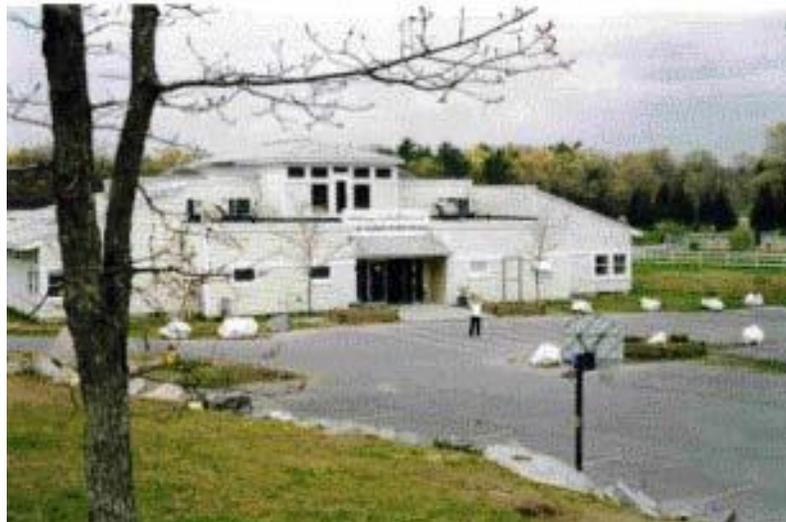


In the Name of Allah, the Most Beneficent, the Most Merciful



THE ISLAMIC ACADEMY OF NEW ENGLAND

PARENT – STUDENT HANDBOOK



84 – 86 Chase Drive, Sharon, MA 02067 Tel:
781-784-0400 Fax: 781-784-3614
www.iane.org email: iane@iane.org

Islamic Academy of New England is accredited by the New England Association of Schools & Colleges (NEASC)

TABLE OF CONTENTS

Message From The President	4
Message from the Principal’s Office	5
Overview	6
<i>History, Vision, Mission Statement, Objectives, Organizational Structure, Board of Directors, School Committee, Role of Parents.</i>	
Program of Instruction	10
<i>Islamic Studies, World Language-Arabic, Language Arts, Mathematics, Social Studies, Science and Technology, Arts, Anti-Bullying Curriculum, Computer & Library Science.</i>	
Academics	14
<i>Accreditation & NEASC, Class Size, Time Allotment, Homework, Make-up Work, Report Cards, Grading, Academic Deficiency Report, Book Fines.</i>	
School Policies	17
<i>Admission and Registration, Admission Criteria, Application Form, Tuition and Fees, Application Deposit Fee, Books and Learning Materials, Other Expenses/Uniforms, Payment Schedule, Payment Policy, Withdrawal, Delinquent Accounts, Returned Checks, Tuition Assistance.</i>	
Health Guidelines	22
<i>Health and Immunization Records, Medications, Medical Problems, Illness and Injury, Communicable Diseases, Child Abuse and Neglect.</i>	
Emergency Procedures	24
<i>Emergency Contact Numbers, Emergency School Closings, Fire & Lockdown Drills.</i>	
Administration and Staff	25
<i>School Staff, Administration Staff, Teaching Staff.</i>	
General School Procedures	26
<i>School Hours, Attendance, Arrival, Tardy Policy, Schoolwide Assembly, Snack, Lunch, Recess, Dhuhur Prayer & Friday Juma’ah, Dismissal, Early Pick-up, Late Pick-up, Absenteeism</i>	
Behavior and Discipline	30
<i>General Philosophy of Code of Conduct, General Rules of Student Behavior Building Rules and Regulations, Lunch Time Rules, Recess and Playground Rules, Reward for Good Behavior, Consequences for Inappropriate Behavior, Discipline Flow Chart, Roster of Office Visits, Detention, Suspension, Dress Code and Uniform, Gym Dress Code, Uniform Policy, Grievance Policy.</i>	

Student Services	36
<i>Educational Material, Transportation, Lunch Program, Lockers & Cubbies, Standardized Testing, DIAL-4 Screening, Special Needs, After-School Program, Quran and Arabic Support, Guidance Counselor, Health Services, Student Records, Lost and Found.</i>	
Student Recognition Programs	38
<i>Student of the Month, Exemplary Islamic Character, Principal's Reader Principal's List, Quran Memorization Award, End of Year Attendance Award.</i>	
Annual School Events	39
<i>Back-to-School "Orientation Night", Parent-Teacher Conference, Scholastic & Arabic Book Fair, Parents' Night, Science Project day, Spelling Bee, Kindergarten Graduation, End-of-Year Celebration, Field Trips, Ramadan Challenge, Mini Hajj Program, Eid Celebrations, Community Service, Inter-School Student Exchange Program, Student Presentations & Fundraiser.</i>	
Home and School Relations	41
<i>Communication, Office Telephone, Change of Information, Parking Lot, Visiting School, Fundraising Activities, Parent Volunteers, IANE Parent-Teacher Organization, Continuing Education Support.</i>	
Miscellaneous	44
<i>School Calendar, School Colors, Slogan, Core Values, Photos, Media, Summer Camp.</i>	
Handbook Dissemination & Parent Acknowledgement	45



MESSAGE FROM THE PRESIDENT

Assalamu Alaikum WA Rahmatullah Wabarakatuh

Dear Parents, Guardians and Students,

On behalf of the board of directors, I would like to congratulate you for choosing the Islamic Academy of New England for the education of your child(ren). We look forward to working with you as one single team. We, the Board of Directors, and you, as parents, share the same objective; we all want to make the academic year as educative and as enjoyable as possible.

This booklet was developed to give you information about the school and provide answers to some frequently asked questions. However, you may have many other questions and concerns. Your involvement in the parent meetings and your suggestions and support will be precious for the continuous success and improvement of the school.

The web site of the school, www.iane.org, is an easy source of information. If you have any question that is not addressed in this booklet please email to: iane@iane.org.

Jazakum Allah Khair

Abdul B. Abou-Samra
M.D., Ph.D. President

The Prophet, pbuh, said: “When the son of Adam dies all his deeds stop except for 3: a continuing charity, a useful knowledge or a pious child praying for him.”

قال رسول الله صلى الله عليه وسلم:
إِذَا مَاتَ ابْنُ آدَمَ انْقَطَعَ عَمَلُهُ إِلَّا مِنْ ثَلَاثٍ:
صَدَقَةٌ جَارِيَةٌ، أَوْ عِلْمٌ يَنْتَفَعُ بِهِ، أَوْ وَلَدٌ صَالِحٌ يَدْعُو لَهُ.



MESSAGE FROM THE PRINCIPAL'S OFFICE

Assalamu alaikum wb.

Dear Parents, Guardians and Families,

On behalf of everyone at the Islamic Academy of New England (IANE), I welcome all returning students and those newly arriving from distant places.

As we enter our seventeenth year at IANE, I look forward to yet another rewarding association with our entire school community.

At IANE, we aim at providing an education that is rooted in Islamic faith and ideals by drawing upon the noblest Islamic traditions of *Ilm (Knowledge)*, *Ibadah (Worship)*, *Ihsan (Excellence)* and *Adl (Justice)*, and we seek to inculcate these values in our students. The curriculum, system of discipline, and enrichment activities at IANE combine knowledge and the practice of Islam with the best training in the sciences, humanities and business. Our students, inshaAllah, will grow and take their place in society as conscientious Muslims following the *Sira'at-al-Mustaqeem (The Straight Path)* while also aspiring to the highest goals and become leaders in the vocations they choose.

The board of directors, school committee, administration, teachers and staff are equally committed towards providing a learning environment that is stimulating yet safe, challenging yet accepting, comprehensive in essential skills yet responsive to individual differences. We hope to nurture in our students a passion for learning that will sustain them throughout their lives.

The information in this handbook covers all aspects of our school including, but not limited to, the programs of instruction, administration and staff, student services and school policies. Please invest some time in a careful read of its contents and use it as a first point of reference for any query that may arise during the academic year.

I would like to extend my hand in inviting you to drop-by our office to explore ideas or discuss any concerns. Alternatively, please drop me an email at nkhalil@iane.org or call us at 781-784-0400. We always value your input and unstinting support. May Allah swt guide us towards making this year an educationally invigorating and spiritually inspiring one for our children and help us fulfill our planned goals and dreams, inshaAllah.

Your sister in Islam,

Sr Nur'Izzah Khalil
Principal

OVERVIEW

HISTORY

The Muslim community in New England, as in other regions in North America, has been facing the challenge of raising children with high academic achievement while maintaining their religious and cultural backgrounds. The weekend schools at various Islamic centers and mosques provide a partial solution to this problem. However, these schools do not provide enough learning time for this purpose and also take away from the leisure time of children and parents alike. Therefore, in September of 1996, The Islamic Center of New England (ICNE) established a private, full-time day school, the Islamic Academy of New England (IANE) at its Sharon center. IANE serves the Muslim community in the Greater Boston and Northern Rhode Island regions of New England. During the first year of the Academy, 84 students were enrolled in Pre-Kindergarten to grade 6.

The IANE campus is located at the school buildings of ICNE at 84 and 86 Chase Drive. in Sharon, MA. These two buildings accommodate two computer resource rooms, an indoor gym-cafeteria area, administrative offices, staff kitchen-lounge and class libraries in addition to ample room for our Pre-School to Grade 5 classes.

VISION

The Islamic Academy of New England aims to provide a high-standard of American-curriculum education while integrating Islam in all aspects of the learning process. We consider learning to be a lifelong responsibility. We educate our students integrate into society as proud practicing Muslims. We strive hard to create a learning environment where children develop Islamic behavior, manners, morals and pride in their Islamic heritage.

The objectives of the academic programs at IANE are to form minds that are skilled and discerning, which are equipped with logical scientific reasoning, trained in basic skills, full of creativity, and prepared for lifelong learning. The Academy instills students with an awareness of achievements of Muslim scholars in the fields of the humanities and sciences. We encourage our students to excel in their education and advance the mission of their ancestors by contributing to modern-day sciences.

IANE provides a fertile environment for maximum social, emotional, physical and academic development of each child according to the values of Islam, and challenges students to reach their maximum human potential. The Academy guides the children to lead decent contemporary lives, enrich their families, serve their community, tolerate differences, think critically, promote collaboration and respect others. School activities help the children develop individual talents, self-esteem and leadership characteristics and offer an outlet for demonstrating creativity. The entire school community provides high learning and practice standards, preparing the students to live in a complex, technological and multicultural society as proud practicing Muslims.

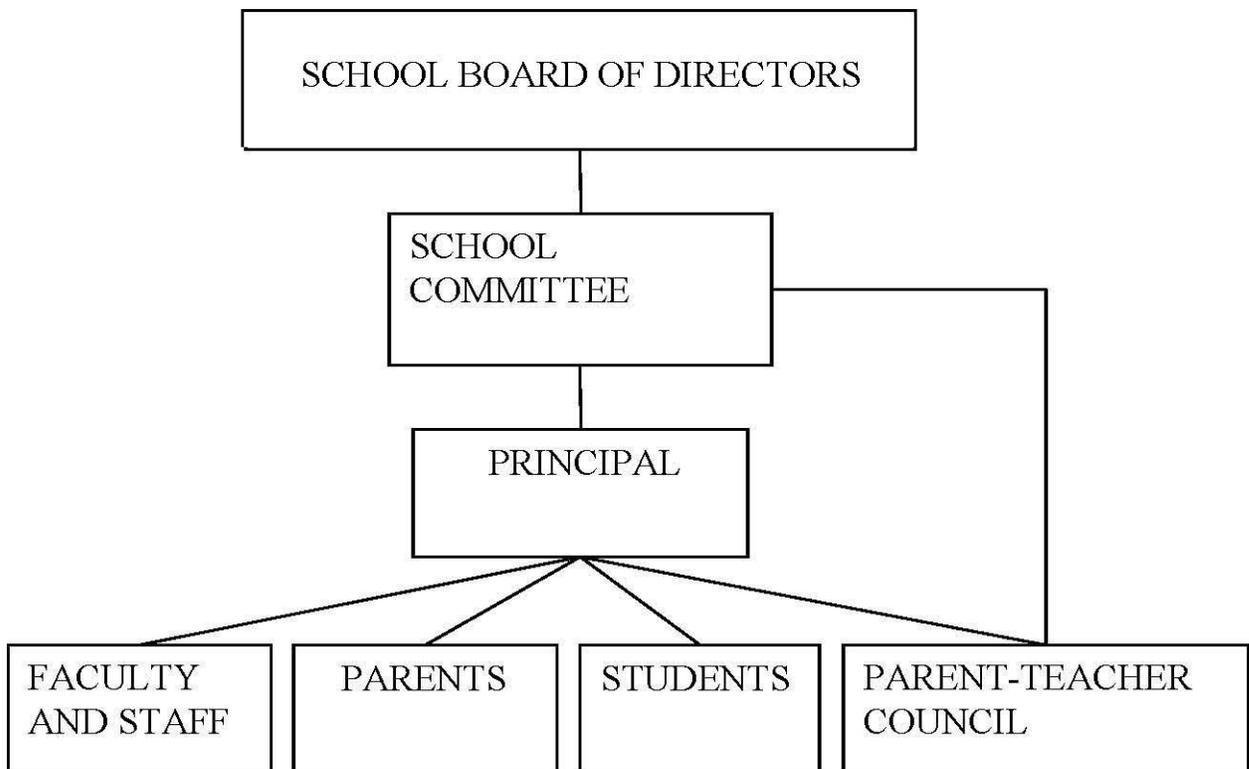
MISSION STATEMENT

Our mission is to provide an education that is rooted in Islamic faith and ideals that draws upon the noblest Islamic traditions of *'Ilm (Knowledge)*, *'Ibadah (Worship)*, *'Ihsan (Excellence)* and *'Adl (Justice)* and that seeks to inculcate these values in our students.

OBJECTIVES

1. Our educational efforts are aimed at shaping the minds and hearts of our students according to the teachings of the Holy Quran and the blessed Prophet Muhammad (PBUH). Towards this end, students are introduced by stages to the Holy Quran, *Hadith*, *Seerah*, *Fiqh*, the lives of the *Sahabah*, and the lives of the greatest religious, scholarly and historical figures from the history of Islam. In addition, all students learn to perform their *salats* in *jama'ah* (congregation).
2. The teaching of Arabic is an integral part of the curriculum at the Academy. This opens pathways to a deeper understanding of the Holy Quran, creates a deeper sense of community amongst Muslims in the United States, and strengthens the spiritual bonds with the Muslim *Ummah*.
3. Our commitment to an Islamic education complements and strengthens our resolve to provide the best education to our students in mathematics, sciences, languages, humanities and business. We are committed to creating a curriculum that maintains an appropriate balance amongst its different components, employs the best texts and tools available, and draws upon the most effective teaching methods. We seek to create in our students, a love of learning, a spirit of inquiry, and a habit of reflection, so that their education can help them to explore the myriad *ayahs* of Allah in the universe and within themselves.
4. The teachers and school staff are mentors for our students. We therefore consider it imperative that they combine the highest proficiency in their fields of knowledge with the character and outlook that the Academy seeks to create in our children.
5. Islam teaches us to distinguish between *Haqq (Truth)* and *Batl (Falsehood)*, between *Halal* and *Haram*, but at the same time urges tolerance towards those who practice other faiths. We teach our students to learn to interact effectively with people who follow other faiths, to tolerate differences of opinion within their own community, and to keep their minds receptive to knowledge from all sources.
6. The enrichment activities at the Academy also reflect Islamic values and traditions. Students are taught recitation of the Quran and Islamic visual arts, including calligraphy.

ORGANIZATIONAL STRUCTURE



SCHOOL BOARD OF DIRECTORS

The IANE School Board reviews policies and rules regarding the operation of the Academy. The school board consists of 7 members from which a school committee and other committees are formed. The school board is comprised of the President, Vice President, Treasurer, Secretary, and Comptroller. The President is an elected member by the Board of Directors of the Islamic Academy of New England. The vice president, treasurer, secretary and comptroller are appointed by the president and approved by the School Board. The school committee works closely with the principal to administer efficient functioning of the school.

The board meetings are scheduled annually or more frequently, if necessary. Decisions of the School Board are based upon recommendations made by school committee, the principal, or by one or more of the committee members. Decisions are made by consensus or by a majority vote. The members of the School Board do not receive financial compensation for their activity as Board members.

SCHOOL COMMITTEE

The School Committee reviews policies and rules regarding the operation of the Academy. It supervises and administers efficient functioning of the Academy. The chairperson of the School Committee is appointed by the board of directors. Meetings of the School Committee are scheduled monthly or more frequently, if necessary. Decisions of the School Committee are based on recommendations made by the subcommittees, by one or more committee member(s), by consensus or by a majority vote. Activities of the School Committee are reported to the school's Board of Directors. The members of the School Committee do not receive any financial compensation for their activity as committee members.

ROLE OF PARENTS

The ultimate aim of every responsible Muslim parent is to raise his/her child based on the fundamentals of Islam. The school can provide support and strengthen parents' efforts. At the same time, parents need to partner with the school in its mission of imparting high quality formal education embedded in the best traditions of Islamic values. The need for a faithful cooperation between the Academy and parents cannot be overemphasized. The school administration, teaching staff and parents must work together and create an atmosphere of respect and trust for each other. The school administration and staff must value the importance of parents, and the parents must understand the responsibilities and authority of the school administration and staff.

It is as important for parents to provide an Islamic atmosphere at home as it is for them to assure that their children do their best in school both academically and Islamically. Parents must take an active role in seeing that their children complete their homework assignments, that the students respectfully obey their teachers and follow and comply with the rules and regulations of the school. Parent-teacher conferences provide an excellent forum to discuss concerns, and parents must make the best use of this communication opportunity. Parents must cooperate with teachers and support them in training and disciplining the children in true Islamic traditions. Finally, parents should fulfill their financial obligations and support the Academy in its policies, academic and religious programs, fund-raising efforts and other activities.

PROGRAM OF INSTRUCTION

THE CURRICULUM

A successful and competitive school system must include a highly regarded curriculum, teaching the basic subjects of knowledge. These subjects include Language Arts, Mathematics, Social Studies, Science and Technology, Health, Arts and World Languages. The Academy implements the frameworks of the State of Massachusetts Department of Education and the Common Core. These curriculum frameworks were developed recently by the most noted educators from the State of Massachusetts in each of the seven basic subject areas. The frameworks are the first statewide guidelines for curriculum and instruction. They are based on sound research and effective practice. They reflect a vision of how classrooms of the future can and should look like to assist all students to achieve high standards of excellence. These frameworks, or outlines of the basic subject's curricula, are highly competitive.

The Academy has also developed an outstanding curriculum for the study of Islamic Education, including Islamic religion and Quran. Curriculum guidelines similar to Massachusetts Department of Education frameworks have been developed by studying curricula of other Islamic schools. Our educators integrate Islamic principles in the various areas of the instructional programs. For example, Arabic is taught as part of World Languages, and the history and culture of Islamic countries are covered in Religion.

Below are the core subjects of the curriculum. Only the core concepts and strands are described.

ISLAMIC STUDIES

Students develop an Islamic personality derived from the teachings of Quran and *Seerah* of Prophet Muhammad (PBUH). Students develop understanding of the fundamentals of Islamic beliefs and obligations. The curriculum is supplemented by other curricula such as World Languages (Arabic and Quran) and Religion (Islamic history including *Seerah*).

Strands

Students will:

- 1 Learn to follow Islamic beliefs (*Iman*), practices (*Fiqh*) and worship (*Ibadah*).
- 2 Develop Islamic morals and behavior (*Akhlaq*).
- 3 Study the biography (*Seerah*) of Prophet Muhammad (pbuh).
- 4 Understand the teaching of Quran by reading its commentary (*Tafseer*).
- 5 Learn the fundamentals of the Sayings (*Hadith*) of Prophet Muhammad (pbuh).

WORLD LANGUAGE -ARABIC

Learning more than one language opens doors to new ways of thinking and doing, believing and communicating, and through that process students learn more about themselves. The World Language discipline is about communicating and making connections. Teaching of the fundamentals of Arabic Language as part of the World Language is an important part of the IANE curriculum. It supplements our Quranic studies as part of the Islamic Studies curriculum.

Strands

Students will:

- 1 Be able to communicate in English and Arabic.
- 2 Learn to recite Quran.
- 3 Use language to gain understanding of other people and cultures.
Use language to connect to other disciplines and acquire information and knowledge.

LANGUAGE ARTS

Students are taught to be lifelong learners and they need the necessary skills to infer, analyze, and apply knowledge and experiences for a variety of purposes, audiences, and situations. Muslim students must develop good language and communication skills to effectively present the message of Islam to society.

Strands

Students will:

- 1 Use effective strategies to read, write, speak, listen, view, and present.
- 2 Understand and use conventions required by a variety of purposes, audiences, and situations.
- 3 Respond critically to a variety of oral, written and visual texts.
- 4 Engage productively in discussions as listeners and speakers.
- 5 Understand and respect the dynamics of languages and dialects.
- 6 Become critical users and produces of a variety of communication media.

MATHEMATICS

Mathematics is a vehicle for discovering the universe of order and reasoning in Allah's creations. Achieving mathematical power through problem solving, communication, reasoning, and connections is a key to succeeding in this technological society.

Strands

Students will be able to learn:

- 1 Number Sense and Basic Facts
- 2 Patterns, relations and Algebraic Functions
- 3 Geometry, measurement and Spatial Sense
- 4 Statistics and Probability
- 5 Critical Thinking and Word Problems

SOCIAL STUDIES

Social Studies promote inquiry and independent thinking, and empower students to become socially responsible participants in a diverse and democratic society..

Strands

Students will learn about:

- 1 People, Places and Environments
- 2 Cultures and Identities
- 3 Time, Continuity and Change
- 4 Production, Distribution and Consumption
- 5 Power, Authority and Governance

SCIENCE AND TECHNOLOGY

If students are to come to know and own the questions of science and technology, they need to engage with them the way scientists and technologists do. Asking questions and evaluating evidence are central to this inquiry. The students discover the signs of Allah in the physical world of science. They learn to understand that technological skills are needed to help mankind as mandated by Allah.

Strands

- 1 Inquiry: Lifelong learners are able to use the methods of inquiry to participate in scientific investigation and technological problem solving.
- 2 Domains of Science: Lifelong learners are able to understand and apply the principles, laws, and fundamental understanding of the natural sciences.
- 3 Technology: Lifelong learners are able to understand and apply the design process and the use of technology in society.
- 4 Science, Technology, and Human Affairs: Lifelong learners understand questions and problems of science and technology in the context of human affairs.

ARTS

Learning in the arts is grounded in production and performance. Learning in, about, and through the arts requires an understanding of cultural and historical contexts to develop imaginative, critical, and reflective thinking. Islamic architecture, calligraphy, *Tajweed* and *Qiraat* (recitation of Quran) are emphasized. Examples of arts from Islamic cultures are also introduced.

Strands

- 1 Use the arts as a way of expressing ideas, feelings and beliefs.
- 2 Gain satisfaction from learning the essential skills and technical demands unique to each art form.
- 3 Participate in the arts for enjoyment and personal growth.
- 4 Integrate their understandings of the arts by seeking connections and parallels among arts' disciplines.
- 5 Understand the dynamics of the creative process and gain insight into their work through reflection.
- 6 Observe, discuss, analyze and make critical judgements about the artistic work of others.
- 7 Turn to the arts to further their awareness of people and cultures.
- 8 Are knowledgeable about the ways in which technology and invention have historically influenced artists and offered them new possibilities for expression.
- 9 Contribute to their communities by sharing their expertise in the arts and by participating in the activities of cultural institutions.

ANTI-BULLYING CURRICULUM

In line with the Massachusetts Anti-bullying law, the Islamic Academy of New England has adopted the Massachusetts Aggression Reduction Center (MARC)'s K-5 Anti-bullying curriculum <http://marccenter.webs.com/curricula> . Students and teachers explore the various scenarios that may occur in their daily lives which constitute bullying and cyber-bullying.

COMPUTER-INTERACTIVE PROJECTOR AND LIBRARY SCIENCES

Grades 1 through 5 classrooms are equipped with an Interactive Projector and computers that teachers use periodically to enhance instruction of core subjects and also teach students how to use technology throughout their studies. The students are taught the use of basic computer hardware and software applications.

Additionally, grade K-5 students participate in a monthly visit to the neighboring public library as an integral part of their educational library experience.

ACADEMICS

ACCREDITATION & NEASC

The Islamic Academy of New England is a non-profit, tax-exempt organization approved by the Massachusetts Department of Education. The Islamic Academy of New England received its initial accreditation status from the New England Association of Schools & Colleges (NEASC) in July of 2010.

CLASS SIZE

The typical class size is 20. The small class size allows teachers to better attend the needs of each individual student.

TIME ALLOTMENT

Subject	Minutes/Week
Language Arts (Reading, Language, Spelling and Handwriting)	600
Mathematics & Sciences	400
Social Studies including history and culture of Islamic countries	200
Health/Physical Education/Art/Music	200
Religion/Arabic	320
Breaks (including lunch and prayer time)	300

HOMEWORK

Homework is an essential element of a student's educational progress at the Academy. Homework develops mastery of skills; greater understanding of materials covered in class, effectively promotes independence, creativity, and self-discipline in learning for students.

Teachers will regularly assign well-developed homework assignments that are directly related to lessons covered in class. Parents are expected to monitor their children's progress and ensure completion of all homework assignments. Parents can help the educational progress of their children by providing a suitable atmosphere for completing homework on time, by checking to see if it is done properly, by making sure the homework is brought to class when due, and by providing assistance and advice as needed.

MAKE UP WORK

Students who miss classes due to illness, emergencies or other reasons are required to complete the missed classes and homework. Adequate time is allowed for completion of such work. For those students who may be absent for an unusual length of time, the teacher and Principal will discuss the situation with their parents and formulate a strategy for the missed work.

REPORT CARDS

Report cards are issued at the end of each **trimester** to inform parents of their child's academic progress. These cards are sent home with students. Parents must sign and return the card along with their comments, if any, written on a separate piece of paper. In addition, progress reports will be sent home in the middle of each trimester to update parents as to their children's academic development. These reports are also to be signed and sent back to the school as well.

At the end of the school year, the original and complete report cards will be given to all the parents. In case a child is relocating or transferring to another school, all report cards and progress reports will be released to the parents once they have signed a release form for the documents; otherwise the transcripts will be sent directly to the child's new school once an official request is received from that same school.

If a student is absent for two or more weeks during trimester I, II or III, the progress report and/or report card will reflect only non-academic grades. Furthermore, if a student leaves school for 5 school days or more prior to the end of the academic year, no report card will be issued for that student as well. Hence, parents should bear in mind the length of the entire school year when planning any vacations or events.

GRADING

The Academy uses the following grading scale for grades 1 through 5:

For Academic Skills:

Exceeds grade level standards.	4
Meeting standards.	3
Working toward standards.	2
Not meeting standards.	1
Not Assessed	NA

For Effort, Social Development and Work Ethic:

Consistent	C
Often	O
Sometimes	S
Rarely	R

As educators, we recognize that all aspects of our student daily learning are important, not just test grades. Thus, for Grades 1 to 5, student will receive a computed percentage score for each core subject based on performance in:

Graded Classwork
Assigned Projects
Quizzes
Tests

JUPITER - ONLINE GRADE PORTAL

For grades 3 through 5, parents can monitor their children academic performance online through the Jupiter grade portal. Teachers will upload students' quiz, test and project scores in a timely manner to help provide immediate feedback on students' understanding and mastery of taught concepts and skills.

ACADEMIC AND/OR SOCIAL DEFICIENCY REPORT

Teachers may issue a weekly or bi-weekly report for students experiencing difficulty in any academic area or having problems with behavior. These reports will help to closely monitor such students' progress and will be sent home. These reports must be signed by the parents and returned to the teacher on the following school day. Parents are encouraged to setup a conference to discuss these reports with the teachers at a mutually-agreed upon intervals.

BOOK FINES

Parents are required to pay for the cost of repair of books damaged by students. Books damaged beyond repair or lost are to be replaced immediately. Any student who loses his/her book will be responsible to pay the original cost of it to the office. An unusually large occurrence of such incidents by a student may result in further disciplinary actions including fines as determined by the Principal.

SCHOOL POLICIES

ADMISSION AND REGISTRATION

The Islamic Academy does not discriminate on the basis of color, ethnicity, gender, or religion for enrollment. The school offers an outstanding opportunity for students with the ability and willingness to benefit from an academically intensive school program within an Islamic environment. The curriculum and other activities combine the best training in core subject areas with the practice of Islam; so that our students can grow up to be conscientious Muslims. The Academy requires all its students to take all core courses including Islamic education and Quranic reading.

When reviewing a new student application, the admission committee takes into consideration the student's academic grades from the previous school, his/her standardized test scores, character, available remaining seat in class and the potential of parents' active involvement in future school activities.

ADMISSION CRITERIA

The Academy is not equipped for teaching students that might need special education or might have behavior problems. Students in need of special care are referred by parents or school personnel to the local public school department.

Currently the Academy is open to students from Pre-School to Grade 5. The following are the age limits for admission to these grades:

Grade	Age By Dec 1 *
Pre-School, KG1	3 years
Pre-School, KG2	4 years
Kindergarten, KG3	5 years
1st	6 years
2nd	7 years
3rd	8 years
4th	9 years
5th	10 years

Note: *Birth date may be extended no later than December 31 subject to space availability.

REGISTRATION

Returning Students

All returning students must pre-register by March 1st. This allows the Academy to determine the number of new students to accept in each grade.

All returning students must complete registration on or before April 30th.

Open Registration

Open registration begins on May 1st whereat the Academy will begin to accept and process applications from all interested students (returning and new) for the next academic year.

Registration will be on first-come basis on May 1st onwards.

APPLICATION FORMS & PROCEDURE

A **non-refundable \$50** processing fee is applicable with each and every application for admission regardless of outcome of application.

The following forms must be completed and signed with each new student application:

Enrollment Application Form
Family Information Form
Tuition Contract (2 pages)
Tuition Policy
Provisional Agreement Form

Forms are available on school website at <http://www.iane.org/registration.html>

Birth Certificate, Academic Transcripts, Immunization and Health Records

A copy of the candidate's birth certificate, immunization and health records, current and previous academic transcripts (if any) must be submitted to the Registrar along with the relevant application forms and fees.

Non-submission of this required documentation may result in the candidate's application being denied.

Interview

An IANE admission officer may schedule an interview with the applicant. This gives us a chance to learn more about the candidates and their families, as well as allows the families to learn more about the Academy. In addition, the admission committee may choose to contact the candidate's previous school and teachers for further input about the candidate. No interviews will be set up before the completion of all registration requirements.

Review of Application

After completing the interviews, the admission committee reviews each application carefully. All accepted candidates are communicated either verbally or in writing about their acceptance.

TUITION AND FEES

Tuition and fees at the Islamic Academy of New England do not reflect the actual cost of educating a student at the school. Every effort is made to keep down the cost of tuition so that the school is affordable to as many families as possible.

Tuition for students who reach the following age by Dec 1	Tuition Fee
Pre-School K1 (3 yr old) and K2 (4 yr old)	\$7,000
Kindergarten (5 yr old) to Grade 5 (10 yr old)	\$6,300
Applicable Discounts * Sibling Discount: Families enrolling more than one child at IANE will receive a discount of \$450 per child , including the first child.	

Please Note:

1. Non-Refundable Processing Fee	\$50
2. Deposit for each student This amount will be applied towards last tuition payment Deposit must be submitted with application by April 30 Deposit is refundable only if admission is denied by school.	\$450

PreSchool Part-Time Tuition Fees

2 days/week for KG1 & KG2	\$3,170
3 days/week for KG1 & KG2	\$4,440
4 days/week for KG1 & KG2	\$5,710

Admission After the Start of the Academic Year

Admission after the start of the school year is discouraged.
However, if the student is admitted, the following tuition policy applies:

1. Full tuition is charged if the student is admitted on or before October 31st.
2. 75% of tuition is charged if student is admitted between Nov 1st and Dec 31st.
3. 50% of tuition is charged if the student is admitted on or after January 1st.

APPLICATION DEPOSIT FEE

A \$450 deposit fee is applicable per student due at the time of acceptance of application. This deposit reserves a place in the school and is applied towards the last payment of the annual tuition fee.

BOOKS & LEARNING MATERIALS

All books and learning materials are computed into the tuition and may include daily/weekly homework packets, daily classroom worksheets, quizzes/test papers, manipulatives, craft materials, etc. **Textbooks are loaned to students and they are responsible for returning them at the end of the year in good condition.** A fine may be assessed for lost and damaged books. The students who want a personal set of books and learning material may purchase them directly from the suppliers. Kindly contact the school office for more information.

OTHER EXPENSES

UNIFORMS

The school uniform may be purchased directly from the recommended companies. Please contact the office for more information.

PAYMENT SCHEDULE

Tuition and fees must be paid according to one of the following payment plans. The method of payment for each family is determined after discussion between parents/guardians and the School Finance Subcommittee. A payment contract is signed by a parent/guardian and an academy official

Plan A	<i>One Payment</i>	Payment of the entire amount and fees by June 1
Plan B	<i>Two Payments</i>	Payments are due by June 1 and November 1
Plan C	<i>Four Payments</i>	Payments are due by June 1, Sept 1, Nov 1 and February 1.

PAYMENT POLICY

- Payments are due on the first day as determined by the payment schedule.
- A ten-day grace period is allowed for unexpected circumstances.
- Payments may be made by check, money order or direct deposit to Islamic Academy of New England. Cash payments are discouraged.

WITHDRAWAL

Any student withdrawn from the Academy for whatever reason may not re-enroll in the same academic year and may be considered a new candidate the following year. Withdrawal requests must be submitted in writing to the office.

Withdrawal Policy

1. Parents will forfeit the \$450 deposit paid if student(s) withdraw before September 1.
2. Parents will be liable for 25% of total tuition if student(s) withdraw during September.
3. Parents will be liable for 50% of total tuition, if student(s) withdraw during Oct-Nov.
4. Parents will be liable for 100% of total tuition, if student(s) withdraw after Nov 30.

DELINQUENT ACCOUNTS

The Islamic Academy of New England must receive scheduled payments promptly in order to meet its projected expenses. Late payments or “bounced” checks will be charged a processing fee. It is the responsibility of parents to inform the Academy in case of any financial difficulties with reasons.

Payments are considered “past due” if not received 30 days past their due date. The account is then considered delinquent. **Students with delinquent accounts are not admitted to class unless the amount is fully-settled or a mutually-agreed upon payment plan is made.** Students with past delinquent accounts are not eligible for readmission.

RETURNED CHECKS

Any check returned by a bank must be replaced immediately, along with a \$25 returned check fee. If more than one check is returned during a semester, the Academy may require future payments to be made by money orders or certified checks.

TUTION ASSISTANCE

The Academy has a limited tuition assistance program based on demonstrated need, coupled with academic performance. The amount of aid is determined by the Tuition Assistance Committee. An interview with the parents may be requested to discuss availability and terms & conditions of financial aid.

Families interested in applying for tuition assistance should contact the office. Early applications will have higher priority for financial aid consideration.

Please note that all families receiving tuition assistance will be required to volunteer their time in fitting capacities at the Academy. Families that do not fulfill the specified hours will be responsible for full payment of the tuition.

HEALTH GUIDELINES

HEALTH AND IMMUNIZATION RECORDS

All parents are required to provide Massachusetts School Health Record -Private Physician's Examination by their family physician at the time of registration each school year. The immunization records of children are checked by the Sharon Health Department regularly.

MEDICATIONS

No prescription or non-prescription medication is allowed to be given to a student without the written request and permission of the student's parent or guardian. All medications, dosage instructions, and permission slips must be turned in to the Office by a parent or guardian not a student him/herself. **At no point in time should any form of prescription or non-prescription medication be brought to school by the student without the office's knowledge.**

MEDICAL PROBLEMS

It is the responsibility of the parent or guardian to inform the Office and the class teacher of any allergies or medical problems your child may have that need attention while at school. Also, parents should provide in writing any immediate action (first aid) that your doctor may have recommended.

ILLNESS AND INJURY

Any type of illness, accident or injury that occurs in school is reported immediately to the Office. First Aid guidelines allow the school to only attend to minor cuts and abrasions with soap and water, and/or apply a dry sterile dressing (band aid) thereafter. A note about the incident is sent home with the student. In case of any questions, parents may contact the Office.

In case of illness or injury that is more serious, the parent or guardian is contacted at the emergency number provided to the school. Parents should also consider providing the Office with the contact number of their family physician who will be contacted if no one is available at the emergency numbers.

In case of medical emergency, standard procedure will be followed and the office will call the local emergency number 911. The parents will also be contacted at the emergency contact number provided. All possible initial care will also be provided by one of the teachers trained in first-aid procedures including CPR.

It is therefore extremely important that any changes in address, home and office phone numbers, emergency contact numbers and family physician numbers are reported to the school office immediately.

COMMUNICABLE DISEASES

A student with a communicable disease should not be sent to the school. It is important to safeguard our students against communicable diseases, therefore, any student suspected of carrying one will be sent home. A note will also be sent to homes of all students about any such occurrence in the school.

CHILD ABUSE AND NEGLECT

Massachusetts General Laws Chapter 119, Section 51A, requires all cases of suspected child abuse or neglect be reported to the appropriate office of the Massachusetts Department of Social Services. Teachers, child-care providers, school counselors and administrators are required to follow the guidelines of this law.

EMERGENCY PROCEDURES

EMERGENCY CONTACT NUMBERS

All parents are required to complete an “Emergency Contact Form” at the time of registration. This information is used to contact the parents in case of any emergency. In case of medical emergencies the local emergency hospital is also informed. Standard emergency procedure is followed by paramedics and emergency medical personnel.

This Emergency Contact Form is an important document and it is the responsibility of the parents to ensure that the office is informed immediately of any changes in home address, phone numbers and email addresses.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

At times it may be necessary to close the Academy or delay openings due to inclement weather. The decision to close the Academy is made in consultation with state and town authorities. The decision is made as early as possible. The Academy follows the town of Sharon’s emergency school closing schedule, which is announced on local radio and TV stations such as WBZ-4.

School closings or delays will also be made known through the outgoing message of the school’s main telephone lines: 781-784-0400 and 781-784-0990, or by visiting the Academy’s website at www.iane.org. Parents will also be notified via email no later than 6.00am for same day closing or delayed opening.

In the event of inclement weather during the school day, the Academy may choose to cease operation and dismiss students early. Parents should contact the office for corroboration if an emergency closing is suspected.

FIRE & LOCKDOWN DRILLS

In accordance with State Law, fire and lockdown drills are conducted periodically. Amongst the important drill highlights are:

- Every drill must be regarded as a REAL.
- Drills may take place at any time during regular school hours
- Teachers must inform students on drill procedures, the specified fire exits for their class and the designated lockdown “corner” in class
- Students should strictly follow teacher’s instructions upon drill activation
- Teachers should have attendance sheet readily accessible for their classes so they can take attendance when it is safe.
- For fire drills, it shall be the responsibility of the teacher to make sure that all children leave their rooms and the class doors closed behind them.
- For lockdown drills, teachers must immediately close all doors, direct students to the lockdown “corner” in class, close all blinds and keep students calm and quiet.
- The principal will give the clear signal once the fire and/or lockdown drill has concluded.
- Classes will promptly resume upon conclusion of the drill.

ADMINISTRATION AND STAFF

SCHOOL STAFF

The school staff is selected based on educational qualifications, certification, proficiency in English, Islamic values and relevant experience. All IANE staff have a high degree of commitment to Islamic values supplemented by sound academic backgrounds and experience.

The principal supervises all activities of the school under the rules and regulations set by the school committee. The teachers, other school personnel, and volunteers work under the supervision of the principal.

ADMINISTRATIVE STAFF

The administrative staff of the Academy is comprised of the principal, teachers, teacher assistants, registrar and administrative assistant(s).

TEACHING STAFF

Basic Subjects

As a general rule, K3 to grade 3 have full-time homeroom teachers that are responsible to teach all basic subjects to their students. Different teachers impart different subjects for our Fourth and Fifth grade students. Our Fourth Grade homeroom teacher specializes in Language Arts and Social Studies for these two upper elementary grades while our Fifth Grade homeroom teacher specializes in Mathematics and Science.

Religion and Quran

A qualified Islamic scholar directs the Islamic studies and religion education. The school also engages other knowledgeable scholars as part of its religion staff to teach Quran memorization and Islamic studies.

Arabic

The school has a highly qualified & experienced Arabic department under the direction of the Head of the Arabic department.

Support Staff

Teacher Aides help the classroom teachers in our Pre-School and Kindergarten classes and some lower elementary as needed. The school is also fortunate to have committed volunteers to support our staff in various tasks.

GENERAL SCHOOL PROCEDURES

SCHOOL HOURS

The school office is open Monday through Friday from 7:50 am to 3:30 pm, except holidays. Regular official instruction hours for students are from 8:05am to 3:00 pm.

ATTENDANCE

Regular and punctual attendance is essential for academic success. Regular attendance is expected of all students. However, illness, non-routine doctor's appointments (e.g MRI), serious illness or death in the family, or absences approved in advance by the school principal are considered as valid "excuses" for absences. *Annual physical is not a valid excuse.* A doctor's note is required in case a student needs to report to school late or if a student needs to be dismissed early from class for an appointment. A note from the doctor is also required if a student is absent from school for two or more days.

The school office must be notified **by 9:00 AM** if your child is going to be absent and/or dismissed early. A written note, dated and signed by a parent, must accompany the child when he/she returns the next day and/or when the child is picked-up respectively.

Parents are responsible for knowing the school calendar and planning vacations or trips ahead of time. Overseas trips anytime during the school year and/or immediately before the end of the school year are not encouraged. Other than the above instances of valid "excuse", such absences are not excused and will affect student's eligibility for any monthly and/or end of year awards. The Academy is not obliged to accommodate the student(s)' end of year testing nor can it be held responsible for releasing student report cards early to accommodate the student(s).

ARRIVAL

Drop-off time for all the students is between 7:50 – 8:05am. Students should not be dropped-off before 7:50am as there is no scheduled supervision for the students before this time. For our children's safety, **under no circumstances should a parent, guardian or designated driver leave behind a child unattended outside the school buildings prior to 7.50am.**

Morning Drop-off at 86 Chase Drive Building

- At 7.50am, parents or designated drivers may safely drive-up to the front steps of the building to drop-off our Pre-School to Second grade students.
- If parents choose to park their car to personally walk his/her child to the front doors, kindly park at the designated parking lots. No parking around the rotary.
- Parents should hold their child's hand closely from the parking lot or driveway to the school's front doors since the morning traffic is typically heavy.

Morning Drop-off at 84 Chase Drive building

At 7.50am, students in grades 3 to 5 may be safely dropped-off at the gated "Safety Zone" area to enable students to walk right-up to the school's front doors.

TARDY POLICY

Punctual arrival to the school is part of the Academy's code of conduct. Students are expected to arrive between 7:50-8:05am. The tardy policy is as follows:

- Any student who arrives late must report to the office for late sign in. A late sign in record is kept at the office to track how many times a student is tardy.
- A **second tardy** will be followed up by a phone call to parents.
- After a **third tardy**, parents will be called in for a meeting with the principal. At such meetings, further action will be discussed.
- The number of tardy days will appear in the student's report and can affect the student's chance of receiving the Attendance award at the end of the school year.

SCHOOLWIDE ASSEMBLY

Every Tuesday and Thursday morning students and staff gather for a schoolwide assembly. When assembly is announced, all students should line-up quietly inside the classroom until the homeroom teacher instructs the class to go outside the classroom. All grades have a designated area for line-up whether assembly is held inside or outside the school building. The time for assembly is 8:00am. During assembly, all students are expected to listen attentively and remain quiet. Students who arrive while assembly is being conducted should swiftly line-up with their classes and avoid any further interruptions of the assembly. Once assembly has concluded, students should wait for their homeroom teacher to instruct them to walk back to their classrooms.

SNACK

All grades are scheduled to have snack time at mid-morning. Grade K-5 students are able to break for 15 minutes of snack time before 10.00 am. Teachers should abide strictly by this time allotment since it has been specified so that students do not miss instructional time from one subject area daily.

BAKE SALE

Every Friday, a grade sponsors a bake sale by having its students bring nutritious and healthy snacks that are sold to all grades. The office may take the initiative to purchase store-bought snacks to re-sell if there are no sponsored items.

LUNCH

Students need to bring lunch to school on a daily basis. If a student forgets his/her lunch, he/she will be given a peanut butter and jelly sandwich. Students are asked to bring cold lunches.

HOT LUNCH PROGRAM

The Academy offers a hot lunch program once a week for a nominal fee. Parents wishing to order lunch for their children can fill-out a form on monthly basis. Forms must be submitted to the homeroom teacher at the beginning of the month.

RECESS

The school is blessed to have a vast play area in addition to two designated playgrounds. During recess, students are allowed to play in the basketball court, in the age-appropriate playground and in adjacent areas. Teachers and parent volunteers are responsible for supervising the students and in making sure that they play carefully to avoid any incidents. In the event of rain, snow, and/or poor weather conditions, students are allowed to creatively spend recess in the classroom, while observing all safety rules.

DHUHR PRAYER & FRIDAY JUMAAH

Dhuhr prayer is established on a daily basis in the school. IANE students observe the prayer either in the prayer/social hall of the Islamic Center of New England or in their classrooms depending on their age and weather permitting.

Students are expected to proceed to the prayer/social hall with their teachers. Once students arrive in the prayer/social hall, they should perform their sunnah prayer.

All students are expected to uphold the highest standards of behavior at all times in the school, but especially when gathered for prayer. Thus, students should quietly sit and observe the etiquettes of the mosque.

Prayer should begin at 1.00pm. Once prayer is completed, students take turns saying the supplications and thereafter the sunnah prayer should follow. When sunnah prayer is completed, all students should line up inside the mosque and wait for the teacher who will be leading them back to the school building. Students are not allowed to come down to the school on their own without their teacher.

All grades should line up outside of the school and enter the building in an orderly fashion to their respective classes. All students should be back in their classroom by 1:20 pm.

On Fridays, students in grades 3 through 5 will observe the congregational prayers in the prayer/social hall accompanied by their respective teachers, weather permitting. Students will recognize that the sermon constitute part of the prayer and should observe complete silence while the sermon is being delivered.

DISMISSAL

Dismissal begins at 3.00pm and should be completed by 3.15pm sharp. All students must wait to be dismissed by their homeroom teacher and cannot leave the classroom until their parents or arranged transportation has arrived to school. The students who take the van should follow the regular procedure at dismissal time. Classrooms should be left in good condition: no textbooks or workbooks should be left under the desks and all trash should be picked-up from the floor.

Parents must notify the office in writing if they plan to have their children dismissed to another parent or guardian. Parents with children traveling to and from the school by means of public/private vans must submit this information in writing to the school office. Please take extra note on this point since school officials are not allowed to dismiss your child to anyone other than the designated parent, guardian and/or van.

In addition, parents wishing to speak to their child's teacher(s) are encouraged to schedule an appointment during or after the school day. Teachers have extensive supervision duties during dismissal and are not available for all-inclusive feedback about an individual student.

EARLY PICK-UP

A note must be sent to the teacher at least a day ahead of time if a student needs to be dismissed early. This enables the student to be prepared to leave on time and allows the teacher to adjust the day's program accordingly.

When parents arrive for early pick-up, they must report to the office first and sign out their children. A member of the staff will bring the child(ren) being dismissed to the office so they can be pick-up by the parent.

LATE PICK-UP

Unless otherwise noted, dismissal begins at 3:00 pm sharp and ends by 3:15pm. Thereafter, parents will be contacted by phone if their child is still in school. **Beyond 3.30pm, students who are not picked-up will be automatically entered into the after-school program. The late pick-up policy is that parents arriving after 3.30pm are responsible financially to pay for this after-school service.** As a courtesy, a written reminder of this late pick-up policy will be issued for the first incident, but the fee will be imposed subsequently.

ABSENTEEISM

The Academy does not encourage long-term absences during regular school time. Parents and guardians are reminded to take note of all school days as specified in the school calendar when planning family trips and vacations.

Our policy establishes a 10-day limit of absent days in any trimester.

Long-term absences (other than due to illness, hospitalization or bereavement) during the school year will be not be excused, and the office must be informed formally in writing. Academic grades for all subjects will not be included in the report card for absences beyond the 10-day limit per trimester as the grading would be considered incomplete.

Absences of more than one week must be approved at least two weeks in advance. Parents may consult with relevant teachers to ensure assignments are to be completed and brought back on the first day the student returns to school after the leave of absence. Students must take responsibility to ensure that all lessons missed will be studied and reviewed to ensure smooth transition upon return to class.

BEHAVIOR AND DISCIPLINE

GENERAL PHILOSOPHY ON CODE OF CONDUCT

Discipline is an important part of the Islamic way of life. Muslims are expected to demonstrate their best behavior at all times. The purpose of discipline at the Islamic Academy is to help students acquire the skills and habits that will assist them to become well-adjusted and successful individuals. The discipline rules at the Islamic Academy follow the spirit of Islamic guidance, understanding and concern. It is realized that young students need guidance in the process of learning self-discipline and that mistakes along the way must be brought to their attention. Students are encouraged to learn the code of conduct and follow the rules and regulations. Our goal is to work with students and their parents to produce the type of Muslims that will make us all proud.

All students are expected to demonstrate a high standard of Islamic conduct at all times. Any behavior that violates the Academy's code of conduct is not condoned nor allowed. Students are expected to accept the responsibility to discipline themselves, and the parents must play their role by properly training and disciplining their children at home. The Academy expects parents to take corrective measures with their children for any breach of discipline. Any student whose behavior is detrimental to the well being of the class or the Islamic environment of the Academy will be excluded from the Academy.

The Islamic Academy's code of conduct and rules and regulations of student behavior are outlined below. At the beginning of the school year, all students and their parents are required to sign a form describing the Academy's rules of conduct and the consequences of breaking those rules.

GENERAL RULES ON STUDENT BEHAVIOR

- Be punctual and regular.
- Bring all necessary materials to school and class.
- Do not bring toys, radios, or non-related books in the classrooms.
- Dress according to the school dress code.
- Observe the code of conduct while traveling to and from the school.
- Treat others with kindness, courtesy and respect -keeping both hands to own selves.
- Respect the authority and be attentive at all times.
- Use only proper language and good manners.
- Stay out of lockers and desks of other students and respect each other's personal space and properties.
- Put materials away neatly, pick up scraps, put up chairs and file out quietly at the end of the school day.
- Complete all homework assignments neatly and hand them in when due.
- Behave appropriately in the lavatories and take safety precautions.

BUILDING SAFETY RULES AND REGULATIONS

Both the lower and upper elementary school buildings are equipped with outdoor and indoor surveillance cameras to monitor and better secure the premises for our students, staff and community. Students are expected to observe the following safety guidelines:

- Enter the building in an orderly fashion.
- Walk in the corridors and classroom in an orderly fashion.
- Take good care of school property by not marking books, furniture, lockers or any other part of the building.
- Take permission before leaving and entering the classroom.
- Do not chew gum or food during lessons other than during snack or lunch.
- Speak in appropriate voice according to the situation and place.
- Work quietly without disturbing others.
- Students are not allowed to leave the school building at any time without adult supervision.
- Students are not allowed to open the main doors of the school building without adult permission.

LUNCH TIME RULES AND REGULATIONS

- Remain seated while eating, following the Sunnah, and chat at moderate volume.
- Obey lunch supervisors and speak to everyone with respect.
- Throw your trash in the trash cans. Line up quietly and proceed outdoors behind the appointed supervisors after lunch for recess and/or prayer.

RECESS AND PLAYGROUND RULES

- Remain in the assigned area of the playground with the supervisor.
- Report problems to your own supervisor.
- Play properly and safely with only approved playground equipment. Do not play contact games, tackle others, climb on each other's back, play-fight or sword-fight.
- Do not throw snow balls, stones or sticks.
- Treat others as you would like to be treated by others.
- Line up quietly and quickly with the supervisors when recess time is up.
- Walk in quietly behind the supervisor, hang up coats, and enter the classrooms and be seated.

REWARD FOR GOOD BEHAVIOR

Encouragement and rewards provide positive reinforcements and install a strong feeling of self-pride and responsibility. Teachers at the Islamic Academy ensure that all acts of good discipline are duly noted and advertised. The students with exemplary behavior throughout the year are recommended for certificate and honors presented at special functions.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Discipline Flow Chart

To address incidents of misconduct, a discipline flow chart was drafted by the principal, revised by the staff and approved by the school committee. Each incident will be considered within the context of its situation and the developmental level of the child carrying out the act. The discipline flow chart is shown below:

Level 1: Classroom level consequences include warnings, a note sent home, time out, and a reflection sheet.

- Repeated class disruption
- Being out of class without permission
- Teasing others, including probable bullying and/or cyber-bullying
- Chewing gum, eating candy or food at unauthorized time
- Loud conduct
- Littering

Level 2: Repetition of a Level 1 offence or any of the listed offences will result in parental contact through a discipline report sent home, phone call, and/or parent conference. The teacher will also issue a classroom consequence.

- Cheating or inappropriate copying of other's work
- Disturbing student's property
- Disrespect to an adult
- Backbiting and spreading rumors amounting to bullying and/or cyber-bullying
- Instigating others amounting to bullying and/or cyber-bullying
- Inappropriate physical contact, including play fighting and/or bullying
- Throwing an object at a person and/or throwing a heavy object
- Repeated refusal to follow directions

Level 3: Repetition of a Level 2 offence or any of the listed offences will result in a climate meeting with the student and parent, as well as additional steps such as a behavior contract, detention, or suspension.

- Obscene or otherwise inappropriate language, including bullying and cyber-bullying
- Using slurs, profanity in language or gesture, whether written, verbal or electronic (cyber-bullying)
- Fighting, including bullying and cyber-bullying
- Hurting another person or threatening to do so, including bullying and cyber-bullying
- Bringing a dangerous object to school
- Intentional damage of school or other's property, including bullying
- Running away from or skipping school or class
- Unlawful entry of the school

Level 4: Repetition of a level 3 offence or any of the listed offences will result in suspension and a review by the school committee and principal for further consequences, which may include long term suspension or expulsion.

- Bringing to school a firearm, weapon, or other form of explosive
- Harming or attempting to harm another person with a weapon
- Possessing, selling, or distributing controlled substances including cigarettes

ROSTER OF OFFICE VISITS

In an attempt to better coordinate discipline efforts and minimize office visits, a roster will be kept in the office to monitor how many times a student is sent there for behavior infractions and/or redirections. There are two categories within the roster: Health, Discipline and Uniform. Students sent to the office for any of these categories will be marked in the roster accordingly.

DETENTION

This policy indicates that a child with consistent inappropriate behavior may be detained for a specified period after school and will be given specific assignments to be completed during that period under strict supervision.

Parents will be notified 24 hours in advance about their child's detention. Siblings of students will be dismissed at the regular dismissal time and should be picked up accordingly. Please note that the late pick-up policy will be strictly enforced for the siblings of detained students that are not picked up on time.

SUSPENSION

This policy indicates that a child with consistent inappropriate behavior may be issued with either an in-school or whole day(s) suspension for a specified period and will be given specific curriculum-related assignments to be completed during that period while being away from classroom instruction. Parents will be notified 24 hours in advance about their child's in-school or whole day(s) suspension. A repeat of the inappropriate behavior may result in immediate expulsion.

DRESS CODE AND UNIFORM

Care in personal grooming habits is an important part of an Islamic education. A proper school uniform fosters scholarship and self-esteem, promotes good conduct and encourages respect for others' property. The following general guidelines for dress must be followed at all times at the Academy: The class teacher and/or principal have the authority to decide whether clothing or an item of clothing is appropriate or not and parents are expected to cooperate.

- Clothing must be in accordance with the Islamic dress code for boys and girls.
- Clothing must be neat, clean and properly ironed.
- Clothing should not be tattered, ragged, short, revealing or tight-fitting.
- T-shirts and jackets displaying inappropriate images, decals, messages or insignia are not permitted. Offensive items of clothing will be confiscated and given to parent directly.
- No hooded items (sweaters/sweat-shirts); no caps, bands or similar items.
- No jewelry, chains, rings, bracelets, etc.
- All students should have clean, short nails and nail polish is not allowed.
- Hair must be combed, well-kept and reasonable in length without hindering vision.
- Slippers, open-toe, "wheelies" and high heels are not allowed. Shoes must be clean.
- Special care must be taken to dress suitably on field trips.
- No jeans allowed on any occasion.

UNIFORM

All students attending the IANE are required to wear the school uniform dress code as set-out in the guidelines below as part of the Academy's code of conduct. Students consistently not wearing uniform or complying with our dress code will not be allowed to attend classes.

Boys (Grades in Pre-School to Grade 5)

Pants Color: Dark Navy Blue Material: Twill or flannel	Dress Shirt Color: White Type: Collared/Oxford/Polo Sleeves: Long or Short
Sweater or Vest Color: Dark Navy Blue Type: Cardigan/Pullover	Shoes Color: Black Type: Dress
Socks Color: Black or white Material: Cotton/Acrylic	Belt Color: Black

Girls (Grades K1-2)

Skirt Color: Dark Navy Blue Type: Straight or pleated Length: Long or short	Shirt/Blouse Color: White Type: Collared/Oxford/Polo Sleeves: Long or Short
Sweater or Vest Color: Dark Navy Blue Type: Cardigan/Pullover	Shoes Color: Black Type: Dress
Socks or Tights Color: Black or white Type: Knit/Opaque Length: Knee-high	Scarf (Optional) Color: White

Girls (Grades 3-5)

Jilbabs: 3 button-pullover ; Color: Dark Navy Blue	
Skirt Color: Dark Navy Blue Length: Below knee to ankle Pants must be worn underneath	Shirt/Blouse Color: White Sleeves: Long and loose Shirt must not be see-through
Sweater or Vest Color: Dark Navy Blue Type: Cardigan/Pullover	Shoes Color: Black Type: Dress
Socks or tights Color: Black or white Type: Knit/Opaque	Scarf Color: White Type: One or two-piece, plain No long, wrapped or pin-secured scarves

GYM DRESS CODE

- Athletic shoes that are appropriate and safe
- Solid gray, white or navy blue sweats and sweatshirts
- No design, logos or large prints should be on sweatshirts.

UNIFORM POLICY

All students at the Academy are required to wear the school uniform and to comply with the school's dress code guidelines. A proper school uniform fosters scholarship and self-esteem while also promoting good conduct and encouraging respect. Consequences for students not wearing the uniform will be as follows:

- First Violation: Students will receive a written warning.
- Second Violation: Parents will be contacted via telephone and a written warning will be issued to the student.
- Third Violation: Parents will be asked to come to the school to meet with the principal.

After a third violation, students will not be allowed in class if they are not wearing the school uniform. Please note that students may be detained and redirected in the office at the staff's discretion if their dress and appearance is deemed inappropriate and violates the general dress code (e.g. tight-fitting clothes, clothes with logos, make-up, nail polish, etc)

GRIEVANCE PROCEDURE

It is the desire and expectation of the School Board that the entire school family – parents, students, committee members and staff – function in a God-pleasing, caring and understanding manner. We must all remember the Islamic teaching of forgiveness and follow Allah's instructions in our dealings with each other to avoid misunderstanding, rumors, suspicion and undue criticism.

Nonetheless, difficulties and misunderstanding do sometimes arise. These concerns are best resolved by the parties involved and at the smallest possible scale. In the event that a student and/or parent has a grievance, the following procedure should be followed:

- 1 Discuss the concern with the other party involved (teacher, secretary, administrator or any other school staff). Both parties should make every effort to resolve the matter.
- 2 In the event that the matter is not resolved, an appointment may be made with the principal to discuss and seek a resolution of the problem. The principal will then take the necessary steps to correct the situation that prompted the grievance.
- 3 In the event the parent is dissatisfied with the outcome, the parents may submit a detailed description of the grievance in writing to the School Committee-with a copy forwarded to the principal. The president of the school committee may decide to form a committee to investigate the matter and suggest remedial actions so as to help resolve the problem according to the teachings of Islam and in view of the best interest of the school and all concerned parties. In addition, the president may decide to involve the school board in resolving the matter.
- 4 In case the matter does not reach a resolution at this point, the IANE Arbitration Committee will be consulted and responsible for the final decision.

*The Arbitration Committee is formed by Muslim scholars who base their judgment on the teachings of the Quran and the Sunnah of the Prophet (PBUH) as recognized by the four schools of Fiqh.
The committee's decision is final and binding.*

STUDENT SERVICES

EDUCATIONAL MATERIAL

Each student is provided with textbooks, workbooks and instructional material. A user fee is computed into the annual tuition for textbooks, workbooks and materials. An Interactive Projector is provided as part of the class instructional tool for grades 1 through 5. Chalkboards, bulletin boards and display areas are in the classroom. Adequate space in each classroom is available for students' and teachers' supplies.

Textbooks and educational materials have been selected by comparing five publishing companies: Addison-Wesley, Scott Foresman, Houghton Mifflin, Silver Burdett and McGraw Hill. Islamic and Arabic books were also selected after considering many curricula from other Islamic schools in the USA and Islamic countries.

TRANSPORTATION

Transportation to and from the Academy is the individual responsibility of all parents. There are groups of parents who may offer private transportation service to other interested parents for locations such as Quincy, Randolph, and Providence, RI for a nominal fee to parents. These van services are run independent of the school. If you need contact information, please contact the office.

LUNCH PROGRAM

The Academy does not offer a daily lunch program at this time. Students must bring their own lunch which does not require warming. If a student forgets to bring his/her lunch, the school will inform parents and will provide available food as needed. An optional hot lunch program is offered by the Academy one day per week for a minimal fee. Lunch forms are given to parents to be filled in and returned to the homeroom teacher with the specified fees.

LOCKERS & CUBBIES

Lockers and cubbies are assigned to all students at the beginning of the year. Students are responsible for keeping their lockers clean and are discouraged from leaving valuable items in their lockers and cubbies. Since lockers and cubbies are the property of the school, they are subject to random inspection by the administration team.

No student is permitted to go to his/her locker-cubbies except during specified times or when given permission by a teacher. Specified times for locker use are:

- Before the morning assembly
- During snack time
- During lunch time
- Prior to dismissal.

STANDARDIZED TESTING

All students are tested at least once during the academic year using nation-wide standardized examinations, namely CAT (California Achievement Test), to determine areas of strengths and areas for improvement for all core subjects.

PRE-SCHOOL/KINDERGARTEN DIAL-4 SCREENING

All new students in our Pre-School and Kindergarten classes will be screened for motor, concept and language skills using Pearson's Developmental Indicators for the Assessment of Learning (DIAL) 4th Edition. Results will be shared with parents and will help guide student progress and address developmental concerns, if any.

SPECIAL NEEDS

Reading, speech, and hearing therapy (including diagnosis and evaluation of a child's ability to communicate and function) are provided by the local public school system under "Chapter 766, Massachusetts special education law". Students with special needs are referred by parents or school personnel to the local public school department in which the child resides.

AFTER-SCHOOL PROGRAM

For a nominal fee, the Academy offers an after-school program to support student's learning and mastery of needed skills.

QURAN & ARABIC SUPPORT

The Academy strives to provide Quran and Arabic support to supplement the students' learning. Students may be given Quran memorization tapes to practice and revise at home the Surat that they are working on. Parents can also be referred to local Arabic classes from time to time as well as to online and computer resources that they can access to support their children's learning of the Arabic language.

GUIDANCE COUNSELOR

The Academy may have a licensed guidance counselor on staff. The counselor, in coordination with parents, children, teachers, and administrators will provide individual and group counseling. In the interim, specific concerns that may arise with our students are directed by the teaching staff to the principal.

HEALTH SERVICES

The Academy is blessed to have physicians as part of our school management who are able to provide expert advice on any emergency that may arise. Further, a good number of our teaching and administrative staff are trained on First Aid and/or CPR to attend to our student's needs.

STUDENTS RECORDS

All student records are kept as confidential material and are only available to administrative and teaching staff. These records include academic, health records, and attendance records in easily accessible forms. Parents do have the right to see such records. In order to check their child(ren)'s records, parents need to schedule an appointment through the office.

LOST & FOUND

There is a designated area for students and parents for lost and found items. Parents are encouraged to label all their children personal belongings (e.g. sweaters) for easy identification. The lost and found bin will be emptied at the end of the month and any items not claimed will be disposed of accordingly.

STUDENT RECOGNITION PROGRAMS

MONTHLY AWARDS

Each month students will be chosen from Grades 1 through 5 and awarded “**Student of the Month**”, “**Islamic Character**” or “**Principal’s Reader**” in recognition of their concerted efforts. The criterion for student of the month was developed to encompass high academic achievement and exemplary behavior inside and outside the classroom. This criterion has been put in a checklist format to assist teachers in selecting the deserving students.

1. STUDENT OF THE MONTH AWARD

The “Student of the Month” award recognizes students who are conscientiously putting the effort towards improving their academic grades in all subjects. The selection is based on the following criterion:

- Effort in Classwork
- Improvement in Tests
- Pride in Assignments and Projects
- Homework – complete and neat
- Contributes positively to class

2. EXAMPLARY ISLAMIC CHARACTER AWARD

The exemplary “Islamic Character” award aims to reward students with outstanding manners who embody and practice Islam to the best of their abilities. The selection is based on the following criterion:

- Respect Adults and Peers
- Respect Class and School Rules Excellent
- Prayer Manners
- Excellent Uniform
- Speaks the Truth, Uses Low Voice
- Avoid Idle Talk and Backbiting
- Helpful, Generous, Pleasant Disposition

3. PRINCIPAL’S READER AWARD

This award was introduced to encourage students to improve their language, writing and comprehension skills by utilizing their time wisely with reading. The selection is based on the following criterion:

- Always Reading
- Uses time wisely in class
- Checks Daily Spelling
- Improve Grammar
- Improve Vocabulary
- Uses Dictionary, Thesaurus

END OF YEAR QURAN MEMORIZATION AWARD

Students are encouraged to memorize our holy Quran throughout the school year. As an incentive, students are recognized for completing and exceeding their grade level curriculum at the end of the year.

END OF YEAR ATTENDANCE AWARD

During the “End of Year” ceremony, students with close to perfect attendance will be recognized in an effort to impart upon the importance of punctuality as a life skill.

ANNUAL SCHOOL EVENTS

BACK TO SCHOOL “ORIENTATION” NIGHT - September

On the first Friday of the academic year, the school will open its doors to all parents and families to visit their child’s classroom to meet our teachers, gain familiarity with the curriculum and establish an open home-school connection.

PARENT-TEACHER CONFERENCE

A Parent-Teacher conference will be held after the first-half of each trimester as set-out in the school calendar. Parents may request for an alternative meeting time/date for a detailed review and discussion of their child’s progress.

SCHOLASTIC & ARABIC BOOK FAIR - February

Each year, the Academy provides the students with a wide range of books by different literary authors through the auspices of the Scholastic Book Fair. The fair lasts for an entire week during which time students and parents can browse and purchase various books at very reasonable prices. In addition, the Arabic Book Fair facilitates the concept of owning new and “easy-to-read” Arabic books for all levels of readers.

PARENTS’ NIGHT – February

A “Parents’ Night” is held every year at the Academy when parents have the opportunity to be discover their child’s learning experience at school. This event typically culminates the end of the Scholastic Book Fair and involves teachers preparing activities for both parents and their children where they may engage in the learning process together.

SCIENCE PROJECT DAY – March

Students in all grades will be engaging in Science exploratory activities and parents will be invited to view students’ collaborative curriculum-related work on a special day at the end of March as specified in the school calendar.

SPELLING BEE – April

Students engage in a grade-level Spelling Bee every year. The winner and runner-up get the opportunity to further participate in the Inter-Islamic Schools Spelling Bee.

KINDERGARTEN GRADUATION - June

A special graduation ceremony is held near the end of the school year for our Kindergarten class (K-3) to mark their path into the elementary grades.

END OF YEAR CELEBRATION CEREMONY

On the last day of the school year, a ceremony will be held to celebrate the successful completion of the academic year. Each grade will put together a special presentation and students will receive special end of year gifts.

FIELD TRIPS

Homeroom and special subject teachers organize field trips that are both educational and fun throughout the academic year. During these field trips, students visit places of scientific, sports, public service, historical, and/or religious interest.

RAMADAN CHALLENGE

If school is in session during the holy month of Ramadan, teachers will encourage students to fast and will help motivate them through various incentive programs. For those who may not be able to observe the fast, special accommodations are made for them during lunch time while respecting those who are fasting.

MINI-HAJJ

During the month of Dhul-Hijjah, our school will hold a mini-hajj event to include special lectures given on various aspects of Hajj and a simulation of the Hajj rituals will also be performed by our students in an effort to concretely “experience” and gain perspective on what the actual pilgrims would have to encounter and persevere when they visit our holy land of Mecca.

EID CELEBRATIONS

Eid celebrations are observed in creative and joyful ways! As a tradition, if school is in session, all grades will decorate their classrooms and students will exchange small gifts. The Academy’s school committee traditionally also reserves the FantasyLand amusement park for the exclusive use of Muslim children and families in the community to enjoy and celebrate our Islamic holidays together.

COMMUNITY SERVICE

The Academy constantly encourage students to participate and organize charity drives for collection of donations (food, clothing, money) to help the poor and the needy. One occasion is during the month of Ramadan for the collection and distribution of *Zakat*.

INTER-SCHOOL STUDENT EXCHANGE PROGRAM

Since 2002, as part of our Social Studies curriculum, our Third and Fourth graders have been hosting their counterparts from Charles River School and Milton Academy, respectively, in an effort to foster greater understanding of the various populaces within the greater community.

STUDENT PRESENTATIONS & FUNDRAISER

Students of the Academy proudly participate in various presentations for parents and the community on special benefit evenings like the school’s annual fundraiser.

HOME AND SCHOOL RELATIONS

COMMUNICATION

Communications relating to academic progress and administrative issues are sent home periodically with the students by the teachers. Since 2007, in an effort to “Go Green” a weekly Friday school newsletter goes out electronically from the Principal to parents, guardians and members of the community regarding recent school events, upcoming special programs, and/or other pertinent announcements. This effort has been successful in strengthening timely communication between home and school. The Academy’s students are just as excited to discover news about their school online as these newsletters are also posted on the school website.

In addition, the Academy cooperates with other institutions, particularly Islamic entities, to help promote the support of students and families. This may include helping to circulate information about upcoming events, co-sponsoring them, etc. Please note that all advertisements and any flyers distributed or posted on school grounds must be approved by the office.

OFFICE TELEPHONE

The school telephones are for business purposes only. Students are not allowed to use the telephones for personal reasons. Students may get permission to use the phone for emergencies only.

Delivering messages to students during class time disturbs the teaching atmosphere. The Academy does not encourage messages to the students while at school except in the case of an emergency. Only emergency messages will be delivered to individual students through and by the office.

CHANGE OF INFORMATION

Any changes in home address, home and office phone numbers, emergency contact numbers and family physician should be communicated to the school office immediately.

PARKING LOT

There is a designated parking lot in front of both buildings of the school. These lots are reserved for staff and parents. Cars should use the indicated entrances and exits to the parking lots. The speed limit on Chase Drive is 30 mph and should be strictly observed. Parents are advised to take caution as this speed limit is lowered to **20 mph** as you pass the intersection of Chase Drive and Manomet Drive. Parents using the entrance of the parking lot as a loading/unloading zone of passengers should be considerate of others and not block the entrance or other cars. Please observe the posted speed limit at all times to ensure complete safety of our students.

VISITING SCHOOL

The Islamic Academy of New England welcomes all its visitors. However, all visitors must report to the Principal's office prior to going to another part of the school's building. This is the case whether the visit is scheduled or not. Your cooperation in this matter will help us to screen and keep out unauthorized or unwelcome visitors that may affect the safety of our children.

Frequent visits to the classroom disturb teacher and students. However, parents may visit their children's classroom if they so desire. Classroom visits must be scheduled in advance with the teacher through the school office. In order not to disturb the class, parents are expected to enter and sit quietly in the back of the room. Visitors are not permitted to interfere, disturb or discuss anything with the teacher or students without the teacher's prior permission.

Parents may not bring other children or adults with them, unless the child is a prospective student visiting the class to be assigned and prior permission has been granted by the principal. Parents may not send other children to school to spend the day with their enrolled child at the Academy.

Parents are encouraged to participate in the Scholastic Book Fair. This will provide them an opportunity to communicate with other students in the school are also encouraged to volunteer their time on a regular basis for programs such as the weekly bake sale and lunches and on a as needed basis for such events as field trips and activities during the Muslim American Week. Please check with the office for more information.

FUND RAISING ACTIVITIES

The tuition and fees at the Academy are kept low to avail the school to a large number of community members. The tuition alone does not fully cover the cost of educating a child at the Academy. In addition, the Academy offers financial assistance to the deserving students. Since private schools do not get any federal or state funding for their operation, the Academy depends on various fundraising activities held throughout the year for its functioning. Parents are expected to support the Academy during those events by participating and encouraging others to participate. They may also choose to donate items needed by the school or money to a particular fund such as the library or science resource center.

PARENT VOLUNTEERS

Parent volunteers are always needed and appreciated. Parents can volunteer their time and talent in various areas in service to the school. Deserving full-time parent volunteers may be eligible for discount in tuition and fees. Kindly contact the school office for more information.

IANE PARENT-TEACHER ORGANIZATION (PTO)

Parents play an important role in achieving the instructional goals set by the Academy for its students. Parents, teachers, administrators, and the school board members are part of a single team working together to provide the best education and training for their children. The Parent-Teacher Organization provides support to the Academy by relaying general concerns of the parents, providing helpful suggestions and by helping to organize fundraising events and other Academy functions. The council also works closely with the principal and the school board to find solutions to the concerns of the parents. The council ensures that suggestions and initiatives are brought to the Academy's staff and school committee in a supportive Islamic manner.

In recent years, our PTO had put together numerous after-school activities like soccer, movie-night, and overnight *Qiyam* for our students. They have also been successful in organizing fund-raising events like family skating and bowling. The Academy is privileged to have the unstinting support of its shareholders.

CONTINUING EDUCATION SUPPORT

The Academy receives various requests for access to the students, staff or school programs from individuals completing internships or graduate study requirements. These requests are evaluated on an individual basis and may be accommodated within the scope and limited resources of the school. Individuals wishing to complete an internship or research project with the school are encouraged to contact the principal directly. They may be asked to submit a written description of their proposed project.

MISCELLANEOUS

SCHOOL COLORS

The Academy colors are Dark Navy Blue and White.

SLOGAN

The Academy slogan is *Knowledge through Faith*.

CORE VALUES

The Academy four Core Values are: “Ilm” (Knowledge)
“Ibadah” (Worship)
“Ihsan” (Excellence) and
“Adl” (Justice)

SCHOOL PHOTOS

Class and individual student pictures are taken usually in the spring. A notice will be sent for exact date. Parents may place advance orders for specific packages available.

MEDIA

In general, the Academy encourages students and staff to help provide the community with accurate information about Islam. When the Academy becomes the focus of the media, we ensure that no member of the media will directly observe or sit with a student without prior consent from the parent/ guardian. Likewise, no photography or videotaping where the identity of the child can be determined will be permitted without parental consent.

SUMMER CAMP

Each summer, the Academy students are encouraged to participate in a summer camp organized by the school, by the Islamic Centers and/or by other local Islamic organizations. Please contact the office for information and registration in the spring term.

THE END

HANDBOOK DISSEMINATION AND PARENT ACKNOWLEDGEMENT

A copy of this handbook is available online on the school website at www.iane.org.

Additionally, at the start of each academic year, a soft-copy will be emailed directly to parents of all registered students by school administrator.

Unless written notice is given to the office on non-receipt of the emailed copy of the handbook, it is deemed that parents have read the handbook in its entirety and commit themselves to following the school regulations on behalf of their children including, and not limited to, policies on academic grading, attendance and pick-up policy, health and safety, emergency and lockdown procedures, code of conduct, school closings, detention, suspension and expulsion.

NOTES