



Parent Handbook

2011-2012

INTRODUCTION

Avicenna Academy is Northwest Indiana's premier Islamic school. We provide education for students in preschool through junior high school. The entire school community is dedicated to providing a quality education to prepare our children for success in a complex, technologically-advanced, multicultural society.

MISSION STATEMENT

It is our mission to lead students in nurturing a positive self-image as American Muslims by instilling the fundamental principles of faith, character and scholarship.

GOALS

Avicenna Academy strives to:

- Please Allah (SBW) and aim to follow the guideline of the Qur'an and the Sunnah of Prophet Mohammad (PBUH).
- Recognize and honor the dignity and worth of each individual student.
- Provide a safe nurturing environment for students.
- Provide a rigorous curriculum in which students are led to learn, think, solve problems, build self-esteem, encourage one another, and have enthusiasm for the task at hand.
- Excellence and a quality education.
- Develop a lifelong love for learning, Islamic morality, and ethical standards that can be applied to daily life.
- Build an educational program that shares the responsibility of students with staff, parents, and the entire community.
- Teach every student self-discipline.
- Educate Muslim-Americans to interact, understand, and live in harmony with those around them and in the world at large.

HISTORY OF AVICENNA ACADEMY

Avicenna Academy is a unique school founded by individuals pursuing a vision of superior education and bound by common goals and aspirations. A long-held dream became a reality in August of 2004, when after years of careful planning, Avicenna Academy opened its doors. Since then, its reputation has encouraged many new families to enroll their children. The school has since doubled in enrollment and the size of its facility. A playground and library, both essential to meeting school goals, became realities in the fall of 2008. With the 2011-2012 school year, we have expanded our program to include a junior high school.



IBN SINA

The school is named after Abu Ali al-Husayn Ibn Abdullah Ibn Sina who was born in Bukhara in 980. Sometimes known in the West by the Latin name, Avicenna, this Persian physician became the most famous and influential of all the Islamic philosopher-scientists. His grave is still maintained in Hamadan, where he died in 1037.

Ibn Sina was trained as a physician, but he made significant contributions to philosophy, chemistry, mathematics and astronomy. He wrote *Kitab al-Shifa* ("Book of Healing"), a philosophical encyclopedia. This work combined Aristotelian and Platonian philosophy together with Islamic theology in dividing the field of knowledge into theoretical and practical parts.

Al-Qanun fi al-Tibb ("The Canon of Medicine") is Ibn Sina's most famous book and it is still one of the most important medical books ever written. It served as the medical authority throughout Europe and Asia for nearly 600 years. Among the book's contributions to modern medicine, was the recognition that tuberculosis is contagious, diseases can spread through water and soil, and a person's emotional health influences his or her physical health.

Ibn Sina was also the first physician to describe meningitis, parts of the eye, and the heart valves, and he found that nerves were responsible for perceived muscle pain. He contributed to advancements in anatomy, gynecology, and pediatrics. Today, Ibn Sina's portrait hangs in the main hall of the Faculty of Medicine at the University of Paris as an acknowledgement to all he has contributed to the field.

BOARD OF DIRECTORS

The Board of Directors develops policies and rules regarding operation.
Decisions are made by majority vote.

Executive Board Members

Dr. Hytham Rifai
Dr. Almuhammad Alfrhan

Members

Mr. Sam Salameh
Dr. Mohammad Zubair
Mrs. Dana Rifai Hajjar
Mr. Afzal Malik

FACULTY AND STAFF

Amanda Arceo.....Principal
Muneeza Khan.....Administrative Assistant
Fayza Elnasharty.....Early Childhood Arabic, Islamic Studies & Quran
Sahar Hamad.....Islamic Studies & Junior High Arabic
Nariman Issa.....Quran & Junior High Arabic
Hanan Salameh.....Intermediate Arabic
Nadia Shabbir.....Preschool & Junior Kindergarten
Tabitha Perry.....Kindergarten & First Grade
Nicole Tuntland.....Second Grade
Jessica Wotherspoon.....Third & Fourth Grades
Kelly McFadden.....Fifth Grade
Nicole Gustafson.....Junior High School

ADMISSIONS POLICY

ENROLLMENT

Avicenna Academy is a family and community oriented school, offering the best possible academic and social development for its students. New students may enroll anytime. Avicenna Academy is a school whose population is composed of Muslim children who demonstrate fine character, integrity, and show a good record of behavior in school. Our school's future lies with students that exhibit academic promise and have an interest in learning in the classroom and out in the community. These students have parents who support the school and are an integral part of the school community's future. Avicenna Academy is dedicated to the development of each one of our students.

As a policy, the school reserves the right to give priority in admissions to siblings and children of faculty and staff and to determine the grade placement of entering students. The administration will make a decision as to grade placement after all assessments, interviews and consultations are completed.

Due to the high expectations of the academic program, all applicants are assessed to ensure that their needs will be appropriately met at Avicenna Academy. This assessment will take place prior to the student being enrolled.

At the time of testing, an interview will be held. All results are reviewed, along with the child's previous school record(s) in order to reach a decision regarding acceptance to Avicenna Academy. When classes are completely filled, the child will be placed on a waiting list. Parents will be notified upon opening of space.

Even though applications for new students may be given to the school office at any time, the school requests all student records be submitted with each new application. Prospective families may visit and tour the school.

APPLICATION FEE & NEW ENROLLMENT FEE

A \$75 processing fee must be submitted with the application for admission.

All new families will be subject to our \$120 registration fee upon acceptance. This fee covers all students from the same immediate family.

ENROLLMENT FEE REFUNDS

The enrollment deposit fee is non-refundable unless the school office receives notification, in writing, of non-attendance by July 31st. Any payment due or made out for the tuition balance for the year will be waived or refunded if written notice that the student will not be attending is received in the office by July 31st.

RE-ENROLLMENT & BOOK FEES

Parents are required to pay our re-registration fee of \$120 per family. For all students in Kindergarten through Junior High, there will be a \$250 books and materials fee assessed per student. These deposits are due at the time of re-enrollment in order to hold a place for the student in the class. This deposit and all fees are non-refundable.

FACTS TUITION MANAGEMENT

Tuition and all fees will be paid through FACTS tuition management. Upon enrollment or re-enrollment, an email and letter will be sent to your preferred contact location with directions on how to set up your online account with FACTS.

GRADE PROMOTION

Promotion is not automatic. Enrolled students must attend school at least 170 days out of 180 days. Only 10 days are permitted for absences for reasons such as illness, family vacation and the like. Students must also meet the academic and behavioral standards of the school each year in order to be promoted to the next grade level. Any student who is not promoted without hesitation to the next grade level may be kept at school for an additional semester under probation. In the event of probation, a clearly defined letter stating the conditions under which probation is given will be sent to the parents. A clearly stated time limit will be included, at the end of which the student must have successfully met the terms of the probation in order to be retained in that grade.

Parents are invited and encouraged to discuss their child's progress with the teacher and they will be involved in the decision making process. The best interests of the child are always of prime importance.

STUDENT WITHDRAWALS

Enrollment shall be for the entire year. If unforeseen circumstances require a student to withdraw, the enrollment deposit will be forfeited unless the school is notified, in writing, by July 31st. An exception to this obligation would be if another student fills your child's spot. However, the parent or guardian may request that the Principal evaluate the reasons for withdrawal and potentially reconsider the tuition/financial obligation. The principal will consider only reasons such as leaving the area, illness of the child or other extreme situations.

TUITION

STUDENT ACCOUNTS

Payments are due by the 5th of each month. If payment of tuition, and other miscellaneous charges is not received by the 5th of the month, a late fee of \$25 will be assessed to the account for each late payment and \$50 if tuition is 15 days late. A payment of \$30.00 will be assessed on every returned check. The school also reserves the right to withhold any report card, school record, or

parent teacher conference privileges until tuition is brought to a current status. Therefore, accounts delinquent in excess of 60 days will be definite cause for report cards to be held for those students involved. FACTS tuition management will assess the late fee for financial accounts that they process. Any unresolved balances will be handled in the office and subject to the aforementioned late fees.

TUITION DETERMINATION

Tuition is based on family income and is determined by the Board of Directors. The tuition fee changes each year.

Discount for siblings is available. Tuition paid in full by May 30th is eligible for a \$200 discount.

FINANCIAL AID & SCHOLARSHIP

Financial aid may be available upon request, through the school. Financial aid is based on demonstrated financial need as exhibited by parents' most recent tax returns. In addition, parents interested in requesting financial aid must submit a letter of interest stating how much they are able to pay monthly toward tuition. In certain circumstances, bank statements to cover the 12 previous months may be requested. Parents are responsible for partial amount of the tuition and all other school fees as financial aid is never given at 100% cost of attendance.

Students who receive financial aid must maintain scores of B in every subject area, abide by Avicenna's attendance policy, and exhibit excellent behavior. Parents of scholarship fund students may be required to volunteer in various school areas where needed, as deemed by the principal, to make up for the rest of the tuition payment. Volunteer hours are assigned per family and not per child. The financial aid is provided only on a yearly basis and it does carry from one year to the next.

FUNDRAISING AND SUPPORT

Avicenna Academy relies on the financial support from parents, grandparents, and friends to sustain the breadth and quality of the educational experience provided for its students. Tuition and fees cover only about 50% of the average cost of educating each child.

Each family is required to contribute \$500 through fundraising activities done throughout the year in school. The Mother's Club will be responsible for organizing fundraising efforts within the school. In addition, we will be holding fundraising nights at a number of local establishments. Participation in these fundraising activities is highly encouraged.

In addition, there may be fees incurred during the course of the school year which families will be responsible for, the nature and amount of such fees shall be determined by the school's board and administration; an example of this is a field trip fee.

UNIFORM POLICY

SCHOOL UNIFORM

Dennis Uniform Company is the school uniform supplier. The store is located in Highland, Indiana or you may order uniforms through the website: www.dennisuniform.com. Additional information regarding directions and business hours can be obtained from the school office. It is imperative that the students follow the uniform dress code exactly. Green sweaters for girls and green vests for boys are mandatory except for warm weather. Uniforms are worn every day and the policy will be enforced. *Students who are out of uniform will not be allowed to attend class unless permission has been granted by the administration.*

Boys Uniform:

- Khaki twill pants (no cargo pants, no corduroy). Khaki twill shorts below the knee are acceptable to wear in warm weather.
- Yellow polo shirts, long or short sleeves, with Avicenna logo (Dennis uniform)
 - No t-shirts for anyone
- Dark Green vest with Avicenna Logo (Dennis Uniform).
- Socks (Navy, black, green or white).
- Shoes (boots may be worn to school in the winter but they must be changed prior to 8:15am).

Girls Uniform:

- Green plaid jumper for preschool through fifth grade.
- Green plaid skirt for sixth grade and up.
- White hijab are mandatory for all girls sixth grade and up, daily.
- Hijab are mandatory for all girls during prayer and Quran class.
- Yellow linen shirt under the jumper (Peter Pan collar), short or long sleeves for preschool through fifth grade.
- Yellow polo shirt, long or short sleeves with Avicenna logo
 - No t-shirts for anyone
- Socks, stockings and leggings: dark navy, black, green or white.

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- Shoes (boots may be worn to school in the winter but they must be changed prior to 8:15am)
 - Green sweater with Avicenna logo (Dennis Uniform) no colored sweaters.

Optional items:

- Yellow turtle neck for winter.
- Navy or black pants under jumper/skirt (girls).

P.E. Clothes:

- Green sweat pant with Avicenna logo (Dennis uniform).
- Gray T-shirt with Avicenna logo (Dennis uniform).

DRESS CODE

Although school dress should be comfortable and practical, both parents and faculty must strictly enforce the following dress code standards.

For all students:

- Clothing and shoes should fit properly, be neat, clean, modest and in good repair.
- Laced shoes must be tied.
- All sweatshirts and jackets should be labeled with the student's name.
- Jewelry may be worn in moderation.
- Hair should be neat and clean.
 - a) Hair longer than 4" is not allowed for boys.
 - b) Hair must be kept out of the face for girls
- Children should be prepared for outdoor play in cold weather with appropriate outerwear, including snow pants, gloves, and boots.
- A set of inexpensive gloves and hat are encouraged to be kept in school for winter outdoor playtime.
- Complicated fastenings should be avoided.
- Tops and jackets with drawstrings may be dangerous and are discouraged.
- Preschool through first grade students are encouraged to bring another set of clothing to be kept in class cubbies for emergency accidents.
- No stickers or visible fake tattoos are allowed on any student. Exceptions will be made for henna tattoos after celebrations.
- Students may not wear makeup unless there is a celebration or special school event.

ATTENDANCE

It is very important that we all work together to provide safe conditions for children as they enter and exit the building and school grounds each day. On any day, if someone else will be picking up your child, please notify the school office in advance.

ARRIVAL

Students should start arriving at school at 7:45. The doors close and lock promptly at 8:15 a.m. unless the car line is still on-going. Students that arrive after this time must enter through the main entrance. If your student is in preschool through first grade, then a parent must walk their student up to the classroom after 8:15am.

DISMISSAL

School dismisses at 3:30 p.m. Please be prompt at picking up your children. After the last car in the pick-up line leaves, the school doors will close. Parents must personally pick up their children from inside the school building and sign their child out in the office. Late pick up will be subject to the following charges:

\$10 applied at 3:10 p.m. \$25 applied at 3:30 p.m. \$40 applied after an hour. An additional \$3 for every 5 minutes thereafter will be applied. This fee will automatically be applied to your account.

RELEASE OF STUDENT

The school will attempt to ensure that a child is only released to a person designated by the parents. If there is a change, addition, or deletion of authorized persons, the school must be notified. In the case of emergency changes, please call the school office at least 30 minutes in advance.

DISMISSAL FOR APPOINTMENTS

Appointments and any other commitments for the children should be scheduled outside of school hours. In the event that medical, dental, or personal appointments cannot be arranged after hours, you must inform both the school office and your child's teacher. Recurring appointments scheduled during the school day should be made at varying times so that a student does not miss the same class every time.

The child should stay in the room until the parent comes to the office. A member of the office staff will call for the child. This will ensure that the child

will not lose learning time. No child will be permitted to wait for his or her parents outside the school. All students must be signed out before leaving school and must sign back in upon their return.

DROP OFF AND PICK-UP

Students in preschool through first grade are dropped off upstairs. Students in second grade and up will be dropped off at the main entrance downstairs. When dropping off students, parents must remain in the car. The staff will be in front waiting to help escort the children into school. There shall be no conversation with teachers at that time due to other parents waiting to drop their students off. As traffic pulls forward, you will also. The cars should line up in a single file line. Please do not delay the line by watching your child walk to the front door. For safety reasons, children should only exit their car from the side closest to the sidewalk. No parking is permitted nor should you leave your car unattended in front of the entrance.

CARPOOLS

Although the school assumes no responsibility for the organization or efficient operation of car pools, the office maintains up-to-date information about the location of school families. Parents wishing to join a car pool may call the office for suggestions. To assist in planning dismissal procedures, copies of car pool lists should be given to the school office. After submitting a list, we will abide by it accordingly. If a parent decides for his or her child to be picked up by someone else, the office must be notified the day before.

ABSENCES

Regular attendance is vital to successful learning and the development of sound attitudes and work habits. Avicenna Academy strongly discourages student absences. An effective attendance policy requires cooperation on behalf of parents, students and school faculty and staff. Avicenna Academy considers good attendance habits vital and desirable for our students. Prolonged or frequent absence makes learning difficult.

I. Parent Responsibility

Parents are responsible for having their children in school. Indiana Law requires parents to have their children in public or private school from the age of seven (7) until the date on which the child:

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- A. Graduates from high school;
 - B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - a. The student and the student's parents and the principal agree to withdrawal; or
 - b. Reaches the age of eighteen (18) years

II. Absences from School

Absences from school shall be as follows: a) excused and b) unexcused.

If a student misses two or more hours of school in any given day, that day will be counted as an absence.

- A. Excused absences:
 - a. Illness of the student (a written statement by a parent or doctor must support the absence upon the child's return to school).
 - b. Funerals (immediate family and with parental permission for the persons outside of immediate family)
 - c. Medical, dental and legal appointments. (Every effort should be given to schedule these appointments outside of school hours).
- B. Unexcused absences:
 - a. No parental contact with the school office giving an explanation for the absence on the day of the absence
 - b. No written note from the parent after an absence from the school upon the child's return explaining the absence. (This applies even if timely notification on the date of absence was made within the school). A note must accompany the student's return to school.
 - c. No physician's note to excuse an absence once more than five (5) continuous days of absence

has occurred (see policy statement below for additional information).

- d. Family vacations (see policy statement below for additional information).
- e. Absences other than those defined as excused. (Included here would be absences due to inclement weather where a parent decides not to send the student to school but the school is open).

III. Reporting an Absence/Late Arrival

A parent shall contact the school office before 9am on the day of an absence to report the student's absence or late arrival to school. If this procedure is not followed, the absence may be considered unexcused. Upon return to the school, the parent must provide a written explanation to the school for the absence or else the student's time away from the school will be considered unexcused. The same rule applies for a student who arrives late. The student is to first check-in at the school office PRIOR to going to class. A written explanation for the late arrival shall be provided at the time the student comes to the school building.

For excused absences only, parents who wish to pick up homework assignments for an absent child should observe the following steps:

- 1) Call the school office before 9:00 a.m., so that we may request the homework from the teacher.
- 2) Make arrangements to pick up the homework and needed books from the office in the afternoon.

IV. Frequent or Prolonged Illness

If a student is absent for five (5) consecutive days due to illness, or has contacted a contagious disease, a physician's statement shall be required for the student to return to school unless otherwise waived by the principal or her/his designee.

V. Truancy

Avicenna Academy is obligated by the state of Indiana to report habitual truancy to the proper juvenile authorities.

Habitual Truancy may be evidenced by the following:

- A. Refuse to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification. (Avicenna Academy may consider more than seven (7) unexcused absences within a semester as grounds for retention).

VI. Family Trips

Avicenna Academy publishes vacation dates in advance to allow parents to plan for family trips. Use of regular school days to take family trips or extend family vacations at holidays is strongly discouraged. Parents should remember the state of Indiana does monitor school attendance. A high absenteeism can affect our school's state accreditation. However, school officials do recognize that on rare occasions this may be out of the control of the parents. In any event, all absences during regular school hours due to family trips will be considered *unexcused* absences. In the event that a student is to miss school due to a family trip, it is necessary for the parent to write and inform the school at least two (2) weeks in advance of the scheduled trip. Parents must then sign in advance a letter entitled "Parent Responsibility Form" indicating that they are aware that the absences will be unexcused and that they take full responsibility for the child's absence during this time. Teachers may prepare work in advance for the traveling student, but it is not required that the teacher provide assignments prior to the planned absence. Make-up work may be presented upon the student's return.

VII. Makeup Assignments

A student is permitted to make up all work, including tests, with the assistance of the teacher, but it is the responsibility of the

student and his/her parent to initiate such a request provided the following exists:

- A. Illness or family emergencies
- B. Medical or dental appointments that cannot be scheduled outside of school time
- C. All other excused absences not otherwise covered in (1) and (2)

VIII. Response to Irregular Attendance

If the school notices that a student has a pattern of irregular attendance, the following procedures may be used to establish a course of regular attendance:

- A. Daily calls from the school office to verify reasons for absence.
- B. If a student is absent more than five (5) days in a grading period, a request for a conference between the parents and school officials may be requested to try and resolve the problem.
- C. Referral to juvenile authorities if the school is unable to satisfactorily address the problem with the student's parents by coming to an agreed upon resolution to ensure regular attendance for the child.

IX. Tardiness

Tardiness to school is handled in the school office. All students are to be in the school building no later than 8:00am. Avicenna Academy believes that promptness in arrival times is essential to fostering present and future good work habits. Parents are encouraged to work with their children to make sure they arrive in a timely fashion for school. If a student is going to be late and arrive later than 8:00am, parents must call the office to advise school officials. In no event shall a student arriving after 10:00am be considered tardy, but will be considered absent. A note explaining the tardiness should accompany the child to school on the date that the child arrives late. Failure to provide a note may result in an unexcused absence or tardy. After a child has arrived tardy for a third day within a semester, the school will assess a \$2/incident fee that will be applied to the next

month's tuition. Failure to resolve the problem at that point may require further intervention by the school to ensure timely attendance including a possible referral to proper local juvenile officials. Teachers are not required to provide students with makeup work if the tardiness is unexcused.

X. Medical & Allergy Forms/Illness During School Hours

A medical and allergy form is kept on file in the office for each child so that the school may contact parents when necessary. It is important that we have your child's medication information as well as doctor contact information on that sheet. School officials request that if there are any changes in the medical history of your child to notify the school at once.

When a child becomes ill during school hours, s/he may not leave (absent medical emergencies) before reporting to the school office. Parents will be notified and they will be responsible for getting the child home. See "illness" section of handbook for guidelines regarding a child's return to school after an illness.

EMERGENCY CLOSING OF SCHOOL

If a winter storm or other emergency should prevent Avicenna Academy from opening, parents will be notified by phone through an automatic call messaging system.

Avicenna Academy recognizes the problems students, parents and employees encounter when a question exists regarding whether or not schools will be delayed and/or cancelled. The following guidelines will be used when determining a change in the starting time for school and cancellations:

1. The school administration will make a decision to delay or cancel school by 7:00 a.m. and announce the decision.
2. When a school delay is announced and inclement weather does not permit school to be in session for the remainder of the day, the school cancellation will be announced prior to 7:00 a.m. Efforts will be made to have students in school for minimum of 4 hours. On days when school is

delayed, the following time schedule will be in effect: Delay 10:00 a.m.
– 3:30 p.m.

VISITORS

Visitors are required to make arrangements with the school in advance. If a relative would like to visit the school for the day, please get permission at least 24 hours in advance. All visitors must sign in and out in the office. Parents wishing to visit the classroom during school hours must arrange a date and time with the main office.

HEALTH

ILLNESS

If a child reports feeling ill the teacher will treat it as a real concern. School personnel will assess the seriousness of the complaint. A child should not be in school if he/she experiences one or more of the following:

- ◆ Communicable diseases such as chicken pox, strep throat, or pink eye (conjunctivitis)
- ◆ Active vomiting or diarrhea
- ◆ Any fever above 99.6°F
- ◆ Cold or cough symptoms

If any of these conditions is present during the school day you will be called and required to take your child home. Students must be free of fever for 24 hours before returning to school.

MEDICAL EXAMINATIONS

Completed immunization records and detailed medical exams from a physician are needed for all incoming new students. At re-enrollment each year parents must make sure all medical records are up to date. If you have questions about your records, contact the school office.

ALLERGY AND MEDICATION INFORMATION

Each child should have an updated copy of the allergy and medication form on file in the office. Should an emergency occur, this information is of vital importance.

LICE

Avicenna Academy will conduct head lice checks periodically, especially after longer school breaks. If a student is found to have head lice, parents will be informed immediately, and the student must be picked up. The student will be allowed back in class after he/she is treated with medicated shampoo and is lice and nit free for 24 hours.

POTTY ACCIDENTS

Students must be potty trained in order to attend school. We have limited potty accidents to three only. Should your child exceed this limit, they may be dismissed from school until they are fully potty trained.

CODE OF CONDUCT

Enrollment at Avicenna Academy automatically obligates students to abide by our established Code of Conduct. We expect and, in fact, require excellent behavior of our students. Behaviors that do not exemplify the values that we hold dear include: bullying, berating, use of foul language, physical aggression, verbal aggression, hurtful comments, forming of "cliques" or other exclusive groups, and other behavior that is negative in nature and may result in damage to another person or property.

Avicenna Academy will take the following actions if the code of conduct is not followed:

- Upon the first incident of undesirable behavior, within one academic year, the parents of all parties involved will be contacted and a written apology will be made by the offending student(s) to the offended student(s). The offending student(s) will also receive one hour of after-school detention, which will be scheduled by the administrator. These detentions will not be scheduled around a child's after-school activities.
- Upon the second incident of undesirable behavior, within one academic year, the parents of all parties involved will be contacted and a written apology will be made by the offending student(s) to the offended student(s). The offending student(s) will also serve a one day, in-school suspension. During this suspension, any homework, quizzes or tests that are given, will receive an automatic grade of zero (0).
- Upon the third incident of undesirable behavior, within one academic year, the parents of all parties involved will meet at the school and a written apology will be made by the offending student(s) to the offended student(s). The offending student(s) will also receive a one-week, at home suspension. During this suspension, homework may be completed but any quizzes and tests missed will receive an automatic zero (0). The

offending student(s) and his/her parents will sign a behavior probation notification, indicating that they are aware that a student will be expelled upon the fourth incident of undesirable behavior.

The above steps will be taken in the case of undesirable behaviors that do not include physical violence or aggression. Should physical violence or aggression be exhibited, the student may automatically receive suspension or, in extreme cases, expulsion immediately. Avicenna Academy is to be a safe and comfortable place for all students and behavior that counters that will not be accepted.

In addition, any child with a record of undesirable behavior within any given quarter, will have his/her name removed from the honor roll, for that quarter. Avicenna Academy strives to instill faith, develop sound character and promote scholarship, and any child whose name appears on the honor roll must exemplify all of those values.

As part of our Code of Conduct, **we require that Avicenna parents, teachers and students report, in a timely manner, all undesirable behaviors to the administrator.** In order for our code of conduct to be effective, we must work together.

EXPULSION

As stated in the contract, Avicenna Academy retains the right to suspend or dismiss any student who breaks the code of conduct as described above. In addition, any student whose progress is deemed unsatisfactory, whose behavior in the classroom serves as a disturbance to other students or whose influence does not serve in the best interest of the school may be dismissed.

PARENT INTERFERENCE

Avicenna Academy reserves the right to discontinue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent make a positive and constructive relationship impossible or if a parent otherwise seriously interferes with the school's accomplishment of its goals. We strive for a solid, tight-knit community which is unified with a common mission for our students. Any parent behaving contradictory to this mission will threaten the continued enrollment of their student(s) at Avicenna Academy.

FOOD POLICY

LUNCH

We ask parents to pack a good, healthy lunch for their child every day. Should a parent pack more than one unhealthy snack such as cake, chips, and/or sugary items then the child is to select one snack to eat and return the rest home. In addition, include foods that are easy for children to open and eat because teachers on duty may not be able to open containers or peel fruits for each child within the short lunch period.

No member of the school staff is responsible for heating your student's lunch. Should your child require a hot lunch, one may be ordered ahead of time or a parent is welcome to drop off a heated lunch at school. Students are responsible for cleaning up any trash from their lunch at the time designated by their teachers. No Soda pop or gum is allowed in school.

SNACKS

There is a snack time in the morning as designated by the classroom teacher. Parents may be asked to bring snacks for a particular day or week. We suggest that you send fruit, crackers, pretzels, etc.

BIRTHDAYS

Parents can bring in pizza, cake, and small treats, such as cookies or cupcakes to share with their child's classmates on their child's birthday. Please ask the teacher for an accurate count of students. Parents must notify the office and their student's teacher prior with at least a day's notice if they will be bringing in snacks or food for their child's birthday.

ACADEMIC POLICY

CURRICULUM

Avicenna Academy provides a comprehensive curriculum that offers students a broad range of both academic and religious subjects, including Arabic, Quran, Islamic Studies, Language Arts, Mathematics & Computer Science, Science, Social Studies, and Health & Physical Education. The school is dedicated to providing a strong academic program where children are challenged to learn and excel academically.

ISLAMIC STUDIES

The Arabic and Islamic Studies curriculum focuses on teaching Arabic, Quran recitation, memorization, Ibadah, Seerah of prophet Muhammad, and the other prophets of Allah.

The following aims and objectives have guided the Islamic educational program:

- ◆ To help students read, recite and understand the Quran.
- ◆ To familiarize students with Islamic beliefs, conduct, and way of life.
- ◆ To acquaint students with the life of Prophet Muhammad (SAW), his companions, and other prophets.
- ◆ To provide a course in Arabic and to help them recite the Quran.

TEXT BOOKS

Students are responsible for their text books going home for homework. Their name should be written on the first page with the year used. Any damage to the books, such as torn pages or erasure marks will result in a fine assessed to the family's account.

GRADELINK

At Avicenna Academy, teachers record grades online at Gradelink.com. Parents are encouraged to access their child's grades at the end of every week to keep up-to-date on their student's progress.

REPORT CARDS, MID-TERM REPORTS & PROGRESS REPORTS

At the end of each quarter of the school year, students in first grade and up receive report cards. Students in Kindergarten receive report cards after the second and fourth quarters and progress reports after the first and third quarters. Preschool and Junior Kindergarten will receive progress reports at the end of each quarter.

All students in first grade and up receiving a grade of C or below, in any subject, will be given a progress report around the third and seventh weeks of the quarter.

All students in first grade and up will receive a mid-term progress report, regardless of earned grade in class. This will be issued during the fifth week of the quarter.

CONFERENCES

Parent-Teacher conferences will be scheduled at the behest of either the teacher or the parent. All parents interested in scheduling a conference to discuss their student's academic or social progress must call the office.

ASSESSMENTS

Avicenna Academy will be utilizing NWEA's Measures of Academic Progress for students in Kindergarten and up. This test will be given three times a year and will aid the teachers in decision making within the classroom. Annual reports will be made available to students.

HOMEWORK

In order to aid faculty, parents, and students, a specific homework policy has been established. Students are expected to complete homework assignments on time except for instances of illness or other excused absences. Students must come to school with all completed homework assignments.

It is important to remember that doing homework is one of the best ways children can practice the skills and apply the knowledge learned in class.

Some homework may need to be done with a parent, such as learning a spelling list or memorizing math facts. However, constant parental help with homework may slow a child's growth. We should encourage our students to work independently. Children should be reminded about neatness, completeness, following directions, etc. Parents should not revise the homework. Children will learn from their mistakes and take great pride in their accomplishments. The amount of homework given will increase with each grade level. Teachers will inform the parents of the minimum and maximum times the homework is expected to take.

FIELD TRIPS

We at Avicenna Academy consider field trips an essential part of the educational experience. Classroom learning is supplemented and reinforced by well-chosen and meaningful trips.

Written approval from the parent or guardian is required for participation for all field trips. If permission slips are not received by the due date, the child may be excluded from the activity/trip.

Most teachers arrange for a number of field trips during the year. Some field trips for third grade and up may require an overnight stay. Parents are

encouraged to volunteer to drive students on a field trip. They must follow the field trip driver's guidelines exactly and provide proof of insurance on their vehicle. Drivers must make sure students have their seat belts on at all times.

Students need to be aware that when attending a field trip they are a representative of Avicenna Academy and are subject to the same rules and high expectations of appropriate behavior as if they are in school. Failure to behave on a field trip may result in a child not being allowed to attend the next field trip.

Dress code for field trips depends on the nature of the trip and will be indicated on the permission slip.

RECESS

All children are expected to go out for recess each day unless a note from the child's doctor is received stating why they should be excused from recess. Students may be required to stay in for recess to make up any unfinished work they might have. Students must, at all times, observe all recess rules and dress appropriately for the weather conditions. As a disciplinary measure, recess privileges may be denied.

The rules for recess are as follows:

- ◆ Walk to recess
- ◆ Students are to be accompanied by 2 adults at all times
- ◆ No pushing or hurtful playing
- ◆ No violent toys or figures.

In case of an injury the supervising teacher will complete and file an accident report to the school office. Should an accident requiring medical attention occur during school hours, parents will be notified.

MOSQUE

The Mosque is a sacred house of Allah. Excellent behavior is expected when in there.

Specific rules for students for the Mosque are as follows:

- ◆ Take shoes off and place on the shelf in the designated shoe area.
- ◆ Walk; do not run.
- ◆ Speak in a low voice.
- ◆ Perform Salat (prayer) respectfully.

FRIDAY GROUP PRAYER

Students in 1st grade and up can attend Juma'ah (group) prayer. Time of attending Juma'ah prayer for Avicenna students is from 1:50 - 2:30 pm. After this time, they should be back in class to finish their daily work. There is still one hour of school remaining after Juma'ah prayer, so parents are strongly discouraged from picking their students up early after prayer.

BATHROOM

Special consideration should be taken at certain times when using the bathroom areas for ablution.

Our set of rules is listed below:

- ◆ Student may not walk without shoes or slippers in the bathroom.
- ◆ 2nd graders and up will make wudu.
- ◆ Students can wipe over socks at wudu time.
- ◆ Last person in bathroom shuts the light off.

SCHOOL HOLIDAYS AND EVENTS

ISLAMIC

The school will be closed for several days for Eid-al-Fitr and Eid-al-Adha. Celebration of these days will take place at school after students return from the break.

NON- ISLAMIC

Although at Avicenna Academy we respect the holidays of other faiths, certain holidays will not be celebrated:

Halloween: Halloween has its roots in Pagan traditions. The school will not allow Halloween symbols for decoration nor allow students to bring Halloween treats to school.

Christmas: Christmas will fall during our winter break. During this season, the Islamic Studies Teacher may discuss Prophet Jesus (AS) and his place in Islam.

Easter: Easter is a Christian holiday but such symbols as the Easter bunny and Easter eggs have their roots in Pagan customs. We will not promote any activities nor accept any items connected to such customs.

Valentine's Day: Valentine's Day also has Pagan roots and is directly linked to the discouraged style of love and dating. As this is contrary to the Islamic model, we will not celebrate Valentine's Day.

Thanksgiving and President's Day will be observed.

OPEN HOUSE

Open House takes place in September and is a curriculum night which is planned for parents to visit with teachers. This is also a time for children to showcase their work.

BOOK FAIRS

Two Scholastic book fairs will be held annually. Also, an Islamic book fair will take place in the fall. Students are encouraged to visit the book fair and walk around with their teacher. Other fun activities are done on certain days. Parents are welcome to join.

SCIENCE FAIR

The science fair is held in the spring semester and it showcases the students' understanding of the process of scientific inquiry and their problem-solving skills.

ISLAMIC FAIR

Each year in the fall, Avicenna will hold an Islamic Fair. Our students will showcase their understanding of various aspects of Islamic faith and parents and members of the community are encouraged to attend to support the students.

HAJJ SIMULATION

Each year the students perform hajj simulation in school as a group. Parents are encouraged to attend to video record or photograph the simulation.

QURAN COMPETITION

A voluntary Quran recitation competition takes place in May. In the first quarter of the year a committee determines the surah to be memorized. This is a chance for the students to work on their tajweed and recitation skills. An entry fee may apply.

END OF SCHOOL CEREMONY

During the last week of school, the students will be acknowledged for their academic performance, Quran recitation/memorization and participation in school activities. In addition, Kindergarten will have a graduation ceremony and all other grades will have a grade promotion ceremony. Parents and friends are welcome and encouraged to attend.

FIELD DAY

Field Day is an exciting event that takes place at the end of the school year. Teachers and students spend the day participating in fun activities such as games, painting, barbequing, etc. Parents are welcome to attend, participate and help.

AFTER SCHOOL ACTIVITIES

After-school activities may be offered at Avicenna Academy. These activities may vary from athletic opportunities to art clubs. These programs occur on different days and require a permission slip signed in advance to attend. There will also be an additional fee for these programs. Please encourage you children to take advantage of them. A list of programs will be sent home with your children as the year progresses.

FUNDRAISING

Fundraising nights will be held at a variety of local establishments such as Dairy Queen, Chuck E. Cheese, Pizza Hut, Boston's Pizza, Jamba Juice, Applebee's, Panda Express, Dunkin' Donuts, Chili's and McDonalds. Please see the calendar of fundraising nights for dates.

These fundraising nights are set up in advance with the establishment. During the set dates and times, any Avicenna family that attends and makes a purchase will qualify for a percentage of the purchase to be donated to Avicenna Academy. For example, a restaurant may agree that on March 30th from 8am to 10pm, all Avicenna Academy profits will be added up and 10% of that number will be donated to our school. If families attend that fundraising event and the restaurant makes \$1000.00 in sales from our families, we will earn \$100.00 for Avicenna Academy. These are fun ways to not only get together with other Avicenna families but also an easy way to make money to support our school!

COMMUNICATIONS

NEWSLETTERS

The Newsletter is a very important line of communication between parents and school. The school puts together bi-monthly newsletter that remarks on school events and activities as a whole.

SCHOOL WEBSITE & TEACHER WEBSITES

General information is available online to remind parents of upcoming events and find out other information by visiting our website at www.avicennaacademy.org.

Teachers have pages or websites in which they post their classroom news and homework. You may find the links to these sites on Avicenna's website.

WRITTEN MESSAGES

Notes requesting that students be excused early for doctor appointments, transportation arrangements, etc., must be in the office by 10:00 that morning. The note must be written and signed by the parent. Parents should notify the school whenever they will be out of town, giving the office the name and the telephone number of the person who will be in charge of their children during their absence. The office should always be notified when there has been a change of transportation plans.

TELEPHONES

Students may not use the office phones except for emergencies or with special permission. Students who are not feeling well should not phone home directly. They must inform their teacher and either the teacher or the school office will make the call home.

Teachers along with students cannot receive phone calls during class time. If you need to speak with a teacher, or your child, the office will be happy to take the message and the teacher or students will call back during passing time, recess, or prep time. Time on the phone takes away from instructional time.

CELL PHONES & IPODS

Although cell phones are not permitted, we realize that many of our families rely on cell phones as a way to keep in touch with their child. If a parent allows their child to bring a cell phone to school, they must understand that the school will, at no time, be responsible for the phone. Cell phones must always be turned off and kept away. All MP3 players and iPods are treated the same way.

FAMILY CRISIS

Parents should keep the school informed about anything that might affect the performance of their children. Deaths, divorce, separation, serious illnesses, or other life crises are very private matters, and yet they can disturb students in many ways. Therefore, we urge you to share any such issue, in confidence, with the school administration so we can help your child through the difficult time.

PERSONAL BELONGINGS

LOST AND FOUND

All lost and found articles are kept in the school office. All items that are not picked up by the end of each semester will be donated to charity. Please put your child's name on personal belongings and uniform items as this will help in returning them to the rightful owner. Parents are advised to check from time to time for missing items.

SAFETY

All doors will be locked at all times. Parents and visitors must enter from the main school entrance. Visitors must ring the bell, and a staff member will let them in. Any parent volunteering at or visiting the school must sign in and out in the office. Students are never allowed to open school doors for anyone. If a parent is picking up their child, they must wait and sign in the office and an office staff member will send the child to the office.

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