

In the Name of Allah, Most Gracious, Most Merciful

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# Parent and Student Handbook

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**Islamic Academy of Riverside**



2024-2025

1038 W. Linden St. Bldg. #B, Riverside, CA 92507

Tel: (951) 682-1202 Fax: (951) 226-3358

Website: [www.islamicacademyofriverside.org](http://www.islamicacademyofriverside.org) Email: [iarsecretary@gmail.com](mailto:iarsecretary@gmail.com)

# WELCOME TO IAR

August 2024

Dear parents and students,

The administration and staff at the Islamic Academy of Riverside welcomes you to another fantastic school-year. We are proud of our dedicated, experienced staff, and enthusiastic learners.

As demands and complexities of teaching children increases, it becomes more evident that we all need to work together to ensure that our children reach their full potential. We believe that all of us, the school, parents, and community, must work together in a team environment to insure success for all our students. We believe that it is our obligation and responsibility to empower our children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. It is our hope that while at IAR, our students' Muslim identity is nurtured and developed so, that one day, our students will be better able to serve their community and humanity at large.

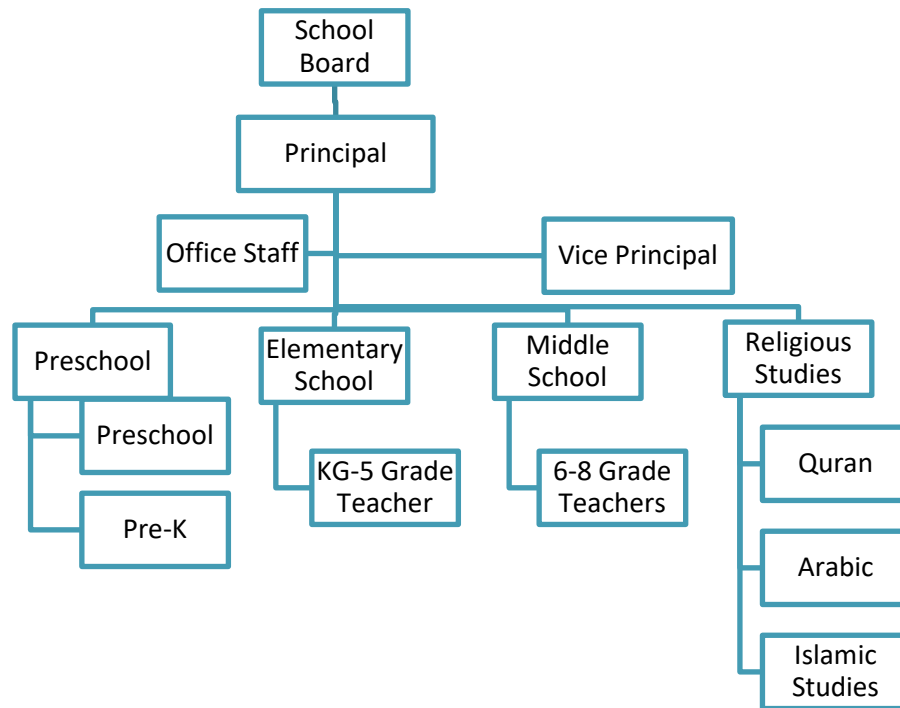
In order for all of us to fulfill our obligations, you are invited to be an active participant at IAR. Whether you choose to volunteer in the classroom, become a member of the PTO, or a special event participant, you are encouraged to be involved! Research on school clearly demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their children.

It is our desire to keep you informed of all that is taking place at school, your child's academic progress and grades, and any future events at IAR. Up-to-date information will be posted on our school's website and your family's Sycamore account. We encourage you to check those on a regular basis. If you have any questions or concerns that may arise at any time, please do not hesitate to stop by the office to schedule an appointment.

Sincerely,  
IAR Administration

## School Administration and Organization Chart

The school is operated by a team of staff and faculty working together to ensure the best educational programs for our students. While under one large umbrella, the administration of the school is divided into three separate schools – Preschool, Elementary, and Middle School.



## School Office

The school office is open from 7:45 a.m. to 3:15 p.m. Monday-Thursday and 7:45 a.m. to 2:15 p.m. on Friday to answer your questions.

### IAR SCHOOL STAFF AND FACULTY

(Staff is subject to change)

Administration		
Reham Shaath	Principal	<a href="mailto:rshaath@islamicacademyofriverside.org">rshaath@islamicacademyofriverside.org</a>
Zeina Hijazi	Vice Principal/Arabic/Quran	<a href="mailto:zhijazi@islamicacademyofriverside.org">zhijazi@islamicacademyofriverside.org</a>
Yusef Mohebi	Office Manager	<a href="mailto:yusohebi@islamicacademyofriverside.org">yusohebi@islamicacademyofriverside.org</a>

Preschool		
Nadia Saber	Preschool Director	<a href="mailto:nsaber@islamicacademyofriverside.org">nsaber@islamicacademyofriverside.org</a>
Saba Chaudary	Preschool Teacher	<a href="mailto:schaudary@islamicacademyofriverside.org">schaudary@islamicacademyofriverside.org</a>

Elementary/Middle School		
Rula Salman	Teacher	rsalman@islamicacademyofriverside.org
Abier Moinuddin	Teacher	amoinuddin@islamicacademyofriverside.org
Esam Bilbeisi	Teacher	ebilbeisi@islamicacademyofriverside.org
Eman Alzoghbieh	Teacher	ealzoghbieh@islamicacademyofriverside.org

## ***TUITION AND FEES***

**P**roviding a quality school program is very expensive. I.A.R. receives no financial support from government sources and, therefore, depends solely on tuition and charitable donations. Through the help of Allah (s.w.t) first, and then through fund-raising efforts, we endeavor to keep our fees as moderate as possible. Islamic education is a non-profit concern.

Tuition for the 2024-2025 school year is **\$7,000/year for Preschool, \$6,500/year for KG, and \$6,000/year for 1<sup>st</sup>-8<sup>th</sup> Grade. Payment options are available.** There is a discount for additional children.

A non-refundable registration fee of **\$300 per student** is due upon registration. If registration is paid before school starts, an early registration fee of **\$250 per student** will be due. A yearly materials fee of **\$500 per student** is also due upon registration. These fees are subject to change depending upon federal and local economic conditions and/or local inflation.

This fee covers partial cost of textbooks, consumable workbooks, school supplies that each student uses, and standardized testing booklets and scoring. All parents must sign a contract of agreement for payment of tuition and fees. Non-payment can result in dismissal of the child or children from the school.

Tuition is due in full for the year regardless of the number of days the student has attended school. **If a student is absent for any amount of time, the payment will not be reduced and no compensation for the hours missed will be provided.** Tuition is yearly, not monthly and will not be adjusted due to traveling.

**Please note that all fees MUST be paid in full by May 2025. Failure in doing so will result in the inability to take the State test and report cards will not be released.**

**Failure to maintain the payment plan will be a valid and sufficient reason to expel the children from I.A.R.**

# **INTRODUCTION**

## ***History***

Islamic Academy of Riverside was founded in 1987 to serve the Muslims of Riverside and adjacent cities. Although the Islamic Academy was developed out of the Masjid of Riverside, and remains under their guardianship, it has its own autonomy. Both the Masjid of Riverside and the Islamic Academy complex are centered in the Inland Empire area of Southern California and serve the needs of more than 6,000 Muslims.

Through the blessings of Allah (SWT), support, both here in our community and from abroad, allowed the Islamic Academy of Riverside to begin the 1995-1996 school year in a newly constructed facility. The school building is comprised of approximately 6,000 square feet of classroom space, along with administrative offices, kitchen and cafeteria, and an auditorium. It has the capacity to accommodate 150 students.

The Islamic Academy, which began with only 6 students in 1987, now maintains a student body, on average, of 80 students with grade levels ranging from preschool through seventh grade. The school offers a program in elementary level instruction in both Islamic and regular academic courses. A basic and enriched academic curriculum is provided which fosters a love for learning and enables a child to expand his/her horizons as far as possible. The curriculum meets, or exceeds, the requirements of the state of California. Qur'an, Arabic language and Islamic studies, as major academic subjects, are presented in a sequential, progressive manner beginning in preschool and proceeding through all grade levels.

## ***Mission***

Islamic Academy of Riverside is committed to providing students with Sustainable Quality Faith Based Education that prepares students for the 21<sup>st</sup> century.

## ***Vision and Philosophy***

Our aim is to prepare students to effectively deal with the challenges of a modern technologically advanced society. The school seeks to develop in each student a positive identity as an American Muslim who is equipped physically, intellectually, and spiritually to compete in today's world, and to establish within each student a strong commitment to family, community and humanity.

Our philosophy is based upon the "Developmental Approach" which entails teaching skills appropriate for the developmental age of each individual student in an active learning environment. Our teachers promote critical thinking and problem solving through experimentation, exploration and discovery. An emphasis on Islamic values and responsibilities as American Muslims help our students develop a positive self-image and prepares them with a confident American-Muslim identity.

## ***IAR School Board***

**T**he Islamic Academy of Riverside School Board of Education has the main responsibility to ensure that the school, under the leadership of the principal and vice-principal, is adhering to the mission and vision of The Islamic Academy of Riverside. The board helps develop, review and/or approve policies created to address the unique circumstances of the school, students, staff and parents. The School Board members also help move the school forward through their expertise and connections, whether it is for fundraising, program development, and/or school reform.

## ***Parent-Teacher Organization (PTO)***

**T**he PTO serves as a support system for the school. The main function of the PTO is that of fundraising and helping to organize and/or assist extra-curricular activities for students. The PTO is not a policy-making body and does not interfere with the management of the school.

All PTO functions and activities will be carried out with the approval of the Principal in coordination with the IAR Board PTO Liaison and any teacher or staff member involved in that function. A strong PTO is essential to the success of our school. All parents are strongly encouraged to become actively involved in school activities and courteously share their input, so that we continuously work on creating parent-teacher-student alliances.

## ***PTO Structure***

**E**lections are usually held in May for the upcoming school year. During the month of June, the outgoing and incoming PTO will meet to transition duties. The PTO will assume responsibilities beginning one month prior to and one month after the current school year. Meetings are held once a week plus when needed to organize large events.

The PTO governing body will consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Classroom Liaison
- General Members-at-large

# PARENT RESPONSIBILITIES

**P**arents' consistent support for the school, its staff, and educational programs will create a positive attitude in our students about education and the role of school. As Muslims, IAR families are all aware of the blessings received by donating of themselves on behalf of their community. As parents, we also have an important duty toward our children. An Islamic education, a high academic standard and a healthy environment for both body and soul are basic requirements for every Muslim family. IAR continuously works hard to provide these elements to our children without adding extra burdens on the families.

## ***Parents as Partners***

**C**ooperation between the family and the school is essential. The school requires parents' full support for its educational program to be effective and successful. If you have any questions or concerns, the procedure is to first contact your child's teacher. If the matter remains unresolved, you may contact the school Principal and/or Office Manager to better assist you.

## ***Parent Service Hours***

- Each family is responsible for completing a total of **10 hours of service** to IAR per school year.
- The PTO and Office Staff will help keep track of service hours through Sycamore and Service Cards.
- Transferring of hours to friends and/or family is not permitted.
- IAR teachers and staff are exempt from completing service hours.
- Valid service hour opportunities include:
  - Chaperoning a class field trip at the request of the teacher. A chaperone should not have extra children (not in the class) attending the field trip
  - Attending Parent Workshops
  - Assisting a teacher at school or home, depending on the teacher's request
  - Assisting with approved school activities or PTO activities
  - Attending PTO meetings
  - Serving as a Classroom Coordinator (Homeroom Parent)
  - Providing baked goods for Friday bake sales
  - **A charge of \$10 will be applied at the end of the school year for every uncompleted hour**

## ***Parent Financial Account***

**A**s a parent of a student enrolled in a private school, staying current on all fees/charges including monthly tuition is imperative. The school runs primarily on student tuition and cannot function properly when accounts become late or delinquent. IAR reserves the right to impose appropriate penalties in those situations where delinquent tuition problems exist. These may include, but are not limited to, denial of re-enrollment, not allowing students to sit for exam, and withholding of transcripts and records as prescribed by law. Tuition is due on the **15<sup>th</sup>** of every month. A **\$35.00** late fee will be applied for tuition paid after the **20<sup>th</sup>** of each month.

# ACADEMIC REQUIREMENTS

**W**e welcome students of all backgrounds to join the IAR family. Our only requirement is that students and parents follow our school rules and procedures and respect the learning and safety of other students.

Depending on the previous report cards, we may require new students to take an entrance evaluation administered by IAR to see if they are eligible for admission to the grade level of choice. Kindergarten and 1<sup>st</sup> Grade students must show sufficient readiness to enter their respective grades on their entrance evaluation. The Preschool Director will screen preschool children.

All new students will be on probation for the first academic month. Those showing special learning, speech, behavior, or study habit issues may be recommended to repeat a grade, receive extra tutoring, or find a school more suitable to meet the child's needs.

Class placement is according to the child's chronological age and academic needs for that school year.

- All entering Kindergarten students must be five years old by September 1, and show both emotional and social adeptness for grade level.
- At the time of registration, parents must bring in proof of age by bringing in copies of birth certificates, passports, or other legal documentation.
- IAR Administration in conjunction with Preschool will make final decisions in regards to specific class placements for all entering students.
- It is not our school policy to entertain grade-skipping requests except for unusual circumstances. Research on this issue suggests that students who are grade skipped miss out on important social and emotional learning, thus struggle later in life.



## Curriculum

The educational program at IAR follows the curriculum set forth by the State of California common core standards and utilizes state adopted textbooks. The subjects taught are Language Arts/English, Mathematics, Science, Social Studies/History, Computer Education, Art, and Physical Education/Health. We have three additional subjects including Qur'an, Arabic Language, and Islamic Studies. This basic program is expanded and enriched at every level with Islamic curricula providing students with exceptional learning opportunities.

Preschool: Designed for children age 2.7-4 years, it emphasizes the cognitive, social, physical, emotional and spiritual development of the child. Pre-reading, pre-mathematics, large and small motor skill development, self-expression, creativity, Islamic practice, and Surah memorization constitute the daily program.

Kindergarten: Extends the program of the Preschool to meet the needs of children ages five and six. The learning activities lay the foundation needed for success in a more academic atmosphere of the 1<sup>st</sup> Grade. Daily instruction and practice in Islam and classical Arabic is presented in a meaningful, well-developed program.

Grades 1—7: Both basic and enriched academic curricula provide a love for learning and enable the child to expand his/her horizons. The curriculum meets and surpasses that which is required by the State of California. Daily instruction in Islamic teaching and practices, Qur'anic recitation and reading and writing classical Arabic are taught in each grade. Homework in all subjects is an integral part of the curriculum.

Islamic Studies Program (Preschool—7): Quran, Islamic Studies, and Arabic are under one department called Islamic Studies Department. Using an integrative approach, students learn Quran, Arabic, and Islamic Studies in a sequential manner beginning in Preschool up to 7<sup>th</sup> grade. The focus of the Islamic Studies Department is to teach each student to read and understand the Qur'an and Hadith as sources of guidance for their lives.

## Grading and Report Cards

The grading system consists of the following:

<u>Letter Grades</u>	<u>Numerical Grade</u>	<u>(GPA) Grade Points</u>
A- - A+	90 to 100%	3.7-4.0 (5.0 for Honors)
B- - B+	80 to 89%	2.7- 3.3
C- - C+	70 to 79%	1.7- 2.3
D- - D+	60 to 69%	0.7- 1.3
F - F	below 60%	0

E – Excellent S – Satisfactory N – Needs Improvement U – Unsatisfactory

## ***Promotion Policy***

### **P**romotion Requirements:

1. Attendance at the school for at least 80% of the time the student has enrolled for the school year.
2. A GPA of 2.0 or above.
3. A score of not less than 6 months below grade level in Reading, Mathematics, English and Spelling on standardized achievement tests.

Students receiving more than one D or below will be put on **Academic Probation** after the first progress report. Students will need to keep their grades above a D+ in order to participate in school fieldtrips and other extracurricular activities. Students will be removed from Academic Probation after three months of acceptable grades. If students continue to have difficulty achieving higher than D+ in 3 or more core subjects, there will be a conference regarding possible retention with the student, parent and principal.

## ***Retention Policy***

**R**epeating a grade can be the best option for your child in certain cases. There could be numerous reasons why a student is having trouble keeping up with the grade level materials such as an unidentified learning disability, long-term absence, limited knowledge of English, or immaturity due to age. Repeating a grade is far better than setting up a child for failure as each year he or she falls further behind his/her classmates and loses motivation to learn. Relearning a subject will make a child better grasp the concepts and be able to build upon that knowledge. Repeating a lower grade is easier than repeating a higher grade. Therefore, please do not push a child beyond what they are ready for. It really depends on each child's unique developmental needs. We want our children to reach their highest potential and be happy with their achievements.

Therefore, if a student is not meeting the promotion requirements listed above, a teacher-parent-principal meeting will be set up to discuss the option of retention for the next school year.

## ***Standardized Tests***

**A**ll enrolled students KG to 8<sup>th</sup> grades will be given a standardized achievement test towards the end of the school year during the month of May. The standardized test scores are important for class placement, particularly if your student transfers to a public school.

It is vital to the child's performance for parents to let their children go to bed early on each of the three nights preceding the test. Children should be well rested, have eaten a nourishing breakfast, and are relaxed and cheerful. An upset, tired or hungry child does not usually perform at their optimal level.

## Homework

**H**omework is an integral part of the IAR program. It reinforces and supports their learning. It is assigned daily, Monday through Friday and occasionally on weekends. Time expectations are set according to the grade level and ability of an average performing student. Homework assignments are given to encourage students' academic independence while offering parents an opportunity to view their child's work. Grades 1-7 homework is part of overall grade.

<b>Grade</b>	<b>Core Subjects including Islamic Studies &amp; Quran</b>	<b>Arabic</b>
KG	10-20 minutes	5 minutes
Grade 1	20 minutes	10 minutes
Grade 2	30 minutes	10 minutes
Grade 3	45 minutes	15 minutes
Grade 4	45 minutes	15 minutes
Grade 5	1 hour 15 minutes	30 minutes
Grade 6	1 hour 15 minutes	45 minutes
Grade 7	1 hour 15 minutes	45 minutes
Grade 8	1 hour 15 minutes	45 minutes

The above chart indicates an average time required for students each night. Some students will be able to finish it sooner, others may take longer. Students should keep record of long and short-term assignments in their homework notebooks, or student planners.

Parents are responsible for providing an appropriate place for the child to do his/her homework. The place of study should be well ventilated with good lighting, clean, organized and quiet. Parents should supervise their child in seeing that assignments are completed neatly and accurately. It is also important to schedule homework and develop proper study habits, so that family activities do not conflict with it.

## ***Late or Make-Up Work and Tests***

**S**tudents who need to make up work due to an absence will have one day to make up for each day they missed. A doctor's note or prior approval from the principal is required for absences of more than three days. It is up to a teacher's discretion to accept any unexcused late work; however, full-credit will not be given for late work.

Parents do not have to call the school if the child has been absent for only one day but should send a note for your child to give to his/her teacher when he/she returns. If the student will be absent for several days, it will be necessary for you to call before 9:00 a.m. on the day before you plan to pick up work assignments, so work will be ready for you at the school office.

It is also not a standard policy of the school or teachers to offer extra-credit assignments to students who do not demonstrate effort in completion of assignments and in test-taking. Extra-credit usually gives students an unfair advantage amongst their peers while at the same time producing more work for teachers.

## ***Parent Conferences***

**P**arent Conferences are held at the end of the first progress report for all students. Conferences are also held throughout the year either at the parents' or teachers' request.

Concerns or problems regarding your child should be brought to the attention of the child's teacher promptly. If your child's teacher cannot resolve the situation, a second conference will be held with the Principal.

# ADMINISTRATIVE REQUIREMENTS

## ***Attendance Policy***

**S**chool hours are from 7:45 a.m. to 3:00 p.m. Monday-Thursday and 7:45 a.m. to 2:00 p.m. on Friday. Children should not be brought to school before 7:45 a.m. nor left after 3:15 p.m. during school days. **This policy is strictly enforced.** Any students found unsupervised at 3:15 p.m. will be taken to the office and the cost of \$5.00 for each additional 5 minutes will be added to the parents' monthly balance.

Attendance at school is mandatory. In addition, no student is allowed to leave school premises during school hours without a parent or parent designee (as designated in student emergency cards by parents). Authorized person(s) for student pick-up must be able to present valid identification as a condition for student release.

## **Absence/Tardy/Participation Points**

It is imperative that students are present at school every day. Valuable academic instruction is taking place in the classroom, and frequent unexcused absences are detrimental to the students' academic potential. Furthermore, arriving late to their morning classes, students will be missing out on our daily morning devotion, any important morning announcements, and morning classroom routines. Late arrivals are also very distributive to instruction already started in the classroom. In order to prevent excessive absences and tardiness, we are implementing the Point-Participation system. Students will earn a daily participation points for being present in class and on time. Students who have an excused absence will have their daily participation point excused for that day.

A written note from a parent is required upon returning to school, even though the parent may have notified the office by telephone. **Five or more tardies or 3 or more absences in a trimester will warrant a Parent-Student-Principal meeting.**

**Students who are found to have excessive unexcused absences (3 or more per trimester) and tardies (5 or more per trimester) will not be allowed to participate in any extracurricular school activities, which may include field trips, Fun Week, and school plays and performances.**

**Students who are tardy will be required to complete missed work during their snack and lunch recess.**

**The principal and teacher may require satisfactory explanation from a parent or guardian of a student whenever the pupil is absent for all or part of a school day. Students who have repeated unexcused tardiness/absences are subject to academic probation.**

## **Early Release**

If a parent wishes to take his/her child out of school before the end of the school day, they need to come in person or send an authorized person to pick up the child. The authorized person must have written or telephone permission by the parent to take the child. In addition, an I.D. may be requested.

The office will have the child called from the classroom. **PARENTS ARE NOT ALLOWED TO GO TO THE CLASSROOM DURING SCHOOL HOURS.**

## ***Visitors***

In order to better minimize the number of possible COVID-19 exposures, the school administration must limit the number of contacts that our students and staff are exposed to; therefore, the number of visitors allowed on campus will be limited to administration approval. The campus is a **CLOSED CAMPUS**; parents who wish to speak to their child's teacher may make an appointment with their child's teacher for a virtual meeting.

## ***Textbook Policy***

Students are expected to pay close attention to the care of textbooks, workbooks, and other school materials. Students who vandalize, damage, lose, or return school material in poor condition will be required to pay the replacement cost of each material.

## ***Library***

The library time for each class is scheduled throughout the week. Students are responsible for returning library materials when due or a fine will be charged. Report cards will not be issued if students owe library books or fines.

## ***Financial Assistance***

Limited Financial Assistance is available for a limited number of Families. Families with financial hardships may apply for a discount. Financial assistance is limited and depends upon Zakat and donations for that purpose. Whenever possible IAR will provide information on scholarships. Please contact the school office if you are interested in setting up a scholarship fund for IAR students. The rewards for helping students attain the correct Islamic knowledge is unending and considered Sadaqah Jariyah.

## ***Health and Safety***

### **Student Supervision**

Teachers on duty will be supervising students in and outside of the classroom, before-school, recess, lunchtime and after-school. Each IAR employee is authorized to document and correct inappropriate student behavior even if it is not their direct student. They will be able to decide on the appropriate consequence and provide notification of offense to parents and IAR administration.

### **Closed Campus**

For the protection and safety of students from exposure to COVID-19, IAR has adopted a closed campus policy, which means that visitors will only be allowed on campus pending administration approval. For early dismissal, parents may call the office for proper check-out procedures.

### **Drop Off/ Dismissal Policy\***

Please observe safe driving and courteous practices when dropping off and picking up your child. Due to changes in our visitor policies, student drop off and pick-up will be conducted in a drive-through

manner. We are asking our IAR parents to drive-by the school entrance, where they will drop off or pick-up their child. During drop-off, students will be temperature checked before entry to the school. During dismissal, students will be individually called and escorted to their parents waiting vehicle.

Parents of preschool children must park and physically walk their child to the school entrance, where their child will be temperature checked before entry to the school. For preschool dismissal, parents must park and walk to pick-up their child from the school entrance.

Dismissal is at 3:00 p.m. on Monday- Thursday and 2:00 p.m. on Friday. You are given a 15 minute grace period for emergency situations. You will be charged \$5.00 for each additional 5 minutes past the grace period for which you are late. If you leave your car unattended outside on the street, you will be asked to return to your car and move it.

### **Earthquake/Fire/Emergencies**

In the event of an earthquake or other emergency, I.A.R. is prepared to provide for the needs of the students for up to 24 hours. Parents are required to bring emergency supplies for their child. Special student release procedures have been established. I.A.R. conducts earthquake and fire drills on a regular basis to prepare for a potential emergency.

All students are required to have an up-to-date emergency information card on file. Parents must notify I.A.R. if any changes occur. The card authorizes I.A.R. to provide emergency health care and lists names and phone numbers of people to be notified.

### **Prohibited Areas**

Students are not allowed to enter the following areas:

- ✘ Out of school grounds during school hours without prior permission
- ✘ Behind modular buildings (even if not gated off)
- ✘ On roof-tops
- ✘ On walls or fences
- ✘ In classrooms without adult supervision and prior permission
- ✘ Kitchen

### **Lunch**

Students should bring a healthy, nutritious lunch to school each day. Scientific research has proven that food with high sugar content is harmful to children and adults. Junk food is, therefore, discouraged and fresh fruits, safe milk and vegetables are recommended. Healthy hot lunches can also be purchased through the school office.

Due to safety issues, **no microwaves are available for student use**. Do not send anything to be heated or cooked. Extra food is not available, make sure to order your lunches in the morning. Parents can order lunches ahead of time on Sycamore or through the school office.

**All students will be required to sit in designated areas to eat their lunch before playing.**

## **California Immunization Requirements**

All students must comply with the California Immunization requirements. Health records mandated by the State of California are maintained for each student. Parents need to notify the school office when immunizations are given by the family physician.

7<sup>th</sup> graders: Booster for Tdap, MMR, and meningococcal conjugate.

## **In Case of Illness**

**We need your cooperation to ensure that the school is a healthy environment. Please assist us by cooperating with the following:**

- **A child who is ill should not be sent to school.**
- **Children with running noses, sneezing, coughing, and/or fever must stay at home until symptoms have subsided for at least 48 hours to prevent other children from becoming ill.**
- **Please notify the school administration of any possible COVID-19 exposures ASAP**

**If a child becomes ill at school, he/she is sent to the office, and the parent is called to take the student home.**

- **When a parent has been contacted to pick up an ill or injured child, the child must be picked up promptly. The school cannot be held liable for ill or injured children who are not picked up in a timely manner.**

## **Medication**

School personal is not allowed to administer any medication except for inhalers.

## **Student Welfare-Child Abuse Policy**

According to California Law, any staff member who has reasonable cause to suspect a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the school principal that a report has been made.

Abuse and neglect are defined by California law but may generally be understood as follows:

1. Abuse is any physical or mental injury inflicted on a child other than accidental means.
2. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental, or remedial care required by law.

## **Physical Education**

A signed parental note is required if a student is ill or injured and cannot participate in physical education. The instructor will modify or exempt the student's activity based upon the parental note. However, the student is still required if possible, to earn a physical education grade according to the instructor's evaluation.



## ***Personal Items***

**S**tudents may bring to school only such personal items as may legitimately be used at school, which the school does not provide. Parents need to be aware at all times of the items their children bring to school.

Toys, comic-books, inappropriate magazines, books or games, guns, knives or any dangerous objects, electronics, make-up, perfume, costume jewelry, and pets are not permitted at school. Food, sweets, and drinks in excess of the student's snack and lunch are not permitted.

If the teacher permits toys to be brought to school for sharing on certain days, the toys must be securely wrapped and have the child's name clearly marked on the package. The package will be kept by the teacher and returned at the end of the day.

Cell phones are the largest distraction to learning. Therefore, NO CELL PHONES are to be seen on campus. They will be taken away from students if seen and parents will need to pick it up from the office.

## ***Communication and Appointments***

**M**ost parent communication will be conducted through email, Sycamore, and the IAR website. Therefore, it is important we have an accurate, updated email address from both parents as well as phone numbers and mailing address

If you would like to speak with a teacher, office staff or the principal, you can email them directly about setting an appointment and the reason why you want to meet. Email addresses are available on the website as well as Sycamore. If it is regarding a general comment or feedback, just an email courteously stating your concern or idea would be appreciated. You can send general feedback to [iarsecretary@gmail.com](mailto:iarsecretary@gmail.com) or [admin@islamicacademyofriverside.org](mailto:admin@islamicacademyofriverside.org)

## ***Field Trips***

**P**arents will be requested by their child's teacher at various times to act as a chaperon on field trips. The parent chaperon will be responsible for 5-10 students.

It is the chaperon's responsibility to maintain discipline in their group and to keep the group with him/her at all times. The chaperon is not permitted to bring other adults or children with him/her.

Transportation will vary. The chaperon may be asked to pay admission charges to the place visited as well as transportation charges.

Parents will be notified at least one week before the field trip of the date, time, destination, lunch information, cost, etc. The parent must sign and return the notification in order for the child to go on the trip. The cost of the trip must also be paid at that time. If the money has not been paid by the time school begins on the day of the trip, the child will remain at school

## ***Photo/ Media / Website Release***

**S**tudents who have achieved success in school should be acknowledged, and public recognition are one means available for that purpose. IAR may also want to use student photos to use in publications, newsmagazines, and website. We ask that if you desire that your child **not** participate in such media, to please inform school office. Otherwise, we will assume approval of photos, names, and information for use by Islamic Academy of Riverside

In addition, IAR has begun installing video surveillance cameras throughout the campus for security purposes. There are also times when the teacher may record the class for training purposes and professional development.

## ***Rainy Day Protocol***

**I**n case of rain, students will asked to stay indoors in the classrooms during recess and lunch. They may have the option to have their PE class in doors.

## ***Dress Code***

**T**he Prophet (saw) advised us to keep clean, presentable, well-groomed and modestly dressed. This is part of our Islamic Adab (etiquettes). Therefore, it is very important that we instill these values in our students from the beginning.

While on school campus, IAR students are required to wear the school uniform. Girls are not allowed to wear make-up or jewelry, except small earrings, fingernails should be clean and filed. Boys should be well groomed, fingernails should be clean and filed. The following consequences will occur if a student is out of uniform: 1<sup>st</sup> violation warrants a call to the parents. The 2<sup>nd</sup> violation will result in a change of uniform with a purchase of an IAR T-Shirt. A \$15 charge will be applied to parents' account.

### **School Uniform**

**A**ll items of clothing and personal items should be labeled with the name, telephone number or classroom of the student. All dress code rules will be enforced while on the campus, during school activities (including field trips), and during school hours.

School uniforms may be purchased throughout the year from our contracted vendor, French Toast at (800) 373-6248. We encourage you to also purchase through their website at [www.frenchtoast.com](http://www.frenchtoast.com) \*source code-QS5VAVW. You may also purchase them at the school for \$15 for each uniform shirt and \$10 each P.E. shirt.

#### **KG-8<sup>th</sup> Grade:**

**Boys:** Burgundy Shirt with IAR Logo, Khaki Pants

**Girls:** Burgundy Shirt with IAR Logo, Khaki Pants. **Burgundy Hijab is Mandatory for 5<sup>th</sup> Grade and up.** KG- 4<sup>th</sup> grade may wear Khaki Jumper with IAR Logo, or khaki skirts.

\* both must be worn with black or burgundy tights

**\*K-4<sup>th</sup> must bring daily a Burgundy Hijab for Prayer times**

\* **Students must wear proper close-toed shoes. Sandals are not allowed**

\* **Sweaters for cooler weather may be black or burgundy.**

#### **Fridays:**

Students are to come to school in uniform on Fridays. \*Only the last Friday of the Month, is Free Dress Day. Students must be dress appropriately for Friday prayer. **No sleeveless, No Shorts, and No sandals are allowed on Free Dress Day.**

**\*All GRADES P.E.: Plain Black** pants and **Burgundy** T-shirt with Logo. Students are to wear their IAR PE uniforms on the day of their PE classes with comfortable running shoes.

\*Students will not be allowed to change into P.E. clothes during school hours.

## General Uniform Guidelines

<u><b>Shirts/Tops</b></u>	All shirts will be size appropriate and must be worn tucked in at the waist so that the belt or waist is visible.
<u><b>Belts</b></u>	Belt buckles, if worn, must be plain or black or brown with no initials on them. Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops.
<u><b>Pants</b></u>	Uniform pants must be of appropriate size and color as indicated above. Jeans, sweat pants, cargo pants, are not part of the uniform. <b>No tight fitting pants or skinny jeans are allowed on any day.</b>
<u><b>Shoes/Socks</b></u>	Students will wear athletic shoes or low cut leather shoes with low heels and closed toes. No neon-colored, multi-patterned, or mis-matched shoes allowed. Students will not be allowed to wear sandals or any other type of open-toe shoes.
<u><b>Outerwear</b></u>	All outerwear (i.e. sweaters or jackets) worn by students at IAR must be <b>black or burgundy</b> . They must not contain external logos or lettering that do not represent school or any type of decorations including stripes or patterns. Any other colored jacket will be cited as a violation.
<u><b>Free Dress Days</b></u>	The last Friday of the month. There will be several other opportunities for students to earn a free dress day. On those days, students still need to dress “Islamically” appropriate attire. Clothes should not be revealing or have any type of inappropriate pictures or words on them. No sleeveless, No Shorts, and No sandals are allowed on free dress day. If deemed inappropriate, students’ parents will be called in to bring a change of clothes.

## ***Expected School-Wide Learning Results (ESLRs)***

Western Association of Schools and Colleges (WASC) asks each school to define specifically what they expect students to gain from attending the school.

### **S**trengthening our Islamic Identity and Character by:

- ☆ Loving and showing gratitude to Allah (swt) through remembrance and actions
- ☆ Following the example of the Prophet (saw) as the best in moral character
- ☆ Understanding our unique Muslim-American identity and serving as a role model to all
- ☆ Understanding and performing the 5 pillars of Islam
- ☆ Embodying *Ihsan* (excellence) and *Taqwa* (awe and reverence of Allah)

### **T**hinking Critically and Acting Responsibly by:

- ☆ Developing strong study and life skills
- ☆ Understanding our actions, behavior, and consequences
- ☆ Modeling positive behavior towards others
- ☆ Developing strong interpersonal and communication skills
- ☆ Building self-confidence and humility

### **A**ctively Participating Locally and Globally by:

- ☆ Exemplifying teamwork with school staff and families
- ☆ Developing and exemplifying leadership qualities
- ☆ Being involved in community service
- ☆ Participating in Muslim and interfaith events
- ☆ Raising awareness of local and global issues

### **R**especting Ourselves, Others, and the Environment by:

- ☆ Living a physically active and healthy lifestyle
- ☆ Treating others the way we want to be treated
- ☆ Appreciating and respecting diversity
- ☆ Appreciating and showing care for the environment
- ☆ Recycling, reusing, and reducing waste

### **S**triving Towards Excellence by:

- ☆ Making the best effort in everything big or small
- ☆ Doing the right thing even if no one is looking
- ☆ Actively reflecting on personal weaknesses and making efforts to improve
- ☆ Loving to learn as means of personal and professional growth
- ☆ Setting high academic and personal goals and working hard towards achieving them

## ***Star Characteristics***

Character Counts! Education is not just about learning letters and numbers, it is about developing the whole child. Prophet Muhammad (saw) said that the best gift a parent can give to their child is to teach them good manners [al-Tirmidhi 1952; al-Hakim 4/292].

The Prophet also said “Have taqwa of Allah where ever you are, follow a bad action with a good action which will wipe it out. And deal with people with good manners.” [al-Tirmidhi 1987]

Below are 15 characteristics that will help IAR students reflect star characteristics and good manners. These characteristics are aligned with our overall school-wide goals and will help them build character for life.

	FAITH	IN	ACTION
<b>S</b> trengthening Our Islamic Identity and Character	Be God-Conscious	Be Honest	Be Clean
<b>T</b> hinking Critically and Acting Responsibly	Be Courteous	Be Attentive	Be Accountable
<b>A</b> ctively Participating Locally and Globally	Be Aware	Be Accepting	Be Involved
<b>R</b> especting Others, Ourselves and the Environment	Be Kind	Be Generous	Be Helpful
<b>S</b> triving for Excellence	Be the Example	Be On-time	Be Trustworthy

## **Values of the Month**

Based on Values Developed by Bureau of Islamic and Arabic Education (BIAE.NET)

<b>September</b>	Self-Restraint and Control	<ul style="list-style-type: none"> <li>• <i>Think before you act</i></li> <li>• <i>Control your actions and temptations</i></li> <li>• <i>Control your words and habits</i></li> <li>• <i>Control your anger</i></li> </ul>
<b>October</b>	Generosity	<ul style="list-style-type: none"> <li>• <i>Give from what Allah gave you</i></li> <li>• <i>Give freely, sincerely and without reminders</i></li> <li>• <i>Give even if what you have is little</i></li> <li>• <i>Smiling is a form of giving and genuine advice is worth more than money</i></li> </ul>
<b>November</b>	Thankfulness	<ul style="list-style-type: none"> <li>• <i>Be thankful to ALLAH and for your religion</i></li> <li>• <i>Be thankful for your health, your mind and for what you have</i></li> <li>• <i>Be thankful for who you are, your family and your community</i></li> <li>• <i>Show thankfulness through deeds and actions</i></li> </ul>
<b>December</b>	Respect	<ul style="list-style-type: none"> <li>• <i>Show respect to your parents</i></li> <li>• <i>Show respect to life and property</i></li> <li>• <i>Show respect for the rights and beliefs of others</i></li> <li>• <i>Remember that giving advice and correcting the wrong are parts of respect</i></li> <li>• <i>Remember that to respect others does not mean adopting their life style</i></li> </ul>
<b>January</b>	Commitment	<ul style="list-style-type: none"> <li>• <i>Be committed to Allah, the Sunnah and your faith</i></li> <li>• <i>Be committed to personal excellence and the highest level of learning</i></li> <li>• <i>Be committed to your family and your community</i></li> <li>• <i>Demonstrate commitment through your actions</i></li> </ul>
<b>February</b>	Responsibility	<ul style="list-style-type: none"> <li>• <i>Be responsible towards Allah before anybody else</i></li> <li>• <i>Be responsible for your body, your belongings and the environment</i></li> <li>• <i>Be responsible for your actions, duties, school and knowledge</i></li> <li>• <i>Be responsible for your time and your money</i></li> </ul>
<b>March</b>	Honesty	<ul style="list-style-type: none"> <li>• <i>Be honest with your words</i></li> <li>• <i>Be honest with your actions</i></li> <li>• <i>Be honest and keep your promises</i></li> <li>• <i>Be honest, it is the best sign of your strength</i></li> <li>• <i>Be honest, especially when you are tempted not to do so</i></li> </ul>
<b>April</b>	Kindness & Care	<ul style="list-style-type: none"> <li>• <i>Be kind to your family, friends and neighbors and to your elders</i></li> <li>• <i>Be kind to all living things</i></li> <li>• <i>Be kind in your words and actions</i></li> <li>• <i>Remember that when you are kind to people, Allah cares more for you</i></li> </ul>
<b>May</b>	Fairness and justice	<ul style="list-style-type: none"> <li>• <i>Treat others as equals with fairness and mercy</i></li> <li>• <i>Treat others as you would like to be treated</i></li> <li>• <i>Speak justly and be firm in upholding justice</i></li> <li>• <i>Be fair with all people, good or bad and be fair with yourself</i></li> </ul>
<b>June</b>	Excellence and Perseverance	<ul style="list-style-type: none"> <li>• <i>Be courageous enough to live by your values</i></li> <li>• <i>Pursue your dreams and don't give up easily</i></li> <li>• <i>Remember what the mind can perceive, the body can achieve</i></li> <li>• <i>Expect less from others and more from yourself</i></li> </ul>

# DISCIPLINE REQUIREMENTS

## *Discipline Philosophy*

**D**iscipline is used to encourage positive behavior and self-control. Based on the mission and vision of the school, our goal and perspective of discipline is shaped and informed by the Sunnah of Prophet Muhammad (saw) as he modeled the best example of practicing the decrees of Allah (swt). In the Quran, there are clearly stated expectations of behavior that lead to a positive outcome in this life and the hereafter. There are also very clear expectations and outcomes of behavior that leads to punishment and disapproval by Allah (swt). The Quran sets many ways of reiterating these rules so that no one can claim they did not understand the message. Therefore, it uses both internal and external methods to motivate the believer to proper behavior. Humans are complex and not one method of motivation is appropriate for each person or for each situation. The factors that strongly effect positive behavior in a social setting are:

- 1) Clearly defined rules and consequences
- 2) Being fair and consistent in implementation
- 3) Providing goals for positive behavior and deterrents for negative behavior

## *Discipline Records*

Teachers are asked to write down any disciplinary issues on Sycamore which will be accessible for parents to view for their child.

Any student that receives In-School Suspension, Out-of-Suspension or Expulsion will have that entered in their permanent school record that will be forwarded to any school your child attends after IAR. However, detentions and community service requirements will be kept until the end of the year and not be entered into the student's permanent record.

# DISCIPLINARY CONSEQUENCES

The Quranic model of hope and fear is outlined by Allah (swt) to help human beings to enjoin what is good and to serve as a deterrent to unacceptable behaviors that harm individuals, families and the society at large. Following this model, our school rules are developed to help maintain a safe, respectful and Islamic environment for all our students. Those who consistently break these school rules are creating a non-healthy and negative culture that affects the entire school community. While our goal is always to help each child reach his or her best potential, one person cannot make others change if they do not make the effort to change themselves. Therefore, any functioning community needs to put deterrents in place that is clear, fair, and consistent. And if someone cannot abide by these rules, then there needs to be immediate and just consequences.



Therefore, the following disciplinary measures are intended to use a balanced approach in handling students who are conducting themselves inappropriately. However, each case will be handled on an individual basis by the teacher, director, and/or principal. It is the responsibility of the administrator to review the total situation, consider the offense and the individual support, and take appropriate action to address the behavior.

The School Board has a zero tolerance policy towards alcohol, drugs, violence, weapons, harassment and bullying. Possession or use of any of these will result in an out of school suspension in addition to a recommendation for expulsion.

## **What is bullying?**

Bullying is defined in the Anti-Bullying Procedures for Primary and Post-Primary Schools as "unwanted negative behavior, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time".

Students who are found to engage in acts of bullying may be suspended or expelled from the school.

**IAR has a zero tolerance policy for bullying. As a school, we will work to create a safe and nurturing environment for all of our students. We also ask that you as a parent, speak to your child about the importance of being kind with each other. It is important that you speak to your child about reporting any incidence of bullying to the teachers and administrative staff.**

The following chart outlines the different school rule violations and their consequences. In most cases, after the third instance of the same offense, a student will receive 1-3 day(s) of out-of-school suspension as well as losing privileges to all enrichment activities for the trimester including fieldtrips, tournaments, camps, and special assemblies.

Additionally, students will be put on disciplinary probation if behavior does not improve. Along the lines of *3 strikes, you're out*, if they get three separate out-of-school suspensions, they will be recommended for expulsion.

## ***Disciplinary Probation***

**A** student may be placed on academic or disciplinary probation. Failure to show improvement in the area for which probation was assigned may result in the student being expelled from the school.

## Consequence Guidelines

The following guidelines depend on the severity of the offense. These can be changed by the Principal to even stricter consequences if the situation is deemed necessary. If you want to appeal a consequence, you must have do so in writing and send it directly to the Principal who will review it and either respond directly or refer it to the School Board to make a decision. Any of the infractions can lead to automatic expulsion.

<b>LEVEL I Offense 1, 2 or 3 infractions (number is based on frequency)</b>	<b>LEVEL II Offense In-School suspension</b>	<b>LEVEL III Offense Out-of-School Suspension/Expulsion</b>
To be referred by teacher, security, staff member or administrator	To be assigned by an administrator	To be determined by administrator
<b>EXAMPLES INCLUDE:</b>	<b>EXAMPLES INCLUDE:</b>	<b>EXAMPLES INCLUDE:</b>
Lying/ Misrepresentation of facts	Behavior endangering others	Behavior endangering others
Three tardies in one week	Disruption of School activities	Disruption of School activities
Profanity	Damaging school property and/or vandalism*	Damaging school property and/or vandalism
Minor Inappropriate Conflicts with Others	Pattern of negative behavior	Possession of drugs/alcohol
Disruptive	Violation of an Avoidance contract	Insults, profanity, or vulgarity towards a teacher/staff
Excessive Talking	Blatant and Severe Disrespect/Defiance	Blatant and Severe Disrespect/Defiance
Using cell phones on campus	Violation of Discipline Contract	Cheating/forgery/plagiarism
Possession of Electronic Equipment in Class	Fighting	Extortion
Eating/Drinking in Classroom	Theft	Theft
Substitute Teacher Referral	Bullying/Harassment/Threats/Intimidation	Harassment/Threats/Intimidation
Teacher Referral	Sexual Harassment	Sexual Assault/Harassment
Minor acts of disrespect/defiance	Public Displays of Affection (PDA)	Selling drugs or weapons
More than 2 uniform violations	Three U's in Cooperation during a grading period	Possession of a weapon

### Disciplinary Consequences

Disciplinary consequences include but are not limited to:

- Conference
- Letter of Apology
- Student Contract
- Detention
- Community Service
- Restitution
- Loss of Privilege
- In-school or Out-of-school Suspension
- Expulsion

# ***Islamic Academy of Riverside Partnership Agreement***

## **School Pledge**

### **IAR Staff and Administration commit to:**

- ✓ Communicate regularly with families about student progress
- ✓ Enforce rules equitably and provide a safe, orderly and caring learning environment
- ✓ Provide meaningful assignments to reinforce and extend learning
- ✓ Participate in professional development opportunities that improve teaching and learning
- ✓ Support the formation of partnerships with families and the community
- ✓ Respect the school, students, staff and families

## **Student Pledge**

### **I agree to carry out the following responsibilities:**

- ✓ Come to school ready to learn and work hard
- ✓ Bring necessary materials, completed assignments and homework
- ✓ Be a star by following school and class rules
- ✓ Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school
- ✓ Limit my TV watching, video games and other media and instead study or read every day after school
- ✓ Respect the school, classmates, staff and families

## **Family/Parent Pledge**

### **I agree to carry out the following responsibilities:**

- ✓ Provide a quiet time and place for homework and monitoring TV viewing
- ✓ Read to my child or encourage my child to read everyday
- ✓ Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- ✓ Regularly monitor my child's progress in school
- ✓ Attend school events, back to school night, open houses, parent teacher conferences, and volunteer
- ✓ Communicate the importance of education and learning to my child
- ✓ Respect the school, staff, students and families
- ✓ Be vocally positive about the school staff, environment, and policies at all times
- ✓ Stay current on all charges related to the school including fees, tuition, lunch, afterschool care, etc.

*\*Islamic Academy of Riverside reserves the right to amend this handbook as the need arises. Parents will be informed of changes to the handbook through means of written communication. Thank you for your support of IAR. We look forward to a productive school year.*