supervision of instructional programs and activities). The assistant principal is in charge of IANT Operations Liaison, Safety & Security, Maintenance & Custodial Supervision, Human Resource Management, Scheduling, Disciplinary Officer, overseeing hifdh, Qiraah, religious and Arabic departments, initiating and managing extracurricular activities. He/She assumes leadership of the school in the absence of the principal.

Role of the Central Office Administrator

The Central Office Administrator serves from the front office by receiving visitors and phone calls, offering information about the academy, accepting applications, tuition payments and donations, taking messages, and all other functions of the front office.

Role of the Librarian

The librarian maintains the IQA library in accordance with standard library practices by keeping the collection current, relevant and meaningful. The librarian provides resources and support in both print and electronic form, keeps inventory of media and media equipment, teaches students library & research skills, and helps to instill a love of reading in students of all ages by sharing and promoting quality books and literature. The IQA librarian also keeps hours for the IANT community at large to access the library, in accordance with an agreement between IQA and the BOD. Administrator of online school information system.

Currently, the school librarian is also responsible for administering the online school information system which is Sycamore Education.

Additional Administrative Support

In addition to the administrative team, the success of IQA depends upon the full participation of its stakeholders including the IANT operations staff, Teaching Teams, the School Improvement Team (SIT), Student Council, and the IQAPTO.

Role of Department Head

IQA staff work together in a collegial manner to achieve the mission of the academy. Each team has a Lead Teacher who serves as the head of the team by facilitating communication between members and with the administration. Teaching team planning involves setting goals and addressing the specific needs of the students. Each teacher belongs to at least one of four instructional teams:

1. Elementary
2. Secondary
3. Hifdh/Tajweed
4. Arabic/Alim

Role of the School Improvement Team

Teachers may also opt to participate in the School Improvement Team (SIT) for school-wide concerns. Interested parents and/or student leaders may also be invited to participate. This approach ensures that educators are primarily involved in providing input and making decisions within the school to meet student needs.

Role of the Student Council

Student council elections are held each year in the secondary school to engage students in leadership activities and goal planning that enhances the school. A staff advisor is responsible for facilitating the election and student council meetings.

Parent Teacher Organization (PTO)

PTO membership is open to all parents and teachers who have a vested interest in the success of IQA. The purpose of the PTO is to provide a medium for constructive involvement and participation. The PTO offers volunteer opportunities for parents to make a critical difference in the quality of education at IQA, along with forums for the exchange of ideas and concerns with the IQA community. PTO officers are elected each year among IQA parents and teachers. One member of the PTO is selected to serve as representative to the IQAMC. To facilitate communication, parents are encouraged to become a member of the IQA PTO yahoo group.

The Parent-Teacher Organization (PTO) provides a valuable channel for parent input, involvement, and cooperation with teachers and the administration toward the fulfillment of the academy's mission and vision. PTO membership is open to all parents and teachers who have a vested interest in the success of IQA. The purpose of the PTO is to provide a medium for constructive parent communication, involvement, and participation. The PTO enhances the educational experience at IQA in accordance with an agenda set by the parents that draws upon the talents, skills, and interests of the PTO body. Seven officers of the PTO are elected each year from amongst IQA parents and teachers. One parent member of the IQA is also selected to serve as secretary on the IQAMC.

The PTO provides an essential channel for positive participation and communication with the academy. The PTO offers many volunteer opportunities that allow the parents to make a critical difference in the quality of education, as well as valuable forums for the exchange of ideas and concerns with the IQA community. Classroom representatives from the PTO may also coordinate parent gatherings with the teacher to foster ties between parents and teachers.

Admission Policy & Enrollment

The Purpose of the IQA admissions policy is to ensure that students admitted to IQA can demonstrate strong potential for success within the unique but rigorous curricular programming offered at IQA. Students must meet the requirements set forth in the admissions application⁴.

IQA is operated on a non-discriminatory basis, according equal treatment and access to services without any regard to race, color, national origin or ancestry in administration of its admission and educational policies, scholarship and financial aid programs, or athletic and other school administered programs.

Restrictions

After accepting a student, if it is determined that s/he has any of the following needs, the student may be referred from IQA to another school that can better meet his/her needs:

- Inadequate familiarity with the English language;
- Learning differences, disabilities, or deficits beyond the scope of the IQA staff;
- Emotional and/or behavioral problems disruptive to the educational environment.

Programs for special needs such as those listed above are not currently offered at IQA and therefore will require that the student be referred to another school where his/her needs may be better served.

Initial Probationary Status

All new enrollees are **on probation for their 1st academic year** with the academy and may be dismissed from the academy at any time therein for valid academic or disciplinary reasons.

Immunizations

All students are required to submit medical records that document the immunizations as required under the State of Texas Education Code Section. More information can be found on the [Texas Health and Human Services website](#)

⁴ This document is intended for parents and students who have already been admitted to IQA. For more information on the admissions requirements and procedure, see the admissions application packet available from the front office.

Tuition and Fees

All fees are mandatory and non-refundable except where indicated.

- **Application Fee:** \$150 per student;
- **Registration:** \$800 per family (one-time charge);
- **Re-Enrollment:** \$150 per returning student each year (paid in the spring to reserve space for the coming year);
- **Resource Fee:** \$600 per student each year; The instructional materials fee helps pay for the cost of maintaining the adoption of updated textbooks and technology resources. It will be mandatory to utilize the prescribed instructional materials from IQA. Teachers will distribute the required texts and materials to each student at the beginning of the year. It is the student's responsibility to cover the book with a removable solid color paper or plastic cover, carry them in the daily required back pack, use the book in a clean and studious manner, and return it in good condition at the end of the year or upon withdrawal. In the case of withdrawal, a prorated refund for the book fee will be extended up until the last two months of the academic year.
At the end of each school year or upon withdrawal, fines may be assessed for loss or damages.
- **Other Fees:** Other fees may include activity fees for field trips or other educational experiences that require additional funding. Such costs will be communicated to parents as the need arises in a timely fashion.

Tuition

Tuition is set each year by the IQAMC in a manner that seeks a balance between what is affordable to IQA parents and the actual cost of education at IQA. There is a 10% discount for the second child and 20% discount for each additional child as follows:

KG – 10 th Grade	Total Annual Tuition	Individual Tuition	Total Monthly Tuition Full Year
First Child	\$7,000	\$700	\$700
2 nd Child (10% discount)	\$13,330	\$630	\$1,330
3 rd Child (20% discount)	\$18,900	\$560	\$1,890
4 th Child (30% discount)	\$23,800	\$490	\$2,380

11 th – 12 th grade	Tuition (Annual / 10 month period)	Total Monthly Tuition (10 months period)
Per Child	\$6,000	\$600

Due Dates & Forms of Payment

As shown above, tuition may be paid in 10 installments from August to May. Payments are due on the 1st of each month. Acceptable forms of payment include recurring credit/debit card arrangement or automatic checking withdrawal. Cash or check is also accepted.

Late Fees & Collection Policy

- Payments are due on the first of each month.
- **Any payment received after the 5th of the month is considered past due and a charge of \$25.00 per student will be applied.**
- Accounts not rectified by the 10th of the month will be given a written notice followed by a suspension warning for each student on the account.
- If the account remains unsettled or an alternative payment arrangement is not agreed upon by the 20th of the month, students on the account will be suspended until payment is received or appropriate arrangements have been made.
- No child will be readmitted to the school if there remains outstanding tuition due from a previous semester or year. Accounts that remain delinquent for 60 days may be reported to a credit bureau.

PLEASE NOTE: While it is our intent to work with families to settle outstanding balances without disrupting a child's education, IQA is under no obligation to make alternative payment arrangements for any account.

Donations

Tuition at IQA is set based on what is deemed generally affordable to parents and does not cover the entire cost of education for each student. IQA parents who are blessed with the ability to donate beyond the cost of tuition are highly encouraged to do so. Some companies offer corporate gift-matching and parents should make every effort to learn what programs their employers offer to bring additional resources for the benefit of our students. IQA parents are also an excellent source spreading goodwill for the school in the community and should share the opportunity with friends and relatives to sponsor the noble mission of preserving the Quran and developing American Muslim scholars with their tax-exempt donations.

All donations are greatly appreciated. Please note that all donations are accepted on the basis that the giving individual is providing the donation as a gesture of generosity and kindness with no expectation of anything in return. All donations are tax deductible, non-refundable, and non-transferable. Donations may be made by setting up a recurring credit/debit card payment or automatic checking withdrawal. Of course, cash or check is also accepted.

Financial Aid

IQA recognizes that Islamic education is essential for all Muslim children regardless of their financial status and therefore efforts will be made to reduce tuition **for families who qualify**. Availability of financial aid depends on the amount allocated by IANT from the **zakat** fund, as well as the generosity of **private donors**.

To be considered for financial aid, families in need must complete a Financial Aid Application Form (which can be obtained from the school administration office) and submit it with all supporting documents to IQA. The school's financial aid committee will review financial aid applications confidentially. Families who qualify for financial aid will still be responsible for the remainder of the tuition balance for each child. Any change in the financial status of financial aid recipients should be reported in writing to the IQA administration in order to make the allocated funds available to other families in need. Periodic reviews for changes in financial status may be made at any time and the amount of aid may be adjusted based on the recommendations of the reviewing team.

Withdrawal

In the case that a parent desires to withdraw a student from the Academy, a completed withdrawal form must be submitted by the parent 30 days prior to the date intended. Students must return all texts, library books, equipment, and supplies on loan from the school or be subject to replacement costs. General supplies provided to the classroom by the student will not be returned with the obvious exception of the individual student's personal belongings. Students will receive transfer grades based on the last completed quarterly or mid-quarterly report.

Please note the following:

- Tuition will be charged for the final 30 days regardless of whether the student is actually in attendance.
- Students who are withdrawn without a 30 day notice will be billed for one month's tuition.
- Withdrawals will not be approved after March 31st without full payment of the remaining balance for the annual tuition.

- Upon withdrawal, the family registration fee is forfeit and will be required if/when the student wishes to re-enroll.
- Collection procedures will be applied for any outstanding balances remaining after leaving the school.

Re-Enrollment

In order to plan the logistics and needs of the following academic year, IQA must have accurate re-enrollment numbers early on. The re-enrollment season takes place around January every academic year for the following one. The exact dates of the re-enrollment season will be communicated to parents and will be posted on the website and on Sycamore. Parents will need to complete a re-enrollment application and pay the fee through Sycamore to hold their child's seat for the following school year.

Any student who is not re-enrolled will be considered as a declined by "no response" and their vacant seat will be attributed to successful new applicant

Any outstanding balance on the family account must be paid in full by the last day of the current school year for re-enrolling families or their child's seat will be placed on the waiting list for the following academic year.

Student re-enrollment fee: \$150 (non-refundable)

Any student with unsatisfactory academic results or with discipline/behavioral issues is not guaranteed re-enrollment for the following year even if paperwork and fees have been submitted in due time. If your child has 50 demerit points or more, their eligibility for re-enrollment may be at risk.

- If your child is asked to leave the Academy due to discipline (40+ demerit points) you must wait 2 academic years prior to attempting to re-enroll. If students have a conduct detrimental infraction (35+demerit points) they may not be able to re-enroll.

Instructional Program

Accreditation

IQA is fully accredited through [Cognia](#) which means our school has to do the following:

- **Demonstrate Quality Assurance** through internal and external review: In addition to ongoing self-assessment, every five years IQA will host a visit from a Quality

Assurance Review Team to evaluate compliance with standards and assess the academy's demonstrated commitment to school improvement and quality assurance.

- **Engage in Continuous Improvement:** IQA has established a School Improvement Team to collect input and data about the academy, set improvement goals, implement strategies and assess results while maintaining alignment with the shared vision for the academy.
- **Meet the Seven Performance Standards** for Quality Schools⁵ as follows:
 1. Vision and Purpose: The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.
 2. Governance and Leadership: The school provides governance and leadership that promote student performance and school effectiveness.
 3. Teaching and Learning: The school provides research-based curriculum and instructional methods that facilitate achievement for all students.
 4. Documenting and Using Results: The school enacts a comprehensive assessment system that monitors and documents performance and uses these results to improve student performance and school effectiveness.
 5. Resources and Support Systems: The school has the resources and services necessary to support its vision and purpose and to ensure achievement for all students.
 6. Stakeholder Communication and Relationships: The school fosters effective communications and relationships with and among its stakeholders.
 7. Commitment to Continuous Improvement: The school establishes, implements, and monitors a continuous process of improvement that focuses on student performance.

Among the many benefits of accreditation, this mark of quality assures that all credits earned by students at IQA are fully recognized and transferrable to other schools and that IQA has access to any associations, competitions, scholarships, post-secondary education, corporate gift-matching, and any other programs that require accreditation.

Faculty

The qualifications of the staff of IQA meet or exceed the accreditation standards for teachers in a non-public school. As practicing Muslims, teachers present themselves as positive role models toward accomplishing our school mission. IQA boasts an internationally diverse faculty who bring a combination of educational training and experience from around the world. Non-Muslim

⁵ For more detailed information about the seven standards see:

http://www.advanced.org/accreditation/standards/advanced_school_standards.pdf

educators may also bring valuable professional qualities to our team, and help communicate a climate of tolerance in the academy. Non-Muslim teachers will be provided with Muslim mentors or assistants (as needed) to help them achieve the school mission in the classroom.

Courses & Curriculum Overview

Students at IQA are trained to become proficient in the standard subjects provided for by the State of Texas Education Code § 4.002 which are listed as English, Mathematics, Science, Social Studies, and Physical Education in addition to intensive religious instruction in the fields of hifdh (Quran Memorization), Qiraa' (Quranic pronunciation & recitation), Classical Arabic Language and Islamic/Alim-Prep Studies. The Texas Essential Knowledge and Skills (TEKS) provide the basic guidelines for standard subjects but is not the sole basis for curricular offerings. All courses are infused with integrated Islamic content and interdisciplinary integration is sought as an ideal medium for instruction.

Hifdh (Quran Memorization)

Hifdh is taught through individualized instruction that incorporates correct memorization and review of new material as well as ongoing cumulative review in accordance with individually assigned daily, weekly, and monthly goals. Goals are determined in accordance with the student's demonstrated ability to memorize. The Hifdh curriculum is a standard plan by which the average student may memorize a moderate portion of Quran each year beginning in Kindergarten toward completion by the end of 6th grade. The individualized plan customized for each student affords early completion for exceptional students balanced against allowing beginning students the appropriate expectations for slower paced achievement.

Memorization Targets

Grade	Required memorization	Total Pages
KG	19 surahs from 95 to 114	8
First Grade (returning students)	17 surahs from 78 to 94	14
First Grade (new students)	25 surahs from 89 to 114	11
2 nd Grade (returning students)	Two juz' (i.e. Juz' 29& 28)	40
2 nd Grade (new students)	One juz' (i.e. Juz' 30)	22

3 rd Grade (returning students)	Four juz' (i.e. 24, 25, 26, 27)	80
3 rd Grade (new students)	Two juz' , 29 & 30 th	42
4 th Grade	Five juz' , 23, 1,2,3,&4	100
5 th Grade	Six juz' , from juz' 5 to 10	120
6 th Grade	Six juz' from juz' 11 to 16	120
7 th Grade	Six juz' from juz' 17 to 22	120
8 th Grade and higher	Intensive Review for “perfection” of hifdh	

NOTE: Emphasis will be placed on learning to read & recite properly in Kindergarten and 1st Grade.

2nd – 7th grade are considered the peak years for memorization. 8th grade is reserved chiefly for perfecting the memorization which continues throughout high school. Continuous review is conducted throughout the process in accordance with the table below. As this is a standard plan, exceptional cases will be considered based on individual student ability for students who are advanced in Kg & 1st grade, or who show a strong potential for completing memorization after the seventh grade.

- Please note that Hifdh progress depends completely on individual capacity. One can memorize even faster than the timeline given in this curriculum. On the other hand, there is no guarantee of completion for the slow moving student.
- After the completion one can review and strengthen the retention of the Holy Quran through the participation in a continuation program that is also under the planning of the IQA hifdh department.
- After completing each juz', the student will be tested in that juz' even before the end of the quarter.
- All students will also be required to take the tajweed classes with the qiraa teacher.

Old Review Hifdh Policies:

Below is the table listing how many pages a student will be expected to review per day based on the number of pages already memorized:

JUZ'	PAGES
------	-------

1 – 5	3
1 – 10	5
1 – 15	8
1 – 20	10
1 – 30	10

Full Huffadh Review Policy:

1. Per Month	2 JUZ`
2. Per Quarter	5 JUZ`
3. Once a Year	Complete Quran

Hifdh Certificates Policies:

- **Completion Certificate:** To be awarded upon memorizing the complete Quran for the first time.
- **Mastery Certificate:** To be awarded to students who have reviewed the memorization of the entire Quran and have successfully passed the final review test with full passing marks.

Qiraa' (Quranic pronunciation & recitation)

Qiraa' is taught through individualized instruction towards correct reading and pronunciation of the Arabic letters and beautification of the Quranic recitation. Every student completes a basic course beginning in 1st grade on the principles of reading Quran and progresses toward the advanced level where pronunciation and enhancement of the Quranic recital is mastered.

Classical Arabic Language

Arabic language instruction begins in Kindergarten and continues throughout the student's career at IQA toward the goal of mastering the language of Quran and classical Islamic scholarly discourse. Integrated Islamic studies content provides the bulk of the literary focus for

these classes. Beginners' classes are provided for qualifying students at all grade levels. The Arabic language curriculum is under ongoing development as follows:

- Kindergarten students learn letter recognition and how to read and pronounce Arabic words along with beginning vocabulary.
- Grades 5 and above follow a customized course of study combined with the Alim-preparatory program aimed at empowering students to access classical scholarly texts in their original Arabic form. See the separate document, *IQA Arabic Curriculum*, for more information.

Islamic Studies

Instruction in the Islamic studies is given from Kindergarten through 8th Grade based loosely on the scope and sequence provided by the "I Love Islam" series published by Islamic Services Foundation, [www.islamicschoolbooks.com].

Alim-Preparatory Program

The Alim-Preparatory courses are offered in 9th grade and above where the focus shifts from the Quran Memorization phase toward the Alim-Preparatory phase. At this stage, instead of Islamic studies, students begin to apply their training in classical Arabic to study Arabic texts in the religious sciences of Aqeedah (Theology), Tafsir (Quranic Exegesis), Hadith (Prophetic Narrations), Fiqh (Jurisprudence), the foundations of these disciplines and other Islamic sciences. See the separate document, *IQA Alim-preparatory Curriculum*, for more information.

English

Proficiency in written and spoken English is acquired through our language arts courses as required at every grade level. Students will become excellent communicators in the English language. Components include reading, writing, spelling, grammar, and spoken language. The Texas Essential Knowledge and Skills (TEKS) provides the basic framework of the curriculum while religious content is integrated by the teacher to provide a holistic perspective. The TEKS curriculum guide for English is available online at <http://www.tea.state.tx.us/rules/tac/chapter110/index.html>.

Mathematics

Mathematics is taught at every grade level to promote logical thinking and mathematic ability. General math is taught up until grade six with an emphasis on basic math skills. Students proceed to advanced math courses beginning with PreAlgebra in grade 7. The Texas Essential Knowledge and Skills (TEKS) provides the basic framework of the curriculum while religious

content is integrated by the teacher to provide a holistic perspective. The TEKS curriculum guide for math is available online at <http://www.tea.state.tx.us/rules/tac/chapter111/index.html>.

Science

Science is taught at every grade level to provide an understanding of the physical world and to encourage scientific inquiry and systematic problem solving. General science includes astronomy, biology, chemistry, geology, physics, and the other sciences. The Texas Essential Knowledge and Skills (TEKS) provides the basic framework for the science curriculum while religious content is integrated by the teacher to provide a holistic perspective. The TEKS curriculum guide for science is available online at <http://www.tea.state.tx.us/rules/tac/chapter112/index.html>.

Social Studies

Social studies is taught at every grade level to encourage awareness and reflection on the human condition and to promote multicultural awareness and interpersonal understanding. The social studies include economics, geography, government/civics, history, sociology, and other social and behavioral sciences. The Texas Essential Knowledge and Skills (TEKS) provides the basic framework for the social studies for each grade except in grades 7 and 8 where IQA students take courses in Muslim Civilization and Civics. Throughout the curriculum religious content is integrated by the teacher to provide a holistic perspective.

The TEKS curriculum guide for social studies is available online at <http://www.tea.state.tx.us/rules/tac/chapter113/index.html>.

Physical Education (PE)

Physical education is considered a healthy component of a balanced lifestyle. In addition to learning and practicing a variety of healthy recreational activities, physical education provides an opportune time for health and social counseling, as well as sportsmanship and team-building skills. The Texas Essential Knowledge and Skills (TEKS) provides the basic framework for the physical education curriculum while content that reinforces Islamic etiquette and behavior is integrated by the teacher to provide a holistic perspective. The TEKS curriculum guide for physical education is available online at <http://www.tea.state.tx.us/rules/tac/chapter116/index.html>.

Periods of Instruction per course:

<i>Subject/Grade</i>	<i>Kg</i>	<i>1st</i>	<i>2nd-4th</i>	<i>5th-7th</i>	<i>8th-10th</i>	<i>11-12th</i>
Hifdh (new/rev)	1 period	1 period	3 periods	3 periods	2 periods	2 periods
Qaidah/Qiraa ⁶		1 period	½ period	½ period	½ period	½ period
Arabic	1 period	1 period	1 period	1 period	1 period	1 period
Islam/Alim St.	½ period	½ period	½ period	½ period	2 periods	2 periods
English/Read	4 periods	4 periods	2 periods	1 period	1 period	Dual-credit
Mathematics	1 period	1 period	1 period	1 period	1 period	Dual-credit
Science	½ period	½ period	½ period	1 period	1 period	Dual-credit
Social Studies	½ period	½ period	½ period	1 period	1 period	Dual-credit
Physical Ed.	½ period	½ period	½ period	½ period	½ period	Dual-credit

Homework Expectations

The IQA teachers and administration believe that good study habits are essential to every child's success. The purposes of homework are:

- To encourage development of independent study habits, skills and responsibilities.
- To reinforce, enrich and extend learning by providing a variety of educational opportunities beyond the classroom.
- To provide an additional opportunity for family involvement in the child's education.

Homework will be assigned at the discretion of the teacher for the sake of reinforcing the lesson, practicing new skills, or supplementing the academic program through occasional projects and recreational reading requirements.

Memorization of Quran is expected to require a substantial amount of time and effort from the student at home (approximately 30-60 minutes a day), and thus homework in other subjects will be kept to a minimum. The amount of homework reasonably expected of students will steadily

⁶ Beginning students at all grade levels have 1 full unit of Qaidah

increase with the grade level of the student, not to exceed 2 hours a day total on average at any level. Students who do not complete their work in class will also be expected to do so at home.

Parental involvement is essential to making homework an integral part of the education program. Parents are expected to encourage and monitor assignments and provide conditions that are conducive to their successful completion. While parents should never actually do the assignments for their children, parental assistance and supervision is important in establishing positive attitudes, good study habits, and supporting student success with homework.

Parents are encouraged to:

- Show interest in the schoolwork their children bring home.
- Provide a suitable place to study, free from disturbances.
- Assist children with their management of time.
- Supply needed materials for completing homework.
- Offer to clarify instructions and answer questions.
- Ensure that the work is the student's (do not do the work for them).
- Check to see that work is complete.
- Stop working with your child if you become frustrated.
- Encourage their children to do their best work and praise them for a job well done.
- Stay in close communication with teachers.
- Monitor the amount and type of television programs their children watch. More tips and research on monitoring and controlling your child's exposure to television can be found at <http://www.screentime.org>

Student Community Service Hours

Students at IQA will be expected to demonstrate the Islamic concept of charity and righteous conduct by offering service in various ways to the community. The staff and student council will work together to choose a variety of community service projects for high school students, some mandatory and some optional, and will communicate them to parents in a timely fashion. Specific guidelines will be sent home with each service project.

School Clubs & Extra-Curricular Activities

Clubs and extracurricular activities should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramural, class activities and other special events sponsored and approved by IQA. The list of activities will be announced upon availability and subject to change due to interest, funds and availability of sponsors.

Guidelines for Extracurricular Participation

IQA rules and policies will remain in effect for all school-sponsored clubs, activities or events.

- Students must accept the responsibility for commitments once they join any club or activity and schedule their time wisely.
- hifdh and other academic goals must come first since these are the primary purposes for attending IQA.
- Extra-Curricular activities are intended for IQA students. Other students of similar age may be admitted with the approval of the activity supervisor as long as that student has not been suspended or expelled from IQA.
- Students may not attend extra-curricular activities on days that they have been absent from school.
- Students who have been suspended or expelled may not participate.
- Students on probation may not be eligible to participate in extracurricular activities.
- Participation in extracurricular activities is a privilege and as such may be denied at the Principal's discretion to any other student who fails to meet academic and behavior standards at IQA.

Grade Reporting

Academic and behavior progress is reported at IQA through report cards which are electronically posted on Sycamore.

Report Cards

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

Grades

In general, grades represent the percentage of goals and objectives for each class that were successfully met by the student. In cases where students are graded for mastery, students are graded on their ability to demonstrate complete mastery of a skill. Similarly in hifdh classes, students will be given a "quality grade" that represents their mastery of the individualized daily target.

Grading Scales:

For Kg/1st grade:

P: Below Expectation

M: Meets Expectation

E: Exceeds expectation

U: unsatisfactory

For 2nd grade thru 12th grade

Letter Grade	Number Grade Equivalent
A - Outstanding	100-90%
B - Above average	89-80%
C - Satisfactory	79-70%
U- Unsatisfactory	69% - 🎵
I – Incomplete	Make-Up Work Required

In KG and 1st grades, letter grades are used and in 2nd through 12th grades, number grades are used.

Specific weights and assessment procedures are set by the teacher and will be communicated to parents upon commencement of the course.

Character and work/study skills grades:

IQA Students are expected to excel both academically and in developing good character and successful habits. The teacher will rate the quality of student character and skills as follows:

For Pre-K attributes:

- Not yet Tested

- Needs more practice
- Progressing as expected
- Mastered

For KG / 1st grade attributes

- Not yet tested
- Below average
- Average
- Above average

For 2nd grade thru 12th grade attributes

- Needs Improvement
- Average
- Excellent
- Exceptional

Academic Standards at IQA

Honor Roll

The school honor roll is published quarterly upon completion of each grading period. Students who earn over 95% on a given report card will be listed on the High Honor Roll, while students who earn between 90% to 95% will be listed on the Honor Roll. Perfect attendance award will also be given to students with no tardy or absence.

Academic Probation

All students are expected to maintain a grade of C (70%) or higher in every subject. When a student makes lower than a C (U=Unsatisfactory) during any nine-week grading period, the student will be placed on academic probation and will have until the end of the next subsequent grading period to raise the grade to a C or better.

Intervention strategies will be implemented to the degree that IQA is capable of providing special assistance, and progress will be monitored at set intervals. If the student does not earn a grade of C or better by the end of the subsequent quarter, the student may need to be withdrawn and enrolled in another school where it is more likely that the child may achieve academic success. This withdrawal referral must be signed by the Principal of IQA or his/her designee as well as the teacher(s) of the relevant class(es), and is subject to the discretion of the Principal. Students must be able to demonstrate a full year of academic success in a comparable

educational program before an application for re-enrollment will be considered. IQA is under no obligation to re-enroll any student.

Standardized Testing

At least once in each school year, IQA shall administer a statewide and/or nationally standardized assessment to students. This is intended to provide a third-party objective measure of the school's success toward its academic goals. Such a test will, at minimum, measure achievement in the areas of English language and Mathematics. IQA will periodically review and update our adopted standardized assessment to ensure maximum compatibility with our academic program. Parents will be notified of standardized test scores once they are reported back to the school.

IQA currently utilizes the nationally norm-referenced NWEA MAP assessment battery to provide for valid comparisons between IQA and other public and private schools throughout the nation. More information on the MAP may be found online at <https://www.nwea.org/>

Promotion and Retention Policy

Students are expected to maintain a grade of C or above in all classes taken at IQA. Any student who performs at less than a C for two consecutive quarters will be referred out of IQA due to poor academic performance. In accordance with this policy, no student should be retained at IQA unless it has been agreed upon as a viable intervention strategy by the intervention team and approved by the Principal. Retention may be recommended for placement in their new school in accordance with local public school promotion and retention standards.

Dual Credit Classes Policy

- Students must take the in-person classes, unless there is no other option for the course.
- Students must maintain a 3.5 GPA at Dallas College; and 85 and above in all classes at IQA in order to be permitted an online option.
- A repeated course must be repeated in person. Fees apply. The dual credit waiver is only applicable to first attempts.
 - Second Attempt: \$79 per credit hour
 - Third Attempt: The additional tuition charge is \$50 per credit hour for classes taken a third or more times.
- Students are responsible for submitting assignments in a timely manner and communicating with the professor
- As a reminder, to obtain HS credit for the class, students receive at least a 70. Dallas College will provide credit for 60-69; however, most universities will not accept it as a passing score.

Students are completely responsible for their success in the class. They should communicate with their professors regarding all matters that concern the class and are expected to follow the guidelines highlighted in their class syllabi. Students are also responsible for completing all assignments by the posted due dates and keeping track of assignments and deadlines. Any and all grade discrepancies need to be discussed with the professor before grades are finalized.

- All communication with the Richland advisors must go through the IQA Academic Counselor
- Students and parents may not reach out to the Richland dual credit advisors except in the case of an emergency while on Richland campus.
- All Enrollment Request Forms must be submitted to the IQA Academic Counselor. Once Enrollment Request Forms are submitted, there will be no changes to the schedule. In case of emergencies, students may submit an Emergency Enrollment Change Request Form and the administration and/or counselor will determine whether the class can be changed or not.
- The student will submit the Enrollment Request Form to the IQA Academic Counselor. The counselor will approve or reject the classes and then send the request form to Richland College, where the advisors register the students for their classes.
- Enrollment Request Forms are not a guarantee of classes. Students will be placed in open classes and if a requested class is full, the Richland Advisor will place them into another section with the same dynamics (online vs in person, semester, etc.).
- Students may not request a professor change or change their classes once they have been registered.
- Once Richland College is open for enrollment, Enrollment Request Forms will be submitted to Richland College based on first come first serve.

Communicating and submitting the correct paperwork for enrollment and drops of dual credit classes is the responsibility of the student. Drop Form paperwork must be submitted to the College Guidance Department no later than 72 hours before the drop date. Students who miss deadlines for enrollment paperwork will need to wait until the next semester to register for courses.

Students have a short window in the beginning of each term to drop a class without penalty or even mention of dropping the class on their college transcript. These dates are listed on the syllabus of each college course.

If a student is failing a class, they must drop the class before the Richland Drop Date as noted

on the Dallas College calendar and class syllabus. Dropped classes will show permanently as a “W” on the college transcript and temporarily as a “W” on the high school transcript until retaken for a passing grade. After the Dallas College drop date has passed, classes may not be dropped, and students will receive the grade they have earned. Students must initiate the drop and should fill out the Drop Request Form and submit it to the IQA Academic Counselor at least 72 hours before the Dallas College posted drop date. Failure to follow the IQA drop date deadline will result in the student remaining in the class. The 72 hours does not count the weekend.

Credit Recovery

Credit is awarded on a semester basis. Each semester grade is used to calculate the student’s GPA. In order to earn a credit for the semester, students must pass each semester with a grade of 70 or above. The year average will only apply toward GPA calculation not the number of credit hours needed for graduation.

For Credit Recovery

- To take a Credit By Exam (CBE) for Credit Recovery students must have earned a semester grade of at least 70 in the course or scored a minimum of 70 on the semester exam.
- Credit Recovery grade(s) will appear on the student's transcript with credit earned and will count toward the overall GPA
- CBE credit must be completed and scored one week prior to the semester in which the course would have been taken.

Important: Students who earn course credit through credit by exam with a STAAR End-of-Course (EOC) exam are required by state law to take the STAAR End-of-Course exam at the next state test date following the date the credit by exam results and/or correspondence grades are received by the district.

STAAR End-of-Course (EOC) exam requirements must be met in order to receive a high school diploma in Texas. STAAR End-of-Course exams include Algebra I, Biology, U.S. History, English I and English II.

Valedictorian:

The valedictorian is a student from the graduating class who has attained the highest overall Grade Point Average (GPA) for grades 9-11 while enrolled in all four years of highschool, and the first semester of grade 12. The GPA is cumulative and calculated based on all course work

completed at IQA and Core classes taken as part of the Dual Credit Program at Richland College. Only the valedictorian(s) will give a speech at the graduation ceremony.

Students are required a minimum of two years at IQA to be eligible for valedictorian. The student will, however, only be eligible for valedictorian or salutatorian if the final GPA is 0.2 points higher than the highest GPA of a student who has attended IQA for all four years of high school.

Salutatorian:

The student with the second highest cumulative GPA meeting all other criteria will qualify as the salutatorian.

Eligibility:

To be eligible for Valedictorian or Salutatorian

1. Qualified seniors shall have been in attendance in the school for 8 out of 8 semesters of high school in grades 9 through 12.
2. Qualified seniors shall not have more than five unexcused absences in every semester in grades 9 through 12
3. Qualified seniors shall not have more than one disciplinary infraction in every semester in grades 9 through 12

School and Home Communication

Forms of Communication

In order to provide an effective educational program it is the policy of IQA to maintain close communication between the home and the school through the following means:

IQA Website: The IQA website, found at <http://www.myiqa.org>, is an increasingly significant means of finding the most updated and accurate news and information about our school.

Electronic mail (email): Every IQA staff member maintains email correspondence with parents. A listing of IQA staff and their email addresses will be made available.

Teacher Webpages and Newsletters: Teachers will maintain a webpage on Sycamore Sycamore and in Google Classroom.

To keep parents abreast of class policies and news while providing periodic updates on overview of what is being taught in the class, all parents will be sent Sycamore invite from the IQA's central office, which will have the username and a temporary password to get started.

- **Automated Text Messaging:** School closures, early dismissals and upcoming events will also be notified through an automated Remind message.
- **Open House/Orientation:** The open house and orientation is a time to get acquainted with all staff members and our educational programs. Generally held in the first week of the school year, teachers introduce themselves and give a general overview of course content, classroom policies, and procedures. Individual student progress is not discussed at this function, though a separate conference may be scheduled. A second open house may be held in the spring for the general community to learn more about the unique educational opportunities IQA offers or through other special events.
- **School Visits:** Parents are encouraged to visit the school on all open houses. Volunteering to assist the teachers is one of the most useful ways to visit and be involved at your child's school. To observe a class, parents and other visitors must make an appointment 24 hours in advance with the IQA's central office. The IQA office reserves the right to reschedule the visit as deemed necessary. All visitors need to sign in and obtain a visitor's badge from the main office upon arrival at the school.
- **Parent/Teacher Conferences:** Conferences will be scheduled as needed to discuss individual student progress following each interim report. This is so the parents and teachers may work together to target identified needs *before* the official report card is issued. Additional conferences may be requested by either parent or teacher and scheduled as needed. Teachers are not expected to hold conferences with parents without advance notice. Parents who wish to schedule a conference with a teacher may do so by sending a message to the teacher through email, or by leaving a message in the main office indicating the best time and way to be reached.
- **Report Cards and Interim Reports:** in order to cut back on use of paper, quarterly report cards are only posted on Sycamore at the end of each 9-week period. It can be found under the "Document" tab of a student profile. upon viewing, parents are required to electronically sign it signifying that the report has been received and seen by the parent.. Grades assigned on the report card become a part of the student's official academic record. In addition, progress reports will be emailed midway through each grading period. This report does not become a part of the student's academic record but is intended to keep parents abreast of their child's progress in order to target identified needs before the quarterly report card is issued.

Access to Student Files: Cumulative scholastic records are maintained for each student. The files may include such pertinent information as attendance records, academic records, as well as medical and health information. The Family Educational rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students, or the students (*if they are at least 18 years of age*) have the right to inspect records kept by the school concerning the student, and the right to correct any inaccuracies in the records. Access to

records by persons other than the parents, the student, and members of the school staff and/or authorized school consultants, requires prior written consent by the parents.

Change of Address, Telephone Number and Email: It is very important for the school to be able to contact parents by mail, telephone, and email. Email is the primary means of communication. Valid emergency telephone contacts are critical at all times. Please notify the school of any change of address, telephone numbers, or email immediately and keep an updated emergency contact on file.

*Emergency contact information will be updated and confirmed on an annual basis at the start of each school year.

Daily Operations:

IQA operates on the premises of the Islamic Association of North Texas for the duration of the academic school year. School Hours are Monday - Friday from 7:40 A.M. to 3:45 P.M. Our office hours are 8:00 to 4:15 P.M. **Ramadan, early release days, and summer hours may vary and will be posted as needed.**

Transportation

Transportation is the responsibility of each family. IQA does not provide bus service. Car-pooling is suggested.

Arrival Time

Students must arrive at the school between 7:30 and 7:40 A.M. and must report to the assembly no later than 7:40 A.M. Arriving at school late means that the child will miss out on important announcements and/or valuable instruction. This may put the child behind in his or her schoolwork. **5 tardies will result in a disciplinary referral.** Repeated referrals may result in suspension and/or expulsion (*See Tardy Policy*).

Dismissal

Students are dismissed starting at 3:30 P.M. till 3:50 P.M. Parents will be notified of the dismissal time before Ramadan and other early release days. Picking up students before dismissal time is disruptive to classes and may result in the loss of valuable learning experiences. **Parents are strongly discouraged to pick up their child(ren) in the last period of a school day.** However, students must be picked up immediately after school during the dismissal time. To assure a safe and systematic flow of traffic, parents **MUST** remain in the pick-up line and wait for students to be called and safely loaded into their vehicles. Parents who wish to enter the school must not leave a vehicle unattended in the pickup line. Parents must not walk in to the

building to pick up the students while the school dismissal is still underway. Remaining students after the dismissal will be directed to wait outside the IQA central office and late parents need to sign their child(ren) out and take care of all applicable late fees.

Students in 6th grade and up may be allowed to walk home only after the dismissal has started at around 3:40 P.M. However, for this purpose, IQA's central office needs to have proper authorization from the parents. Parents must sign the new authorization form at the beginning of every school year and the school office will issue **walk home passes** upon receiving these letters. Students must show their walk home pass in order to be allowed to leave school on foot after dismissal has started. Note that it is an infraction when students leave school before dismissal and will result in disciplinary consequences. Note that a student below 6th grade is not allowed to walk home without an authorized adult or older sibling companion attending 6th grade or above.

Important Notice Regarding Unattended Children

It is against the policy of IANT and the Dallas Central Mosque to leave children unattended on its premises. It may also be construed as *child neglect* and is thus subject for reporting to Child Protective Services. IQA office hours are from 8:00 am to 4:15 pm. **Students left after or before the office hours cannot be guaranteed any adult supervision and parents will be liable for their unattended child(ren).** Students will only be released to the people who are listed on his/her **Student Emergency Card**. If the parents would like to designate a relative or family friend to pick-up their children, they should add this person to their child's emergency card and must submit a written note to the school. In case of an emergency a parent may send an email permitting a friend or relative to pick their child(ren) up and must add this person on their child(ren)'s emergency card next school day.

*** Students who are not picked up during the dismissal time will be billed a \$5 penalty, per child, for every 15 minutes.**

Medical Appointments

Parents are requested to make dental and medical appointments for the children after school hours whenever possible. In such cases, when an appointments cannot be rescheduled, a parent may pick up a student early and sign the student out from IQA's central office. If the student is brought back within the same school day, the parent should check the student back in at the office again.

Absences

If at any time a child is to be absent from class due to illness or a previously schedule appointment:

- **Parents must call in or email (preferred)** to report the absence of a child each day before 8:30 A.M.
- Unconfirmed absences will be counted as unexcused.
- Upon returning to school, students must bring a note from the parent or guardian stating the reason for the absence unless an email was already sent to the office. In that case, the email will suffice and will serve as the basis for classifying the absence as excused or unexcused.
- Students absent due to contagious illness (measles, etc.) must bring a doctor's note stating that the student's return to school does not jeopardize others.
- **More than 15 days unexcused absences in one academic year may result in expulsion from the school.**
- **More than three (3) unexcused absences in a quarter will result in a drop of quarter average by a letter grade.**
- Student must be present 90% of the academic year with no more than 9 days per semester absent. If student does not meet the 90% attendance requirement, he/she may not be promoted to the next grade.

Facilities

Snack, Lunch, and Cafeteria Information

Parents/Guardians are required to supply a lunch box or bag with the child's full name clearly marked on it. It is the family's responsibility to provide a **nutritious** snack, lunch, and beverage(s) for the child. The school cannot provide refrigeration or heating facilities. Students should not bring snacks or lunches that are too messy for the child to manage. For the safety of the students, please do not use glass containers.

Fasting

Students are encouraged to fast in Ramadan where it's age appropriate. Students who are unable to fast due to medical and personal reasons are provided with an area in which to eat if they wish to bring lunch from home. Staff members may not coerce students to fast. Coercion includes shaming, taking / withholding food and other similar tactics. Please do not ask any staff member to force your child to fast. We do use positive reinforcement and modeling to set positive examples of fasting.

Prayer Time

Students at IQA offer Salat al-Dhuhr (and Salaat al-Jumu'ah where age appropriate) at the Masjid on a daily basis. Parents are invited to join us for this event as it makes a positive impression on the child.

Computers /Electronic Devices

Chromebooks may be used for appropriate educational purposes under the supervision of IQA staff. Chromebooks may not be used without permission, supervision, or for the purpose of Instant Messaging, chats, games, music, videos, etc. Inappropriate use of chromebooks will result in loss of access privileges. Use of student-owned computers/devices must be approved in advance by the supervising staff member.

Playground and Multipurpose Hall (Gym)

Students at IQA take physical education courses in the multipurpose hall (gym) and also have access to the playground and gym for recreational purposes when supervision is available. Such activities must be safe and should be free of casual gender mixing (where applicable).

Buying, Selling, & Promotional Advertisements

The buying, selling, and/or promotion of products or services on IQA property is strictly forbidden unless it is an approved school activity for the sake of improving educational quality or facilities at IQA, (ex. bookfairs, PTO fundraising sales, Stuco snack cart, scouting, etc.). To get an approval for a sales event, the interested party must get approval of the administration by sending an email to administrative assistant or to the principal.

Lost Items

IQA administration plans to donate/dispose all lost items turned into the office on a weekly basis. Lost books or planners not collected within a week will require payment of the cost of these items in full in order to be issued another.

Money

Bringing large amounts of money to school is not allowed. Any smaller amount of money brought to school is the student's responsibility and is carried at the student's own risk. IQA is not liable for any lost money.

Photographs, Use of Name, & Student Work in School Publications

IQA may make use of student photographs, student names, and student work samples to promote the academy to the community or to create school publications. Parents who wish to withhold permission from the school for using materials such as photographs of the student, the student's name, or student work must file a letter to that effect with the IQA administration office.

Field Trips

Various field trips to libraries, parks, museums, and other areas of interest to the children will be planned. These trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. Prior to each field trip, parents will be notified. Parent authorization for field trips is given during enrollment. Students who will not participate in a given field trip should make arrangements to complete an alternative assignment and may need to remain at home with an excused absence upon school recommendation. Failure to make arrangements with the teacher will result in an unexcused absence and possibly a lower grade.

Important Notice Regarding Right to Search

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

School authorities are charged with the responsibility of maintaining the safety, cleanliness, and well being of the students in their care. In the discharge of that responsibility, they shall periodically inspect for cleanliness and organization. IANT/IQA officials will also investigate the presence of an object or substance that is illegal, in violation of IANT/IQA policies, or poses a hazard or threat to the safety, well being and good order of the academy.

Whenever there is a cause to suspect the presence of such an object, a search prompted by a reasonable suspicion that the health, safety and well-being of any student is threatened will be conducted with a speedy response as may be required to protect persons and property. A request for search of a student or a student's possessions will be directed to the Principal or designee. Wherever possible, a search will be conducted in the presence of the student and a second staff member.

Medical Considerations and Emergency Procedures

Health Problems / Medications

If a child has any health problem(s), it is important that the school staff is made aware of the problem(s). School policy prohibits school staff from administering any medication to students without written permission from the parents and written direction from the physician. A

Medication Authorization Form (available at the school office) must be completed and filed with the academy. **No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked.** The form may be completed and emailed to the office for a request to administer an over the counter medicine available at the

school office. Please do not ask us to administer medication unless this process has been followed.

Covid Related Protocol:

Student/staff whose family members showed Covid-like symptoms due to exposure, then:

- If unvaccinated and showing symptoms, they need to quarantine for 10 days
- If unvaccinated and showing no symptoms, they can return to school after 5 days upon acquiring a negative test result.
- If vaccinated then student /staff who were exposed, do not need to quarantine and can return back to school after 48 hours

On-site Weekly Covid Testing:

For the safety of our students and staff, we have partnered up with Navajo Health to provide our students and staff free on-campus weekly covid testing b

Student Emergencies

When it becomes necessary for a child to go home due to injury, illness, suspension, or expulsion, the child's parents will be contacted, then a parent or a responsible person designated by the parent, must come to the school to get the child immediately. The time limit for pick up once the call is made from the school is ONE HOUR. After the first hour, parents will be responsible to pay a late fee of \$5 for every 15 minutes. Parents must also sign all appropriate forms including the **Early Pick-Up Form** available at the office. For their protection, children are not permitted to go home by themselves while school is in session unless a walk home authorization form was previously signed by the parents. **Note that a student below 6th grade is not allowed to walk home without an authorized adult or older sibling companion attending 6th grade or above.** The school staff can administer only minimal first aid. If a parent is not available, the designated emergency person will be reached (*as per Student Emergency Form*). Unless we receive a written note or email from a parent, a child will only be released to the people who are listed on his/her **Student Emergency Form**.

Suspected Cases of Abuse / Neglect Reporting

Texas law § 261.101 requires that any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect must report the case to local law enforcement and/or Child Protective Services. All questions regarding abuse/neglect, the reporting must be directed to Child Protective Services, not the academy. School officials are not permitted to investigate the suspected abuse situation. It is NOT recommended that school officials notify the parents that a report is being made. Rather,

staff members must report suspected cases, and cooperate with and allow Child Protective Services to determine if abuse or neglect has occurred. Students who come to school with suspicious looking marks or bruises on their person, should be sent to school with a note of explanation to allay any concerns or doubts. For more information on reporting as well as what constitutes “neglect” or “abuse”, please refer to the Texas Department of Family and Protective Services website.

Emergency Dismissal

IQA will remain in session until the daily dismissal time unless there is an emergency in the building, or when inclement weather develops while school is already in session. We must ask all parents to Please Make Certain That Their Child Knows Where To Go When Parents Are Not At Home In Case Of Early Dismissal.

Inclement Weather Conditions

Listen to local TV and radio stations for the latest information concerning the closings and delays of school. **WHEN THE RICHARDSON INDEPENDENT SCHOOL DISTRICT (RISD) CLOSES, DELAYS, OR DISMISSES SCHOOL EARLY DUE TO BAD WEATHER, THEN IQA WILL DO LIKEWISE** for parent and student convenience. IQA does reserve the right to hold or cancel classes in spite of RISD determinations when it is deemed appropriate. In such cases parents will be notified through an email or through a Remind message.

Fire and Disaster Drills

Students will practice safety drills routinely. In the event of fire or other disaster an emergency plan will be put into effect to assure as much protection of the children as possible.

Responding to Crisis Situations

A crisis telephone contact tree will be made by each homeroom teacher each year to facilitate smooth and swift communication to parents in the event of a crisis situation that disrupts the normal operation of the school. Parents interested in becoming key phone tree members of any homeroom class are requested to talk to the homeroom teacher. We seek refuge in Allah from calamity and harm.

Student Behavior Expectations

It is the responsibility of every student and parent to have read and be aware of IQA’s behavior expectations. This policy serves as the first, and in some cases, the only warning to be issued to

students for inappropriate behavior. Not knowing the rules and regulations specified in this policy will NOT be considered a valid excuse for violations.

- **Preparedness:** *Do not prepare your shield on the battlefield (African Proverb)*. Students are expected to come to class prepared and equipped with all supplies, materials, and completed assignments. Toys, games, and other distracting objects that are not appropriate for the classroom should not be brought to school. Such items will be confiscated and returned only to the parent. Students should also be prepared physically by being well rested and fulfilling other needs such as drinks and restroom visits during designated times. School restrooms may be used before school, during breaks, lunchtime, or with the permission of the teacher. Loitering in restroom areas is not allowed. If a student has a special medical problem requiring more frequent trips to the restroom, parents/guardians should inform the teacher and keep an updated doctor's note on file in the office.
- **Cleanliness:** *Purity is half of the faith (Hadeeth)*. Students are expected to help maintain the overall beauty of the school by disposing of all trash and other refuse in the appropriate containers. Desks, lockers, and other storage areas should remain organized and clean at all times and **may be inspected at any time** for this purpose. If a student notices trash anywhere at the school, it is the student's duty to put the trash in the appropriate container. Restrooms must also be kept clean through appropriate use in accordance with the Sunnah of the Prophet (peace be upon him).
- **Safety:** Students must always be mindful of safety for themselves and others, following all rules and regulations that lend to a clean, safe environment. Students must walk and **not run** in the Dallas Central Mosque. This includes ALL transition times. Students are expected to remain on the school premises in their assigned areas at all times until they leave for home. The office should be advised when it is necessary for a student to leave the school at other times. Harmful objects and weapons are not permitted.
- **Appropriate Speech:** Students are expected to beautify their speech with the remembrance of Allah and to refrain from all foul language. Foul language may include anything from profanity to gossip and backbiting to outright lying. Such speech is not permitted at IQA. Students must also speak at the appropriate times by participating in classes while refraining from talking when asked to do so. Students are expected to respect the etiquette of the prayer area. If talking becomes necessary there, the students or adults shall conduct the conversation outside of the prayer area.

Islamic Character Education

The Character Education at IQA is of paramount importance and, as such, it has been made part of the academy's mission. Students need strong beliefs, character, and morals in addition to knowledge to succeed in this life and the Hereafter. With that in mind, IQA has based its

Character Education on the Book of Allah and the life of the Prophet Muhammad (peace be upon him). Believing that the source of all goodness is Allah, and that the Prophet Muhammad (peace be upon him) represented that goodness in his lifestyle, IQA's curriculum strives to engender those divine values into the character of its students.

Means of Effective Character Education

- **Empower students and hold them accountable:** IQA student is encouraged through positive reinforcement to develop him/herself as a good Muslim and to strive to meet the academic and behavioral goals of the school through acceptance of responsibility and development of self-accountability by learning from one's own mistakes.
- **Family involvement in the educational process:** Families are encouraged to participate in the school and model proper Islamic behaviors in the home, thereby reinforcing the Islamic world-view of the child.
- **Staff as Role Models:** IQA is committed to providing the most qualified staff available who live according to Islam in their daily lives and bring their vision of the Islamic educational process to work with them at school. The teacher, while drawing the boundaries of appropriate teacher-student relations, is also a brother or sister in faith to each student, and must foster that bond accordingly to motivate the student to achieve in his/her class.
- **Curriculum Integration:** Character education is integrated into the existing curriculum, becoming a part of the general framework in which all education takes place. School personnel strive to make character part of the learning emphasis at all levels in every course and activity area. Students are taught that Allah knows all that they do and that they should love Allah and try to please Him at all times.
- **Environment:** The environment in the school builds Islamic identity and awareness by enjoining what is good and forbidding what is wrong according to the Qur'an and the Sunnah. For this reason, Islamic standards of conduct, appearance, arts, celebrations, and general acts of worship such as prayer, fasting, and charity are exercised and determine the overall climate of the school.
- **Dress code:** Staff and students are expected to model proper examples of Islamic dress. Uniform guidelines are listed below.
- **The Daily Assemblies:** Using the morning and afternoon assembly, students will be given a chance to learn and showcase their knowledge of the Quran, and Hadeeth geared towards inner rectification and character development.
- **Behavior Expectations:** A climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of the educational process. The following appropriate behaviors are expected:
- **Islamic manners:** Both staff and students should behave in an Islamic and responsible manner, both in class and outdoors.

- **Respect:** Students should be courteous and respectful to teachers, parents, volunteers, visitors, and each other – especially younger students. Distracting the class, belittling others, vandalism, fighting, stealing, other disrespectful behaviors are not permitted.
- **Obedience:** Students should be obedient, diligent in their studies, and respect the rights of others. They should comply with all school rules and instructions given by the school personnel. **Any** teacher has the responsibility and authority to discipline **any** student when needed except in a case requiring the attention of the Principal. If students have any concerns, these should be discussed with the teachers or Principal in a private setting after the incident.
- **Attendance:** Students are expected to be present in every class, everyday, and to be on time. IQA requires attendance for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the teacher to monitor lateness to school. The school office will regularly communicate to parents about the tardy or absence of their child(ren) warning them of the consequence of a disciplinary referral for every 5 tardies or 3 absences (Please refer to discipline policy).

IQA Uniform

The IQA uniforms are customized by Verona collection, which is a local business owned by a muslim sister. All items can be purchased online at www.verona-uniforms.com.

Uniforms can also be purchased in-store at their Plano location.

3101 W Spring Creek Pkwy
Suite 600
Plano, Texas 75023

Website: www.verona-uniforms.com
Store Phone Number: (469) 443-0910
Email: info@verona-uniforms.com

Uniform Specifications:

Elementary School Boys- Pre-K thru 5th Grade

- Green long sleeve/ short sleeve polo shirt
- Khaki pants

Elementary School Girls- Pre-K thru 5th Grade

- Green Polo dress offered in long sleeve and short sleeve
- Straight leg khaki pants

- One-pieces Khaki hijab (Amirah style)...Optional

Middle and High School Boys 6th thru 10th Grades

- Black long sleeve/ short sleeve polo shirt with khaki piping around the collar and sleeve
- Khaki pants

Middle and High School Girls 6th thru 10th Grades

- Customized IQA black abaya
- Customized IQA black tunic (optional, can be used on both regular days and PE days)
- Straight leg khaki pants
- Khaki hijab

Sweaters:

- No Hoodies allowed except for IQA hoodie with tear-drop logo
- Sweaters in the following colors:
 - Hunter Green
 - Black

PE Uniform:

- Girls:
 - Long Athletic Grey shirt
 - Solid Black sweat pants
- Boys:
 - Grey athletic shirt
 - Solid black sweats
- Shoes:
 - Safe for physical activity

11th-12th Students:

Senior high school students are expected to adhere to a dress code of “business casual” while taking classes at both the IQA campus and the Richland College campus. The IQA administration will provide guidance to students on how to dress professionally and Islamically and reserves the right to determine the appropriateness of any/all attire. The intent of this policy is to help IQA students transition to life beyond high school and to engage in practices that will help IQA students become responsible citizens while enabling them to make their own choices.

General Uniform Policy:

Appropriate clothing and a student's general appearance at an Islamic school should reflect modesty, moderation, and neatness and should not draw undue attention to the individual. We believe that a school uniform best meets these goals with the least problem of enforcement. The dress code policies also apply to field trips, school events, and graduation (unless otherwise stated).

- Students without proper uniforms will not be allowed to attend classes. Parents will be contacted to bring the missing uniform item or the students will be sent home and marked for an unexcused absence if parents are unable to comply.
- Students should come to school in good hygienic condition – bathed, nails clipped, deodorant, teeth brushed and hair combed.
- Uniforms must be kept neat, clean, and free from stains, wrinkles, holes, and bad odor.
- Sandals, open-toed, high-heeled shoes and/or skates are prohibited.
- Hats, bandanas, jewelry, & other clothing/accessories in addition to the uniform are prohibited.
- Make-up, nail polish, unconventional hairstyles, excessive perfume/cologne are prohibited.
- Relaxation/alteration of uniform specifications for PE is at the discretion of the PE teacher and the Principal and/or his/her designee.
- Compliance with the uniform policy is judged by the administration of the academy.
- Boys hair should be kept neat and clean and out of the eyes and hair length must be above the collar and out of eyes. No hair styles that draws attention are allowed: This includes having ponytails, dreadlocks, hair coloring, dying hair, braids, and wearing hair in a bun with a rubber band.
 - Non-compliance with the school uniform will be subject to disciplinary action as outlined in the school discipline policy. Student may be subject to be sent home & marked absent for the day

Attendance Policy

IQA's attendance policy is implemented in compliance with the State of Texas education code § 25.085 and related statutes concerning compulsory school attendance.

Any student who does not attend school by the fifth school day of the academic year will automatically have their name removed from the class roster unless prior written notice was submitted (email preferred) to the office and the tuition for the first month has been paid in advance. Absences will be recorded for the student until they appear and the related consequences will apply depending upon the reason for the absence.

***As part of our updated policy, students will only be allowed up to 3 unexcused absences in a quarter. Any additional unexcused absences may cause the quarter average to decrease by a letter grade.**

Tardy Policy

The morning assembly begins at 7:40 A.M. indicating the start of the school day. Lateness to school is defined as not being at the assembly by the start of assembly. **Any student not at the assembly by 7:45 A.M. is late to school and will be marked tardy by the homeroom teacher.** In the first period, no teacher will permit a student into class without a pass from the office.

- Students arriving after 7:45 A.M. are marked late and tardy **for that school day.**
- If a student is late for 5 times, it will result in 1 unexcused absence and will receive a disciplinary referral may result in suspension and/or expulsion.
- If a student arrives after 10:15 A.M. due to an unexcused tardy, it will be marked as one unexcused absence.

Short Term Absences

- Arrangements should be made 24 hours in advance through the Main Office for excused absences such as medical/dental appointments, etc.
- Parents are required to notify the school in writing (email preferred) upon the student's return to school.
- For absences of 2 days or less, parents must send an email explaining the reason of the absence. The school usually only excuses absences due to student illness, family emergency and severe weather conditions. Absences of 3 or more days in length will require a note from the doctor in addition to parent email.
- Medically excused absences are not accepted after thirty days from the date of the absence and must be on the doctor's stationary. Medical excuses must also be on file to exempt a student from PE class or to allow the student to take prescribed medications while at school (please refer to our policy for administering medication).

Planned Long Term Absences

We would like to remind both parents and students of our process for planned absences. It is crucial that this process is followed. Failure to do so will result in an unexcused absence for those classes missed.

- Students need to pick up a planned absence request form from the office. Parents of secondary student (5th grade and up) may pick up this form and help their child(ren) to follow the procedures. Parents of students enrolled in elementary grades (4th grade and below) **must** pick up this form and help their child(ren) collect the makeup work from all teachers.

- Students and Parents must schedule a conference with all teachers and can use the conference to have teachers complete the form, including current grade, attendance in class and work to be completed, with due date.
- If all the makeup work is completed before leaving for the planned absence, teachers' signature must be collected on the planned absence form and a copy of the form must be submitted to the office. If the form is complete, students/parents will be given a verbal or email confirmation that the absences (maximum 5 days due to travel, 15 days due to documented family medical emergency) will be marked excused.
- If the makeup work is not completed before leaving, a copy of the form reflecting all teachers make up assignments must be submitted to the office to seek final approval from the IQA office. A verbal or email approval will usually be given with the condition that student will have to turn in all the makeup work within one week of return.
- Students/Parents **must** turn in all make up work, collect teachers' signature on the planned absence form verifying the completion of all assignments and turn in a copy of the completed form to the main office **within a week of their return**.
- Examples of excused absences include: verified illness, death in the Family, documented medical appointments/procedures. **School will excuse no more than 15 school days for such a reason.** For absences due to family travel a maximum of 5 days will be excused.
- Tuition for the respective period must be paid in advance. The administration should be notified of any change in the circumstances of the extended absence.
- If approved, instructors will be informed and, where it is reasonable, homework assignments will be provided.
Teachers are **not expected** to prepare an alternative to their classroom preparation, class discussions, testing, etc. Ordinarily, it will be the responsibility of the family to acquire tutoring when a student falls behind because of planned absence.
- When a planned absence is not approved, it is considered an unexcused absence and therefore, instructors may not assign or accept any make-up work.

Absences Due to Vacation during the School Year

Family trips and vacations should occur ONLY when the school is not in session. Family vacations have caused problems for students and faculty attempting to maintain academic quality. With vacations in both the winter and spring, **IQA will not accept responsibility for providing special assignments and examinations for students not in attendance because of family vacations.** IQA may excuse a maximum of 3 school days and as a condition for an excused absence due to family vacation travel students will be responsible to pick up and make up all missed work in addition to completing a travel portfolio documenting what they have learn on their trip.

Parents and students especially need to understand that any choice to extend vacation times, whether at the start of school, in October, Thanksgiving, Winter, Eid or Spring Break, will bring

about serious issues regarding attendance. Students and parents who choose to extend vacation periods could be jeopardizing the student's seat because of absenteeism and should seriously consider those choices ahead of time. **More than 15 days unexcused absences in one academic year may result in expulsion from the school.**

Absences Due to Early Summer Travel

Parents who are planning to take their students on summer vacation prior to the end of the school year must be aware that their students will be responsible for completing all tests, projects, and assignments prior to their departure. This may include self-study for topics not yet covered in class. Needless to say, this requires notifying the school office and teachers no less than **one month** in advance of their departure. Students who fail to follow the aforementioned procedures will not receive credit for missed work. If the student is leaving early for a non-emergency reason, his/her absences will also be unexcused and **could result in loss of the student's seat for the forthcoming year.**

Unexcused Absences

- Unexcused absences include family vacation for a non emergency reason, truancy, excessive tardiness, and school missed due to out-of-school suspensions.
- The academy is not required to provide make-up work, including tests and project due date extensions for unexcused absences.
- Each occurrence of an Extended Unexcused absence is subject to a disciplinary referral.
- Every 3 unexcused absences in a quarter will result in a drop of quarter average by a letter grade.
- **More than 15 days unexcused absences in one academic year may result in expulsion from the school.**

Discipline Policy

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

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the academy while taking into consideration the behavioral development of the students. For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes except in cases where the behavior is so severe that it severely disrupts the learning environment or puts the safety or integrity of the academy in jeopardy.

Consequences for Inappropriate and Unacceptable Behavior

Parents will be notified promptly by IQA staff when their child engages in inappropriate and /or unacceptable behavior. This will be done via telephone calls, disciplinary reports, and other means, which will ensure prompt communication. A verbal or written response will sometimes be required as outlined below in the disciplinary report description. Disciplinary actions may include loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion at the discretion of the Principal or his/her designee after consultation with the teacher and counseling with the student. Flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors.

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

Infractions

- Tardiness and Truancy
- Leaving assigned area
- Breaking area rules
- Unsafe behavior
- Out of uniform
- Inappropriate Devices
- Disrespectful Behavior
- Verbal Abuse & Bullying
- Harassment or Excessive Intermingling
- Academic Dishonesty
- Damaging Properties
- Profanity
- Gambling

These listed infractions will result in the following steps:

- Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher's management policy).
- Parent Contact Confirmed (through one of the following ways: email, phone call, or face to face).
- Detention - Given by teacher.

Students will be referred to the office after the above number of offenses. 5 referrals to the office will result in expulsion.

- Student Referred to the Office for In School Suspension⁷. **Probation begins.**
- Student Referred to the Office for In School Suspension (for the second time).
- At Home Suspension.
- At Home Suspension.
- Expulsion from School.

Level 1 Infractions result in “detention” after 2 verbal warnings by the teacher. Maximum detention per student per year is 3, after which level 1 infractions will be treated as level 2 infractions meriting suspension.

Level 2 Infractions result in immediate “suspension” to be determined by the administration. Level 2 infractions are very serious, bordering on criminal behavior.

Level 3 Infractions result in consideration for “expulsion” to be determined by the administration. Level 3 infractions are criminal or intolerable in our school setting.

DETENTION POLICY: Detention means the student will be detained after school when school dismisses (3:30 pm) for one full period of time in a designated classroom with a teacher until 4:30 pm to be picked up by parents promptly. During this “owed” time, the student will be monitored and given introspective tasks to perform such as - but not limited to - self-reflective written assignments related to the student’s level one infraction (misbehavior in class). Students are not allowed to play, eat, sleep, rest, do homework or do nothing during this time. After the assigned task is complete and checked by the supervising teacher, then if the supervising teacher decides, the student may “only” read a book. All students will have a maximum of 2 chances before being assigned detention following the “*3 strikes and you’re out*” rule. This means: Two verbal warnings for level one infractions with the third and final verbal warning resulting in a detention (i.e. one detention). Parent(s) should be contacted after the third verbal warning (plus detention) is given by the teacher. If detention occurs before lunch period, parent(s) should be contacted during lunch (via email or phone) and the student serves same-day detention after-school between 3:30 - 4:30 pm. If the detention occurs during or after lunch, parent(s) are notified (via email or phone) by the end of day and the student serves detention the following day after school. No detentions will be served on Fridays or Weekends! Any student who is absent or tardy for detention, not reporting by 3:40 pm, without a valid excuse or reason, such as an emergency, will serve an additional detention on top of the first one still owed (2 detentions total). There are only a total of 3 detentions assigned per student for the entire year. If any level one infractions occur again after a student serves a third detention, the student will be immediately suspended from school.

⁷ Students in In School Suspension will have to attend a mandatory Saturday morning session from 9:00 to 12:00.

LEVEL 1 INFRACTIONS TABLE:

Infraction:	Definition:	Disciplinary Reaction(S):
Breaking Area Rules:	Includes any disruptive behavior that is inappropriate for a given area including but not limited to disrupting class, loitering during transitional times or in the restroom, eating or chewing gum without permission in an unauthorized area, utilizing unauthorized entrances, misbehavior in the prayer hall, etc.	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher's management policy). 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3, then converted to level 2 infraction.
Leaving Assigned Area:	Students may not leave their assigned area without permission of their supervising teacher. A student who is abusing a hall pass by taking excessive time is also considered to be out of their assigned area.	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher's management policy). 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3, then converted to level 2 infraction.
Tardiness and Truancy:	Students are expected to be in the classroom at the beginning of each class. Disciplinary	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege,

	<p>action will be taken against students who are habitually tardy to the morning assembly. Please note that five incidents of tardy or absence will result in a disciplinary referral. Fifteen unexcused absences in one academic year will result in automatic withdrawal. A student who comes to class so late that he/she misses an entire period is to be marked absent unless the tardiness is excused.</p>	<p>corrective assignment etc. according to the teacher's management policy).</p> <ol style="list-style-type: none"> 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3, then converted to level 2 infraction.
<p>Impermissible or Inappropriate Electronic Devices:</p>	<p>Except as permitted by this policy, no student shall possess or use on school property any wireless communication device, including but not necessarily limited to, cellular telephones, paging devices, and two-way radios, walkman, Nintendo, Gameboys, or other toys and games.</p>	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher's management policy). 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3, then converted to level 2 infraction.
<p>Out of Uniform:</p>	<p>Uniforms must be worn Monday through Friday. Only uniforms complying with the IQA dress code are acceptable. Students coming to class out of uniform will be subject to disciplinary action. The students and family will be advised regarding the strict uniform policy of IQA. The student must be in uniform before being allowed to return to class. Absences resulting from uniform problems will be considered unexcused.</p>	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher's management policy). 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3,

		then converted to level 2 infraction.
Minor disrespect / rudeness:	Any rude or mean verbal disrespect or offensive body language, gestures towards other students (that is “not” profane) or toward school personnel.	<ol style="list-style-type: none"> 1. Teacher Intervention (verbal warning, loss of privilege, corrective assignment etc. according to the teacher’s management policy). 2. Parent Contact 3. Detention <ol style="list-style-type: none"> a. Maximum number of detentions is 3, then converted to level 2 infraction.

LEVEL 2 INFRACTIONS TABLE:

Infraction:	Definition:	Disciplinary Reaction(S):
Fighting (physical)	Students who mutually fight, punch, kick, bite, or scratch will be suspended immediately and a conference will be held.	Suspension 1-10 days to be determined by the administration.
Verbal Abuse & Bullying:	Serious or persistent verbal or written statements, electronic or otherwise, that prevent an orderly and peaceful learning environment such as abusive language and remarks that demean a person's race, religion, sex, national origin, disability, or intellectual ability. This can be coupled with profanity (cursing, vulgarity, obscene language or gestures).	Suspension 1-10 days to be determined by the administration.

Sexual Harassment or Excessive Intermingling:	No student shall engage in behavior, which is immoral, indecent, overly affectionate, or of a sexual nature on the IANT facility or school property. No student shall engage in inappropriate touching, suggestive comments, or other sexual harassment towards another person.	Suspension 1-10 days to be determined by the administration.
Unsafe Behavior:	Includes but is not limited to running, throwing things, horseplay, rough play, etc.	Suspension 1-10 days to be determined by the administration.
Profanity:	Serious or persistent verbal or written statements, electronic or otherwise, that prevent an orderly and peaceful learning environment such as cursing, vulgarity, and obscene language. Using profane language or gestures will result in disciplinary action.	Suspension 1-10 days to be determined by the administration.
Plagiarism / Academic Dishonesty:	Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of copyright laws, or password impersonation. This includes but is not limited to giving or receiving any unauthorized assistance on academic work, copying the language, structure, or idea of another and representing it as one's own work, verbal or written statement of any untruth, unauthorized duplication of printed material or software and/or the use of pirated computer software, or impersonating a student or staff member by accessing school facilities, equipment, or the computer network by utilizing another's password without permission.	Suspension 1-10 days to be determined by the administration.
Smoking/Vaping	Smoking or vaping (or possessing smoking paraphernalia) on school premises; inside the building or outside; and including all school related functions, during school hours or during school	Suspension 1-10 days to be determined by the administration.

	activities.	
Vandalism / Damaging Properties:	No student shall intentionally damage or attempt to damage or deface school or private property of individuals while under school jurisdiction. This includes breaking, or damaging others' or school's property.	Suspension 1-10 days to be determined by the administration.
Insubordination / Defiance / Recalcitrance (Gross Disrespectful Behavior):	Refusing to comply, obey or behaving in a defiant, rude or disrespectful manner toward school personnel.	Suspension 1-10 days to be determined by the administration.
Obscenity / Pornography:	Use of obscene writing, pictures, videos, or other media including instant messaging, online chats, email, intentional browsing of obscene or profane websites will be cause for immediate suspension.	Suspension 1-10 days to be determined by the administration.
General Threats:	No student shall direct toward any person within the school context any type of verbal or body. Any violation by a student in which words are exchanged as a verbal threat to another individual shall result in suspension.	Suspension 1-10 days to be determined by the administration.
Hazing:	No group or individual shall require a student to wear any dress, abnormal dress or play abusive or ridiculous pranks or tricks on him/her to frighten, scold, beat, harass and/or subject him/her to personal indignity.	Suspension 1-10 days to be determined by the administration.

LEVEL 3 INFRACTIONS TABLE:

Infraction:	Definition:	Disciplinary Reaction(S):
Theft/Stealing:	Any form of planned theft or stealing will result in suspension.	Subject to Expulsion
Assault:	No student shall cause or attempt to cause major physical injury to any person or intentionally behave in such a manner that could reasonably cause physical injury to any person.	Subject to Expulsion
Gambling / Betting:	Students shall not participate in any event, action or statement, which relies on chance for the monetary advantage of one participant at the expense of others.	Subject to Expulsion
Arson:	The use and/or possession of any material reasonably likely to result in a fire on IANT property and/or school property is prohibited unless specially authorized by school officials.	Subject to Expulsion
Unauthorized Access:	No student shall break into designated school areas or IANT facilities or hacking (laptops, computer systems, etc.) without the knowledge and consent of the officials of IQA. Students who loiter in/around the building after the close of the school day without special need or the proper supervision are trespassers and may be prosecuted if they do not leave when instructed to do so.	Subject to Expulsion
Bribery or Extortion:	No student shall attempt to bribe or extort money, personal property, or personal	Subject to Expulsion

	services from another student or staff member.	
Tampering with Fire Alarms and Extinguishers:	No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.	Subject to Expulsion
Blasphemy (Blatant Religious Disrespect:	Outrageous and extreme forms of planned religious disrespect; e.g., disrespecting the Prophet Muhammad (peace be upon him) directly or mocking any of the sacred symbols or aspects of Islam.	Subject to Expulsion
Bomb Threats:	No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises.	Subject to Expulsion
Possession and Sale of Illegal Substance(s) / Drugs:	The school has a no-tolerance policy for the possession and sale of drugs or other illegal substances.	Subject to Expulsion
Possession of Weapons and Dangerous Instruments:	No student shall possess, handle, or transmit any weapon or other object that can reasonably be considered or used as a weapon or dangerous instrument. For the purpose of the Code of Student Conduct, a weapon is defined as any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air-pistol, bowie knife, dirk, dagger, slingshot, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), and any sharp-pointed or edged	Subject to Expulsion

	instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm. A firearm includes any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof.	
--	--	--

Use of Personal Electronic Devices at School

IQA Cell Phone Usage Policy

Students are not allowed to use their cell phones during school hours from 7:30 am – 4:00 pm.

- Students bringing their cell phones to school must turn their cell phones off and place them in the designated area when they enter their classrooms.
- If a student is found using his phone during the prohibited times, or if the phone rings or in any way disrupts the classroom, it will be considered an infraction of the school cell phone policy.
- For the first infraction, the student's cell phone will be confiscated for one full school day and must be collected by a parent or guardian from the front office at dismissal time after one school day (not counting holidays or weekends).
- For the second infraction, the student's cell phone will be confiscated for three full school days and must be collected by a parent or guardian from the front office at dismissal time after three school days (not counting holidays or weekends).
 - For the third infraction, the student's cell phone will be confiscated for the entire academic year and may not be collected by a parent or guardian until at the end of the school year.

IQA Administration reserves the right to change the policy to a ban of cell phones on its premises in case too many infractions are recorded during the first quarter.

Principal's Discretion

No code may be expected to list each and every offense that may result in the use of disciplinary proceedings regarding a student. The above infractions, violations, penalties, and procedures shall serve as a guide. However, this does not preclude the discretionary authority of an administrator to impose further penalties after consideration of the student's overall disciplinary

record and the severity of the infraction. Likewise, flexibility will be used with regard to the developmental level of students who may not understand the seriousness of some behaviors

Grievance & Conflict Resolution Procedure

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow, inshallah, an open channel of communication between parents and the staff of IQA. IQA has established the following **grievance and conflict resolution procedure** for parents to follow in case of any grievances or issues that are directly related to your child:

Step 1: Make an appointment with the teacher of your child to discuss issues and concerns. Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. Email the teacher or leave a message at the school office requesting an appointment. Please allow up to a maximum of 2 business days for an appointment to be scheduled. If you are not satisfied with the results from a teacher conference go to Step 2.

Step 2: Contact the school office and request a conference between yourself, the teacher, and the Department head. The office will contact you with the conference time and location. Please allow a maximum of 2 days for the IQA office to establish a conference unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference, go to step 3.

Step 3: Contact the school office and request a conference between yourself, the teacher, and the Principal. The Principal's office will contact you with the conference time and location. Please allow a maximum of 2 days for the Principal's office to establish a conference unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference, go to step 4.

Step 4: Use email to bring the matter to the attention of the IQAMC through the Principal. Please include your concerns and the results from the previous meetings. **Please allow up to seven days for a written response from the school board** unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.

Step 5: If the matter is still not resolved, a face-to-face meeting may be requested with the IQA school board in order to reach a satisfactory resolve.



IANT Quranic Academy

IQA Parent Compliance Agreement

Please Initial Each of the Following:

_____ I have read and understand the IQA 2021-2022 Student/Parent Handbook.

_____ I am aware that it is the responsibility of every student and parent to have read and be aware of IQA's policies. This handbook serves as the first, and in some cases, the only warning to be issued to students for inappropriate behavior. Not knowing the rules and regulations specified in this handbook will not be considered a valid excuse for violations.

_____ I have read and I agree to abide by the rules and regulations in this handbook and support the school in its implementation to the best of my ability.

_____ I understand that school policy and procedural changes may occur periodically. I agree to comply with the most recent officially approved version of any policy or procedure.

Consent for school use of Photographs, Use of Name, & Student Work in School Publications: (check one of the following)

_____ I give my consent _____ I do NOT give my consent

Consent for school field trips and release

_____ I give my consent for my child to participate in school field trips and release the school from liability, provided that due diligence is exercised to ensure student safety.

_____ I do NOT give consent for my child to participate in field trips.

Student Name

Signature

Parent/Guardian Name

Signature

Sign this form, remove and return this page to the homeroom teacher by the end of the first week of school.

This page left blank on purpose