

To reach the mind of a child, we must capture the heart



DARUL ARQAM SCHOOLS
**PARENT AND STUDENT
HANDBOOK**

2011-2012

This handbook is subject to review, modification and approval by the IEIT Board of Trustees.

“Excellence in Academic and Islamic education”

Student Handbook
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Acknowledgment

Dear Parent:

This handbook explains procedures and regulations of Darul Arqam Schools 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 Muslim-Americans 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 (SWT) reward our efforts and always keep us on the right path. We appreciate your cooperation and continued support.

Sincerely

I.E.I.T. 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 2011-2012 academic year.

Parent's / Guardian's Signature

Date

Student's Name (please print)

DISCLAIMER: Such as the Board (B.O.T.) meets every month and adds/revises/modifies policies as it sees fit. We will communicate those changes via printed hand outs, newsletter, website, and other forums or venues.

Message from IEIT Chairman

Assalamu-Alaikum,

It is my pleasure to inform you that the Darul Arqam School System has a proud tradition of excellence in Academic and Islamic education. Our mission is to ensure that every child achieves their maximum educational potential through an enriched academic curriculum and athletic program. The Darul Arqam School System currently serves approximately 900 students at four campuses in Houston from Pre-Kindergarten to High School. Our mission is “to prepare today’s students for tomorrow’s challenges and hereafter by instilling Islamic values and high moral standards.”

Research has stated that parent involvement is one of the most integral factor of student educational success. Darul Arqam’s parent involvement program strives to provide opportunities for parents and guardians to be an integral part of their child's education. Informational meetings, parent workshops, parent/teacher conferences, advisory committees, parent surveys, and a variety of school activities are some ways that parents can participate and contribute to their child's education. Your comments and concerns will be greatly appreciated. Please stay in touch with us to help us grow and maintain an exemplary Islamic School System.

Zaheer Anwar,
Chairman, IEIT Board (Darul Arqam School system)
zaheersyed@yahoo.com

Message from the Principal

Assalamu-Alaikum,

May Allah find you and your loved ones in good health and spirit. Welcome to Darul Arqam School! You will find that Darul Arqam has a warm, caring, and committed staff at every level. We offer a wide array of programs and curriculum to individualize education for each child. We are committed to all children becoming good Muslims and graduating and pursuing their dreams.

The Prophet (pbuh) said that if you keep company with a perfume seller, you will smell the beautiful fragrance of the perfume. The goal of all Darul Arqam campuses is to facilitate an Islamic environment that is conducive to learning and high academic success. We would like our children to grow in Islam and then Islam will grow in them. Darul Arqam Schools provide a variety of programs and services to ensure each child receives a superior education in academics and Islamic studies. A few of our highlights include:

- Certified Faculty
- Honor Classes
- Dual Credit Program
- State-of-the-Art Computer Labs
- Girls and Boys Athletic Program
- Enriched extracurricular activities: Quran competition, Spelling Bee, Science Fair & Symposium, Robotics, Community involvement program ,Private Scholastic Inter-School Competition, Muslim Interscholastic Tournament
- Exemplary performance on National and State Exams

Excellence in academic and Islamic education is vital for the well-being of our community and global society. Who is better than a believer as Allah proclaims in the Quran that believers are the best of the creation. Thank you for your collaboration, communication, and cooperation. The success of a student depends on the student, the parents, and the educators. May Allah help us all in achieving our mission to raise righteous children. Ameen.

darularqamnorth@hotmail.com

Dar-ul-Arqam Schools 2011-2012 Calendar

Excellence in Academic and Islamic Education



Legend:

- Staff Development/Student Holiday
- Student/Staff Holiday
- Beginning of Nine Weeks
- End of Nine Weeks
- Inter-School Event

Grading Periods (9 weeks):

- August 8 - October 7 38 days
- October 11 - December 16 43 days
- January 3 - March 9 47 days
- March 19 - May 31 52 days
- Total School Days 180 days

July 11

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August 11

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September 11

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October 11

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November 11

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December 11

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January 12

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February 12

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March 12

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April 12

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May 12

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June 12

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August						
1-5	Holiday/Staff Development					
8	First Day of School					
26-Sept. 5	Holiday/Ramadan & Eid					
October						
7	End of 1st Nine Weeks					
10	Holiday/Staff Development					
22	Inter-school Spelling Bee					
November						
7-9	Holiday/Eid-ul-Adha					
12	Student Assessment					
23	Holiday/Staff Development					
24-25	Holiday/Fall Break					
December						
16	End of 2nd Nine Weeks					
19-30	Holiday/Winter Break					
January						
2	Holiday/Staff Development					
16	Holiday/Staff Development					
21	Inter-school Basketball Tournament					
February						
20	Holiday/Staff Development					
25	Inter-school Quran Competition					
March						
9	End of 3rd Nine Weeks					
12-16	Holiday/Spring Break					
April						
6	Holiday/Staff Development					
May						
28	Holiday/Memorial Day					
31	Last Day of School					
June						
4-8	Staff Scope & Sequence Workshop					

Background Information

The Islamic Society of Greater Houston (ISGH) is the largest Islamic Community Organization in USA operating 17 masajid and musallas in the Greater Houston area. Through its subsidiary- Islamic Education Institute of Texas (IEIT), ISGH presently operates four full time schools under the name of Darul Arqam. These schools are located in the North, South, Southeast, and Southwest Centers. The main objective in establishing the Darul Arqam Schools is to create quality educational institutions that excel in academics and produce morally responsible citizens. All four schools are licensed and recognized by the State of Texas. Darul Arqam Schools provide education superior to that offered by public schools in addition to an Islamic education and environment.

The total enrollment is over 900 students. Classes are offered through 12th grade at the North Zone School, up to 8th grade at the Southwest School, up to 5th grade at the Southeast School and up to 6th grade at the South School. IEIT has plans to expand all the schools to 12th grade Insha Allah.

Darul Arqam Schools conduct National and State standardize tests, such as the IOWA tests and PSAT test regularly per district and national calendar. Though private schools are exempt from taking standardized tests, Darul Arqam Schools conduct these tests in order to ensure that students maintain and achieve academic excellence that can be measured against the neighboring public and private schools.

Darul-Arqam Schools participate in many enrichment programs such as:

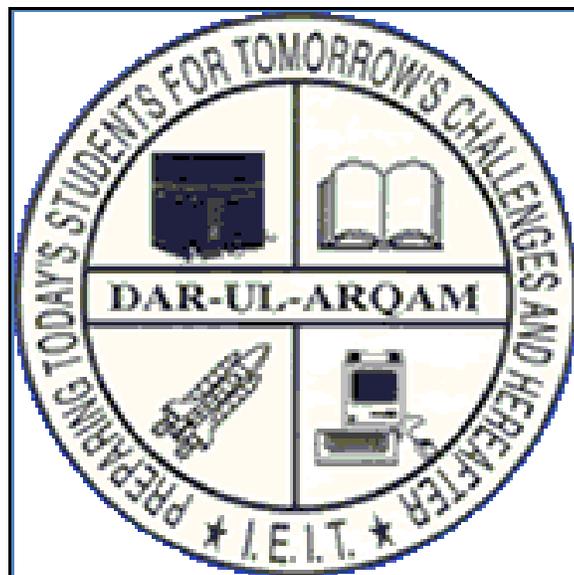
- MIST-Muslim Interscholastic Tournament
- PSIA- Private Schools Inter Scholastic Competition
- Inter-School Quran Competition
- Science Symposium
- Inter-School Science Fair
- Boys and Girls Athletic Programs
- Hajj, Eid, and Ramadan Celebrations
- Muslim Cultural Day
- Inter/ Intra School Sports and Athletic Programs
- Field Trips & Art Festivals
- Spelling Bee

For further information, we invite you to our school website at

<http://www.darularqamschools.org>

Darul Arqam Mission Statement:

“Preparing today’s students for tomorrow’s challenges and hereafter by instilling Islamic values and high moral standards, through enriched curriculum that fosters holistic development, thus empowering them to become productive American Muslim Citizens”



DARUL ARQAM VISION

With the help of Allah (SWT), the Mission Statement of Darul Arqam Schools is committed to the following principles:

1. Prepare our children to become Muslim role models, exemplary citizens in their communities, and to excel in their professional careers.
2. Inculcate in our children Islamic values, habits, attitudes, high moral and ethical standards, tolerance, and patience that are characteristics of a good Muslim.
3. Teach our children to read and understand the message of the Quran, and the Sunnah of Prophet Muhammad (PBUH) and to apply these in every facet of their personal and professional lives.
4. Help students exit with academic skills at or above their grade level.
5. Engage the students in a rich curriculum to acquire the skills and love of effective learning.
6. Encourage the faculty and staff to communicate high expectations of and respect to every student.
7. Extend to the greater community, through partnership with parents a genuine appreciation of the value of excellence in education.
8. Empower the faculty and staff through mutual respect, ongoing training, strong leadership, and sufficient resources to implement an educational program of high excellence.

Philosophy of Darul Arqam Schools

The philosophy of the Islamic Education Institute of Texas, “IEIT” in establishing Darul Arqam school system is to impart Islamic spiritual training (“Tarbia”) along with the educational tools to achieve academic excellence.

The Curriculum includes all core subjects, with all of the required directives of TEKS (Texas Essential Knowledge and Skills) as determined by Texas Education Agency. In addition to the regular academic subjects taught in public and private schools in America, Darul Arqam Schools’ curriculum includes Arabic, Quran, and Islamic Studies courses as separate independent subjects. We are committed to instilling in the students the Islamic values, habits, attitudes, ethical standards, patience, and tolerance that are the characteristics of a good Muslim.

Goals of Darul Arqam Schools

1. Instill in our students a love and understanding of the teachings and practices of Islam with particular emphasis on respect, effective communication, and cooperation.
2. Maintain continual progress towards accreditation by SACS / CASI.
3. Continue to meet Adequate Yearly Progress (AYP).
4. Differentiate instruction according to the strengths and needs of each student learner.
5. Consolidate, evaluate, and prioritize interventions to at-risk students.
6. Provide opportunities to all students to exceed the national and state standards.
7. Review the curriculum on an ongoing basis for potential improvements in order to enhance Standardize tests scores on National and State assessments.
8. Provide staff development and support to teachers geared towards enhancing their pedagogical skills.
9. Continue to integrate and implement technology in school and classrooms.
10. Continue improve school facilities and investment in resources in a timely manner to accommodate for the expected increase in student population.

Administrative and Personnel

With the increasing number of students we have in Darul Arqam Islamic Schools each year, it is important to have a handbook such as this as a guide. You are requested to study the framework as outlined below. The overall process of communication with the school administration will be much easier if you direct your questions and needs to those directly responsible.

SCHOOL PRINCIPAL

The principal is responsible for the overall program of the school. Parents and students who wish to see the principal will need to schedule an appointment with the secretary at least 24 hours prior to the expected appointment time.

ASSISTANT PRINCIPAL

The assistant principals are responsible for discipline, attendance, academic involvement, curriculum and program assessment, and other campus tasks. The assistant principal ensures that the rules and regulations established by the school are met by the students in areas such as conduct, dress code, and building and campus safety. The assistant principal is responsible for issuing necessary consequences for infractions of the previously mentioned issues.

ADMINISTRATIVE ASSISTANT

The administrative assistant is responsible for all student records. He/she secures and records all information on transfer students and ensures that all report card grades are properly entered on the permanent records. Students should see him/her concerning transcripts, high school records, rank in class, and similar information.

COUNSELORS

The counselors help the students select the proper courses for graduation from high school and preparation for their future vocational or educational plans. Guidance program guidelines can be found in the student services section of this handbook, item D. Information is provided concerning college admissions, scholarships, entrance examination requirements, etc.

Administrative and Personnel

The career and education counselor work with the students to assist them in selecting appropriate classes and making correct graduation plans. He/she is concerned with the students' individual, educational, and career educational goals. Students who need information concerning educational, career development, or personal problems should see the career and technology education counselor.

Operational Procedures

SCHOOL HOURS

For pre-K to 3rd grades school hours are Monday - Friday from 7:45 a.m. to 3:15 p.m.

For 4th to 12th grades school hours are Monday - Friday from 7:45 a.m. to 3:30 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. 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.

If the student is arriving to school after 8:15 a.m., it is MANDATORY for a parent to come inside and sign-in the student to the front office. (Please note that the students must be accompanied by an adult into the building after 8:15 a.m., and signed in.)

Students picked up after 3:30 pm will need to be picked up directly from the front office or location designated by the school. Parents will receive 2 warnings for late pick ups and if there is a 3rd late pick up the parent will have to pay a **\$10 fine for every additional late pick up**. Parents will receive written notifications of these warnings prior to being billed.

Students must check out at the office when leaving school **early** and must **check-in** at the office when returning or arriving late. A parent **MUST** sign-out the student when taking him/her off campus and **MUST** also sign-in the student once bringing him/her back to school with the front office personnel. *If this procedure is not followed, the student will receive an unexcused absence for the entire day.*

Parents are requested not to go directly to the classroom, but report to the office for early pick-ups and late arrivals. A note to the teacher and front office administrator informing her/him of the time you plan to pick up your child will be helpful in getting the student ready for early release in an effective manner.

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 name tags will be provided by the office and are to be worn by all visitors while they are on the school campus. We take this precautionary measure in hopes that it will discourage unauthorized

Operational Procedures

people from being on the school grounds/property. The safety of the children/staff is of prime importance. Parents are reminded that a teacher cannot have a conference during his/her regular teaching hours. Arrangements should be made with the office if such a visit is necessary.

Scheduled and unscheduled school openings, closings, and delays

The Official School Calendar is distributed at parent orientation, and provided in the Student Handbook. This calendar lists all scheduled school closings.

1. Scheduled No-School Days - The Principal will notify parents in advance whether the school will be open on scheduled no-school days such as conference days.
2. Unscheduled No-School Days- There will be no school on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.
3. Unscheduled School Delays and Closings - The School may have delayed opening or emergency closing in case of severe conditions. Announcement for such unscheduled delay / closing shall be made through posting on School website, email and/ or phone call to parents.
4. Early Dismissal- the School will remind parents of scheduled early dismissal through newsletter and email. Parents will also be notified if after school care will be available on scheduled early dismissal days.

CLOSING SCHOOL FOR WEATHER RELATED REASONS

Only in unusual instances i.e., hurricane, tornado, and inclement weather will the decision to close the schools be made the preceding day or at any time other than as mentioned below. However, if so, the decision is made as early in that day as possible, usually by 4:00 p.m., based on all information available at the moment which includes any reasonable projections that can be determined.

The decision to close the schools for the coming day, assuming that information was not available on the preceding day, is made between 5:30 a.m. and 6:00 a.m.

Operational Procedures

ADMISSIONS

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
- Take a grade-level entrance exam, diagnostic test, and/or or pre-screening interview by the Principal.

ENROLLMENT POLICY

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

CHECK LIST OF ENROLLMENT REQUIREMENTS

- Proof of identity (For example: birth certificate, social security card, passport, or driver's license)
- Transcript-(report card, progress report, evaluation report that is printed, written, signed by school personnel to designate grade level). It is the responsibility of the parents to secure this information.
- A statement, book card, withdrawal form, or computer card clearing their record from the previous school.
- Immunization record, either from the previous school or the family doctor.
- Proof of residence in the Greater Houston area. A lease agreement, light, water, or gas bill with your name and address is acceptable. Telephone bills cannot be accepted.
- Completed registration card for attendance and emergency procedure card to be used in the event of an accident, etc. (forms supplied by the school). All enrollment is conditional until receipt of the above items.

Operational Procedures

FEE SCHEDULE

The per student tuition fee 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 in ten equal monthly installments. The current tuition schedule is available in the school brochure, on the school website or at the administrative office. If tuition is not paid by the tenth day of the month, a late fee of \$20.00 shall be charged.

ABSENTEEISM & ATTENDANCE POLICY

The period of student attendance in the elementary schools shall extend from the opening day of school through the last day of school. Every student who is enrolled in school is expected to attend school regularly, unless he/she is prevented by illness, death in the family, or other legitimate reasons acceptable under the Board of Trustees' policy or state law.

In the event a student is absent from school for any reason, he/she is required on his/her return to school to bring a written excuse signed by his/her parents. Students must present a note from his or her parent or guardian within 2 school days after the absence or it becomes categorized as an unexcused absence. It is recommended that the date(s) of the student's absence be included in the signed parent excuse.

Good attendance is of prime importance for the educational development of each student. A student should never be absent unless it is absolutely necessary. Acceptable and excused absences may be due to personal sickness, sickness in the immediate family, death in the immediate family (immediate family includes grandparents, mother, father, sister, and brother), and school sponsored-activities. ***A written request for excused absence must be submitted to the office upon student's return to school.***

Operational Procedures

With regard to unexcused absences, it will be considered a criminal offense if a student is absent for 10 or more days or parts of days in a six month period or three or more days or parts of days in a four week period.

- The student's parent or guardian will be subject to prosecution under Section 25.093 of the Texas Education Code and
- The student will be subject to prosecution under Section 25.094 of the Texas Education Code.

The state compulsory attendance law allows for legal action, if necessary, for excessive absences. A student who is absent more than 18 days during the school year may not be given credit for the academic year, except for an illness of the student, as verified by a doctor's written statement showing the dates of absence, or extenuating circumstances approved by the campus attendance committee, the majority of which consists of school administrator(s) and classroom teacher(s).

EXCUSED AND UNEXCUSED ABSENCES

The student will be expected to make up all reports, assignments, tests, etc., missed for excused absences in the same number of days in which he was absent unless the teacher lengthens the schedule. Make up work not completed within the scheduled time will result in "0"s on those assignments. Days missed by a student suspended out of school will be considered excused if the student satisfactorily completes missed assignments in the same number of days he or she was absent. Every grade that is recorded for work that was due on the days the student was suspended will be reduced by 10 percent.

If a student is truant or has "skipped" class, the student will receive a "0" on any class assignments, tests, homework, and reports or projects due on those days(s). The nine weeks' conduct grade will also be reduced to a "U" by each teacher whose class was missed due to truancy.

A student who is absent without parent knowledge (truant) or who has "skipped" class will be assigned to an on-campus or after-school intervention program. Please refer to school administrator in reference to the individual student intervention program, which may vary from campus to campus.

Operational Procedures

TARDINESS

Remember at this stage of 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 unexcused 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.

FIELD TRIPS

Field trips expand a child's experience through a variety of "out of school opportunities", and hence will be planned on a regular basis. Transportation will be provided by one of these two modes:

1. School bus or van when available.
2. Staff and/or volunteers will transport children in their cars with appropriate safety measures.
 - Parents will be informed via phone, email, memo at least two weeks prior to the Field Trip.
 - Parents will be asked to fill and submit Field Trip Consent Form along with medical and emergency information for their student.
 - All parents accompanying students to the Field Trip as chaperons must fulfill the following requirements:
 - a. They must submit Volunteer Application along with proof of identification (for example copy of driver's license, state issued identification card, passport) and completed background check.
 - b. It is preferred that they have First Aid and CPR training.
 - c. During the trip, they must
 - be easily identifiable through uniform shirts and name tags
 - carry communication device/ cellular phone
 - carry written list of all children and check it frequently

Operational Procedures

- one or more chaperons must carry emergency medical, and consent forms and emergency contact information, and first aid kits
- Children going to the Field Trip will be required to wear uniform shirts and wrist bands/ name tags with School name and the chaperon's cell number.
- Appropriate children and chaperon ratio will be maintained at all times during the field trip.

PHOTOGRAPHY AND PUBLICITY

Darul Arqam Schools occasionally photograph students participating in School activities. These photographs are used and kept to record events and learning activities. Photographs of individual children and a group picture of each class may be taken each year. Upon enrollment, parents are asked to sign a written photo consent form that is kept in their student's file. With the parent/ guardian's permission, the School may publish students' photographs, and/or work on the school website.

ATHLETICS

After-school girls and boys athletics programs will be offered on dates and times determined by each individual campus.

TUTORIALS

Tutoring services will be offered throughout the academic year based on student needs.

AFTER-SCHOOL INTERVENTION PROGRAM

This program is assessed on an individual basis for each student who is having concerns/difficulties in the areas of academics, discipline, attendance, tardies, or any other form of academic/Islamic/civic issues.

P. E. AND OUTDOOR PLAY

The Physical Education program supports a comprehensive view of health. Goals include motor skill development and an enhanced appreciation of social, emotional, and psychological health in daily living. Students will get a minimum of 15 minutes recess every day, and Physical Education lessons from a qualified

Operational Procedures

instructor at least twice a week. They will receive the recess and PE lessons outdoors, if the weather permits. It is important that children be properly dressed for PE and outdoor activities. They should wear appropriate outside attire and shoes in order to participate in PE lessons. Gym shoes that tie or have Velcro closure, have good white rubber soles for traction, and offer good support for the foot is mandatory.

Exemption from P. E. and Outdoor Play:

Physical Education is required of all children. Children who cannot participate in the physical education program must have a written statement from a doctor stating the nature of the illness or disability and the dates for exemption from physical activity. Doctors notes may be subject to review by the Texas Education Association and Texas Medical Board for verification purposes.

EMERGENCY INFORMATION

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

Dress and Grooming

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): Light blue polo style shirt and blue pants, white socks, closed-toed shoes. Jeans, sweat pants, sports shirts i.e. “Under Armor” shirts and jewelry of any kind is not permitted. Brown, navy blue, or white rubber bottom shoes are acceptable.

GIRLS (all grades): Light blue polo style shirt, navy jacket/cardigan, navy pants, white scarves, blue jalbabs, white socks, closed-toed shoes (no high heels). Jeans, sweat pants, sports shirts (i.e. “Under Armor” shirts), makeup and jewelry of any kind are not permitted. The girls can wear any color jalbab and scarf on **MONDAY** only. Brown, navy blue, or white rubber bottom shoes are acceptable.

GIRLS (4th & up): In addition to the above, girls in all grade levels are encouraged to observe hijab but those in grade 4 and up must wear a scarf properly so that no hair shows, as well as 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 shaved 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 unexcused absence. The Principal will determine what is appropriate.

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

Student Services

GUIDANCE SERVICES

Guidance services will be available to all students. The principal, counselor, and teachers are ready to give educational guidance whenever it is needed. The services provided by counselors include but are not limited to information giving, individual and group consultation, and guidance lessons. Parents are encouraged to call the counselor for information or assistance on any matter concerning a student.

LOST AND FOUND

Darul Arqam kindly asks all parents to please label all their child's personal items such as clothing, lunch sacks / kits, backpacks, and other items with the child's name. Labeling all your child's personal items will allow for easier location and recovery of your child's personal items. All articles of clothing usually removed during the school day (Raincoats and caps, jackets, sweaters, etc.), as well as backpacks, should be labeled with the first and last names of the student. The school is not responsible for misplaced or lost items. Items not claimed by the end of the month will be discarded or donated to charity.

TEXTBOOKS / LIBRARY BOOKS / OTHER INSTRUCTIONAL MATERIALS

District and campus textbooks and other instructional materials (calculators, cameras, etc.) are issued / checked out to students for their use while enrolled in the district. All books and other instructional material are the property of the school and should be kept according to school regulations. It is the duties of students to protect books / other instructional materials by keeping them covered, clean, and in good condition at all times. If books are lost and returned to the office, students will have to pay a nominal fee before retrieving their books. Failure to provide the fee for the return of a student's book will result in non-distribution of report cards, test scores, and transcripts. Students must clear all fines or fees with the office before withdrawing from school. All fines/fees must be paid before any paperwork will be completed by the office. To insure student compliance, clearance must be approved and signed by the teacher, administrative assistant and assistant principal or principal. Students are not allowed to share their textbooks or other assigned books with their classmates.

Student Services

STUDENT RESPONSIBILITY FOR TEXTBOOKS / INSTRUCTIONAL MATERIALS / EQUIPMENT

- Textbooks must be kept covered at all times and instructional materials and equipment must be appropriately secured.
- Textbooks, instructional materials and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or bar code, lost or damaged materials and lost or damaged equipment issued to students.
- Fines are assessed for damage to textbooks, instructional materials and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Textbooks and other materials **MUST NOT** be loaned or shared with anyone, but the person they were issued to.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.
- Refund claims and returning of textbooks must be completed within 5 working days after school is out.
- Should the lost textbook or other instructional material be found, the payment for the lost item will be refunded by school check. Refund claims must be completed within one week after school concludes for that school year.

Library books are purchased by the school. They are the property of the school, and it is the responsibility of each student to protect each book and keep it clean and in good condition at all times. If the student damages or loses their library book, they will have to pay a fine or make a full payment of each book.

Student Services

1. Periodic textbook checks and audits will be made to see if all books are covered and are being properly cared for. Any damage to a book must be paid for according to the following scale:
 - a. For excessive writing in books: **One half of the price**
 - b. For artistic drawings in books: **One half of the price**
 - c. For any missing pages: **Full price**
 - d. For losing or tearing off the cover: **Full price**
 - e. For water damage: **Full price**
 - f. **For any other defacing or damage: Full price**
2. Students must pay full contract or replacement prices for all textbooks lost, regardless of how long the books have been in use.

BULLETIN BOARD

A student bulletin board is provided for items of interest to the students and contains special information as to activities, contests, scholarships, college, etc. Any information to be placed on the bulletin board must be approved by an assistant principal or principal. All non-school bulletins must be approved by the administration.

CAFETERIA

The only food provided to or consumed by students during the school day on school premises shall be that which has been provided by the parents of the students. With the approval of the campus principal, food for special student activities during the school day may be provided. No food, drink, or gum is to be taken outside of the food-serving or dispensing areas. Students are expected to pick up their own trash. Trash cans are available in the cafeteria. On the occasions where food is brought in by outside vendors, students may not cut in line or permit friends to do so. Students may not request other students in line to purchase food. Students are expected to remain within the cafeteria, areas during lunch periods. Students are not permitted in the parking lots during this time. Failure on the part of the student to follow these rules of conduct or conduct by the student deemed

Student Activities

disruptive or inappropriate will result in disciplinary action. Students are NOT allowed to share food/drinks with other students due to lack of awareness of medical or allergic reactions of the students.

NOTICE: We are a “**closed campus**”. For purposes of this policy, "school day" with regard to any student shall mean that period of time the student arrives to school until the time the student is either picked up from school or has been properly dismissed at the end of the school day. **All students shall remain on campus during the school day except as provided in this policy. Therefore no student is allowed to leave our campus with anyone without proper administrator approval. Any student that leaves campus without permission will be subject to serious campus violations.**

PEST CONTROL

The School periodically applies pesticides indoors, and information on the application of pesticides is available with the contracting pest control company.

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 mandatory for your child’s safety and protection.**

Any student that is driving to school will be requested to turn in their car keys to the front office personnel before going to their class. The keys can be picked up after school from the front office personnel. This is a mandatory policy for all students driving to and from school.

Student Activities

CLUBS AND ORGANIZATIONS

There are many clubs and organizations that have been established and will have a regularly assigned meeting time.

FORMING NEW CLUBS AND ORGANIZATIONS

Students desiring to form new clubs and/or organizations should use the following procedure:

1. Contact a teacher willing to sponsor the club or organization.
2. Have a minimum of ten students sign a letter asking for the establishment of the club or organization.
3. Submit the petition, sponsor's name, and a statement of aims, activities, and major projects to the appropriate administrator.

For non-curriculum clubs the following additional criteria must be followed:

1. Written parental permission is required for a student to participate in the club or organization.
2. Certification is required of all sponsor applicants seeking to form a non-curriculum related club under Board of Trustees.
3. Full compliance with Board of Trustees Policy.

HOLDING ELECTED OFFICES

Students will not be allowed to hold simultaneously more than one of the offices listed below in items 1–2. However, students may run for more than one office. Students must submit their first and second choice in writing and in advance of the elections, which will occur during the fall or spring semester of the school year. In the event a student receives the greatest number of votes for both offices, he or she will be declared the winner, consistent with the previously submitted choices.

Their second choice will go to the candidate with the next highest number of votes for that position.

1. Student Council President
2. Class President

Student Activities

A student may not hold one of the above presidencies and simultaneously be the president of any club or organization. However, a student may be president of more than one club or organization.

NOTE: Students who have serious disciplinary infractions can not serve as student council or club representatives during the academic year of record. Students who are serving in elected positions may be asked to resign or withdraw upon receiving a serious disciplinary infraction.

Parental Involvement

PARENT INVOLVEMENT - PTA

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. Members who have paid dues are eligible to contest for a position on the PTA executive committee that consists of President, Treasurer and Secretary. The PTA President and Treasurer are members of the Governing Body. Parent volunteers are always welcome and able to participate in a variety of ways. Parents will be asked to volunteer in different activities and field trips as the need arises. All events or field trips must be approved by the BOT and or principal before others are informed about them.

VOLUNTEERING

Any parent that would like to volunteer at any DUA campus will have to take a basic orientation course and be familiar with the FERPA policy and guidelines. This policy was developed by the Board of Trustees to ensure school safety for all students and staff.

NEWSLETTER

Darul Arqam issues a newsletter every Tuesday, which allows a parent to have insight to all types of student / school related activities, events, news, and information. Parents can obtain a hard copy of the newsletter every Tuesday from their child or drop into the front office and pick it up. The Tuesday Newsletter can also be accessed from the school website or Orbund (school on-line web system). We recommend all parents read and stay up to date with all student / school related activities, events, news, and information with the Tuesday Newsletter. *PLEASE COME BY THE FRONT OFFICE ON TUESDAY AFTER SCHOOL IF YOU ARE NOT ABLE TO ACCESS THE TUESDAY NEWSLETTER ONLINE.*

Parental Involvement

PROCEDURES FOR PARENT CONFERENCES

In the event parents should have any questions or comments about their child in relation to school or the child's school work, the person for contact is the child's teacher. A parent-teacher conference may be arranged by calling the school office for an appointment with the teacher at his or her conference period. The teacher is usually the only person who knows the answers to a parent's questions. However, should little or no satisfaction be gained after a parent-teacher conference, the parent should then seek an appointment with the principal. The administration of Darul Arqam feels that if this procedure is followed there will be a more harmonious relationship among the parents, the students, and personnel of the schools. You may either contact the teacher directly on his or her email or contact the school administrative assistant who will then forward your message to the teacher(s). While teachers are required to respond to messages within 48 hours or two business days, please remember that teachers have many students and must follow school protocol in reference to all policy and procedures. In case of emergency or extreme urgency, you may ask the administrative assistant to forward your message to the principal.

HOMEWORK POLICY

1. Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

2. Purpose of Homework

There are several purposes for homework. At Darul Arqam Schools, homework is used to help students understand and review the work that has been covered in class, to assess lesson understanding, and to help students learn how to find and use more information on a subject.

Homework can also serve as a communication link between school and home that shows what children are studying.

Research has shown that schools in which homework is routinely assigned and graded tend to have higher achieving students. However, research has also proven that homework is more effective when its quality supersedes its quantity, and should challenge the students while sustaining their interest. Thus, homework should be minimal, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

3. Responsibility of the Student

It is the responsibility of the student to:

- a. Expect to spend up to at least 30 minutes each night on homework.
- b. Keep an up-to-date agenda for homework and other assignments and their due dates
- c. Clarify with the teacher any instructions not understood.
- d. Turn in homework on the due date.

Grading and Reports

- e. Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- f. Arrange a proper study area, either at home or in school, and manage time to do homework assignments.
- g. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
- h. For preplanned absences (family vacations, engagements, illness, sports, etc.) students should provide prior notice of absence to the teacher; so that the teacher may provide list of assignments in advance. This will facilitate completion and submission of work in a timely manner without affecting homework grades negatively.

TRANSCRIPT LEGEND

<u>Numerical Grades</u>	<u>Letter Grades</u>	<u>GPA Scale</u>
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

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

Inc = incomplete

Grading and Reports

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

PROMOTIONS

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 all academic / elective courses, but also achieve at least a minimum 'D' overall average. If a student has a Final average of less than 70 for any core academic subjects or electives, 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. These classes the student must pass with a 70 or above includes Quran, Arabic, Islamic Studies, and the other required courses for promotion to the next grade level..

CLASS RANK

Class rank will be determined by the following:

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

NOTE: Students with serious disciplinary infractions will not be eligible for valedictorian or salutatorian honors. Additional infractions include cheating, plagiarism, and more etc.,

Grading and Reports

EXIT LEVEL EXAM

All Students who are enrolled in Darul Arqam High School program will be required to pass the State Assessment 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.

MAKE-UP WORK / LATE ASSIGNMENTS

Junior High School & High School Students are responsible and expected to complete work missed during any absence from class, including extracurricular and co-curricular, and will receive the grades earned. Parents are primarily responsible for the make-up / late assignments for students who are in elementary and lower grade levels. All students will be allowed a grace period equal to the

Grading and Reports

number of days missed, plus one, is allowed for make-up work. If there are additional absences during the grace period, the original make-up schedule is not extended. Major assignments are due on the assigned date regardless of absences. Some assignments, such as a test assessment, may need to be made up at school during non-instructional periods of the day. If the student is absent for more than two days, the school should be contacted at the beginning of the third day of absence or earlier to obtain the student's make-up assignments by the end of the next day. In the event that a student has scheduled a make-up exam date and is absent on that day, the student should be prepared upon returning to the class to take the make-up exam. All make-up exams should be given the following day the student returns to school. It is the teacher's discretion whether or not he / she modifies or gives another type of similar assessment to the student.

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	4	40	Science	4	40
S. Studies	4	40	S. Studies	4	40
Math	4	40	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
Total	26	260	Elective Physiology	1	10
			Elective Psychology	1	10
			Quran	4	40
			Total	38.5	385

Grading and Reports

State of Texas High School Graduation Requirements (26 credits required)

English Language Arts	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	

Grading and Reports

MIDDLE SCHOOL COURSE LOAD

Grade 6 - 8

SIXTH GRADE:

Subject	Title	Credit Units
English	English 1 (Regular / Pre-AP)	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	World History	10 S. Studies
Science	Integrated Science	10 Science
Math	M.S. Math Course 1 / Advance Math	10 Math
Fine Arts	Computer Applications	10 Fine Arts
P.E.	Physical Education	10 P. E
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>
Total Units:		90 Units

SEVENTH GRADE:

Subject	Title	Credit Units
English	English 2 (Regular / Pre-AP)	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	Texas History	10 S. Studies
Science	Integrated Science	10 Science
Math	Middle School Math Course 2 / Pre-Algebra	10 Math
Fine Arts	Computer Applications	10 Fine Arts
P.E.	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>
Total Units:		90 Units

Grading and Reports

EIGHTH GRADE:

Subject	Title	Credit Units
English	English 3	10 English
Spelling	Spelling & Vocabulary	
Reading	Reading	10 Reading
Social Studies	United States History	10 S. Studies
Science	IPC	10 Science
Math	Algebra I	10 Math
Fine Arts	Computer Applications	10 Fine Arts
P.E	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic	<u>10 Language</u>

Total Units: 90 Units

Grading and Reports

HIGH SCHOOL COURSE LOAD **Grade 9 - 12**

NINTH GRADE:

Subject	Title	Credit Units
English	English 1	10 English
Social Studies	World Geography	10 S. Studies
Science	Biology (Honors)	10 Science
Math	Algebra 1	10 Math
Elective	Speech/Debate	10 Comp.
Fine Arts	Computer Applications	10 Fine Arts
P. E.	Physical Education	10 P. E.
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 1	<u>10 Language</u>
Total Units:		90 Units

TENTH GRADE:

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

Grading and Reports

ELEVENTH GRADE:

Subject	Title	Credit Units
English	English 3 – American Literature	10 English
Social Studies	American History	10 S. Studies
Science	Physiology W/ Lab (Honors)	10 Science
Math	Algebra 2	10 Math
Fine Arts	Computer Applications	10 Fine Arts
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 3	<u>10 Language</u>
Total Units:		70 Units

TWELFTH GRADE:

Subject	Title	Credit Units
English	English 4	10 English
Social Studies	Government – 1 st Semester	5 S. Studies
Social Studies	Economics – 2 nd Semester	5 S. Studies
Science	Physics (Honors)	10 Science
Math	Pre Calculus	10 Math
Fine Arts	Computer Applications	10 Fine Arts
Elective	Quran / Islamic Studies	10 Elective
Elective	Arabic 4	10 Elective
Health	Health	<u>5 Health</u>
Total Units:		75 Units
Total Units Completed:		315 Units

A P Courses Available *

English	*AP English Literature	10 English
History	*AP American History	10 History

Dual credit courses will be offered at school through partnership with Lone Star Community College. (program development in progress)

Discipline

Section 1: Introduction

The goal of discipline is to help a student develop inner controls so that he/she may move toward appropriate social behavior.

Our Schools seek to foster children's acceptable behavior and to help them develop self-control through positive guidance and the application of simple rules that they can easily understand. Our procedures for disciplining students are designed to help them develop safe and satisfying personal relationships and a healthy self-image.

For the development of good disposition and responsible behavior, parents are expected to work closely with their children. It is good to teach them to say *Asalamu Alaikum* to greet adults and friends. Paying due respect to elders and teachers, keeping one's area neat and tidy, taking care of textbooks and personal belongings are also important. Students are expected to observe the etiquette of silence and worship during *wudu* and prayer. Moreover, younger students must practice the proper way to use restroom by sitting down to use the toilet and flush afterward. Such positive behaviors will be reinforced at School through practice at home.

Section 2: Policies and information: Maxims of Discipline

- **Positive reinforcement:** Positive reinforcement is the presentation of something pleasant or rewarding immediately following a behavior. At Darul Arqam Schools, we believe that it is better to congratulate children for doing something well and thus encourage them to repeat the behavior; than to wait for them to error and then punish for doing something wrong.
- **Creative Interaction:** We seek to avoid potential conflicts by providing variety of interesting activities to our students at suitable intervals to keep them engaged.
- **Individual Attention:** Our teachers strive to provide care and instruction to each student based on the student's unique strengths and needs.
- **Firm, Quiet Discipline:** Children are guided calmly towards desirable behavior.
- **Responsibility:** From an early age, children can begin to learn responsibility by picking up after themselves and managing their belongings. At our

Discipline

schools, children are encouraged to take pride in simple accomplishments like putting something in the trash or putting their material back on the shelf.

- **Redirection:** Children with undesirable behavior are calmly redirected towards activities that enable them to engage in more desirable and socially acceptable behavior.
- **Positive guidance:** We seek to recognize and work with each child's unique character and physical traits to accomplish immediate and long term social, emotional, and academic goals.
- **Modeling:** We seek to teach appropriate behavior by modeling good examples.
- **Positive phrasing.** Our educators strive to put their comments in a positive rather than a negative phrase.

Section 3: Inappropriate Conduct

Any conduct that goes against the basic Islamic ethical codes will be considered inappropriate. Failure to comply with the School dress code, possession of drugs, alcohol, tobacco, weapons, or any object that threatens to inflict bodily injury will be considered serious offenses. 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 other examples of serious offenses.

Other undesirable conduct include: 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.

BULLYING

Bullying will not be tolerated. For purposes of this handbook, bullying is defined as hitting, kicking, teasing, threatening, taunting, assaulting, or any other form of written, verbal, physical, or electronic (cyber-bullying) harassment toward another

Discipline

student. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Parents should ask their child about any issues they may be having at school or with other students. Bullying is taken very seriously and handled in an expedite manner once addressed by a teacher, parent, student, or person associated with the child. Parent support and involvement is critical when a child is being bullied either at home or school. Bullying not only disrupts the child's educational/academic progress, but also impacts their social/emotional well-being too. Intervention and consequences will be assigned by the campus administrator.

CELL PHONE / ELECTRONIC DEVICE POLICY

Students will not be allowed to have cell phones / electronic devices 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 before going to class / assembly and can pick their cell phone back up after 3:15 pm.

If students have cell phones / electronic devices during school hours, the items will be confiscated and kept in the office for parents to pick up. If the cell phone / electronic device is confiscated a second time, a parent will have to come pick up the phone / electronic device and a \$15 administrative fee will be applied. If the cell phone / electronic device is confiscated a third time or subsequent occasion, the device shall not be returned until the end of the school year and after the parent, guardian, or non-student owner demonstrates proof of ownership and pays a \$15 administrative fee.

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.

Section 4: Corrective Measures (Grade-Level Appropriate)

It is our goal to provide a safe and positive educational environment to all our students. Students are expected to behave in an appropriate manner in respecting other's rights and respecting school property. School administration, teachers, and parents are responsible for ensuring that their children follow school rules. It is the responsibility of the Principal and teachers to take corrective action for any

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inappropriate behavior, particularly if it deprives other students of their right to a healthy and safe environment.

Many discipline problems are avoided by the use of developmentally appropriate activities, environments, and teaching methods. Positive re-enforcement of appropriate behavior, redirection, decision-making strategies, and peaceful resolution of conflicts will be practiced.

To counteract undesirable behavior, no use of physical punishment or harsh language that might frighten or humiliate children will be used. Actions that might hurt other people or damage equipment are not allowed. On occasion, it may be necessary for a child to be removed from the group for a short 'quiet time' where the child can regain control, and rejoin the group when the child feels he/she is ready. At no time, however, will a child being disciplined be left unattended by a member of the teaching staff. No punishment will be associated with toileting accidents or failure to sleep or eat.

Darul Arqam Schools will make every effort to work with the family and student when there are ongoing or severe behavioral challenges by meeting with the parents and if appropriate, child development specialists. We, as a team, will develop a plan for working with the student at school and at home. In order for any behavior modification plan to be effective, parent cooperation and participation is essential and therefore expected. In some instances we may ask the parent to pick up the child early or come to the school to be with their child for a short time. In the extremely rare case that all efforts have been exhausted; and dangerous, threatening, or extremely disruptive behavior still exists, or cooperation has not been shown on the part of the parent(s), Darul Arqam Schools reserve the right to remove the child from the school either temporarily or permanently, based on their professional judgment.

Disciplinary Interventions

Each student is part of the total school community and will be expected to display behaviors respectful of the community. Teachers will instruct and students will learn in an environment free of disruption.

Disciplinary interventions will be progressive in nature. The following steps will be utilized to address identified inappropriate behaviors. The severity of the

Discipline

behavior will determine which level of intervention a student will enter. Procedures are designed to promote positive behavior with emphasis on clear expectations.

Interventions at Level I and II will generally be handled by the child's teacher. The building principal will generally become involved when a student reaches Level III. However, both teachers and the principal may become involved at any level. Examples of inappropriate behavior are listed under some of the steps below.

<i>Student Behavior</i>	<i>Intervention</i>
LEVEL I	
<p>Student Misconduct:</p> <p>Student refuses to follow school and/or classroom rules. (Initial use of profanity, disruptive behavior, etc.)</p>	<p>Explain to student:</p> <ol style="list-style-type: none"> a. What he/she is doing wrong b. What appropriate behavior would be c. What future consequences will be if behavior is repeated
LEVEL II	
<p>Student Misconduct:</p> <p>Student <u>repeatedly</u> refuses to follow school and/or classroom rules.</p>	<p>The following <u>will</u> occur:</p> <ol style="list-style-type: none"> a. Parent notification/consultation. <p>Other options to be considered:</p> <ol style="list-style-type: none"> b. Loss of privileges. c. Behavior contract. d. Written essay / apology / letter / identify school rules. e. Temporary placement in another classroom. f. Mediation / conflict resolution.
LEVEL III	
<p>Student enter at Level III when involved in:</p> <ul style="list-style-type: none"> ▪ FIGHTING - physical aggression / fighting 	<p>The following <u>will</u> occur:</p> <ol style="list-style-type: none"> a. Parent notification/consultation. b. Written essay / letter of apology / identify school rules.

<ul style="list-style-type: none"> ▪ DISRUPTIVE BEHAVIOR ▪ INSUBORDINATION ▪ THREATS OR INTIMIDATING ACTS - harassment and / or threatening behavior ▪ THEFT - petty theft ▪ CHEATING & PLAGIARISM (Student will receive a zero on the assignment he / she was caught cheating or plagiarism) 	<p>c. Loss of privileges relative to offense.</p> <p>Other options to be considered:</p> <p>d. Referral to Behavioral Therapist</p> <p>e. Behavior contract.</p> <p>f. Mediation / conflict resolution.</p>
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<i>Student Behavior</i>	<i>Intervention</i>
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LEVEL IV

<p>Student enter at Level IV when involved in:</p> <ul style="list-style-type: none"> ▪ PROFANITY ▪ DISRUPTIVE BEHAVIOR ▪ REPEATED REFUSAL TO FOLLOW SCHOOL RULES ▪ FIGHTING - repeated aggression / fighting ▪ THREATS OR INTIMIDATING ACTS - repeated harassment and / or threatening behavior ▪ THEFT ▪ VANDALISM - deliberate damage to property ▪ ALCOHOL / CONTROLLED SUBSTANCES - or items promoting the use of alcohol, tobacco or illegal substances ▪ GANGS / STUDENT MISCONDUCT - possession and / or use of illegal products (including gang symbols, pornography) ▪ CELLULAR PHONE / ELECTRONIC DEVICES ▪ UNIFORM VIOLATION ▪ MAKE-UP VIOLATION ▪ HABITUAL TARDY ▪ HABITUAL ABESENTEEISM ▪ NOT ATTENDING TUTORIAL 	<p>The following <u>will</u> occur:</p> <ul style="list-style-type: none"> a. Parent / student / school conference. b. Involvement of appropriate authorities / agencies (i.e., law enforcement / Youth Crisis / Social Services / etc.) c. Written essay / apology letter / identify school rules. d. Temporary or short term removal (1-5 days). e. Reparation of damages (when applicable). <p>Other options to be considered:</p> <ul style="list-style-type: none"> f. Community service. g. Referral to Behavioral Therapist h. Behavior contract. i. Mediation / conflict resolution.
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LEVEL V

Student enter at Level IV when the following occurs:

- FIGHTING - physical assault
- WEAPONS - possession and / or use of firearms or weapons
- CONTROLLED SUBSTANCE - repeated use of items in a harmful manner (i.e., inhalants)
- STUDENT MISCONDUCT - distribution of illegal substances, including pornography
- BULLYING
- CONSPIRACY
- FALSE FIRE ALARM
- FORGERY
- POSSESSION OF INAPPROPRIATE MATERIALS
- HARASSMENT OF A STAFF MEMBER or STUDENT
- DISPLAYING THREATENING BEHAVIOR
- BE TRUANT
- BRINGING WEAPON TO SCHOOL
- GANG & SECRET SOCIETY / SYMBOLS
- DISRUPTION OF LEARNING
- GAMBLING
- DISRESPECT TO TEACHERS OR STAFF OR USING INAPPROPRIATE LANGUAGE & BEHAVIOR
- HAZING STUDENTS
- SMOKING OR OTHER TOBACCO PRODUCTS
- STEAL AND / OR VANDALIZING PRIVATE PROPERTY
- POSSESSION OF STOLEN PROPERTY
- ARSON
- PUBLIC DISPLAY OF AFFECTION
- PROVOKING / INTIMIDATING BEHAVIOR ENCOURAGING OR URGING OTHER STUDENTS TO VIOLATE SCHOOL RULES
- PROVIDING INCORRECT INFORMATION TO THE SCHOOL PERSONNEL
- LEAVING CAMPUS WITHOUT

The following will occur:

- a. Parent / student / school conference.
- b. Notify appropriate authorities / agencies.
- c. Essay / apology letter / identify school rules.
- d. Short term removal (1-5 days).
- e. Long term removal (more than 5 days).

Other options to be considered:

- f. The principal may pursue expulsion proceedings following appropriate steps as cited in Board of Education Policy.

PERMISSION

- TRESPASSING
- INAPPROPRIATE POSTINGS
(SUCH AS FACEBOOK AND OTHER
SOCIAL MEDIA / INTERNET
NETWORKS

- NOT ATTENDING DETENTION OR
ON-CAMPUS INTERVENTION

EXPECTED STUDENT BEHAVIOR

Students are expected to put forward their best efforts as follows:

- ✓ Be on time for school each day.
- ✓ Be dressed according to School 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 themselves.
- ✓ Refrain from cursing, fighting, and excessive talking. Use inside voice in the school building.
- ✓ Complete all assignments as given by the instructors.
- ✓ Be aware that certain offenses may result in severe disciplinary measures from the school administration
- ✓ Respect the school and Masjid.

Building & Campus

VISITORS TO SCHOOLS

The school is open to properly accredited visitors at all times. Parents are urged to come at any time for visits. Students should not ask non-student friends to visit them during school hours, unless on an emergency basis. All visitors must be prepared to present proper identification (i.e., driver's license, picture ID) when entering any Darul Arqam Islamic School campuses. When visiting a campus, individuals must sign in at the administrative office indicating the teacher or area of the building to be visited and the child involved.

Parents are encouraged to visit their child's school. Visits to individual classrooms during instructional time are only permitted in accordance with the school's policy and with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The parents may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use Darul Arqam owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus/district administrator.

Building & Campus

- b. All users are expected to follow existing copyright laws.
- c. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

2. Unacceptable conduct includes but is not limited to the following:

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on a district-owned system.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terrorist, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.

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- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

3. Acceptable Use Guidelines

a. General Guidelines

- i. Students are responsible for the ethical and educational use of technology in the school and when a school owned device is used out of school.
- ii. Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the school.
- iii. All technology policies and restrictions must be followed.
- iv. Access to the school's computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.
- v. When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- vi. Any parent wishing to restrict their children's access to any school computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette

- i. Be polite.
- ii. Use appropriate language.
- iii. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people).

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- iv. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- v. Users should be discrete when forwarding e-mail and it should only be done on a need-to-know basis.

c. E-Mail

- i. E-mail may be used for educational or administrative purposes only. Students are provided a *darularqamschools.org* e-mail account if e-mail is required in the course in which they are enrolled.
- ii. E-mail transmissions, stored data, transmitted data, or any other use of district-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- iii. All e-mail and all contents are property of the school.

d. Consequences for Noncompliance to Acceptable Use Policy

- i. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- ii. Noncompliance with the guidelines published here, in the Student Handbook may result in suspension or termination of technology privileges and disciplinary action.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook.
- iv. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District. Darul Arqam Schools cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of e-mail and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.
- v. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus

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or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

- vi. Inappropriate use or abuse of District / Campus computers and/or the Internet will result in denial or restriction of the privilege to use the District's computers and possible further disciplinary action in accordance with the Student Code of Conduct.
- vii. Students will ONLY be permitted to use District / Campus computers and to appropriately access the Internet only if the student and/or the parent sign for the Computer Acceptable Use Policy (AUP).

HEALTH AND SAFETY POLICIES

1. Requirements

- a. A certificate of good health, signed by a physician, is required at the time each child is enrolled to the school. This will also be required before re-entrance by a child after any lengthy or serious communicable disease or illness.
- b. Each child is to be carefully inspected every morning upon entering the school. If good health is in doubt, the child should not be allowed to stay for the day. In case a child seems ill during the day, the child shall be isolated immediately and the parents will be notified.
- c. Parents are required to notify the school whenever a child has been exposed to a contagious disease.
- d. All newly enrolled students are required to submit proof of completed immunization per district requirements. They must also have a tuberculin test on file.
- e. All staff members and volunteers shall present certificates of good health and negative tuberculin tests.
- f. If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.) it is the parent's responsibility to educate school staff on ways to deal with the condition during school hours. Parents should ensure that all required medication is available on site and that the appropriate forms for its use have been completed. If given, it should be in its original prescribed bottle by the physician
- g. If a child has any one of the following conditions, the parent should be notified to pick up the child immediately:
 - Contagious Disease
 - Fever over 100 F
 - Vomiting or Diarrhea
 - Accident Requiring Medical Attention
 - Any condition deemed by School Personnel
- h. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.
- i. In order to minimize the spread of infectious disease, all staff shall wash their hands before and after leaving the bathroom, handling food, etc.

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- j. Children shall be required to wash their hands before and after eating and toileting. Signs indicating this should be posted in the restrooms and cafeteria. Proper hygiene etiquette should be followed consistently and enforced by parents/ legal guardians

2. Accident/ Emergency Procedures

- a. If an accident happens to a child at the School premises, teachers or teacher's aides must immediately attend to the child and notify the Principal.
- b. The injured child should not be left alone. If the Principal is not within access of voice, the aide may send another child to notify him/her.
- c. Appropriate first aid treatment should be given to the child during which the school staff will determine the need of further medical attention or for a call to the child's parents.
- d. If appropriate, the injured child may be moved to a quiet area under supervision.
- e. For each accident, an incident form will be completed, signed by relevant people, and filed.

The following emergency procedures/steps would be followed when attending to an injured child:

1. Do not move the child.
2. Call for immediate assistance from another staff member.
3. Contact the administrator or call emergency 911 in case of serious accident
4. Keep the child calm, covered, and awake.
5. Have another staff member pull the child's folder, contact the child's parents, and call the child's authorized doctor.
6. The staff member with the child should fill out the accident report for the school and the paramedics.
7. If the child's parents are unavailable, an emergency vehicle will be called and a staff member will accompany the child to the emergency room.
8. A staff member will take care of the class in case teacher has to step out to accompany the injured child.

Regulations

DISEASE CONTROL MEASURES

The following conditions require exclusion from school attendance in accordance with the guidelines adopted by the Texas Department of State Health Services:

Chicken pox:

Readmit after 7 days from onset of rash, except immune-compromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).

Conjunctivitis (bacterial and/or viral):

Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.

Diphtheria:

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

(Fever (100.4°F or greater):

Readmit when the child has been free of fever for 24 hours.

Gastroenteritis, viral:

Readmit when diarrhea subsides.

Head lice (pediculosis):

Students found to have nits less than 1/4 inch from the scalp or live lice will be excluded from school. They will be readmitted when:

- one medicated shampoo or lotion treatment has been given and documentation indicating type of treatment is provided to the school nurse
- nits within 1/4 inch of the scalp have been removed
- the school nurse finds no evidence of nits within 1/4 inch of the scalp and no lice

The student must be checked by the nurse before returning to class. (If the nurse finds live lice still in evidence, the parent will be notified and the student excluded.)

Regulations

Hepatitis, viral type A:

Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.

Impetigo:

Readmit when treatment has begun.

Influenza:

Readmit when symptoms subside and the child has been free of fever for 24 hours.

Measles (rubeola):

Readmit after 4 days from rash onset. In an outbreak, non-immunized children should also be excluded for at least 2 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

Meningitis, bacterial:

Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at a school are also treated..

Meningitis, viral (Aseptic meningitis):

It is rarely serious and is usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.

Mumps:

Readmit after 9 days from the onset of swelling.

Pertussis (whooping cough):

Readmit after 5 days of antibiotic therapy. non-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.

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Poliomyelitis:

Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to local health department.

Ringworm of the scalp:

Readmit when treatment has begun.

Ringworm of the skin:

Admit provided lesions are covered. Treatment is recommended.

Rubella (German measles):

Readmit after 7 days from rash onset. In an outbreak, non-immunized children should be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to local health department.

Salmonellosis:

Readmit when diarrhea subsides.

Scabies:

Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated with prophylactics.

Shigellosis:

Readmit when diarrhea subsides.

Streptococcal sore throat and scarlet fever:

Readmit after 24 hours from time antibiotic treatment began.

Tuberculosis, pulmonary:

Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

Tuberculosis skin test, positive:

If the student has a reactive skin test and is symptomatic of TB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the

Regulations

school. Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment. Other disease control measures may be instituted by the associate superintendent for school administration.

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)	4 doses
Hib	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
Polio (IPV, OPV)	3 doses
Measles	1 dose on or after the 1 st birthday
Mumps	1 dose on or after the 1 st birthday
Rubella	1 dose on or after the 1 st birthday
Varicella	1 dose on or after the 1 st birthday
Hepatitis A	2 doses
Hepatitis B	3 doses
Pneumococcal	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months

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Vaccine	Required Doses
Kindergarten through 12 (K – 12)	
Diphtheria Tetanus Toxioid and Pertussis Vaccine (DPT, DTaP, DT, Td)	Five doses of any combination DTaP/DTP including one dose on or after 4 th birthday. Students 7 years or older * Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including one dose on or after 4th birthday (Pertussis vaccine is not required) * One dose of Td required ten years after last dose of DTP/DTaP/DT
Polio (IPV, OPV)	Four doses unless the 3 rd dose was on or after 4 th birthday
Measles, Mumps, Rubella (MMR)	Two doses of a measles-containing vaccine; with the first dose on or after the 1 st birthday; second dose by age 5 or entry into kindergarten.
Varicella	1 dose on or after the 1 st birthday. If the first dose of Varicella is received after age 13, two doses are required.
Hepatitis B	3 doses

CHILD ABUSE REPORTING RESPONSIBILITIES

Persons Required to Report: Time to Report

- a. A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report as provided by this sub-chapter.
- b. If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report not later than the 48th hour after the hour the profession first suspects that the child has been or may be abused or neglected. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is a licensed or certified by the state or who is an employee of a facility licensed certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors and day-care employees.
- c. The requirement to report under this section applies without exception to an individual, whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, and mental health professional.
- d. The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

Report Made to Appropriate Agency

A report shall be made to:

- a. any local or state law enforcement agency;
- b. the department if the alleged or suspected abuse involves a person responsible for the care, custody or welfare of the child;
- c. the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
- d. the agency designated by the court to be responsible for the protection of children.

Contents of Report

The person making a report shall identify, if known"

- a. the name and address of the child;
- b. the name and address of the person responsible for the care, custody, or welfare of the child; and

Regulations

- c. any other pertinent information concerning the alleged or suspected abuse or neglect.

ADMINISTERING MEDICATION

Darul Arqam Islamic School personnel are not permitted to administer to students, medication of any kind, (including analgesics, or any other drugs), unless the parents provides the medication and submits a written request to authorize the nursing staff or school employee to administer such medication. If questionable circumstances warrant it, the nursing staff or school employee reserves the right to deny the parent's request.

When administering prescription medicines, the school would prefer to have a written statement from a physician or dentist that is licensed to practice in the United States. However in some cases, information may be substituted for the above-noted statement. The prescription must be filled by a pharmacist who is licensed to practice in the United States. If prescription medicine is required, it must be in its original container, kept in locked storage in the office of the school, nurse or of the principle's designee. Medications must be administered by the nursing staff or a school employee.

All prescription medicine must be bought to, and picked up at, the office by a parent or guardian. The school may accept a sufficient quantity of medicine for one month. Upon receipt, the medicine will be inventoried and discrepancies reported to parents. Only the prescription medicine that the student is required to take during the hours that he/she is in school will be administered. No vitamins, health food, or herbal preparations will be given by the nursing staff or school employee.

The above is not intended to prevent a student from having in his /her possession or the taking of analgesics, allergy tablets, or other similar non-prescription medication during the school day. The medicine must be in its original container. When the time for taking the medicine approaches, it is strongly recommended that the student go to the clinic or office, since the consumption of pills, in any form, during the school day or on the school campus increases the likelihood of a student being mistakenly charged with a violation of the schools' policy on drug abuse.

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STUDENT EXPECTATIONS & SAFETY GUIDELINES

Parents should advise their children of many common safety tips, such as looking both ways before crossing the street. Children should be informed of possible dangers that might arise by accepting courtesies from strangers. Children should be advised not to carry sharp instruments to school. Because of the danger of rabies, no live animals should be brought to school without prior consent of the principal. Other tips to students for safety at school include:

- Walk in the hallways and keep your hands off the walls
- Keep your hands and feet to yourselves
- Keep your desk and desk area clean / organized at all times
- Keep your desk and chair firmly planted flat on the floor
- Observe all gymnasium, playground, cafeteria, and school rules at all times
- Stay on designated / assigned school grounds until you are dismissed

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.

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- ✓ 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.

Regulations

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.
- ✓ Insure that your child(ren) are properly observing the dress code prior to bringing them to school.
- ✓ 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.

Regulations

- ✓ 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.
- ✓ Follow all school policies and procedures in accordance with the Student/Parent Handbook

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.

DARUL ARQAM SCHOOL
Request for Administering of Medication

To the principal of Darul Arqam School: _____ Date _____

As parent/guardian of student _____ born on _____

and 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: _____

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 school, 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

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)

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

List medicine allergies _____

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

Family physician _____ (____) _____
NAME Phone Number

Health Insurance company name & ID Number _____

DARUL ARQAM SCHOOL LOCATIONS

Darul Arqam School North

11815 Adel Road

Houston, Texas 77067

Phone: (281) 583-1984

Fax: (281) 440-8024

darularqamnorth@hotmail.com

www.north.darularqamschools.org

Darul Arqam School Southwest

10415 Synott Rd

Sugar Land, Texas 77498

Phone: (281) 495-4015

Fax: (281) 495-3403

darularqamsouthwest@gmail.com

www.southwest.darularqamschools.org

Darul Arqam School Southeast

8830 Old Galveston Rd

Houston, Texas 77034

Phone: (713) 948-0094

Fax: (713) 948-0094

darularqamsoutheast@hotmail.com

www.southeast.darularqamschools.org

Darul Arqam School South

610 Brand Lane

Stafford, Texas 77477

Phone: (281) 261-3030

Fax: (281) 261-1507

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