

SABA ACADEMY
PARENTS / STUDENTS
HANDBOOK 2014-
2015

saba academy

A Non Profit Islamic School
4415 Fortran Court San Jose, CA 95134,
(Phone: (408) 946-5900 www.sabaacademy.org)

In the Name of the God, the Compassionate the Merciful

Date: August 2014

Dear Parents and Students,

Assalaamu Alaikum.

On behalf of the SABA Board of Education and the faculty of SABA Academy, welcome. By electing to enroll at SABA, you have chosen an institution whose mission it is to provide academic excellence for all students in a safe and healthy environment, which will nurture and challenge students to develop their physical, emotional, spiritual, intellectual, and social potential following Islamic values. We sincerely hope this will ensure every single student to become a morally developed human being, a productive member of our community, and an asset to society.

This handbook provides our administrative policies and code of conduct. We request your co-operation and participation in its full implementation and encourage you to provide comments and feedback for continual improvement.

We hope that your experience at SABA Academy will be academically challenging and personally rewarding. Once again, as the governance board of the school, we would like to welcome you and wish you all the best in the coming year.

Regards,

SABA Board of Education

In the Name of the God, the Compassionate the Merciful

Greeting with Peace!

Dear Parents and Students,

Assalaamu Alaikum.

It is a great pleasure to welcome all new and returning families to SABA ACADEMY. We look forward to your participation, cooperation, and involvement as we strive to serve you in the best possible way.

We will do our best to make this year the most memorable for our students. It is our desire to assist parents and students in every way possible to assure that the school experience is positive and productive.

The major purpose of this handbook is to acquaint parents and students with expectations, policies and procedures of SABA ACADEMY, which in turn will prepare our students to be practicing Muslims, nurturing human beings and responsible members of society.

We wish you a very productive and rewarding experience at our school.

Sincerely,

SABA Academy Faculty and Administration

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ABOUT SABA ACADEMY

We are a community-based non-profit school. We believe in the empowerment of all stakeholders in the education of our children. We integrate Islamic values and practices with academic learning.

The school program nurtures the spiritual, physical, social, psychological, and academic development of students. The curriculum promotes learning from natural forms and processes, to help create a sustainable and safe natural environment, integrating Qur'anic studies, Islamic morals, English reading and writing, Mathematics, Science, Social Studies, Health, Art, Technology and Media, Arabic reading and writing, and Physical Education.

SABA ACADEMY is a grass root community school, founded by parents and community members who felt the need to provide a quality education in an Islamic environment.

SABA ACADEMY is a non-profit school serving the Bay Area and its surroundings, regardless of race, color, national or ethnic origin.

OUR MISSION

SABA Academy exists to serve humanity by raising future leaders of high moral character and academic excellence. SABA Academy develops the intellectual, spiritual, physical, and aesthetic potential of the human being in line with the teachings and practices of Islam from the perspective of Prophet Mohammad and his Holy household.

OUR VISION

The vision of SABA Academy is to guide and help students become practicing Muslims who will treat others with compassion, and actively influence their society in a positive way.

OUR CORE VALUES

The core values of SABA Academy:

We follow Prophet Mohammad and his Holy Household in speech and action.

We strive toward quality education in Islamic foundation.

We develop our character toward Islamic living.

We plan, organize, act, and we trust in Allah

We respect our elderly, have empathy for our peers, and treat our young with compassion.

OUR STATEMENT OF FAITH

We Believe:

That there is no God but Allah Creator of all things, infinitely perfect, omnipotent, omniscient, omnipresent, eternal, and has no parents or children.

In the prophets and that Prophet Mohammad is the Messenger of God and the seal of all prophets, and Imam Ali Ibn Abi Talib is his successor.

In the Devine scriptures of the Injeel (the book that was sent to Prophet Jesus), and the Taorat (Torah: the book sent to Musa (Moses), and the Qur'an as the last divine revealed book (sent to Prophet Mohammad).

That God the Almighty and the Creator of the world sent Prophets to guide humanity to worship the ONE and only GOD, to guide humanity to the right path of justice and peace.

That all human beings are created equal in dignity and rights. They are all brothers and sisters in humanity and/or faith, and therefore have universal rights to exist without impeding on the rights of others.

In the resurrection when people will be raised by the Will of GOD the Al-Mighty to be judged for their actions and that the heaven is the reward for those who do good deed and the hellfire is the punishment for those who do bad deeds.

That as followers of Prophet Mohammad and His Holy Household, we shall abide by their teachings in our interaction with our brothers and sisters in faith and humanity and all GOD's creation.

OUR GOALS

The desire to know is an inherent part of the human being. Education is therefore the process of developing the human being as whole, integrating spiritual, psychological and social dimensions that benefit the individual, the family, and society. Programs and teachings at SABA Academy

- Teach all subjects as part of an integrated whole with Islam as the foundation.
- Provide a clear model of an Islamic life through its staff and board and families.
- Encourage every child to develop his/her relationship with God, Prophet Mohammad and his Holy Household, and all the prophets.
- Create an environment that will enhance independent learning and critical thinking.
- Encourage every student to develop love of Allah, Prophet Mohammad and his Holy Household, and love for learning.
- Provide an orderly and safe atmosphere conducive to the attaining of these goals.
- Provide services to all regardless of race color, national or ethnic origin.

PHILOSOPHY

We, at SABA Academy, believe that:

- A safe and comfortable environment promotes student learning.
- Faith, knowledge and good deeds are the keys to our children's success.

- The Holy Household school of thought is the basis for our beliefs and practices.
- Cultural diversity increase students understanding of different peoples and cultures.
- Islamic environment helps students face the challenges they may face in their lives.
- Every student is unique in physical, spiritual, social, intellectual, and emotional needs and attributes.
- Students learn to make appropriate decisions given a balanced supportive and challenging environment.
- Staff, parents, and community are role models and share the responsibility for advancing SABA Academy's mission.
- Curriculum and instructional practices should incorporate variety of learning activities to accommodate differences in learning styles.
- Students learning the desire to acquire knowledge as well as developing critical thinking and problem solving skills.

The commitment to continuous improvement enables students to become confident lifelong learners

SABA ACADEMY BOARD OF EDUCATION

Ali Abbas, Chairman

Syed Nabi Reza Abidi, Resident Aalim

Azam Agaajan, Secretary

Sami Hijazi, Principal

Zamani Zambri, Member

Shahla Fahimi, Member

Liqa Moin, Member

Asra Hussain, Member

Urooj Kazmi Member

BOARD OF EDUCATION COMMITTEES

Human Resources (HR Committee)

boe@saba-igc.org

Evaluation & Grievance Committee (EG Committee)

Education Committee (EDU Committee)

SCHOOL ADMINISTRATION

Sami Hijazi, Principal

Nazeera Salak, KG-8 Director

Bhavani Ali, Academic coordinator/HS Director

Alia Merali, Administrative Assistant

TEACHING STAFF

Teaching staff, please refer to student class schedules.

SCHOOL YEAR 2014 - 2015

The school calendar shall comply with a requirement set forth by the State of California. The school shall commence August 21, 2014 and conclude on June 16th, 2015. The school week will be Monday through Friday, with the exception of holidays and vacation days. Fridays are shortened days for students but full school day for staff.

DAILY SCHOOL SCHEDULE

Monday-Thursday Schedule: 8:00 AM -3:00 PM

Friday Schedule: 8:00 AM - 1:45 PM

All students picked up after dismissal time will be charged a day care fee of 5 dollars/15 minutes.

Charges are on 15 minutes increments

For classroom schedule please refer to individual classroom teacher

AFTER-SCHOOL PROGRAM

SABA Academy offers after School program. Schedule. And activities will provided in the 2nd week of will be provided.

FINANCIAL POLICIES

The school tuition is for the entire year. The parent/guardians are expected to make tuition payments on a timely basis, consistent with the payment option selected. In order to help the parents with their financial obligation, SABA Academy offers a monthly payment plan. Monthly payments for tuition as well as admission fee are due on the dates indicated in the application packet. Tuition payments are not prorated or refundable.

Any payments received after a 5-day grace period will be subject to a late payment charge of \$25. Parents/guardians who are consistently late in making payments (at least two months in a row) may be required to enlist in the school automatic monthly credit card charge.

SABA Academy reserves the right to suspend student attendance, due to outstanding account balances. Student records may not be released until outstanding bills are satisfied, extraordinary circumstances will be considered and/or special arrangements can be made for release of the records with the approval of SABA Academy Board of Education.

Forms of payment accepted: Cash Check Credit Card automated withdrawal
Returned checks are subject to a fee of \$25. Accounts with repeated returned checks may require an automatic monthly credit card charge or cash.

Any student withdrawing early in the year will be required to provide an advance written two week notice of withdrawal. Student must withdraw prior to the next tuition due date to avoid the preceding tuition payment charged to their account.

Daily after-school care and daycare charges will be billed to parents on a monthly basis. Prompt payment is expected for these charges.

Additional charges for such items as lost books, field trips, school pictures, standardized tests, supplies, etc. may be assessed.

One official copy the report card will be provided free of charge. All subsequent copies will be provided at a cost of \$ 10 per copy.

Payments for all activities should be forwarded to SABA SCHOOL at 4415 Fortran Court San Jose, CA 95134 or dropped off at the front desk. Please identify the purpose of the payment on the memo line of the check or attach a note with the payment. Please also indicate names of children.

Questions or concerns regarding student billing accounts or other related financial matters should be addressed to the Principal.

ADMINISTRATIVE POLICIES

Health

In order to avoid the spread of illness, and to protect your child, the staff and the other children, it is requested that sick children not be brought to school. Students who display symptoms of any illness will not be allowed to go to class. As per state licensing guidelines, children are required to go outside every day, weather permitting. If a child is not well enough to go outside, he or she should be kept at home. As required by California State law, please notify the school immediately if your child has a contagious disease.

If a student develops a fever, diarrhea, vomiting, rashes, pink eye, or other illnesses while at school, parents shall be notified and asked to pick-up their child. The student will be removed from class while waiting for parents or authorized individual to pick him/her up.

Children will not be administered medication for reducing fever, unless the temperature reaches 100.4 degrees and unless the parent provides written permission on the application to authorize the use of the fever reducer.

Children may return to school if they are symptom free without medication for 24 hours prior to attendance, or if a doctor's permission note to return to school is provided.

If a child comes to the office with a minor complaint (as evaluated by the office), he or she may be allowed to rest for up to 30 minutes outside the class. After such period, either the student must return to class, or a parent must be contacted for pick up. The school cannot provide sick childcare for extended periods.

Students shall also be excluded from class if nits or lice are found. Re-admission criteria in such cases include appropriate lice and nit treatment, removal of all lice and nits, and physical assessment by school staff, prior to re-entering class.

Medication Use

Students are not allowed to have any medication in their possession, for safety reasons. This includes pain relievers such as aspirin, cough drops, etc.

If it is essential that medication be administered during school hours on an ongoing basis, this accommodation can be provided. However, for the protection of all concerned, it is necessary for the school office to have specific information and signatures prior to administering medication. **All medication, including nasal sprays, inhalers, topical ointments, medicated eye drops, antibiotics etc., should be brought to the front desk.** All medication should be in the original container, and prescription medications should bear the name of the student that the medication is for. Parents / guardians must provide detailed instructions in the form of a note, or completed medication authorization log entry (available at the office) to accompany medicines. This documentation should include the name of the student, dosage, and timing. The school cannot administer any dosage that does not conform to recommended dosage directions on the container. The secretary will administer the medication as directed.

Kindergarten – Grade 1: Safety is critical in handling students from KG- 1 medications. Parents are required to bring all medications in a zip-lock bag, which should be handed to the teacher on duty. The school recommends that the timing of medication be adjusted to coincide with lunch time, if possible. Once the medication has been administered, it will be documented on the Medication Authorization Log. It is the responsibility of parents to collect the medicine from the teacher at pick-up time. **At no time should medicines be placed in a child’s lunchbox.**

Grades 2 and up: Students / Parents are required to bring all medication to the front desk. All medication should be labeled with the student’s name. Students are not permitted to have any medication in their possession during school hours (including cough drops, eye drops, etc.). Under no circumstances shall medication be shared with fellow students. Pick up of the medication, at the end of the day, is the responsibility of the parent/student.

L u n c h

There is a hot lunch program at SABA Academy, For a nominal cost, students may purchase nutritious lunches at school.

For students who have forgotten their lunch, ***parents may drop-off their lunch at the front desk*** Please make sure that your child’s lunch is clearly marked with his/her name and grade. In the event a student has forgotten his/her lunch, the parent will be contacted and a lunch will be provided if the parent cannot drop-off lunch. Money for the lunch provided is to be reimbursed by the parent on the following day.

Parents are welcome to come in at lunchtime to eat with children. Please stop by the front desk to sign-in and pick-up a visitor badge as per security guidelines.

Students are welcome to bring lunch from home. There are microwaves in the cafeteria where lunch can be warmed up. Students who bring lunch from home may store their lunchboxes in their homeroom. Students who bring lunch from home should also bring their own lunch supplies, such as spoons, napkins, straws, condiments, etc.

B i r t h d a y P a r t i e s

Students’ birthdays and events such as Valentine’s Day will not be celebrated at the school. This policy applies to staff and faculty, as well. Any flowers or gifts delivered to the school for such events will be returned to the vendor from which they came.

V o l u n t e e r s

Volunteer parents are always welcome to assist at SABA Academy. This assistance may involve working in the classroom, office, reading to children, tutoring a student, monitoring students during lunch and escorting children on field trips. If you are interested, contact the front

desk or the PTO to coordinate the time and activity you wish to be involved in.

School Visitors

For safety and security of our children and employees, we require that all visitors sign-in at the office and pick up visitor badges, and sign out as they exit the building

Walk-in Visitors

Parents will be given a tour of the school with prior scheduling, provided a member of the administration is available at the time. Tours by appointment are encouraged and appreciated.

Former or prospective students & parents visiting for a day

Former or prospective students and their parents that wish to attend or observe classes must schedule a visit by calling the office at least a week in advance. Teachers will be informed so that they can accommodate visitors. **Any visitors not wearing a visitor badge will be directed to the front desk to get badge.**

Visitors may not be able to meet with teachers unless an appointment has been made in advance. The major part of teachers' time during school hours is allocated to teaching. Unscheduled conferences with teachers may not be held while the teacher is on duty. To speak with a teacher, please leave a message at the office and the teacher will contact you, or you may communicate with teachers via email. To meet with teacher and Principal, please make an appointment.

Telephone Calls

In case of emergencies, the school secretary will contact parents. Students may use the phone in the office outside of class time, with the permission of the office, if needed.

Students are NOT permitted to use cellular phones on school premises between 7:55 am and 3:00 pm. Additionally, they may not keep cell phones on their persons, anywhere on the campus or in their personal belongings (backpack etc.). If a student is found using or in possession of a cell phone this will be considered a violation of the student code of conduct and the consequences specified therein will be applied.

Only messages of an **urgent nature** from parents will be relayed to students.

School Closing

During inclement weather or any other emergencies, the school closing will be announced on the school message board at 408-946-5900, or check the SABA website at www.sabaacademy.org before leaving home.

During school hours, if weather conditions require students to leave for their safety, parents will be contacted by the administration with instructions for immediate pick-up.

Textbooks

Textbooks support the curriculum, and are provided to students as study materials. Students are provided textbooks for use during the year, which are to be returned to the school at the end of the year. Children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. Also, fines that are not paid by the end of the school year will result in the school holding the student's records. Writing or highlighting in a school textbook or library book will be considered vandalism.

Books and other learning material left in inappropriate places such hallways, classrooms, stairways, cafeteria, etc., will be held in the office (contact the office) for 10 days, school will not be responsible for the items after 10 days.. Teachers will perform spot checks to ensure that students are using their textbooks on a regular basis. **The school will replace a lost book only after the appropriate payment for the lost material has been made.** Personal items found will be placed in the lost and found area.

S u p p l i e s a n d S t u d e n t M a t e r i a l s

A list of school supplies needed by each student is provided at the beginning of the year. These supplies help students prepare for learning in the classroom. Please label all supplies in your child's package. Supplies may be used on an individual basis or as a group. Additional supplies may be required for special projects ... etc.

A n i m a l s a n d P e t s

No pets are to be brought to school without permission. A parent may bring a pet to school (e.g. for show and tell or other approved purposes) and take it back home after a short visit, if satisfactory arrangements are made with the teacher and principal at least two weeks in advance of planned visit, using the required form from the office. All pets should be properly vaccinated.

L o s t A n d F o u n d A r t i c l e s

A lost and found depository is maintained. Students who find books or personal property should turn these items in to the front desk. Students who have lost personal items should check with the front desk.

Items that go unclaimed for a period of one month may be donated to a charitable cause. Deadlines for lost and found donation will be communicated to parents through memos, prior to disposal.

Students are encouraged to label any clothing (in an inconspicuous location), lunch boxes, etc., that may be misplaced so that these items can be identified if lost. Misplaced textbooks and other learning materials will not be placed in the lost and found area. These may be picked up from the front desk.

S c h o o l P o r t r a i t s

Student pictures will be taken in the fall of each school year. There are a variety of packages, reflecting a broad price range, designed to accommodate all those who wish to participate. Complete details will be furnished later, prior to schedule date.

On occasion, SABA Academy develops promotional material using photographs and/or videotapes of students. In addition, the media (newspapers or television) may request to take photographs or videotapes of our students and programs. If you do not wish for us to use your child's image in any of these activities, please contact the office within 15 days of start of the school year.

S T U D E N T D I S M I S S A L P O L I C Y

To leave campus early, student is required to have a note from his/her parent/guardian. The note must be brought to the office at the beginning of school day. The office will authorize student dismissal during school hours. Early dismissal is not available after 2:30 pm.

At the time of early pick-up, parents are requested to go to the office - ***not the classrooms***. Teachers will not release students from class unless they receive an early dismissal form from the office. The front desk will arrange for student dismissal either in person or in writing using an early dismissal form. The student will meet the parent in the front desk; parents are requested not to go to the classroom to pick up their child. Parents must sign out students in the office before leaving the campus. Students who return the same day must report immediately to the office, sign in, and receive a permit to class. **Students who leave campus without permission will be considered truant.**

Student Drop Off and Pick-Up

for drop off and pick up, please observe the following rules:

- Drop off at the front of the building (not the playground)
- Pick up at the back of the building, playground area.
- Please park in designate parking spaces.
- Drop off and pick-up rules are meant to create an efficient and safe process.
- Drop off and pick up your children on time.

Punctuality and Student Attendance

Students should arrive at school at least 10 minutes prior to school starting time. A student will be considered tardy if he or she is not present in assembly. The school will contact parents of absent children to check for truancy. As a courtesy, please call the office in the morning if your child will not be attending school.

Students must bring a written note from home, which is signed by the parent or guardian stating the date and reason, following any absence, in order to be considered for excused absence. This should be handed in the office where it will be determined whether the absence is excused or not. **Students must be given three (3) school days to complete make-up work for each excused day of school that is missed.** It is the responsibility of students and parents to obtain all missed homework/class work from teachers.

STUDENT DRESS AND GROOMING

Dress Code

SABA Academy highly emphasizes the value of the Islamic Dress Code and cleanliness that are fundamental to self-respect and dignity. SABA Academy has the right to put restrictions and refuse attendance to students whose dress and grooming is deemed by the school authorities to be distracting to the learning process.

Students should come to school in the uniform adopted by the school (excludes preschool students). Uniform must conform to all requirements of Islamic attire. Students are expected to wear their school uniform at all times while on school premises and on field trips. If and when a uniform is not required, parents will be notified in writing. Students are required to observe the school dress code at all other times, while on school premises, participating in school activities off-campus, or representing the school in other activities, including in after school care and while interacting with students in after school care.

Students are expected to be respectful and careful to maintain their uniforms in good conditions. Ripped pockets, missing buttons, or writing on clothes is unacceptable. Students are taught and expected to dress neatly, and keep their clothes tidy. All uniforms must be CLEAN and IRONED and the appearance must look TIDY. Boys' shirts should be buttoned all the way,

except for the top button. Please read grooming and dress code section of the student code of conduct.

Students who do not comply with the dress code will be asked to call their parents to bring the complete uniform to school. Students who are out of class because of an infraction of the dress code are responsible for all missed schoolwork in compliance with the make-up policy.

The school authorities have the right to restrict a student from entering the school grounds or classroom if they feel that the student's uniform is inappropriate and distracting for the learning process.

Students, faculty, and staff are expected to follow Islamic requirements and rules in their dressing and grooming. Girls with pierced ears may wear small, stud earrings to school.

Long, dangling earrings or any other type of jewelry (such as bracelets, necklaces, boys' earrings, etc.) are considered distracting and inappropriate. Therefore, such jewelry is not allowed for boys or girls, and may not be worn at all while on school premises.

Grooming and Hair

All students are expected to practice Islamic guidelines and requirements regarding personal hygiene. Hair and nails should always be clean and well groomed. Boys will not be allowed to remain in class with hairstyles such as tails, Mohawks, stripes or colored hair or highlights in striking, unnatural colors. Boys are expected to have standard haircuts with NO half shaves or shaven designs.

ACADEMICS

Report Cards and Progress Reports

Report cards will be sent after each quarter. Parents will be informed when report cards are ready for pick-up. Uncollected report cards and progress reports will be mailed to parents (at the address on record at the school) three days later.

Standardized Testing

The school aims to constantly evaluate its programs and students in order to implement improvements, and design programs that best meet the needs of our student body. Standardized test curriculum objectives are integrated in the curriculum. A test schedule will be provided to the teachers ahead of time so that they can better prepare the students for the test.

Standardized Tests will be administered for 1st- 8th Grade

Testing is scheduled during the month of May. Preparation activities for the test are spaced out throughout the year.

Parent-Teacher Communication

It is important to maintain lines of communication between parents and teachers. If you have problems, questions, or concerns please contact the teacher by phone, note, or e-mail.

Teacher Conferences:

Parents wishing to confer with a teacher may call the school to request an appointment. Parents may also leave a message on the teacher's voice mail, so that he/she can return your call. You may also email teachers at school. Teachers' email addresses will be provided by the office and are also available on the website. Appointments during the teacher's planning time are best.

Check in with the front desk when you arrive. The front desk does not give out teacher phone numbers.

Memos:

Parent memos are emailed periodically. They contain important information, dates and announcements for everyone. If you do not receive emails, please contact the front desk to provide correct email addresses. Emails are the primary means of communication unless stated otherwise.

School web site:

The school web site is a source of much information. Please make it a familiar stop for information: www.sabaacademy.org

Grading System

Report cards will provide grades based on the grading scales below. Attendance, consistent daily preparation, promptness in completing assignments, and the quality of work performed will be reflected in all grades.

Final grades are a cumulative representation of what the student has earned throughout the marking period, and not limited to only one test. Evaluations cover comprehensive strategies and methods to accurately and fairly assess student progress during each marking period.

Students with excessive excused absences during a quarterly grading period will receive an “incomplete” for the grading period. Students receiving an “I” have until the end of the next grading period to convert the incomplete grade to an earned grade.

Report Card Codes / Grades

Scale of Academic and Conduct Codes (KG thru 5th Grade)

E – Exceeds = works above the standards

M – Meets = meets the standards

A - Approaching = progressing toward the standards

NA – Not Assessed at this time

Scale for Grades 6th - 8th and High School Academic Grades

A+ 97-100 B+ 87-89 C+ 77-79 D+ 67-69 F Below 60

A 93-96 B 83-86 C 73-76 D 63-66

A- 90-92 B- 80-82 C- 70-72 D- 60 - 62

Scale for Conduct Grades (4th – 8th)

E = Excellent

N = Needs Improvement

S = Satisfactory

U = Unsatisfactory

HOMWORK POLICY

SABA ACADEMY strives to implement a balanced and productive homework policy that correlates with student achievement and development. Homework must be completed according to the instructions given by the teacher. Any homework that is missed due to an excused absence must be made up according to the student absence policy.

While homework can be a means of enrichment and reinforcement of the learning that is taking

place in the classroom, too much homework may diminish its effectiveness or even become counterproductive. SABA bases its homework policy upon the latest educational and psychological research that outlines balanced correlations between the amount of homework and student achievement. Properly implemented homework should reinforce student lessons, and help family members become aware of what their children are learning. Furthermore, parents and teachers can observe and evaluate student progress, while diagnosing weaknesses, strengths, and specific needs. Occasionally, depending upon the individual needs of the child and/or the activities within the classroom, an assignment may be given. Homework is not intended to “keep children busy” at home.

Substantial research demonstrates that reading success generally translates into success at school. Studies have found that enthusiasm for reading declines sharply after age eight, mostly due to excessive homework. While homework has shown little impact on improving achievement in the elementary grades, much validated research shows the one exception is reading. SABA Academy structures its Homework Policy to give as much emphasis to reading as possible. Students K-8 are expected to read 1-3 books per marking period and give a summary of the books. A teacher may send papers home for parents' observations and the parents' signature(s). These papers are to be signed and returned the next day.

To ensure that students receive the maximum benefits of homework, the school has established certain guidelines for the assignment of homework, they are:

- The healthy development of a child is not limited to academic work, and should permit enough time for areas of interest. SABA Academy recognizes that families- however constituted- are partners in a child's education. Well-functioning families have been found to be the strongest single predictor of higher achievement and fewer behavioral problems for students. It is important that children are able to participate in family activities, and parents and guardians determine how to spend quality time with their children. The length of time spent on homework assignments should avoid undue intrusion on the time students may spend in other activities outside of the school day.
- Homework should serve a sound educational purpose. It is not intended as busy work or punishment. A night off is better than homework which serves no worthwhile purpose.
- Homework must be within the capabilities of the students. Homework that cannot be individually completed by students has no value. Assignments which require adult help are discouraged.
- Non-assigned self-guided study and review which fosters self-discipline and responsibility is encouraged in accordance to developmentally appropriate levels, and not restricted for Middle and school students. Upper grade students should manage their time aside from homework to accommodate research papers, book reports, reading, quiz and tests preparation, etc.
- Students should be motivated to correctly and carefully complete the homework assignment.
- The homework assignment should grow out of a school experience. Only homework that has a creative objective should be given without previous preparation. Even in this case, the form and procedure should be explained.
- Homework should be related to students' interests, should be intended to enlarge the students' knowledge and understanding of the concept, and should be suited to individual's needs and capabilities.
- Students must be completely clear about what they are to do and how they are to accomplish their homework.
- Homework and projects should be given within a reasonable period for completion.
- Homework should serve a useful purpose within the classroom and be related to the explained material. It must always be checked and corrected the next day.

- Tasks and activities are assigned to allow students practice skills they have already learned.
- It is the responsibility of the teacher and the parent to explain the specific purpose of every assignment and why it is important to complete it.
- Praise your students' effort in completing homework and encourage them.
- Parents should create an atmosphere conducive to homework. The sofa in front of the TV is not a good place.
- Parents should show their children to take homework seriously, and keep in touch with the child's teacher on a regular basis.

Teachers are responsible for providing students with assignment diary templates to record homework assignments. Teachers are also responsible for initialing templates on a regular basis to ensure that students are recording their homework.

Students will receive homework at the discretion of the teacher (Monday through Thursday only; No homework will be given during holidays), not to exceed the developmentally appropriate timings detailed herein. Students vary significantly in the amount of time they spend on assignments; therefore, these maximum amounts of time represent the teachers' estimate regarding times required by the average student for completion of the assignment. These guidelines do *not* include time for independent reading, and parents are encouraged to read aloud to their elementary students every night.

Grade	Maximum Daily Allotment
Kindergarten	10 – 20minutes
1 st -3 rd Grade	20 – 35 minutes
4 th -5 th Grade	35– 60 minutes
6 th – 8 th Grade	1 hour – 2 hours

Each teacher will inform the class at the beginning of the year his/her grading policy and the weight given to homework towards the final grade.

HOMEWORK OPT-OUT POLICY

Saba Academy has a Homework Opt-Out policy. Parents have the option of enrolling their child into this program by September 29th. Parents and families play the most significant role in the lives of our students. As the primary educators for students, parents make important decisions regarding the well-being of their children which include personal and educational growth. Thus, parents should decide what is in the best interest of their children in regard to life at home and this includes time spent on homework.

The Homework Opt-Out policy gives parents the option of allowing their students to not have any homework, without any penalty to their grade. Homework will continue to be offered and assigned for all students with the sole intent to support student learning. However, students of parents who choose the Opt-Out policy will not be required to turn in work and will not be penalized for it. Instead, that portion of their grade will be taken from another grading area. *However, daily reading will still be required and will not be excluded through the Opt-Out policy.* There will be ample class work assigned that will still help students master state standards and the homework can remain as optional practice work if needed.

There are many studies that have shown that there is no positive correlation between homework and grades. In fact, there are studies that actually show negative correlations between homework and student performance. An educational psychologist at Sydney University, Richard

Walker showed data that in countries where more time is spent on homework, students score lower on international standardized tests.

At Saba Academy we ensure that class time is spent efficiently in order that students are mastering content standards. Students work diligently during school hours in all subjects and we believe that students should be given an option to spend time with family once they get home. Time spent on homework can take away from precious family time, which is an essential component to a well-rounded student.

If parents choose to enroll their child in the Homework Opt-Out policy, a form must be filled out and sent to the office. The deadline to enroll is *September 29th*. Students are either enrolled in the Opt-Out program or not; parents cannot enroll their student after this date.

P L A G I A R I S M

How To Avoid Plagiarism

Plagiarism is defined as "submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source." Plagiarism can occur in many forms besides writing: art, music, computer code, mathematics, and scientific work can also be plagiarized. This document pays special attention to plagiarism in writing, but it is important to understand that unauthorized collaboration in a math or science assignment is also plagiarism. In all academic work, and especially when writing papers, we are building upon the insights and words of others. A conscientious writer always distinguishes clearly between what has been learned from others and what he or she is personally contributing to the reader's understanding. To avoid plagiarism, it is important to understand how to attribute words and ideas you use to their proper source.

Guidelines for Proper Attribution

Everyone in the school needs to pay attention to the issue of proper attribution. All of us--faculty and students together--draw from a vast pool of texts, ideas, and findings that humans have accumulated over thousands of years; we could not think to any productive end without it. Even the sudden insights that appear at first glance to arrive out of nowhere come enmeshed in other people's thinking. What we call originality is actually the innovative combining, amending, or extending of material from that pool.

Hence, each of us must learn how to declare intellectual debts. Proper attribution acknowledges those debts responsibly, usefully, and respectfully. An attribution is responsible when it comes at a location and in a fashion that leaves readers in no doubt about whom you are thanking for what. It is useful when it enables readers to find your source readily for themselves. You help them along the way, just as that same source helped you along yours. To make sure that our attributions are useful, we double-check them whenever we can. Quite literally, it is a habit that pays. Colleagues in every field appreciate the extra care. Nothing stalls a career faster than sloppy, unreliable work.

Finally, an attribution is respectful when it expresses our appreciation for something done well enough to warrant our borrowing it. We should take pride in the intellectual company we keep. It speaks well of us that we have chosen to use the work of intelligent, interesting people, and we can take genuine pleasure in joining our name with theirs.

Consequences of Plagiarism

Students may not receive credit for work that contains plagiarism.

AWARDS SYSTEM

Student achievement and good conduct is encouraged throughout the year by teachers. Additionally, the school conducts two award ceremonies (one at the end of each semester) each year. The following award categories will be awarded:

Most Improved Student Award (for each subject; nominated by teacher)

Outstanding Citizenship Award (Excellence in behavior and demonstration of Islamic Values)

Excellence Awards (The top 1 – 3 students per group in each subject)

Perfect Attendance Award (Zero absence during the entire school year)

Honor Roll Award: Gold / Silver / Bronze (determined by office, based on overall average/GPA)

Quran Competition Awards (Based on results announced by the Qura'an Competition Judging Team)

Science Fair Awards (Based on results announced by the Science Fair Judging Team)

Special Awards (Determined by the classroom teacher and subject to approval of Principal)

Awards Assembly and Graduation Ceremony

Students' achievements are recognized twice a year, in January and on the last day of school. Graduating classes are recognized at the end of the year. All awards will be classified in accordance to the honor roll and award specifications stated earlier.

STUDENT ACTIVITIES

Science Fair

It is the school's aim to provide our children with opportunities to explore and direct their natural curiosity through a process of scientific investigation. Learning the scientific method is a process that helps develop analytical and problem solving skills. Teachers will provide students with a precise guide to project making, encouragement, and support. Individual and group projects are highly encouraged. Parents are encouraged to work with their children to ensure proper guidance, involvement and a good outcome. The science fair grade will be counted as part of the quarterly grade.

Holy Qur'an Competition

The purpose of the Qur'an Competition is to encourage students to memorize and recite surahs from the Holy Qur'an. Students are provided a list of surahs by their teachers and are tested by them to ensure that they are able to recite their assigned surahs in order to qualify for the final round of the competition at their level of mastery. At the competition finals, students are

evaluated by a panel of judges and winners are declared for each level.

Career Development Center

The purpose of the Career Development Center is for students to explore career options, college admissions and to prepare for successful job searches.

After-School Tutoring Program

The purpose of the After-School Tutoring Program is to empower students in grade 4 and up to succeed academically and to provide leadership opportunities for our high achieving students.

Year Book Club

The purpose of the Yearbook Club is to produce a quality yearbook that best represents SABA Academy.

Student Newsletter Team

The purpose of the Student Newsletter Team is to increase student reading and writing comprehension through the active participation in creating a monthly newsletter for SABA Academy.

Multicultural fair

The Multicultural Fair is aimed at providing our students with opportunities to display and highlight their knowledge, interests and talents of other world cultures. As with the science fair, teachers will provide students with guidance, support and encouragement. Parents are encouraged to get involved in the classrooms or at home with their children's projects. This event is scheduled in the spring.

Student Council

To promote opportunities for student cooperation in the management of student affairs:

- Act as an intermediate representative between the student body and the administration
- Promote the general welfare of the students through advising the administration in matters concerning student concerns
- Provide leadership
- Be self-supporting
- Conduct yearly class officer and student council elections.
- To serve as a liaison for class activities

Students who demonstrate good conduct and Islamic behavior and have a GPA of 3.00 or above are eligible to participate in Student Council Elections

Field Trips

Written permission must be obtained from parents prior to each planned field trip. Staff will notify parents at least two days prior to each trip. Transportation will be coordinated for each field trip.

If you choose not to have your child participate in the field trip, you may need to keep her/him home for the day if the field trip is all day. There are no make-up days for such field trips.

In order to participate in optional extracurricular activities, students must maintain satisfactory academic and discipline standing (general conduct and Islamic Behavior)

RELIGIOUS HOLIDAYS AND ACTIVITIES

As an Islamic school, our calendar differs from public, and other private schools. The following observances are commemorated or celebrated as noted on the school calendar:

1. **Eid Al Fitr:** Celebration of the end of the month of Ramadhan.
2. **Eid Al Adha:** Celebration of the Prophet Abraham's willingness to sacrifice his son Ismail on the command of Allah (swt) on mount Arafat.
3. **Eid Ghadeer:** Celebration of the announcement of the successor ship (Wilayah) of Imam Ali (as)
4. **Ashura:** This is not a celebration, but rather a commemoration and time of mourning for the martyrdom of Imam Hussein and his family members in the city of Karbala, Iraq. The school day is shortened during the first 10 days of Muharram.
5. **Birthdays of the Prophet (saw)**
6. **Demise of the Prophet (saw)**
7. **Birthdays of Imam Ali (as)**
8. **Martyrdom of Imam Ali (as)**
9. **Birthdays of Sayeda Zahra (sa)**
10. **Demise of Sayeda Zahra (sa)**
11. **15th Shabaan:** Birth of Imam Mehdi (as)
12. **The Night of Qadr in the month of Ramadhan**

Other activities:

- **Daily Salaat:** Muslims are required to perform five prayers each day.
- **The month of Ramadhan** is the ninth month of the Islamic lunar calendar year, and a celebration of the revelation of the Qur'an to the Prophet Muhammad (saw). Ramadhan is a month of fasting days from dawn until dusk. During Ramadhan the school day is shortened.
- **Other commemorative events:** A yearly charity fund will be initiated during the month of Ramadhan to instill in our children the value of giving and caring for the needy. Students and teachers work together to raise funds and help children who are suffering from hunger, bad health, and other effects of poverty. These funds will be given to the appropriate institution for distribution.

COMPUTER & INTERNET USAGE CONTRACT

To ensure that all students have the opportunity to use Intranet and computer resources for constructive educational goals on a regular basis, we have developed a set of rules and procedures for computer and Internet usage.

SABA Academy Computer / Internet Usage Agreement

Rules and Procedures

- 1) As soon as students enter the lab or classroom, each will inspect the chairs, equipment, and lab table for obvious damage, including graffiti.
- 2) If a student discovers damage or graffiti, he/she will report it immediately to the teacher before class begins.
- 3) If a student fails to report the damage before class begins, that student will be held responsible for any damages, so it is essential to report damage immediately upon arrival to class. Failure to notice damage will not exempt a student from responsibility.
- 4) Students, along with their parents, will be held financially responsible for any repairs required to equipment that the student deliberately damages. Students will also receive other disciplinary actions as deemed appropriate.
- 5) Students are not to misuse computers. Examples of misuse include, but are not limited to, the following activities:
 - a) Harming other people or their work.
 - b) Trespassing in another's folder, work or file.
 - c) Violating copyright laws
 - d) Sharing passwords with another person
 - e) Wasting limited resources such as disk space or printing capacity by downloading and/or printing files that are not specifically being used for school-related projects.
 - f) Deliberately damaging the computer or the network in any way.
 - g) Interfering with the operation of the network by installing illegal software, shareware, or freeware.
 - h) Attempting to change any part of the software or operating system including backgrounds, screen savers, desktop icons, sounds, or other preset resources
 - i) Downloading, loading, viewing, sending and displaying any material deemed inappropriate, from the Internet. As a rule, any material that you would not want your teachers and parents to see is considered inappropriate.
 - j) Failing to notify an adult immediately if materials that violate the rules of appropriate use are encountered by accident.
 - k) Working on a computer logged on as another student
 - l) Deliberately wasting computer resources, such as playing games, checking email, chatting, or using a computer for activities not related to school.
- 6) Gum, food, and drinks are strictly prohibited in the computer lab.
- 7) Students are not responsible for routine computer problems.

I have read and understand the policies and procedures above and agree to abide by them.

Signature of Student

Date

Signature of Parent

Date

WITHDRAWALS

Notice should be given to the office at least two weeks prior to the student's withdrawal in order the records may be prepared. There is a three day turnaround on any documentation to be provided by the office. All requests for records should be made using the appropriate forms available at the office.

CLEARING ACCOUNTS

All school accounts – tuition, library, lunchroom, classroom assessment, etc., must be clear before any student records or report cards are released.

SCHOOL RECORDS

When a student is transferring to another school, the parent must sign a release form from that school before the office may release records. Any teacher recommendation form or letters regarding transferring students must be mailed or faxed from SABA Academy to the other school. No recommendations will be given directly to the parent or hand delivered to another school. Please allow at least one week for any recommendation or record requests.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the school office of address or telephone number changes immediately.

PARENT-TEACHER ORGANIZATION (PTO) COMMITTEE

The objectives of this organization are to:

- a. Generate active cooperation between teachers and parents
- b. Support a smooth operation of the school by participation in diverse educational functions such as sports events, field trips, special school projects, school fund-raising activities, and various other activities related to the education of the children.

All parents and teachers at SABA Academy are regular members of the PTO.

The PTO will be organized and run by a PTO Council, consisting of seven (7) members elected from the regular members and to include at least two teachers who will represent the staff. The officers of the PTO council will be:

President (1)	Vice President (1)
Secretary (1)	Treasurer (1)
Officer (3)	Teachers' representative (2)

The Secretary of the board of Education (BOE) selects a committee to coordinate and supervise the elections, of which he/she is the chairperson.

Elections will be held by the last week of April of every year. The Election Committee can select an alternative election date if needed.

The nominations for PTO Council shall be collected by the Election Committee one week prior to the election date. Candidates shall be nominated for each position. Nominations may be accepted from the floor before the election. Any regular PTO member can nominate any other regular member.

Each member can vote for seven (7) members. The nominees obtaining the most votes will be declared elected members of the PTO Council. The teacher' representative shall be nominated and elected by the staff of SABA Academy.

The President, his/her designee will represent the PTO while attending meetings with the Principal of SABA Academy.

Elected members must assume their positions at a transition meeting between the newly elected and the prior year PTO members within a week of the declaration of the election results.

All elected members are required to adhere to the objectives and to the bylaws of the SABA Academy I PTO. Any violation is to be resolved by the PTO Council. In the event that the issue(s) are not resolved at the Council level the President of the PTO shall bring the issue(s) to the attention of the Principal. If needed the issue(s) may be brought to the attention of the BOE via the proper channels for resolution.

In case of a vacancy on the PTO Council, the nominee with the next highest votes for that position will be appointed by the Election Committee.

SABA Academy School PTO Meetings

All meetings are open to the regular members and guests of the PTO Council.

Any PTO member can bring a guest to the meetings. Guests cannot participate in the proceedings of the meetings unless they are invited to do so by the presiding member of the PTO Council.

There shall be at least one meeting called each school month. Date, time and place of meeting must be well publicized by the PTO Council.

STUDENT CODE OF CONDUCT

Student Expectations

Students are expected to come to school prepared to follow the school and classroom rules at all times. Students who choose to break the rules will be subject to disciplinary action.

Students will:

The 5 Ps (summarized expectations of the school)

- Prompt:** Be in your seat and ready to start class on time.
- Prepared:** Bring textbook, paper, pencils/pens and folder to class each period.
- Polite:** Raise your hand and wait to be called on before speaking.
- Procedural:** Follow directions the first time they are given.

Positive: Respect self, school, fellow students, and everyone's property.

Tardiness and Absenteeism

Students are expected to be at school and in class on time. Students with repeated or unexcused tardiness may be subject to disciplinary action. Students are also expected to make-up any missed school or homework. Students with excused tardiness or absence for two days will be given an opportunity to make-up missed work upon their return to school. Excused absences from school for more than two days require special permission from the Principal, except in the case of illness. In either case, students are expected to make-up their school-work before returning to school. Record of assignments may be requested and obtained from school by calling or visiting the administrative office during office hours.

Academic Responsibilities

Students are expected to complete all class works, homework, and all projects assigned by the teacher. Student failure to live up to the academic expectations of the school will result in progressive consequences, depending on the severity and the frequency of the infractions.

Building

Every child is expected to support the rules of conduct, which contribute to the safety of others and the efficient movement of children throughout the building. Being outside of the classroom without a pass, loitering, running, ball throwing and other activities that may be potentially dangerous are prohibited.

Playground

Every child is expected to follow safety rules for the playground. All pieces of equipment are designed for enjoyment and physical development, but if misused, can cause bodily harm to oneself and others. It is vital that activities such as throwing pebbles, or other objects, and playing games in undesignated areas be restricted to prevent injury.

Personal Property

All students are expected to respect the property of their schoolmates. Students are encouraged to bring supplies from home in order to complete their schoolwork. Teachers must encourage careful handling and respect for items belonging to others.

Vandalism/Graffiti/Burglary/Theft

Every child is taught and expected to respect the property and objects belonging to the school and others. Willful destruction or a general lack of care will not be tolerated. Appropriate restitution will be determined on a case-by-case basis by school personnel.

Fighting

Fighting is not tolerated and will be followed by immediate disciplinary action.

Weapons

Weapons, or any objects that are potentially dangerous, SHALL NOT be brought to school. Certain school activities may require the use of sharp objects for carving, model making, and related activities. If these are required, they will be provided by the school and used only under the strict supervision of a teacher. Any student who brings one of these items to school will have the item taken away, and disciplinary action may result.

Matches/Fires

The danger of fire is a constant concern to the school. Students who bring matches, lighters and other objects used for starting fires will have them taken away. A student who is lighting matches or a lighter will be removed from the room immediately and sent to the office. Lighting matches, smoking, or starting a fire on school premises will warrant an automatic suspension. Pulling fire alarms may result in an automatic suspension and a visit to the Fire Marshall.

Biting

Students, who choose to resolve their problems by biting, will be sent home immediately. Incidence of this type will be reported to the principal immediately. First aid will be provided to the bitten child and a telephone call to the parent will be made.

Medications

Students are expected to respect the value of medications in treating illness. Children are not allowed to bring medications to school unless physician and the school personnel are alerted to the child's needs. At no time is a child to keep medication on his/her person or to share medication with others.

Electronic Devices

(Cell Phones, MP3 players, Tape Recorders, Radios, Cameras, Walkmans, Electronic Games, etc.)

The school does not permit students the use of electronic devices unless requested by a teacher or as part of a class project.

The following consequences will apply in the case of infractions of the student code of conduct involving all electronic devices, including the ones indicated above:

First offense: Electronic device will be confiscated for 1 week. Device must be re-claimed by a parent/guardian at the end of the week.

Second offense: Electronic device confiscated for two weeks plus \$ 10 fine. Phone must be re-claimed by a parent/guardian at the end of the 2-week period after paying the fine.

Third offense: Electronic device will be confiscated for four weeks and may be reclaimed by a parent/guardian at the four week period after paying a \$20 fine.

In addition, appropriate disciplinary actions shall also apply as per school policy.

Prayer Time

All students are expected to wear appropriate Islamic clothing during prayer time. All students at SABA Academy have the benefit of attending and performing daily prayers.

All students will be escorted and supervised in wudu and prayer areas. The students are expected to go to the wudu area, make wudu and go to the prayer room in a quiet and orderly fashion. The students who cannot pray due to valid Islamic reasons must inform the teacher beforehand, but are still expected to be in the prayer hall during the Salat time.

While in the prayer room, students are expected to remain silent, and refrain from disturbing others throughout the prayer. Prayer must be taken seriously and done properly. When prayer is over students are to stay seated until after a staff member dismisses them. Once dismissed

from prayer, students must line up quietly in a straight line and return to class immediately.

Classroom Behavior

Students should follow the general school rules; however, each teacher may specify certain rules and procedures that are suited to the specific needs of her/his class. Students and staff should use reason and utmost restraint to resolve differences.

Any action that disturbs and interrupts the learning process is not permitted by any student. When a difference of opinion between student and teacher comes about, the student should wait until the teacher is available to discuss the problem.

The teacher has the authority to maintain order in the classroom and anywhere in the school. The appropriate behavior is encouraged and rewarded by public recognition and special awards. When the student refuses to accept the authority of the teacher, the student should be immediately referred to an administrator for appropriate action. When the student is sent out of the classroom, it is the student's responsibility to immediately report to the office.

The following steps are to be followed in case a student misbehaves in the classroom:

1. Bring in appropriate behavior to the attention of the student – move the student around,
2. Communicate verbally with the student to let him / her know why the behavior is inappropriate and what is expected under the student code of conduct.
3. Issue a writing warning using a white warning slip
4. Issue a pink slip.

Corporal Punishment

An employee, volunteer, or contractor hired by SABA Academy is prohibited from inflicting corporal punishment or threatening to inflict corporal punishment upon any student.

It's the right, duty, and responsibility of all teachers and administrative staff to discipline students according to the disciplinary procedure stated in the Student Code of Conduct section, and making rules, giving commands and using disciplinary measures.

State law prohibits the use of physical force for discipline, but grants immunity from civil liability when use of force is necessary in certain situations. The State defines "Corporal Punishment" as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for the student's misconduct.

Administrative and teaching staff, within the scope of their employment, may use reasonable force and restraint to:

- Remove a student who continues to disturb the class and school environment and refuses to report to the office.
- If a student is creating a disturbance in a riot like manner.
- If the student(s)' action may lead to physical injury to self and others.
- Take away a weapon or other dangerous objects upon and within the control of the student, for the protection of other persons and property, and in self-defense.

Consequences

Every behavior, whether negative or positive, has one or more consequences. Children will be recognized and encouraged on a regular basis when they display positive behaviors. If consequences for negative behaviors are to be effective, we should be consistent in rewarding positive behaviors as well. Many verses of the Qur'an refer to this issue. These two particular verses bring our attention to the importance of balancing the positive and negative

consequences to human actions:

***“He who does good equal to an atoms weight shall receive it back.
And he who does bad equal to an atoms weigh shall receive it back.”***

Progressive Stages of Consequence

It would be nice if positive recognition was all that was required to encourage appropriate behavior in children. In actuality, negative consequences are an important part of behavior modification.

The system includes both positive recognition and appropriate consequences. The system is fair and equitable, where each student will feel that he or she is treated the same as any other.

SABA Academy uses several stages of consequence. Each one is more significant than the one that comes before it. As a student moves from stage to stage, the disciplinary action taken by the school becomes more severe.

The following are the stages of consequence adapted by the school:

1. Verbal or written warning
2. Counseling
3. Lunch Detention
4. In School Suspension
5. Out of School Suspension
6. Probation
7. Expulsion

* Community service may be assigned at the discretion of the administration.

The student will be placed on probation depending on the severity, the frequency of the infraction, and the genuine intention and desire of the student to improve his/her behavior.

The duration of the probation is determined by the severity and frequency of the behavior.

Consequences may be left up to the discretion of the Principal based upon the severity and frequency of the inappropriate behavior.

Time Heals All Wounds

The mechanism for redeeming oneself is time. If a student meets behavioral expectations and shows that there is a general change in behavior, she will be a change to start all over again

When determining the appropriate stage of discipline, the System considers the record of behavior for the last fourteen days; however, the cumulative discipline record will be used to evaluate student ranking, awards, and privileges.

INFRACTIONS AND CONSEQUENCES

The following infractions have been assigned consequences that the student should be aware of. School will provide counseling to the students as appropriate means of positive intervention prior to any consequences. A period of observation following the counseling may be allowed

prior to consequences being implemented.

Burglary

- (1) Parent conference and suspension.
- (2) Possible Expulsion

Theft

- (1) Parent conference and suspension
- (2) Possible Expulsion

Dress (Incomplete or no uniform)

(INFRACTION SLIP) will be issued and student will not be permitted back into class until the violation has been corrected.

*Refer to "Progressive Stages of Consequences"

Failure to Complete Homework

*Refer to "Progressive Stages of Consequences"

False Fire Alarm

- (1) Parent conference, in-school suspension; and pay the bill that is charged by the fire department
- (2) Parent conference, out of school suspension
- (3) Expulsion; and pay the bill that is charged by the fire department.

Graffiti

- (1) Clean and pay for damages, detention
- (2) Clean, pay for damages, suspension
- (3) Clean, pay for damages, Parent conference and suspension

Fighting or Assault

- (1) Student kept in office until picked up by parents.
- (2) In-school suspension until picked up by parents.
- (3) 3-10 days OSS
- (4) Possible Expulsion

No Hall Pass

*Refer to "Progressive Stages of Consequences"

Improper Islamic behavior (Physical contact, teasing, passing notes, etc.)

*Discretion of the Administration.

Leaving school building without permission / Loitering after school hours

- (1) Infraction, parent conference and suspension
- (2) Possible Expulsion

Littering or eating in the classroom or corridors

*Refer to "Progressive Stages of Consequences"

Disrespectful behavior with faculty and/or staff members

- (1) In school suspension, parent conference.
- (2) Parent conference and out of school suspension
- (3) Possible Expulsion

Obscene language (gestures, derogatory remarks, etc.)

- (1) In school suspension.
- (2) Parent conference and suspension
- (3) Possible Expulsion

Tardiness to class or prayer

*Refer to “Progressive Stages of Consequences”

Vandalism

Pay all damages

- (1) Parent conference and in school suspension
- (2) Parent conference and out of school suspension
- (3) Possible Expulsion

Possession/Use of tobacco, alcohol or illegal substance

Possible Expulsion

P A R E N T G R I E V A N C E P R O C E D U R E

P A R E N T G R I E V A N C E P R O C E D U R E

In the event that a parent has a grievance, the parent should take the following steps:

1. If the grievance is related to a school staff, the parent should address the issue with that particular staff.
2. In the event that the parent is not satisfied with the solution presented by the staff, the parent shall request a meeting with the Principal/or designee by completing the “Conflict Resolution Form” available in the front office.
3. The Principal/or designee will contact the parent as soon as possible, but no later than 48 hours. The Principal/or designee will document the grievance in the monthly grievance log. The Principal/or designee will discuss the matter with the parent and will take the necessary steps to appropriately address the matter.
4. In the event that the grievance is addressed to the satisfaction of the parent, the Principal/or designee will record the resolution on the grievance log. The Principal/or designee will put forth best efforts to obtain the satisfactory resolution of the matter from the parent in writing by asking the parent to document resolution in the customer service form.
5. In the event that the parent is not satisfied with the Principal’s decision on the matter, the parent may escalate his/her grievance to the Evaluation/Grievance (EG).
6. The EG Committee will schedule a meeting to discuss the details of the grievance no later than 7 working days after receiving the request from the parent for a meeting..
7. After reviewing the written complaint, the Evaluation/Grievance (EG) will make a recommendation to the BOE. The BOE shall meet to discuss the grievance within 7 days and make the final decision. The Evaluation/Grievance (EG) will communicate, in writing, their decision to the concerned parties following the review by the BOE. The Board may ask the parent to appear and present the complaint before the entire Board, if deemed necessary.
8. The decision made by the BOE is final, and all parties concerned shall abide by the final recommendation/decision of the BOE.

S U S P E N S I O N A N D E X P U L S I O N P R O C E D U R E S A N D T H E A P P E A L P R O C E S S

1. Authority

The Principal has the authority to impose the in-school suspension and an out-of-school suspension, probation or expulsion when there is reasonable cause to believe that there has been misconduct. The SABA Board Of Education will be notified in case of out of school suspension or expulsion.

2. Procedure

The student must be informed of the specific charges that serve as the basis for the disciplinary action.

The student has the right to present any information supporting his or her defense to the administrator who will decide, with appropriate input from the Principal, whether disciplinary action is warranted.

- a) The Principal will (upon determination that out of school suspension and/or expulsion is warranted) notify the BOE Chairman who in will inform the board of the situation.
- b) Before recommending an out of school suspension or expulsion the administrator shall consider the actual misconduct, the extent of the student's individual involvement, and the student's record; both academic and behavioral.
- d) The student's parent(s) or guardian(s) shall be notified as soon as possible if the student is retained after school, is temporarily suspended from school, or recommended for out of school suspension or expulsion.

3. Appeal

The initial appeal is to the Principal. Subsequent appeal is to the SABA Academy Board Of Education.

- a. Request for an appeal shall be made within three (3) days of the date the disciplinary action was taken. This appeal must be made in writing stating the adjustments being requested and the reasons thereof. This appeal shall be directed to the Principal who will review the appeal and inform the student's parents about his decision. A copy of the appeal and the response to the appeal will be sent to the BOE.

In the event that the decision of the Principal is not satisfactory to the student's parent(s), the parent(s) may appeal the decision to the BOE for review. The BOE will inform the student and his/her parent(s), in writing, of the decision to uphold, modify, or reverse the expulsion. The disciplinary action remains in effect during the appeal process.

- b. The BOE must conduct a review hearing within five (5) working days of receipt of the appeal.

4. Conditions of Re-admission

- a. A student who is expelled shall not be readmitted to the school except by action of the BOE) with input from the Principal. During the investigation, the school may, but it is not required to, allow the student to make up any lost days of school. The student or, on behalf of the student, the student's parent(s) or guardian(s) may seek

readmission by applying to the school admission office, the next school year. The BOE, with input from the Principal, may at their discretion, choose to readmit the student if he or she can satisfactorily demonstrate that he or she has made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of SABA Academy. The BOE and the Principal may qualify readmission upon specified conditions that it determines are appropriate. The decision of the BOE and the Principal on a question of readmission is final.

- b. A student, who is found to have been convicted, in a court of law, of a criminal, inappropriate sexual conduct, arson, or to have been in possession of a dangerous weapon or drugs in and out of school, as defined in the Student Code of Conduct, shall be denied admission.

A R E A S O F V I O L A T I O N S

1. Substance possession and/or use of tobacco products, alcohol, narcotics, and other drugs, is not permitted in school or in any school sponsored activities outside of the school.
2. Students shall refrain from possessing, handling, or transporting any object that can be considered a weapon.
3. Students shall refrain from possessing or using matches, lighters, fireworks, explosives, commit arson, and be involved in a bomb threat or false alarm.
4. Students shall refrain from displaying behavior, which disrupt the daily normal functioning of the school.
5. Students shall use positive means to resolve conflict, and shall refrain from fighting, or verbal abuse.
6. Students shall refrain from intentionally causing injury or attempt to cause injury to anyone.
7. Students shall refrain from any form of gambling in the school building, on the school ground, at any school function, on and off -school campus sites.
8. Students shall not wear nor possess clothing, jewelry, symbols, or anything that may deem offensive and inappropriate, and/or may be disruptive to the functioning of the school.
9. Students shall refrain from engaging or participating in any activity that would interfere with the functioning of the school, such as unlawful student assemblage, acts of violence, vandalism, disruption, or building seizure.
10. Students shall not bring nor possess any books, magazines, or any kind of literature that does not pertain to academic learning (such as obscene, and entertainment magazines and periodicals).*
11. Students shall eat and drink, in designated area only.
12. Students shall not use any kind of electronic games, beepers, cellular phones, or any electronic paging devices while at school or on school premises without approval of the teaching or administration staff.
13. Students must have a pass when they travel to and from the classrooms.
14. Student shall keep the classroom and any other school grounds clean.
15. Students shall use the school phone with permission from an administrative staff.
16. Students after being dropped off by their parent(s) and shall stay in the school building or grounds until being picked up by their parents.

17. Inappropriate material confiscated by the administration.
18. Transactions for personal profit are strictly prohibited.

The policy set forth states is not limited to, what disciplinary action will take place. Action taken will be based upon the severity of the incident.

This is a general guideline to guide us in helping students behave in a responsible manner. Before assigning a consequence, we make sure that the consequence assigned is meant to help the student self-evaluate his/her own action and not to punish the student.

We hope that with the help of Allah, good communication and cooperation between home and school will negate the necessity to activate any of the outlined steps.

Parents and students are required to read this Student Code of Conduct section and become familiar with it.

Teachers will also review this book with the students during the first week of school.

MISCELLANEOUS

- A. This document supersedes and replaces any and all documents or portions thereof, with which it may be in conflict.
- B. In the event that a portion of this document is determined to be contrary to law, the particular provision will be considered null and void, but the remainder shall continue in full force and effect.
- C. This document is designed to inform students of SABA Academy, and their parent(s) or guardian(s), about the student citizenship code, appeal procedure, and aspects of student behavior. Local school or classroom rules are published by the classroom teacher, administrative staff and distributed as newsletters or memos and are to be read in conjunction with the Code of Student Conduct. To the extent such school rules are inconsistent with this Code of Student Conduct; the Student Code of Conduct shall take precedence.
- D. SABA Academy reserves the right to change, modify or update any section of this document (student parent handbook) at any time. All changes will be communicated to the parents in a timely manner, and will go in effect at least 7 days after the notification of change.

The Student Code of Conduct is a section of the Parent Student handbook and shall be given to each family and to each student upon enrollment at SABA Academy. Parents shall be informed annually of the existence of this Code of Student Conduct. However, such notice shall not be a precondition to the imposition of discipline in accordance with this policy or state or federal law.

CONCLUSION

Thank you for reading this handbook. Please keep it handy throughout the school year, as it will prove useful on a regular basis. If you have any questions or concerns feel free to consult the Principal. May you receive God's blessings and best wishes for a successful school year!

“The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school. Further, the contents of this handbook apply to all students of the school, as the contents now appear in the handbook or may be amended in the future.”