



ISLAH
ACADEMY



Parent & Student School Handbook

Tour the facilities, get to
know new teachers, and
learn about our programs!

2021 - 2022 School Year

For more details, visit Info@
Islahacademy.org
323-5963456



Welcome to Islah Academy!



September 2021



Dear Parents and Students,

Welcome back everyone. It is a great blessing to be entering our 8th year of school at Islah Academy. We are excited to have students back in the classrooms. It is our mission to help every child feel welcomed, connected and a part of our ISLAH FAMILY. This year we are taking extra precaution to ensure safety and health for all of our students and staff. Creating a safe and affirming environment is our aim. We will strive to challenge each student to grow in his or her academic abilities and to be ready by the end of their learning semester to advance with confidence to the next grade level of learning.

Our Murabbis [teachers], staff, and I pledge through directed planning, research-based best practices and analytical academic data, to engage our students in learning and to give our best efforts. We ask that students and parents join us so we attain our best goals.

Great Semester Beginnings:

1. Show up to Islah ready to learn in clean uniforms, on time and with supplies.
2. Have a good and pleasant attitude.
3. Be respectful to teachers, staff, and fellow students.
4. Complete all assignments and homework on time and participate in class.
5. Adhere to the 8 C's of Character (included in this Handbook)
6. Feel free to speak your concerns. It is your school.
7. Take pride in Islah. Do not leave trash or food in hallways or in classrooms.
8. Use cellphones at permitted time.

Please review and sign the ***Parent Contract*** - located within this handbook - which commits parents to 36 service hours throughout the year. Remember, students greatly benefit from parent participation.

The *Islah Academy 2020 - 2021 Student and Parent Planner* is attached. Please review it with your child and use it throughout the year for school policies and the school calendar. You may call me or teachers and staff at 323-596-3456 or email us at islahacademy@gmail.com.

Sincerely,
Azizah Ali-Regan, Principal

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Mission:

Our mission to provide high-quality, culturally relevant and responsive curriculum is dedicated to preparing our children with extraordinary academic standards that promote moral character, cultivate 21st Century skill sets and produce scholars with strong commitment to social and civic responsibility.

Our Vision:

Islah Academy aspires to be a community of life-long learners in an encouraging environment of success through Islamic instruction impacting positive change in the Los Angeles area.

Here at Islah Academy...

In keeping Our mission to provide high-quality, culturally relevant and responsive curriculum, we have a dedicated staff committed to provide their best efforts to Islah Academy students.

2021-2022 Islah Academy Staff and Faculty

School Director

Imam Dr. Jihad Saafir

Principal

Azizah Ali

Director of Student Affairs

Garland Bush-Saafir

Office Affairs Specialist

Anne Milan Ali

Math and Science

Omar Farooque

English and History

Reem Shuaib

Kinder ,1st and 2nd Grade

Saidah Salaam

3rd and 4th Grade

Starkeisha Amos

History & Elementary Arabic

Tariq Ali

Arabic and Quranic Studies

Imam Dr. Jihad Saafir

Health / Physical Education

Tariq Ali

Islah Academy School Board

The Islah Academy Board's main responsibility is to ensure that the school, under the leadership of the principal is adhering to the mission and vision of Islah Academy. The board helps develop, review and provide advisory functions related to policies created to address the unique circumstances of the school, students, staff and parents.

Meetings and special meetings of the Islah Academy Board are held regularly with some open to parents and community and will be announced in advance.

Due to term limits, the Board's composition has been revised.

Islah Academy Board Members

Chair Jihad Saafir

Vice Chair Sharyn Muhammad

Secretary Katrina Hasan Hamilton

Treasurer

Parliamentarian

What's BACK

Chess

UCLA MAPS

UMMA Community Clinic

Girls' Health Class

Boys' Health Class

Interfaith Socials

Science Fair

Spelling Bee

Park Days

Continuing

Projects

Media Center

Cursive Curriculum

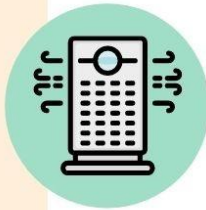
Monthly Field Trips

WHAT ISLAH ACADEMY IS DOING TO KEEP OUR FAMILIES HEALTHY



Students and staff wear masks when indoors.

Students are encouraged to wash their hands regularly and use sanitizer.



We have an outdoor learning environment as well as indoor air HEPA purifiers

Classrooms and equipment are disinfected and fogged daily



Students complete a health questionnaire and temperature check daily

(323) 596-3456



Control of COVID-19

Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our school by:

- Reducing the number of persons in an area at one time, including visitors.
- Visitors to campus are to wait at gate.
- All orientations, meetings, conferences, etc. between students, parents, staff, and school administrators, are conducted remotely or in a large ventilated area.
- Trainings and professional development are conducted remotely as much as possible.
- Visual cues such as signs and floor markings to indicate where employees and students should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings are provided to any individual arriving on site who does not have one.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the, provided employees and students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee or student not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Partitions have been installed where needed.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Our high efficiency natural ventilation is equipped with high filtration efficiency, which are maintained and adjusted on a regular basis. All equipment is owned by our facility. As weather conditions permit, windows and doors are opened to allow fresh air to circulate.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- High touch areas are cleaned and disinfected between shifts as well as every evening by the janitorial crew which have been trained on the effective and sanitary use of all equipment and procedures.
- During class time, teachers are to clean high-touch items.
- Adequate supplies are provided all staff, and time is provided for cleaning.
- Employees and authorized employee representatives are advised of the frequency and scope required for all cleaning.

Should we have a COVID-19 case in our school, we will implement the following procedures:

- All areas visited by said individual will be cleaned and sanitized. All cleaning will be done by school employees following established rules and procedures which they have been trained on and provided adequate equipment and supplies to conduct said cleaning.
Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by employees between uses. The janitorial crew will also clean and sanitize nightly, with the training and equipment provided by our facility. Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Hand-sanitizing stations have been established in all entrances and exits to the building and in all public areas.
- All employees are encouraged and reminded through posted signs to wash hands.
- Employees are also provided with an effective hand sanitizer in all classrooms, and hand sanitizers that contain methanol (i.e. methyl alcohol) are prohibited.
- Encouraging employees to wash their hands for at least 20 seconds each time.] Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Employees coming in contact with students and/or bodily fluids are provided with the appropriate PPE equipment.

Investigating and Responding to COVID-19 Cases

Employees and or students who had potential COVID-19 exposure in our workplace will be:

- Advised to be tested for COVID-19 using their own health insurance.
- The information on benefits described in Training and Instruction, and Exclusion of COVID19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- All employees are advised at the beginning of the school year in the Employee Protocols (provided in written and oral form) whom to contact in the event of COVID-19 questions, hazards, exposure or illness. Names and email addresses are provided.
- Employees are informed in the Employee Protocols that they can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, are also included in our Employee Protocols which are reviewed annually with all staff.
- Voluntary tests are to be acquired by our staff from their own health providers. Accommodations will be made to allow staff to be tested during work hours.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Updates and information are provided to employees about COVID-19 hazards on a regular basis.

• Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our school, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-School Criteria

- COVID-19 cases with COVID-19 symptoms will not return to school until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 7 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
-

September			Islah Academy 2021-2022 School Calendar																		
9/18- Ready for School Parent and Student Event																					
9/20-First day of school																					
October			M T W TH F					M T W TH F					M T W TH F					No School/Pupil Free Day			
10/4- WASC Self Report Due			September					October					November					Beginning/ End of Semester			
10/7- Early Dismisel and Back to School night																		Early Dismisal			
10/11- Indigenous People's Day			6 7 8 9 10					4 5 6 7 8					1 2 3 4 5					First/ Last day of School			
10/25- 5-week progress Record			13 14 15 16 17					11 12 13 14 15					15 16 17 18 19					Special School Event			
November			20 21 22 23 24					18 19 20 21 22					22 23 24 25 26					Report Cards			
11/11- Veterans Day			27 28 29 30					25 26 27 28 29					29 30					Ramadan			
11/12- Non assigned school day																		Online Instruction			
11/24-11/26- Fall Break																					
11/29- Progress Record																					
December			M T W TH F					M T W TH F					M T W TH F								
12/17-Winter Program			December					January					February								
12/20-1/4-Winter Break								3 4 5 6					1 2 3 4								
January			6 7 8 9 10					10 11 12 13 14					7 8 9 10 11								
1/3- Progress Record			13 14 15 16 17					17 18 19 20 21					14 15 16 17 18								
1/6-School Resumes			20 21 22 23 24					24 25 26 27 28					21 22 23 24 25								
1/17-Martin Luther King Day			27 28 29 30 31					31					28								
February																					
2/1-Begining of new Semester																					
2/7- First Learning Record																					
2/18- Black History Month Program			M T W TH F					M T W TH F					M T W TH F								
2/21- Non-Assigned Day			March					April/ Ramadan					May								
2/28- Student Project Review			1 2 3 4					1					2 3 4 5 6								
March			7 8 9 10 11					4 5 6 7 8					9 10 11 12 13								
3/14- Prograss Record			14 15 16 17 18					11 12 13 14 15					16 17 18 19 20								
			21 22 23 24 25					18 19 20 21 22					23 24 25 26 27								
April			28 29 30 31					25 26 27 28 29					30 31								
4/2- Ramadan Begins																					
4/4- 4/8 Spring Break																					
4/11- Progress Records																					
4/22- Quran Competition																					
2/29- Pupil Free Day																					
May			M T W TH F					M T W TH F					M T W TH F								
5/2-4 Eid Break			June					July					August								
5/16-Progress Record			6 7 8 9 10					4 5 6 7 8					1 2 3 4 5								
5/20-Malcom X Day Observed			13 14 15 16 17					11 12 13 14 15					8 9 10 11 12								
5/30- Memorial Day			20 21 22 23 24					18 19 20 21 22					15 16 17 18 19								
			27 28 29 30					25 26 27 28 29					22 23 24 25 26								
June																					
6/17-Final Student Projects Due																					
6/20-Final Learning Record																					
6/23- Last Day of School																					



2021- 2022

School Calendar

Our school day begins at 9:00 AM. Students gather in the morning CIRCLE or Advisory class for greetings, Al-Fatiha, daily affirmations, student pledge, meditation/mindfulness, and important school information for the day.

- **Day starts on-site at 9:00am**
- **Monday, Wednesday and Thursday Dismissal 3:00pm**
- **Tuesday Day starts at 9AM and Dismissal 1:50pm**
- **MAPS: Wednesday (grades 6-8); and Thursdays (grades 3-5) from 2-3:30**

8 C's of Character and Itqan Curriculum

Itqan Curriculum is our leadership curriculum, designed to help develop the whole child. The Prophet (saas) also said: “Have taqwa of Allah (SWT) wherever you are, follow a bad action with a good action, which will wipe it out. And deal with people with good manners.” [Al-Tirmidhi, 1987]

Below are 8 prophetic characteristics that will help Islah Academy students reflect on good manners. These characteristics are aligned with our overall school-wide goals and will help build character for life while promoting positive behavior in the classroom environment.

8 C's of Character



1. Consciousness: Be aware of Allah (God), self, and community.
2. Concern: Have sympathetic concern for the situations of others.
3. Consideration: Be deliberately mindful of how one's actions affect others.
4. Courage: Even in adversity, stand for principles in which you believe.
5. Control: Have command over your desires and impulses; to abstain.
6. Confidence: Have self-assurance that comes from one's abilities and qualities.

7. Consistency: Have steadfast adherence to high principles.
8. Contribution/Service: Share and give of one's time and/or support.

The eight C's of Character help children in:

- Conflict resolution
- Self-reflection
- Relationship building

Attendance Policy

School hours for all grades [K-8] are from 9:00 a.m. – 3:00 p.m. on Mondays, Wednesdays and Thursdays – On Tuesdays and Fridays hours are ON-LINE from 9:00 a.m. to 12:00 p.m.

Mondays, Wednesdays & Thursdays	On Campus	9:00 a.m.-3:00 p.m.
Tuesdays	Online	9 :00 a.m.-3:00p.m.
Friday	Online	9:00a.m.-12:00pm

This policy will be strictly enforced. Families of any students found un-supervised at 3:45 p.m., will be subject to a \$5.00-an-hour charge that will be added to their monthly balance.

Jummuah Friday School Schedule

Islah Academy has on-line classes every Friday. **THERE IS NO SCHOOL, AFTER-SCHOOL CARE** or after-school programs on Fridays. Students must attend Jummuah with a parent or guardian. **NO** exceptions. There is no on campus school or supervision for student on Fridays.

Regular attendance at school classes and on-line classes are mandatory. In addition, no student is allowed to leave the school premises during school hours without a parent or parent designee (as designated on student emergency cards by parents).

Authorized persons for student pick-up must be able to present valid identification as a condition for student release. [Please refer to the school schedule in this handbook.]

Punctuality

Students are considered tardy when they are not at school or online by the time class begins online or THE CIRCLE/ ADVSIORY begins at 9:00. Please **DO NOT** bring your child to school after 9:30 a.m. for on-site classes unless from a doctor's appointment.

Early morning tardiness to class interferes with optimum teaching procedures as well as individual discipline and may impact citizenship, “Luminary of the Month” awards, and academic grades.

Teachers will also take attendance throughout the day and students are expected to be in their seats when class begins or marked tardy. Exceptional occurrences may be excused on a case-by-case basis if not habitual.

Absence

Any students not at school by 9:30 a.m. – without a doctor’s appointment excuse – will be considered absent and should not be brought to school. A written note from a parent is required upon returning to school, even though the parent may have notified the office by telephone. The student must present the note to the teacher. A doctor’s statement is required for absences of more than three days. In the event the child was expected to return to school on the same day and does not return, the parent must telephone the school with an explanation.

Early Release

If a parent wishes to take his/her child from school before the end of the school day, he/she will need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission by the parent to take the child. In addition, an I.D. may be requested. Early-Release permission must be obtained from the school office. The office will have the child called from the classroom. Parents or authorized persons are not to go to the classroom without a permit from the office.

Students Leaving School on their Own

Students leaving campus on their own must have a parents’ signature as consent for them to leave the campus on their own. Any such student must be in MIDDLE SCHOOL.

Communication and Appointments

Most parent communication will be done by email or online through our SchoolPro Program, the Islah Academy website, letters home, telephone calls, and by text messages. Therefore, it is important we have accurate, updated email addresses, phone numbers, and mailing addresses from both parents on file.

If you would like to speak with a teacher, office staff, or the principal, you may email them directly to make an appointment giving the reason for your meeting. If it is

regarding a general comment or feedback, an email courteously stating your concern or idea would be appreciated. You may send general feedback to the school email address at islahacademy.org

Please sign up with text message alerts:

1. Text the number **55469** and in the message section, type the word Parent
2. Then send the message
3. You will get a response text that says "Thank You for Your Support". When you see this message, you have successfully been added to the call list.

Personal Items

Students may bring to school only such personal items as may legitimately be used at school, which the school does not provide. Parents need to be aware, at all times, of the items their children bring to school.

Toys, comic-books, inappropriate magazines, books or games, guns, knives, weapons or any other dangerous objects, electronics, make-up, perfume, and pets are not permitted at school. Food, sweets, and drinks in excess of the student's snack and lunch are not permitted. Further, no selling of such items is permitted on campus. See Section on Student Selling Policy.

These items will be confiscated from students and parents will need to pick them up from the office. On a second occurrence, parents will not get items until semester end. On a third occurrence, items stay in the office until end of school year.

Teachers may permit toys for sharing, but they must be securely wrapped with child's name marked on them and remain with the teacher until the end of the day.

Cell phones are the largest distraction to learning. Therefore, **NO CELL PHONES** are to be displayed on campus during school hours unless used in classroom assignments with teacher permission.

Visitors

All visitors are requested to sign in with the front office and wear a visitor's badge while on campus. Islah Academy is a CLOSED CAMPUS and parents may not enter classrooms without prior permission or office pass during school hours of 9:00 am to 3:00 pm.

Bathroom rules:

Parents and Adults Use upstairs restrooms; first floor restrooms are for students only

Postings will be posted to say for Students only, others/adults please use upstairs restrooms

Visitors stop in office first for pass to other rooms areas of school

Textbook

Policy

Students are expected to take proper care of textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school material in poor condition will be required to pay the replacement cost of each material. All books, workbooks, and school materials need to be fully covered. Students will not be issued new books until the previous year's fees have been paid.

Health and Safety

Student Supervision

Teachers on duty will supervise students in and outside of the classroom, before-school, recess, lunchtime, and after-school. Each Islah Academy employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence according to our disciplinary policy and provide notification of offense and/or incident reports to parents and Islah Academy administration.

Closed Campus

For the protection and safety of students, Islah Academy has adopted a closed-campus policy. This means students may not leave the school grounds during the day unless their parents come to the school office to sign out and pick up their child. Parents will find the sign-out sheet in the school office.

Parents are required to go to the school office before going into classrooms directly to obtain permission. Parents who are seen entering classrooms without school office authorization will be stopped and asked to make an appointment with the teacher to minimize classroom disruptions.

Parking Policy

It is the intention of these policies to set standards to ensure student safety while on our school site and to create a more organized structure. Islah Academy does not

allow Parent Parking on the campus during school hours. Parents and visitors may park in the surrounding neighborhood. We ask all Parents not to arrive for pick up earlier than 3:20 PM.

1. Parents will use the entrance on Madden Street designated on the side of the school to drop off and pick up children and exercise necessary precautions.
2. Please do not block neighbors' driveways when dropping off or picking up students. Parents, please exit with care or be cited accordingly.

Student Selling Policy

Islah encourages student entrepreneurship, students starting their own businesses, and student school fundraising. It teaches planning, problem-solving, working with others and research. However, students may not sell during the regular school year during September – June. Parameters for Student Selling are:

- Any student selling must be pre-approved and an appropriate space specified
- Students donate the required amount from income to Islah LA for space
- Students may only sell after Jummuah on Fridays if a School Event or during summer/summer school.

Certification Fire Drills & Earthquake Awareness

Teachers at Islah Academy are certified in CPR (Cardiopulmonary Resuscitation) and have participated in workshops on Earthquake Awareness and Fire Drills. In the event of an earthquake, students are instructed to:

- Drop to the floor beneath their desks, chair, or table with their back to the windows and remain in this position until given further signals and/or instructions for evacuation.

Prohibited Areas - Students are not allowed to enter the following areas:

- ✗ Out of school grounds during school hours without prior permission
- ✗ Behind Islah Campus Buildings without supervision and prior permission
- ✗ On roof-tops, on walls or fences
- ✗ In the Islah LA offices or Masjid Ibaadillah offices during school hours
- ✗ In classrooms without adult supervision and prior permission
- ✗ In the opposite genders' restrooms

- ✖ On the playground when a division class, other than student's own, is using it.
- ✖ In the Teacher's lounge, Pantry, or kitchen
- ✖ Loitering in or under stairwells

Designated Eating and Play Areas

Students may eat in the following areas:

- ☒ On proper lunch tables
- ☒ In cafeteria area

* Note that all students Kindergarten to 8th grade will be required to sit in designated areas for the first ten minutes of lunch before having free time.

Students may play in the following areas:

- ☒ Blacktop
- ☒ Playground during their Division Class times

Lunch

Students should bring a healthy lunch to school each day or participate in the established Lunch Program [if available] for which menus will be posted. Scientific research has proven that food with high sugar content is harmful to children and adults. junk food is discouraged and fresh fruits, water, and vegetables are recommended. Sodas are not acceptable and other sugary drinks are discouraged.

Islah is a nut-free campus, which means we will not serve nut or nut by-products on campus. That being said, please do not bring nuts or nut by-products to school.

Students, please do not bring - and parents, please do not send - dishes that need to be prepared, cooked, or made on campus, heated, or refrigerated. Students are encouraged to use thermos containers for any food needing heating or that needs to be kept cold. Due to safety issues, No Microwaves are available for student use. Notice will be given for the first day of the lunch

Food Items NOT ALLOWED:



Peanut/Nut products
[including peanut butter and nut butters]
Soda

Candy / Gum
Hot Chips of any kind Pork
California Immunization Requirements

All students must comply with the California Immunization requirements. Health records mandated by the State of California are maintained for each student. Parents need to update student files with the most recent immunization records. We will only accept Personal Belief Exemptions filed by July 1 2016. If students have a medical exemption, they should submit official documentation for school records.

In Case of Illness

We need your cooperation to ensure that the school is a healthy environment. Please assist us by cooperating with the following:

- A child who is ill should not be sent to school.
- Children with runny noses, sneezing, coughing, and/or fever must stay at home until symptoms disappear to prevent other children from becoming ill and 24 hours after a fever has subsided.
- If a child becomes ill at school, he/she will be sent to the office and the parent will be called to take the student home.
- When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.

Medication

If medicine is to be administered, an adult must bring the medication and the Physician's request for the Administration of Medicine by School Personnel Form, signed by the physician and parent, to the office. No medication should ever be sent to school with children at any grade level.

Medication such as cough syrup, Tylenol, Sudafed, etc., will not be issued without parent consent. Prescription medication given for less than two weeks must be accompanied by a signed permission slip from the parent with instructions. Prescription medication given for more than two weeks requires a doctor's signed Physician's Request form, in its original container, property labeled by the pharmacy with dosage instructions, name, and the signed permission slip from the parent.

If your child has severe allergies that require an EpiPen or any other auto-injector, please LABEL IT with your child's name, date it, and turn it in to the office.

Student Welfare-Child Abuse Policy

According to California Law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child, shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the

school principal that a report has been made. Abuse and neglect are defined by California law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than by accidental occurrence.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, mental, or remedial care required by law.

Early Final Examinations

Islah Academy will not provide early Final Examinations to students who are withdrawn from school for unrelated school activities. While we are sensitive to the financial motivation for these early student withdrawals, we have found them to be disruptive to normal school operations.

Important Early Withdrawal Procedures:

- Islah Academy will not provide early Final Examinations
- Islah Academy will not be responsible for providing make-up work for students
- Islah Academy will grade students as of their status upon withdrawal
- Parents who withdraw students early will sign a Memorandum of Understanding and must maintain their tuition responsibilities.

Photo/ Media / Website Release

Students who have achieved success in school should be acknowledged and public recognition is one means available for that purpose. Islah Academy may also want to use student photos to use in publications, newsmagazines, advertisement and on our website. Such photo requests often require an immediate response, we ask that if you desire your child to participate in any Photos/ Media, to please fill out and sign the

release form that is part of your application process. *Dress Code*

The Prophet (saw) advised us to keep clean, presentable, well-groomed and modestly dressed. This is part of our Islamic Adab (etiquettes). Therefore, it is very important that we instill these values in our students from the beginning.

While on school campus, Islah Academy students are required to wear the school uniform. Girls 5th and 8th grade must cover their hair with a plain white two-piece scarf. Girls are not allowed to wear makeup and jewelry, except small earrings. Girls are not to have long fingernails or wear nail polish.

School Uniform

All items of clothing and personal items should be labeled with the name and telephone number of the student. All dress code rules will be enforced while on the campus, during school activities (including field trips), and during school hours. Girls in grades K-4th should bring a scarf for prayer.

Students can wear any combination of the following unless when going on a field trip or special event.

Female	<u><i>Full Uniform:</i></u> White button down, black pants or skirts, and tie	<u><i>Polo</i></u> Black bottoms with embroidered polo
Male	White button down, black pants and tie	White button down, black pants and tie
K-2 nd Grade	Polo or full uniform	Polo or full uniform

School Uniforms may be purchased from French Toast - Code: **QS5YMAR**

www.frenchtoast.com 1-800-FRENCHTOAST (1-800-373-6248)/ FAX: 1-888-296-4966

Drop off and Pick up

Drop-Off and Pick-Up is conducted on Madden Avenue. We ask that all parents park to avoid causing traffic jams in the surrounding neighborhood and walk children to the open Gate located on the West side of the School property. Islah Academy will have a teacher or teachers aid at the gate for Drop-Off and Pick-Up.

All Students

All students must be signed in and out via/on the log at the entrance. This process keeps account of the times students are in and out.

Adab/Etiquette of a student

The etiquette/adab of a student is very important at Islah Academy. We are dedicated to providing the best education for our student body. For this to happen, it is imperative that your child understands the importance of practicing the habits of an excellent student. It is our belief and tradition as Muslims that students show their teachers, parents and community a high level of respect followed up with habits that will help propel them towards success. It takes parents, teachers and administration working together to cultivate excellence from our children.

PARENT RESPONSIBILITIES

Islah Academy is committed to keeping parents and others in the Islah Academy family connected with up-to-date information about school and students' progress, academy events, programs, homework, requirements, and school activities. Some essential tools for ensuring that we effectively communicate with our families are our print and online information, school newsletter, and 'School Pro' electronic system. We ask all parents to:

- Diligently support your child with all homework and projects.
- Attend parent conferences, Back to School Night, workshops and Open House
- Complete 36 school service hours during the school year
- Meet and fulfill financial obligations

Parent Service Hours

As our school relies upon and is geared toward promoting socially responsible 21st Century leaders, service is at the core of an effective community.

- We ask each family to complete a total of 36 service hour a year
- Islah Academy teachers and staff are exempt from completing service hours.

Ways to complete Service Hours:

- Chaperoning a field trip at request of teacher
- Attending PTO meetings and Parent Workshops
- Classroom Assistance at request of teacher
- Assisting with school or PTO activities
- Donating school supplies

Any unfulfilled services hours will require a payment of \$10 per hour, applied at the end of the school year.

Parent-Teacher Organization (PTO)

The main function of the PTO [Parent-Teacher Organization] is to organize and/or assist extra-curricular activities for students with concurrence of the school principal, Islah Academy Board, teachers and staff.

Further, the PTO is to act as 'Liaisons/Friends' of Islah Academy, to promote fundraising opportunities, and to serve as a support system for the school. The PTO is not its own entity, non-profit, or policy-making body, and does not interfere with the management of the school. A strong PTO is essential to the success of our school; please participate.

Parent Volunteers

Parent Volunteers may volunteer no more than three hours per day and no more than two days a week unless under PRE-APPROVED special assignments. Parents wishing to visit their child's class need to obtain a Visitor's Permit from the school office. The parent will bring the Permit to class, put it on the teacher's desk and quietly sit in the back of the room. Visitors are not permitted to interrupt, interfere or discuss anything with the teacher or any student during class time.

A parent may not bring children or other adults with them with this exception:

- The parent may bring his/her child as a prospective student to visit a class.
- Other visitors must secure authorization from the Principal one day in advance.

Academic Requirements Role of The Murrabi

Murrabi in Arabic means teacher, encourager, and nurturer. Islah Academy believes that to bring the best out of a child, a teacher must do more than simply instruct.

We welcome students and families of all backgrounds and faiths. The only requirement to join our school family is that students follow Islah Academy rules and procedures and respect the learning and safety of other students and the campus.

All students will be assessed the first month of school for accurate placement at correct school levels and given help needed. Class placement is determined by the child's corresponding age and academic placement and needs for that school year.

- Entering Kindergarten students must be five years old by October 1.
- At time of registration, parents must bring in proof of age [birth certificate copies, etc.

- Islah Academy Administration and teachers, will make final decisions on class placements.
- We do not encourage grade-skipping requests except for exceptional circumstances so that

students do not miss out on important social and emotional learning. *Curriculum*

The educational program at Islah Academy uses curricula that is culturally relevant-common core aligned. Our curriculum is designed to promote higher level thinking skills to foster 21st century standards. Our students receive instruction that focuses heavily on STEAM (Science, Technology, Engineering, Art, and Mathematics) while engaging students in project and inquiry-based learning. Students are urged to seek information by questioning and problem solving. Islah Academy stresses importance on its educators and parents working together to develop resilience in children as early as possible.

Islah Academy offers core subjects in Language Arts/English, Mathematics, Science, Social Studies/History, Computer Education, Health and Physical Education as well as daily instruction and practice in Islamic Studies, Qur'an, and Arabic language presented in a meaningful, well-developed program.

Kindergarten: There are two levels of kindergarten. Kinder One focuses on early childhood development skills while Kinder Two continues into developing language and vocabulary skills. We strive to create a consistent, social environment with attainable expectations and predictable consequences so our children can develop skills in managing themselves and their emotions while growing in moral conduct.

Grades 1-8: Both basic and enriched academic curricula is prepared to provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the State of California. Daily instruction in Islamic teaching and practices, Quranic recitation, and reading and writing Arabic are taught in each grade.

Islamic Studies Program (through 8th grade): Quran, Islamic Studies, and Arabic are under one umbrella called Islamic Studies. Using Our Itqan Curriculum, students learn these subjects in a sequential manner beginning in Kindergarten through 8th grade. The focus of the Islamic Studies Department is to teach each student to read and understand the Quran and Hadith and learn how to incorporate Islamic values in their everyday life as well as build individual character.

Parent Conferences

Parent Conferences are held at the end of the first progress report for all students and also throughout the year either at the parents' or teachers' request. Concerns or

problems regarding your child should be brought to the attention of the child's teacher promptly. If your child's teacher cannot resolve the situation, a second conference will be held with the Principal. If the matter is still not resolved at the second level, a third conference will be scheduled with the Chair of the Islah Academy Board and the Principal in order to find a solution to the matter.

Islah Grading Scale

Grade	Description	Academic Indicator: Content Master	Intervention Plan
A 4	SUPERIOR	90-100% success on all graded work including class discussion, homework, and projects. Performs above average, exceeds standard, and performs above grade level	Advanced Placement; Honors, Gifted Courses
B 3	GOOD	80-89% success rate on all graded work including class discussions, homework, and projects. Consistently above standards; performs at somewhat above grade level	Suggested Academic Success Plan
C 2	ACCEPTABLE	70-79% minimal success rate on all graded work including class discussion, homework, and projects. Inconsistent in meeting standards; performs at grade level	Suggested Academic Success Plan
D 1	SUB-STANDARD	60-69% Below average success rate on all graded work including class discussions, homework, and projects; not meeting standards; performs below grade level.	Mandatory Academic Success Plan

NP	NOT PASSING	50-59% - Does not meet grade level including class discussions, homework, and projects; does not meet standards; performs below grade level	Mandatory Tutoring
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Academic Honors - Achievement

Academic excellence is stressed at Islah Academy. (GPA) grade point average students who demonstrate academics of 3.6 or greater will be eligible for Academic Achievement Awards. Students who earn a 3.6 GPA (with no C's, D's and F's in any subjects), will be eligible for the Honor Roll. Students are eligible for Superior Honor Roll if they receive an "A" in all core subjects or a minimum of 4.0 GPA, including an "A" in Quran and a "B" or better in Arabic.

While we believe that students should be intrinsically motivated to perform, Islah Academy also recognizes student achievements throughout the year with awards given such as "Luminaries of the Month", "Display of Distinguished Character", and various others.

Retention Policy

When students are not meeting academic standards, our philosophy is to focus more on intervention than retention. Our instructional approach provides support for all students with ongoing assessments and instruction to meet individual student needs. Teachers will utilize data to determine which students need intervention. Students will participate in an intervention model that will allow them to reach academic goals of their grade level. In the event that a student does not reach academic goals, the parent, teacher, and student will have a collaborative meeting to discuss the best options

including retention. *Intervention - Methods:*

- Pro-active parent communication
- Reading/Math lab
- Academic Success Plan
- Benchmark assessments
- Tutoring

School Wide Assessments

We understand that standardized test scores do not measure your child's complete intelligence and capabilities. However, the tests do measure specific skill sets at each grade level. The data received from these assessments are important for class placement and progress monitoring.

All enrolled students - K to 8th will be given an achievement test toward the end of the school year during the month of May. Islah does monthly benchmark testing and uses Renaissance Star 360° Math and English Assessment materials. Children should be well rested and nourished before tests.

Homework

Homework is an integral part of the academic program, encouraging student academic independence and giving parents the opportunity to view their child's work. We believe the amount of homework received than reflect academic rigor. serves as extended practice of weekly lessons. It reinforces and supports learning and is assigned daily, Monday through Friday and occasionally over weekends. Time expectations for completing homework may vary from teacher-to-teacher averaging one to two hours per night.

Parents are responsible for providing an appropriate homework space that is quiet, well-ventilated, well-lighted, clean, and organized where they supervise homework completion. Students are responsible for keeping records of assignments.

Awards and Recognition System

The aim of any recognition and award system is to motivate each and every student to do their personal best. Thus, it should encourage competition with themselves, not with others. The sense of setting and achieving personal goals helps boost students' confidence and motivation to try even harder.

Each child will have the opportunity to earn awards and certificates. If they receive at least two or more certificates per trimester, they will earn a reward at the end of the trimester. Certificates will be given out at the end of each trimester by their teacher. At the end of the year, we will recognize students who have been outstanding throughout the year with a special recognition pin and award. In order to further promote exceptional behavior from our students, Luminaries are supported by additional rewards throughout the year.

Discipline

Teachers will record any disciplinary issues on Character Logs, accessible for view. Any violent or inappropriate sexual behavior will be included in school cumulative records.

Actions	Examples	Consequences
Self	Lack of effort in: <ul style="list-style-type: none"> • school work • appearance • attitude • spiritual accountability • Inattentiveness, 	<ol style="list-style-type: none"> 1. One on one with teacher 2. Self-reflection sheet 3. Parent notification 4. Parent conference with teacher and administration. 5. Council of Elders
Classroom Family	<ul style="list-style-type: none"> • Disruptive behavior and disregard for learning. • Negative and disrespectful speech towards teacher and students. • Disregarding classroom property and tools. • Verbal and physical conflict • Bullying through fear, speech, controlling, dominating, teasing, ostracizing, manipulation and physical harm • Sexual harassment • Spreading rumors • Fighting may result in immediate community suspension 	<ol style="list-style-type: none"> 1. One on one with teacher 2. Self-reflection sheet 3. Parent notification 4. Classroom family separation 5. Parent conference with teacher and administration 6. Council of Elders 7. School community exclusion (temporary or permanent) 8. Community Service 9. Community Observation
Schoolwide Community	<ul style="list-style-type: none"> • Disruptive behavior that effects school-wide community • Vandalism • Bullying • Fighting and encouraging fighting • Stealing • Sexual harassment • Spreading rumors • Endangering student health and safety 	<ol style="list-style-type: none"> 1. One on one with administration 2. Parent notification 3. Classroom family separation 4. Parent conference with teacher and administration 5. Council of Elders 6. School community exclusion (temporary or permanent)

Islah uses **Restorative Justice practices** (an effective alternative to corrective punitive responses to bring together persons harmed with those responsible for harm in a safe and respectful space, promoting dialogue and accountability, **Incentives**: Praise/Good word, Passports, Citizenship Sashes, Privileges, Socials, Free Dress, Karaoke, gift cards, field trips, etc.

Parents AND Students:



Your Voices are Important.

Suggestions for Islah Academy Your

Suggestion:

Suggestion

Benefit:



2022 School Agreement

School Pledge {Please print, sign and return to Islah Academy office}

Islah Academy Staff and Administration commit to:

- ☒ Communicate regularly with families about student progress
- ☒ Enforce rules equitably and provide a safe, orderly and caring learning environment
- ☒ Provide meaningful assignments to reinforce and extend learning
- ☒ Participate in professional development opportunities that improve teaching and learning
- ☒ Support the formation of partnerships with families and the community
- ☒ Respect the school, students, staff and families
- ☒ Participate in and support school events

Student Pledge

I agree to carry out the following responsibilities:

- ☒ Come to school ready to learn and work hard
- ☒ Bring necessary materials, complete assignments and homework
- ☒ Be a Luminary Leader by following school and class rules
- ☒ Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- ☒ Study or read every day after school and Limit my TV watching, video games and other media Respect the school, classmates, staff and families
- ☒ Participate in and support school events

Student Name: _____

Student Signature: _____ Date: _____

Family/Parent Pledge

I agree to carry out the following responsibilities:

- ☒ Provide a quiet time and place for homework and monitoring TV viewing
- ☒ Read to my child or encourage my child to read everyday
- ☒ Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- ☒ Regularly monitor my child's progress in school
- ☒ Communicate the importance of education and learning to my child
- ☒ Respect the school, staff, students and families
- ☒ Be vocally positive about the school staff, environment, and policies at all times
- ☒ Make sure uniforms are clean and tidy Send adequate and nutritious lunches
- ☒ Attend school events, back to school night, open houses, parent teacher conferences, and volunteer

I acknowledge that I have read and agree to abide by all school rules and regulations outlined in the Parent / Student Handbook.

Parent Name: _____

Parent Signature: _____ Date: _____

*This form is included in the Islah Academy School Handbook. Islah Academy reserves the right to amend this handbook as the need arises. Parents will be informed of changes to the handbook.