

ISLAMIC EDUCATION INSTITUTE OF TEXAS, INC.

# DARUL ARQAM STUDENT & PARENT HANDBOOK

2009 – 2010

*“Allah will exalt those of you who believe and those who  
are given knowledge to high degrees.”*

Surah Al-Mujadilah : 11



**Darul Arqam North is a Fully-Accredited  
"Exemplary Private School"**



S	M	T	W	T	F	S
<b>August 2009</b>						
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2	③	④	⑤	⑥	⑦	8
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<b>September 2009</b>						
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<b>November 2009</b>						
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<b>December 2009</b>						
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27	28	29	30	31		

# Dar-ul-Arqam Schools

*Excellence in Academic and Islamic Education*



## 2009-2010 Calendar

### August

3-7.....Holiday/Staff Development  
10.....First Day of School

### September

7.....Holiday/Labor Day  
11.....Holiday/Parent Conference  
16-23.....Holiday/Ramadan & Eid

### October

12.....Holiday/Staff Development  
16.....End of 1<sup>st</sup> Nine Weeks

### November

23.....Holiday/Staff Development  
24-27.....Holiday/Eid & Fall Break

### December

18.....End of 2<sup>nd</sup> Nine Weeks  
21-Jan 1.....Holiday/Winter Break

### February

15.....Holiday/Staff Development & Parent conference

### March

12.....End of 3<sup>rd</sup> Nine Weeks  
15-19.....Holiday/Spring Break

### April

5.....Holiday/Staff Development

### May

27.....Last Day of School  
28.....Holiday/Staff Development  
29.....Graduation

### Bad Weather Make-up Days:

January 1, March 15

S	M	T	W	T	F	S
<b>January 2010</b>						
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<b>February 2010</b>						
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28						

<b>March 2010</b>						
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<b>April 2010</b>						
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<b>May 2010</b>						
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30	31					

### Grading Periods (9 weeks):

August 10 – October 16 41 days  
October 19 – December 18 40 days  
January 4 – March 12 49 days  
March 22 – May 27 48 days  
Total School Days: 178 days

### Legend:

- Staff Development/Student Holiday
- Student/Staff Holiday
- ▶ Beginning of Nine Weeks
- ◀ End of Nine Weeks

**Student Handbook**  
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Dear Parent:

The attached handbook explains procedures and regulations of Darul Arqam School that will help your child get the best of his/her education. The IEIT Board of Trustees believes that the policies outlined herein will enhance the individual personalities of your children as good Muslims in an Islamic environment. This handbook defines an acceptable code of conduct for your child and appropriate consequences of non-compliance with this code. We strongly urge you to go over the contents with your child, then sign and return the bottom portion of this page.

May Allah (SW) reward our efforts and always keep us on the right path. We appreciate your cooperation and continued support.

Sincerely

Board of Trustees

Please sign below, cut along the dotted line, and return the bottom section to the school office.

-----

I have read the Student & Parent Handbook, understand its contents, and consent to the Darul Arqam policies and guidelines regarding the student code of conduct for the 2009-2010 academic year.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Student's Name (please print)

# **DARUL ARQAM SCHOOL LOCATIONS**

## **Darul Arqam School North**

11815 Adel Road

Houston, Texas 77067

Phone: (281) 583-1984

Fax: (281) 440-8024

[www.darularqamschool.org](http://www.darularqamschool.org)

[darularqamnorth@hotmail.com](mailto:darularqamnorth@hotmail.com)

## **Darul Arqam School Southwest**

10415 Synott Rd

Sugar Land, Texas 77498

Phone: (281) 495-4015

Fax: (281) 495-4015

[Mazkhan2000@gmail.com](mailto:Mazkhan2000@gmail.com)

## **Darul Arqam School Southeast**

8830 Old Galveston Rd

Houston, Texas 77034

Phone: (713) 948-0094

Fax: (713) 948-0094

[darularqamsoutheast@hotmail.com](mailto:darularqamsoutheast@hotmail.com)

[www.darularqamschool.org](http://www.darularqamschool.org)

## **Darul Arqam School South**

610 Brand Lane

Stafford, Texas 77477

Phone: (281) 261-3030

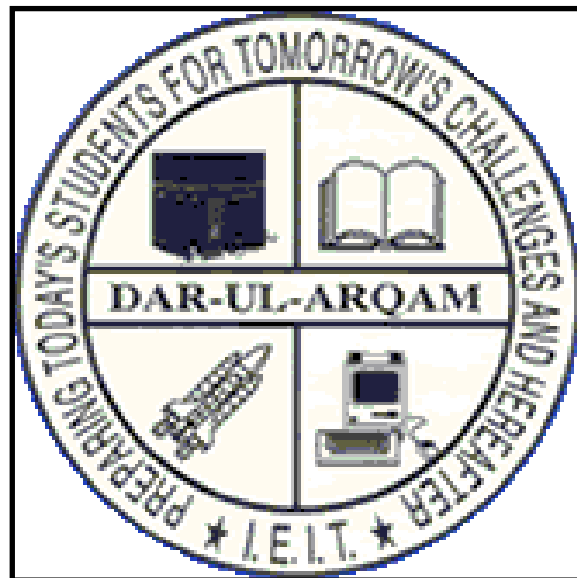
Fax: (281) 261-1507

[farahn@everest-academy.com](mailto:farahn@everest-academy.com)

[WWW.everest-academy.com](http://WWW.everest-academy.com)

Darul Arqam Mission Statement:

**“Preparing today’s  
students for  
tomorrow’s challenges  
and hereafter”**



## **DARUL ARQAM VISION**

**Darul Arqam is committed to the following principles:**

1. Instill in our children Islamic values, habits, attitudes, high moral and ethical standards, tolerance, and patience that are characteristics of a good Muslim.
2. With the help of Allah (SWT) we shall prepare our children to become Muslim role models, exemplary citizens in their communities and to excel in their professional careers.
3. Darul Arqam will prepare our children to read and understand the message of the Quran, and the Sunnah of Prophet Muhammad (PBUH) and teach the students to apply it in every facet of their personal and professional lives.
4. Students exit with academic skills at or above grade level and at graduation are prepared to succeed in post-secondary education and /or employment.
5. Students are engaged through a rich curriculum to acquire the skills and the love of learning.
6. Faculty and staff communicate high expectations and respect every student.
7. A partnership with parents and the greater community extends to all citizens a great appreciation of the value of an excellent.
8. Faculty and staff are empowered through respect, training, leadership and resources to provide an excellent educational program.

## **DARUL ARQAM PHILOSOPHY**

The objective of the Islamic Education Institute of Texas (IEIT) in establishing Darul Arqam School is to impart Islamic Spiritual training (*tarbiyyah*) along with the educational tools to achieve academic excellence.

In addition to the regular academic subject's taught in public and private school in America, Darul Arqam curriculum includes Arabic, Quran, and Islamic Studies courses as separate independent subjects.

The Curriculum includes all core subjects that meet all of the required skills of, "The essential elements of skills and knowledge" as determine by Texas Education Agency.

The teams of qualified administrators and teachers have been hired to help parents in their efforts to install high moral standards, achieve high academic performance, and to guide students to stay on the right path; while preparing them for the challenges of living in the 21<sup>st</sup> century as Muslim Americans.



## **DARUL ARQAM OBJECTIVES**

- To develop Islamic personality and generate knowledge that is both theoretically valid and practically useful.
- To inculcate a love for Islam, its meaning and purpose through Quranic study.
- To teach our students to strive for excellence in all they do throughout their lives.
- To enhance the lives of the students through Islamic education, academic character development, social awareness with a deep respect for intellectual and moral values appropriate to the Muslim personality and character.

## **SCHOOL HOURS**

School hours **are Monday - Friday from 7:45 a.m. to 3:15 p.m. Students are not to arrive at school prior to 7:45 a.m. and are to be picked up by 3:30 p.m.** In the event that children are dropped off earlier or not picked up until after the above specific timings, parents will be charged as follows:

**Students who arrive before 7:45 a.m. may not be supervised by a staff member; therefore, the school cannot be responsible for their safety.**

**Students picked up between 3:30-4:00 p.m. will pay \$25.00**

A child must check out at the office when leaving school early and must check in at the office when returning or arriving late. *If this procedure is not followed, the student will receive an unexcused absence for the entire day.* **Please do not go directly to the classroom** for early pick-ups. A note to the teacher informing her/him of the time you plan to pick up your child will be helpful in getting your child to the office for you.

## **SCHOOL VISITATION**

For the safety of the children, parents are requested to check in at the office if they want to visit their child's classroom. Visitor nametags provided in the office are to be worn by all the visitors while they are in the building. It is hoped that the procedure will eliminate the unauthorized persons from being in the school when the safety of the children is of prime importance. Please keep in mind that a teacher cannot have a conference during his/her regular teaching hours. Kindly make arrangements with the Principal if such a visit is necessary.

## **EMERGENCY INFORMATION**

Parents are required to furnish emergency numbers; which includes parents work number, doctor's number and a friend's/relative's number at the time of registration. This information will help us to contact you in case of your child's illness or emergency. Please notify the school office immediately in the event there is a change in address or phone number so our records may be updated.

## **ABSENTEEISM & ATTENDANCE POLICY**

Your child's absence from school will automatically be considered *inexcusable* if a valid reason for the absence is not sent to the school by the parents. A total of five days may be excused per year for unusual cause. None can be granted the last two weeks of a semester.

**The students at the elementary level are required to be in attendance for at least 180 days.**

In case of extended leave students must be withdrawn from school. They must provide school transfer record at the time of registration.

A court of law may also imposed penalties against both the student and his or her parents, if a school aged student is deliberately not attending school.

A student should never be absent unless it is absolutely necessary. Acceptable and excused absences are following:

- 1- Personal sickness in the immediate family.
- 2- Death in immediate family.

A student who is absent more than 15 days during the school year may not be promoted unless he fulfills the following:

- 1- For 15 absent days the following documentation is necessary.
  - \* Illness of the student as verified by the doctor.
  - \* A parent's written request.
  - \* Teacher-directed independent study project.
  - \* Summer school.

## **EXCUSE FROM PHYSICAL EDUCATION**

If a student is not to participate in Physical Education or recess because of illness or injury, a note must be sent to the teacher. Students in all grades except Pre-K and K have physical education classes. For your child's safety, it would be best to wear athletic shoes.

## **DISCIPLINARY MEASURES**

It is our goal to provide a safe and positive educational environment to all our students. It is the responsibility of the Principal and teachers to take corrective action for any inappropriate behavior, particularly if it deprives other students of their right to a healthy and safe environment.

Students are expected to behave in an appropriate manner in respecting other's rights and respecting school property. Parents are responsible for ensuring that their children obey school rules. The Principal has the authority to take corrective action including suspension and expulsion if in his/her judgment the situation calls for it.

## **INAPPROPRIATE CONDUCT**

Any conduct that goes against the basic Islamic ethical codes will be considered a serious offense. Failure to comply with the Darul Arqam dress code, possession of drugs, alcohol, tobacco, or any object that threatens to inflict bodily injury will be dealt with very seriously. Using profanity, vulgar language or making obscene gestures to fellow students, teachers or staff, committing theft or damaging school property, engaging in name calling, ethnic or social slurs, or using indecent, immoral language are some of the serious offenses.

Other undesirable conduct include but not limited are: fighting; running and/or making excessive noise in the building and/or classroom; refusing to obey the teacher's instructions; refusing to participate in classroom activities; chewing gum; eating or drinking in non-designated areas; not bringing the required classroom materials and/or assigned work to class; cafeteria misconduct (like misuse of food); cheating and/or copying the work of other students; chronic class tardiness; unauthorized leaving of classroom and/or building; disrespectful or discourteous general behavior or any other misconduct which may interfere with the orderly education process.

If a student is charged with an infraction of the disciplinary rules, the teacher will inform the office and the parents of that charge and of the disciplinary action taken as a result.

## **CELL PHONE POLICY**

Students will not be allowed to have cell phones during school hours. If students are bus riders or drive their own cars to school and need a cell phone before and/or after school, they must turn in their cell phones to the office each morning by 8:15 am and can pick them back up after 3:25 pm.

**If students have cell phones during school hours, the phones will be confiscated and kept in the office for parents to pick up. If the phones are confiscated more than once, they will not be returned until the end of the school year.**

Even if students have signed out before the end of the school day, they cannot use their cell phones until they are off the campus property.

## **TARDINESS**

Remember at this stage of a life there is nothing more important than your education. It is your personal responsibility to make sure you miss as few school days of school as possible. Whenever a child is tardy, he or she must report to the Administrative office and get a tardy pass before going to the classroom. If a child is tardy more than four times within one month it will be considered one absence and a parent/teacher conference will be necessary. The child may be placed on probation for a thirty-day period. Continued absenteeism may result in the student repeating the grade or excessive absenteeism may result in the parents being requested to withdraw their student from school.

## **TRANSPORTATION**

School bus transportation is not available for the time being. However, transportation to and from school may be arranged by the parents through car-pooling. Specific information regarding the persons interested in car-pooling and their points of pick-up will be available through your PTA representatives.

For parents who will drive their children to school, please do not drop them off in the parking lot. Make sure that the child is escorted into the school building and left with school staff. This is a must for your child's safety and protection.

## **GENERAL CODE OF CONDUCT**

For the development of good disposition and responsible behavior, the parents are expected to work closely with their children. It is good to teach them to say Asalamu Alaikum when leaving or entering the classroom, office and/or home. Paying due respect to elders and teachers is a part of worship. To keep their area neat and tidy and to take care of their textbooks is important too. To observe the etiquette of silence and worship, during the wudu and prayer, will teach them discipline in their daily life. Moreover, younger students must practice at home the proper way to use the restroom. They must sit down to use the toilet and flush afterwards. School will reinforce behavior in students only if they practice the same at home. Moreover, the students should conduct themselves in a responsible manner and be aware of all school rules and regulations.

## **LUNCH AND SNACKS**

Taking care of your body is our Islamic duty. You should pack a nutritious lunch that may consist of sandwiches, vegetable fruit and drink. When preparing for lunch, you should make sure that your lunch consists of food that does not need to be refrigerated and or reheated.

Parents are responsible for supplying their child's daily lunch. If you are not a Muslim and your child attends Darul Arqam we must ask that you send only pork-free meals to school with your child. Canned drinks or snack packs with metal tops are discouraged in lunches due to potential safety hazards.

## **DRESS CODE**

Students and parents are required to dress properly according to the Islamic dress code. School uniforms must be worn to school. The requirements are as follows:

- BOYS (all grades):** White t-shirt with collar and blue pants, white socks, closed-toed shoes. Jeans or jewelry are not allowed.
- GIRLS (all grades):** White blouse, navy jacket/tunic, white or navy pants, white scarves, blue jalbabs, white socks, closed-toed shoes (no high heels). Jeans, makeup or jewelry are not allowed. The girls can wear any color jalbab and scarf on Friday only.
- GIRLS 4<sup>th</sup> & Up:** In addition to the above, Grade 4 and up must wear a scarf properly so that no hair shows. Also, they must have full sleeve blouses.

For boys and girls, the school attire should be selected with modesty in mind and should be loose fitting and comfortable. All girls coming to Darul Arqam School are encouraged to wear a scarf to start good Islamic habits. Teachers are responsible to enforce the dress code and are expected to be good examples themselves.

Hair should be clean and well groomed. Half shaves or shaven designs of hair are not acceptable at Darul Arqam. Students who come to school in violation of the reasonable Islamic standards of length and modesty of their clothing will have to correct the dress violation. The class time missed will be an inexcusable absence. The Principal will determine what is appropriate.

Ladies are requested to cover themselves properly when they come in to pick up their children.

## **ADMISSION**

The following requirements must be met in order to enroll a student in Darul Arqam:

- Birth certificate
- Complete and updated immunization records validated by a physician or public health clinic.
- Social security card
- Complete records from previous school.

## **ENROLLMENT POLICY**

- Enrollment shall be open to any child, provided the school can meet the special needs of that child.
- Enrollment in the school shall be granted without discrimination in regard to sex, race, color, creed, or political belief.

## **FEE SCHEDULE**

Tuition fee per student is set by the Board of Trustees for each school, and should be paid in advance on a monthly basis starting with the first day of class in August. Tuition can be paid yearly, quarterly or ten equal monthly installments. Current tuition schedule is available on school brochure, website or at the administrative office.

If the fees are not paid by the tenth day of the month, a late charge of \$20.00 shall be charged.

## **ATHLETICS**

After school girls and boys athletics program will be from 3:30 p.m. – 5:00 p.m. Monday through Thursday.

## **TUTORIALS**

The following are the timings for the tutorials:

Mornings:                      7:30 – 8:00 a.m.

## **PARENT INVOLVEMENT**

Beyond the typical involvement with your individual child at school, we have established an active Parent-Teacher Association. Through the activities of this association, we hope to foster the attitude that parent and staff working together can bring about the best possible learning environment for our children at school and at home. The PTA meets on a monthly basis. The organization has established guidelines for membership and participation, and a nominal fee is required of all members. Member who has paid dues is eligible to contest for a position on the PTA executive committee that consists of President, Treasurer and Secretary. TA President and Treasurer are members of the Governing Body. Parent volunteers are welcomed always in a variety of ways. Parents will be asked to volunteer in different activities and field trips as the need arises.

## **TRANSCRIPT LEGEND**

<b><u>Numerical Grades</u></b>	<b><u>Letter Grades</u></b>	<b><u>GPA Scale</u></b>
90-100	A	4
80-89	B	3
75-79	C	2
70-74	D	1
60-69	F	0
Inc = incomplete		

At the elementary level, the following grading designations will be used for electives; including art, computers and physical education:

## **GRADING SYSTEM**

<b><u>Numerical Grades</u></b>	<b><u>Letter Grades</u></b>	<b><u>GPA Scale</u></b>
90-100	A	4
80-89	B	3
75-79	C	2
70-74	D	1
60-69	F	0
Inc = incomplete		

At the elementary level, the following grading designations will be used for electives including art, computers and physical education:

### **Conduct Grades**

- E = Excellent
- S = Satisfactory
- N = Need Improvement
- U = Unsatisfactory
- NA = Non-Applicable

## **PROMOTION POLICY**

Promotion from one grade to the next at the end of an academic year is not automatic. To be promoted to the next higher grade, a student must not only have a Final average of 70 or above in both Mathematics and Language Arts, but also achieve at least a 'D' overall average. If a student has a Final average of less than 70 for any subject other than Mathematics or Language Arts, a remedial Plan of Action shall be developed between the parents and the teacher/Principal to ensure that the student reaches the required level of proficiency in that subject.

## **CLASS RANK**

Class rank will be determined by the following:

1. Highest GPA scores from all four years
2. Conduct Score
3. Number of Times Marked Tardy

## **EXIT LEVEL EXAM**

All Students who are enrolled in Darul Arqam High School program will be required to pass the TAKS exit level exam before graduation is granted.

## **DIPLOMAS AND TRANSCRIPTS**

Diplomas and Transcripts will be issued upon final completion of all graduation requirements and once final grades are issued, and all fees are paid in full. Three “free” transcripts will be furnished to the designated college. Additional transcripts will be forwarded at a cost.

Distinguished achievement diploma - requires completion of recommended high school program, plus 3 year of the same foreign language, 40 hours of community services, and a senior leadership school-based project.

## **Transfer Students**

Transfer students - students transferring with letter grades on their transcript will have their grades converted to the following numerical equivalents;

A	95
B	85
C	77
D	72
F	65

Students coming from overseas will receive credit for the course taken at their previous school, but not GPA for determining class rank

## **MEDICATION POLICY**

Under the following conditions, school employees will administer prescription medication to students during school hours should medication be necessary to keep a student in optimum health.

### **MEDICATION REQUIREMENTS**

- A written request from parent/guardian.
- Prescription medicine in *original* container, labeled with student name, medical name, and directions for time and dosage.
- Non-prescription medicine (over-the-counter medication) will **NOT** be administered on school premises. Parents are strongly urged not to send non-prescription medication with their child.
- All medication should be brought to the teacher.

If a child is absent for more than three days, the school will require a note from the doctor indicating the diagnosis, date of return, any restrictions or medication being given.

In case of communicable diseases, the parent should notify the school immediately so the proper precautions can be taken upon the child's return to school.

### **MINIMUM STATE VACCINE REQUIREMENTS FOR TEXAS CHILDREN**

#### **Vaccine**

#### **Required Doses**

##### **Pre-K (ages 3-4)**

Diphtheria Tetanus  
Toxioid and Pertussis  
Vaccine  
(DPT, DTaP, DT, Td)  
Hib

4 doses

Polio  
(IPV, OPV)

1 dose on or after 15 months of age OR  
Complete Series = 2 doses or 3 doses  
depending on vaccine type (two months apart)  
and a booster dose on or after 12 months of  
age, received at least two months after the last  
dose

3 doses

Measles  
Mumps  
Rubella  
Varicella  
Hepatitis A  
Hepatitis B  
Pneumococcal

1 dose on or after the 1<sup>st</sup> birthday

1 dose on or after the 1<sup>st</sup> birthday

1 dose on or after the 1<sup>st</sup> birthday

1 dose on or after the 1<sup>st</sup> birthday

2 doses

3 doses

1 dose on or after 12 months of age OR  
Completed series of 2 or 3 doses with booster  
after 12 months



## Grades Kindergarten through 12 (K – 12)

<p>Diphtheria Tetanus Toxioid and Pertussis Vaccine (DPT, DTaP, DT, Td)</p>	<p>Five doses of any combination DTaP/DTP including one dose on or after 4<sup>th</sup> birthday. Students 7 years or older * Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including One dose on or after 4<sup>th</sup> birthday (pertussis vaccine is not required) * One dose of Td required ten years after last dose of DTP/DTaP/DT</p>
<p>Polio  (IPV, OPV) Measles, Mumps, Rubella (MMR)</p>	<p>Four doses unless the 3<sup>rd</sup> dose was on or after 4<sup>th</sup> Birthday  Two doses of a measles-containing vaccine With the first dose on or after the first Birthday; second dose by age 5 or entry into Kindergarten</p>
<p>Varicella</p>	<p>1 dose on or after the 1<sup>st</sup> birthday. If the first dose of Varicella is received after age 13, two doses are required.</p>
<p>Hepatitis B</p>	<p>3 doses</p>

## **GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

225 Units is the Minimum Standards to receive a high school diploma in Texas.  
240 Units is the Recommended Standards for graduation and this is what colleges will be  
looking for.

Darul Arqam students will have completed the following units in each subject after  
Twelfth grade.

Texas Education Agency			Darul Arqam School		
Subject	Credits	Units	Subject	Credits	Units
English	4	40	English	4	40
Science	3	30	Science	4	40
S. Studies	4	40	S. Studies	4	40
Math	3	30	Math	4	40
P.E.	1.5	15	P.E.	3	30
Health	0.5	5	Health	0.5	5
Speech	0.5	5	Speech	1	10
Fine Arts	1	10	Fine Arts	1	10
Technology	1	10	Technology	3	30
Language	2	20	Language Arabic	4	40
Elective	3	30	Elective Islamic Studies	4	40
<b>Total</b>	<b>24</b>	<b>240</b>	Elective Physiology	1	10
			Quran	4	40
			<b>Total</b>	<b>37.5</b>	<b>375</b>

## Recommended High School Program Requirements (26 credits required)

English Language Art	4 credits	
Mathematics	4 credits	Algebra I, Geometry, MMA (must be taken before Algebra II) and Algebra II
		<i>or</i>
		Algebra I, Geometry, Algebra II, and Pre-Calculus (or other approved math course)
Science	4 credits	Integrated Physics and Chemistry (IPC), Biology, Chemistry, and Physics (or other approved science course)
		<i>or</i>
		Biology, Chemistry, Physics, and one other approved science course
Social Studies	3 credits	World History, World Geography, and U. S. History
Government	0.5 credit	
Economics	0.5 credit	
Fine Arts	1 credit	
Languages(besides English)	2 credit (same language)	
	3 Credits for Distinguished Achievement diploma	
Communication Application	0.5 credit	
Health	0.5 credit	
Physical Education	1.5 credits	
Technology Application	1 credit	
Electives	3.5 credits	

**MIDDLE SCHOOL COURSE LOAD**  
**Grade 6 - 8**

**SIXTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 1	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	World History	10 S. Studies
Science	General Science	10 Science
Math	Middle School Math Course 1	10 Math
Fine Arts	Computer	10 Fine Arts
P.E.	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>
	<b>Total Units</b>	<b>90 Unit</b>

**SEVENTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 2	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	Texas History	10 S. Studies
Science	Life Science	10 Science
Math	Middle School Math Course 2	10 Math
Fine Arts	Computer	10 Fine Arts
P.E.	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>
	<b>Total Units</b>	<b>90 Unit</b>

**EIGHTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 3	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	United States History	10 S. Studies
Science	Earth Science	10 Science
Math	Middle School Math Course 3	10 Math
Fine Arts	Computer	10 Fine Arts
P.E.	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>
	<b>Total Units</b>	<b>90 Units</b>

## **PERMANENT HIGH SCHOOL COURSE LOAD**

All New Ninth Grade classes will follow this course load

### **NINTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 1 - Writing For 100 Days & Reading LIT	10 English
Social Studies	World Cultures	10 S. Studies
Science	IPC Physical Science	10 Science
Math	Algebra 1	10 Math
Elective	Speech	10 Comp.
Fine Arts	Computer	10 Fine Arts
P. E.	Physical Education	10 P. E
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 1	<u>10 Language</u>
<b>Total Units</b>		<b>90 Units</b>

### **TENTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 2 - World Literature	10 English
Social Studies	World History-Human Heritage	10 S. Studies
Science	Biology W/Lab	10 Science
Math	Geometry	10 Math
Fine Arts	Computer	10 Fine Arts
P. E.	Physical Education	10 P.E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 2	<u>10 Language</u>
<b>Total Units</b>		<b>80 Units</b>

### **ELEVENTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	English 3 - American Literature	10 English
Social Studies	American History	10 S. Studies
Science	Chemistry W/ Lab	10 Science
Math	Algebra 2	10 Math
Fine Arts	Computer	10 Fine Arts
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 3	<u>10 Language</u>
<b>Total Units</b>		<b>70 Units</b>

## **TWELFTH GRADE:**

<b>Subject</b>	<b>Title</b>	<b>Credit Units</b>
English	AP English 4	10 English
Social Studies	Government - 1st Semester	5 S. Studies
Social Studies	Economics - 2nd Semester	5 S. Studies
Science	Physics	10 Science
Math	Pre Calculus	10 Math
Fine Arts	Computer	10 Fine Arts
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 4	10 Elective
Health	Health	<u>5 Health</u>

<b>A P Courses Available *</b>	<b>Total Units Completed</b>	<b>315 75 Units</b>
Science	*AP Physics W/ Lab	10 Science
Math	*AP Calculus "A"	10 Math

## **GUIDELINES FOR STUDENTS**

Students are expected to put forward their best efforts in order to achieve the goals of the school such as:

- ✓ Be on time for school each day.
- ✓ Be properly dressed according to Islamic dress code.
- ✓ Help with the efforts of keeping the school building and grounds clean.
- ✓ Maintain oneself in an orderly manner at all times.
- ✓ Do not laugh or talk excessively loud.
- ✓ Adhere to all rules and standards of Darul Arqam School.
- ✓ Respect others and the property of others.
- ✓ Respect the teachers and those in authority among you.
- ✓ No cursing or fighting will be permitted.
- ✓ Complete all assignments as given by the instructors.
- ✓ Be aware that certain offenses may result in your suspension and/or your expulsion from school.
- ✓ Respect the school and Masjid.

## **GUIDELINES FOR PARENTS**

- ✓ Work in harmony with the school to ensure the best education possible for the children.
- ✓ Respond immediately to any request made by teachers for assistance in educating your child.
- ✓ Be responsible for your financial obligations to the school and meet them on time.
- ✓ Notify teacher immediately of any problem that the child may be having at home.
- ✓ Be respectful of all teachers in the presence of your child.
- ✓ Be responsible to see that the school is moving in the direction of Al-Islam.
- ✓ Give support (moral, financial, physical) whenever possible.
- ✓ Be aware that the best education takes place when the child is supported by home, school and Masjid.
- ✓ Arrange a conference with the teacher whenever you feel it is necessary.
- ✓ Make arrangements to observe your child's/children's classes at least twice a year.
- ✓ Require that the teachers give full and satisfactory reports on your child's/children's performance.
- ✓ Be responsible for cleanliness and conduct of your children.
- ✓ See that children arrive at school and are picked up on time.
- ✓ Parents who show no support for their child's/children's progress will be asked to attend a conference to work out a satisfactory agreement to correct the situation.

These guidelines for parents are designed to produce a cooperative relationship between the Darul Arqam School and parents in the best interest of the children.

**Dar ul Arqam School**  
**Request for Administration of Medication**

To the principal of Darul Arqam School: Date \_\_\_\_\_  
As parent/guardian of student \_\_\_\_\_, born on \_\_\_\_\_  
Currently in the \_\_\_\_\_ grade, I \_\_\_\_\_ give permission for  
Dar ul Arqam School to administer to my child, the following  
Medication:

Name of medication \_\_\_\_\_

Color \_\_\_\_\_ Dose (amount) to be administered \_\_\_\_\_

Time to be administered \_\_\_\_\_ Date to discontinue \_\_\_\_\_

Additional instructions or side effects regarding the above medication \_\_\_\_\_

\_\_\_\_\_

Reason for administering medication \_\_\_\_\_

Student's physician's name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Medication must be in the original container with the student's name and a current date. It will be given according to the instructions on the label. Non-prescription medication must be in the original container and will be given according to directions.

Medication of students in elementary schools must be brought to the school by the parent/guardian.

Medication may not be transported by elementary students on the bus.

School clinic staff is authorized to contact and consult with your child's physician regarding the child's medical needs.

The District, the Board and its staff shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student.

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

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature (if required)

Required annually in the treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given daily for more than two weeks.

## EMERGENCY MEDICAL TREATMENT FORM

In the event of a medical emergency at school, the school will first try to contact the child's parents. If the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

**Please complete and return this with the signed accountability form.**

I hereby authorize the staff member(s) at \_\_\_\_\_

School to consent to emergency medical treatment for: \_\_\_\_\_

\_\_\_\_\_

Student's First/Last Name (Printed)	Birth Date	Grade
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**I understand in granting this authorization that:**

- My child will be taken to a hospital or clinic nearest to the school or activity he or she is attending so that emergency medical treatment can be obtained.
- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.
- I will be responsible for all expenses incurred by virtue of the emergency medical treatment of my child and for the transportation to the emergency medical treatment facility.
- I release Dar-ul-Arqam School staff members and trustees from any and all claims or actions from liabilities for the injuries that occur to my child as result of his or her receipt of emergency medical care.
- The staff members of the Dar-ul-Arqam School, its trustees and agents are not waiving any sovereign or governmental immunity by requesting the execution of this document.
- I understand the provisions of this document and execute it voluntarily.

Signature of Parent or Guardian	Home/Work Phone	Date
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### Important Medical Information

List any medical problems your child has which medical personnel need to be aware of in an emergency: (example--- diabetes, asthma, seizures, heart problems, pregnancy)

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Medication your child takes daily (either at home or school) \_\_\_\_\_

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List medicine allergies \_\_\_\_\_

Any severe allergies to insect bites \_\_\_\_\_, if yes, what treatment is given

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Family physician and phone number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
NAME Phone Number

Health Insurance company name & ID  
Number \_\_\_\_\_