



The Islamic Academy of San Antonio



The
Parent and Student
Handbook

Academic Year 2019-2020

The Prophet Muhammad (PBUH) said:

“Every one of your (people) is responsible, and everyone is responsible for whatever falls under his responsibility. A man is like a shepherd of his own family, and he is responsible for them”
(Bukhari and Muslim)

Mission Statement:

To provide our children with an environment enabling them to achieve their highest potential, founded on Islamic morals, scholastic excellence and good citizenship.

Purpose Statement:

IASA is a nonprofit, educational organization that engages in its due diligence to offer curricula, programs and activities that enhance the students overall learning experience while encouraging students to achieve their highest potential by pursuing scholastic excellence, further developing their Islamic morals by becoming knowledgeable scholars, and establishing themselves as active members of society by engaging in good citizenship practices.

Philosophy Statement:

The Board of Directors wholeheartedly believes that every student enrolled at the IASA has the ability to excel and achieve the insurmountable given the opportunity and environment in which to do so. Every student enrolled at the IASA has the potential to achieve success and become accomplished scholars in math, science, language arts, reading, history, social studies, Islamic studies, Arabic and Quran. The integration of core subject matter and religious subject matter create a dynamic opportunity that will propel the students of the IASA into dimensions of intellectual capacity and ability that will ground them and allow them to thrive throughout their lifetime.

The achievement of this reality requires that each member of the IASA team come together in a cohesive and complimentary manner that strengthens the bonds of the team delivering the educational elements and providing the role modeling and support. With a strong team comes an even stronger outcome...the byproduct being students who are able to achieve academic, personal, professional and religious success beyond their years at the IASA. Together, as a unified force...as a solid team...we serve as the support that catapults the students of the IASA to higher levels and allows them to sit among the stars.

The IASA philosophy is embedded in the belief that every student has the right to achieve scholastic excellence by receiving a high-quality education. It is also rooted in the belief that students' knowledge of and pride in their religion are essential elements to their wellbeing and overall success.

It is part of the IASA philosophy that:

- Each student is an individual and has dignity and worth.
- All students can achieve scholastic excellence.
- Each student will be assisted in the discovery of their individual potential and their own personal worth.
- The school will provide a balanced curriculum of academics and arts, clubs and activities, religious studies and community service so that each student receives a high-quality comprehensive education.
- The school will guide its students in their academic and spiritual endeavors and help them become well-balanced individuals.
- Each student will achieve more when met with high expectations.
- Problem-solving and critical-thinking skills are essential for the success of each student.
- Faculty and staff will serve as positive role models for the students.
- Parents and community members are an essential component of the education process.

IASA Code of Ethics:

As faculty and staff at the IASA we are public servants, committed to excellence in the educational attainment of the students enrolled at the IASA. In every aspect of our work and of our relationships with our stakeholders, we shall perform our duties honestly, competently, efficiently, expediently, and harmoniously and in strict compliance with the ethical standards of our profession and of Islam.

In all that we do, we advance these core beliefs:

We believe each student can learn and will have equal opportunity to do so.

We believe in clearly defined goals that set high expectations for student excellence.

We believe in the value of parents as children’s first and best faculty.

We believe in the value of each employee.

We believe in empowering individuals to make decisions aligned with the vision of the school.

We believe in accountability at all levels.

We believe the community must actively participate in the development of our children.

We believe, as a school, we can achieve higher levels of performance.

We believe in the personal and professional growth of all people within our school.

We believe all environments should be supportive, safe, and secure.

In all that we do, we take personal responsibility for producing the nation’s best.

In all that we do, we take personal responsibility for producing knowledgeable Muslim scholars, versed in the core subject matter as well as religious subject matter.

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In the Name of Allah, Most Compassionate, Most Merciful

This handbook is to be used by the parents and students of the Islamic Academy of San Antonio (hereto referred to as IASA). This handbook provides expectations, guidelines, policies and requirements of a successful educational experience. The IASA reserves the right to change, without prior notice, any part of this handbook, as it deems necessary and appropriate.

CHAPTER 1

Academics

ACADEMIC RECORD KEEPING

Section I: Student Attendance Accounting

Student growth and progress is very important to the IASA. In the interest of student learning continuity, the Academy is implementing a new, stricter policy regarding attendance. Students that are absent or tardy and do not have either a physician's note or a note from his/her parents will be considered "unexcused." All students are expected to report to school by 7:45 am and are expected to remain at school until 2:45 pm. Morning assembly begins promptly at 7:45 am.

Texas Compulsory Attendance Law

The IASA has adopted the Texas Compulsory Attendance Law for its attendance policy. State law requires school children to attend school each day that instruction is provided. The law applies to children ages 6-18.

The IASA will excuse absences for the following reasons:

- Attend a required court appearance
- Personal illness
- Death of an immediate family member
- Healthcare appointments
- Activity related to obtaining United States citizenship

A student shall be counted present for temporary absence resulting from physician visit if that student commences classes or returns to school on the same day of the appointment. A student whose absence is excused under this reason may not be penalized for that absence and shall be counted as if the student were present.

90 Percent Rule

In addition to the Texas Compulsory Attendance Law, the IASA has also adopted the 90 Percent Rule. The 90 Percent Rule states that students must attend class for 90 percent of the time it is offered to receive credit for the class and be promoted to the next grade level. If the student does not meet this requirement, an attendance hearing with the Principal will be requested in which the student's circumstances will be examined and determination for promotion will be made. Official attendance for the purpose of promotion will be during 2nd period.

In case of absence, the parent will be expected to call the school by 9:00 am to explain the reason for the child's absence. Also, upon returning to school, the parent must complete an Absence Excuse Form, which must then be signed by the Principal. Students not having a signed Absence Excuse Form will NOT be allowed to make up assignments and/or quizzes/tests. Absence Excuse Forms must be completed and submitted when missing any portion of the day equivalent to one period or more. Any absence not verified by an Absence

Points to Remember

- ✓ Students must be at school by 7:45 am or they will be considered tardy.
- ✓ Texas law requires all students aged 6-18 years old attend school.
- ✓ Students must attend at least 90% of the days of school offered. Therefore, if students miss 18 days or more of school they can be held back.
- ✓ Excessive tardies and unexcused absences will result in a meeting with the Attendance Committee.
- ✓ All absences require the completion and return of the Absence Excuse Form.

Excuse Form or is not verified as excused as per the criteria noted above, will be deemed as unexcused. Five (5) unexcused absences will also result in a mandatory conference with the Attendance Committee.

Tardies

Ten (10) unexcused tardies will result in a mandatory conference with the Attendance Committee. Eighteen (18) or more absences per year, **excused or unexcused**, may deem the student subject to retention in the same grade level for the next calendar year as such disruption interrupts the learning process for the student. Please note that excessive unexcused tardies and absences are subject to suspension or expulsion at the sole discretion of the Attendance Committee.

Section II: Homework Policy

Make-up assignments should be obtained from each faculty by the student and completed within the same number of days missed. For example, if the student missed two days of school, he/she would be allowed two days after his/her return to submit the missed assignments. All assignments will be posted on Engrade for access by the student. Again, students not having a signed Absence Excuse Form will NOT be allowed to make up assignments and/or quizzes/tests.

Homework is a means of enrichment and reinforcement of the learning that is taking place in the classroom. It is also an opportunity for parents and faculty to observe and evaluate the student's progress. All students in grades PreK-7 will have homework. Faculty 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 maximum benefits of homework, the school has established certain guidelines for the assignment of homework. They are as follows:

- Homework will serve a sound educational purpose. It is not intended as busy work or punishment.
- Homework will be within the capabilities of the students. Homework that cannot be individually completed by students has no value.
- Students need to be motivated to correctly and carefully complete the homework assignment
- The homework assignment should grow out of a school experience. All homework will be explained. Therefore, it is the responsibility of the faculty to explain the specific purpose of every assignment and why it is important to complete it.
- Students must have a complete and accurate understanding about what they are to do and how they are to accomplish their homework.
- Homework will not be given in a way that will allow students to complete it without help.
- Homework will not be given without consideration of what a reasonable time frame for completion looks like.
- Homework should serve a useful purpose within the classroom and be related to the explained material.
- Tasks and activities are assigned to allow students practice skills they have already learned.
- Encourage parents to create an atmosphere conducive to homework. The sofa in front of the TV is not a good place. Also, establish a routine with regard to homework. For example, homework is to be conducted after the student comes home from school after they have a snack, perform prayers and before playtime. Routine will help establish an expectation and give it legitimacy.

The IASA mandates a time allotment of homework for its students. Please note that homework may be assigned on Friday to be completed over the weekend. The allotment breakdown is as follows:

Table 1: Homework Allotment

Early Childhood Center	Pre-Kindergarten	Kindergarten
30-45 minutes per school day	30-45 minutes per school day	45 minutes-1 hour per school day
Grade 1-2	Grade 3-4	Grade 5-6
1 hour-1 ½ hours per school day	1 ½ hours-2 hours per school day	2 hours-2 ½ hours per school day

Section III: Grade Book

The IASA always requires adequate grades and evaluations be maintained on students . Grade books are to include grades on tests, homework, projects, quizzes, and participation scores. It is expected that:

- Student grades not be posted or discussed publicly.
- Grade books are turned in as part of the End of Year Procedures.

Pursuant to Texas law (Section 26.004, Senate Bill 1), a parent is entitled access to all written records concerning their child, including:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Faculty and counselor evaluations
- Reports of behavioral patterns

Section IV: Report Cards and Progress Reports

Students will receive report cards at the end of each nine (9) weeks period. Nine (9) week report cards must be signed by the parent and returned. If a student receives a grade below "70" or an I (incomplete) in any class on the report card, the parents will be notified of the need for a conference with the faculty who issued the failing or incomplete grade. Conferences between faculty and parents must be documented by the faculty and retained as part of official records.

At the end of the first four (4) weeks of a grading period, the faculty will issue progress reports for every student. Faculty will phone parents of those students who do not return their signed progress report. Faculty will phone parents of any child who is failing at the time progress reports are released. If the parent cannot be contacted by phone after reasonable attempts, a letter must be sent informing the parent of the student’s progress.

The faculty will keep accurate grade sheets each nine (9) weeks on Engrade. Faculty will issue two (2) grades per week. The grade reporting period ends at the end of the school day on the last day of the grading period excluding final grading period. Cycle grades will not be exported into Engrade before the end of the grade reporting period. The last nine (9) weeks grade reporting period will end before the last day of the nine (9) weeks. Excluding the final grading period of each semester, report cards will go home at the end of the week following the end of the previous grading period. The report card for the final grading period of the year will be mailed out to the parent(s)/guardian(s) of each student.

Table 2: Grading System

ECE	Pre-Kindergarten	K-Grade 7
E = Excellent	E = Excellent	100 - 90 = A
S=Satisfactory	S=Satisfactory	89 - 80 = B
N = Needs Improvement	N = Needs Improvement	79 - 75 = C
U =Unsatisfactory	U =Unsatisfactory	74 - 70 = D
		69 - 0 = F
ECE-Early Childhood Center; K-Kindergarten		

Section V: Academic Testing

The IASA 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. Faculty will follow Texas Essential Knowledge and Skills (TEKS), Common Core and curriculum objectives to ensure student success. The following exams will be administered to students to gauge progress against these standards.

Informal Testing

Our local testing (informal testing) is produced by our subject faculty. The tests are designed to help the subject faculty set a baseline for each student that will evaluate their learning in each subject. Local testing may include quizzes, homework assignments, chapter tests, unit tests, and other assessment mechanisms. The same local tests are given at beginning of the year (BOY), in the Middle of the Year (MOY) and at the end of the year (EOY). Our method of local testing allows faculty to closely monitor the academic improvements of our students throughout the year.

Three times a year, the IASA Curriculum Coordinator conducts content and performance-driven local testing to make sure that all students are on track with both academic and developmental objectives. All students enrolled at the IASA are tested by the Curriculum Coordinator.

State Testing

The IASA assesses its students with the STAAR test, which is designed and offered by the State of Texas. The STAAR test is an important evaluation tool that tests if a student has mastered the corresponding grade level curriculum objectives offered by the public-school system in Texas. The STAAR is a content-driven test; a poor performance on the STAAR test strongly indicates that a child has not mastered the appropriate curriculum objectives. STAAR tests are offered late in the year.

National Testing

The IASA uses the IOWA Test of Basic Skills (ITBS) test, commonly known as the IOWA test, to measure mastered skills for each corresponding grade level. The IOWA test measures the mastery of critical-thinking and problem-solving skills in particular.

Section VI: Student Discipline Record:

Behavior is defined as what the student does, not what the student is. There are a number of reasons that may lead to the manifestation by the students of behavior that is unbecoming. These reasons, along with the proper disciplinary procedure, will be outlined in Chapter 4.

GRADE PLACEMENT OF STUDENTS:

A student must be five years old on or before September 1 in order to be placed in Kindergarten. In order for placement of a student into a grade that does not correlate with their age to occur, that student must have written data to support completion of the particular grade's requirements. For example, the student must have official or notarized documentation of having completed said grade or level. Parents must also provide verification from a family physician that the student is both socially and emotionally prepared to be placed in a higher level.

Any student entering or returning to IASA from a public, private or home school will be evaluated by the Curriculum Coordinator. An assessment will be used to gauge the level of the student in the areas of mathematics, reading and language arts. The results of the assessment will be used to determine placement. It is the policy of the IASA to not place a student more than one grade below or above age appropriate placement.

PROMOTION AND RETENTION OF STUDENTS:

For the purpose of this handbook, promotion is defined as advancement to the next grade level whereas retention means keeping the student at their current grade level.

Section I: Promotion and Retention Based on Academics

A student will be promoted only based on academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's faculty, the score received on any criterion-referenced or state mandated assessment, and any other necessary academic information as determined by the IASA.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 1-7, promotion to the next grade level shall be based on an overall average of 70 for all subject areas and a grade of 70 or above in language arts and mathematics, as well as a grade of 70 or above in science or social studies.

When a student in grades 3-7 earns a grade of less than a 70 in any subject that would disqualify the student from promotion according to the paragraph above, but the student demonstrates proficiency on the State of Texas Assessments of Academic Readiness (STAAR) for that subject or subjects, a committee shall be established consisting of the Principal, Curriculum Coordinator, the Faculty of the subject in which the student earned less than a 70, and the student's parent(s). In order for such a student to be promoted to the next grade level, all members of the committee noted above must unanimously agree that the student has demonstrated proficiency in the subject matter of the course. The committee must consider the

recommendation of the student's faculty, the student's grade in the course, the student's score on the STAAR and any other academic information deemed relevant by the committee. The committee shall reach a decision before the beginning of the new academic year.

Section II: Promotion and Retention Based on Assessment

In addition to the noted promotion and retention requirements noted above, to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 of the STAAR.

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her exams, will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. A student in grades 5 will have two additional opportunities to retake an assessment. If a student fails a second time, a grade placement committee, consisting of the Principal, Curriculum Coordinator, the Faculty of the subject in which the student failed in the assessment, and the student's parent(s), will determine the additional instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

Section III: Promotion and Retention Based on Attendance

As was previously noted, the IASA has adopted the 90 Percent Rule in accordance with the Texas Compulsory Attendance Law. The 90 Percent Rule states that students must attend class for 90 percent of the time it is offered to receive credit for the class and be promoted to the next grade level. If the student does not meet this requirement, an attendance hearing with the Board of Directors will be requested in which the student's circumstances will be examined and determination for promotion will be made.

WITHDRAWAL OF STUDENTS FROM THE IASA

When a student is prematurely withdrawn from school, no information will be transferred to another school (including transcripts, final report cards, and all records) until the tuition is paid in full up to the time of early withdrawal. Students withdrawing at the end of the year shall have their records transferred if tuition is paid in full.

In addition, students wishing to depart the IASA prior to the end of the academic year must have taken the STAAR/IOWA tests for that year, if applicable to their grade level, prior to departure.

CONFERENCES WITH FACULTY OR ADMINISTRATION

Parent-Faculty meetings are scheduled several times a year. Additional conferences with Faculty or Administration are scheduled as needed. Parents are welcome to arrange for a conference as they deem appropriate and fit. They may do so by contacting the Administrative Assistant to schedule a meeting with the Principal or Curriculum Coordinator. They may schedule a meeting with the Faculty by sending a note with their student.

CHAPTER 2

Admissions, Enrollment and Tuition

ADMISSIONS

A student must be four (4) years old on or before September 1 in order to be placed in Pre-Kindergarten. A student must be five (5) years old on or before September 1 in order to be placed in Kindergarten. A student must be six (6) years old on or before September 1 in order to be placed in Grade 1. For placement of a student into a grade that does not correlate with their age to occur, that student must have written data to support completion of the grades requirements as per grade placement requirements.

ENROLLMENT

Section I: Required Documentation

As a part of the enrollment process parents will be required to present the following documentation:

- Proof of child's identity
- Official birth certificate, passport, adoption records, or any other legal document that establishes identity will be required.
- Demographic information including complete name, sex, and ethnicity, date of birth, and home language.
- Social security number via presentation of the social security card.
- A copy of the child's records from the school the child most recently attended.
- Information regarding special education or Section 504 disabling condition and instructional setting.
- Information regarding disciplinary placement
- Placement in a Disciplinary Alternative Education Program (DAEP), disciplinary transfers, expulsion, etc. Section 37.008j of the Texas Education Code mandates that if a student was placed in a DAEP by another school district and has not completed the term of placement, the IASA shall continue the placement in a DAEP in the Northside Independent School District until the student's term is completed.
- Students who have never before been enrolled in a school in Texas or the United States
- International students require alternative evaluation, primarily due to the difference between the Islamic calendar and the Gregorian calendar. Students must have a certificate to prove that they have completed Kindergarten; the requirement for certificates ends at the 1st Grade level.
- Up-to-date immunization records
- If the child is initially entering a public school (i.e., pre-kindergarten or kindergarten or coming from another country), immunization records are required before the student can be enrolled as per Section 38.001a of the Texas Education Code.
- A student may be provisionally admitted if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.
- The parent must present copies of the immunization record in order to establish the timeliness of the student's immunization record. A grace period of 30 calendar days may be allowed while the school awaits the transfer of written proof of the immunization if it cannot be presented at the time of enrollment
- This does NOT mean that the parent has 30 days to have the student immunized. The student may be provisionally admitted during the thirty-day grace period, or if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.
- Exceptions to the immunization requirements.
- Immunizations are not required if the person seeking to enroll the student submits an affidavit or certificate signed by a physician (who duly registered and licensed to practice medicine in the USA) stating out the physician's opinion that the required immunization(s) pose(s) significant risk to the health and well-being of the student or any member of the student's family or household.
- Immunizations are also not required if the person seeking to enroll the student submits an affidavit stating the immunization is being declined or reasons of conscience or religious belief.
- If the documentation is not submitted within 30 days, the Principal shall report to the proper authorities as required by law. It is vital that parents be aware of the importance of giving correct information and their legal obligation to do so.

Section II: Early Enrollment

Early enrollment for the following school year will begin on April 1 and continue until the end of the school year. There is a cap that will be placed for each grade level. Early enrollment is a way for parents to ensure their students have a seat for the student for the following year.

Early Childhood Center (Toddlers through Pre-K)

Students who are considered part time three (3) days a week or less will be given the opportunity over new students to retain their place in their respective class if they become full-time students. However, part-time students who do not choose to become full-time students will lose their places in class to new full-time students if the class becomes full.

TUITION

Section I: Tuition Term Contract

Tuition constitutes a nine or ten-month contract. The tuition may be paid in full, on a semester basis, or on a monthly basis. Tuition is not pro-rated and is not calculated on a daily/weekly basis.

This policy stipulates that if a parent removes their child from the IASA at any time without paying for the previous month, the child cannot return until their outstanding tuition is paid. If payment is late, a \$25 late fee will be assessed on the last day of the month. Extenuating circumstances are taken into consideration on a case-by-case basis.

Section II: Tuition Fee Structure

The tuition and fee structure noted in the tables below is inclusive of all fees traditionally collected on an as needed basis. The fees have been rolled into the monthly payments as part of the newly restructured tuition and fees. This means one monthly payment inclusive of all fees, including fees for field trips and special activities offered on campus. Security includes two (2) armed individuals during the school operational hours, including the After School Program.

Table 3: Tuition and Fees

Registration Fee	Fee Amount	
	\$100.00/student	
School Fees	Fee Amount	Hours
Learning Center (18 months-KG)	\$525.00/month	Monday-Thursday: 7:30 am-3:30 pm Friday: 7:30 am-2:30 pm
Elementary	\$500.00/month	
Middle	\$500.00/month	Monday-Thursday: 4:00pm-6:00pm Friday: 3:00 pm-6:00pm
After School	\$100.00/month	
Registration fee:	\$100.00 (One time)	

Table 4: Monthly Tuition and Fees Breakdown

Component	Learning Center	Elementary	Middle
Tuition	\$450.00	\$405.00	\$405.00
Security	\$50.00	\$50.00	\$50.00

Assessment	\$10.00	\$20.00	\$20.00
Exam	\$0.00	\$10.00	\$10.00
Friday Lunch	\$15.00	\$15.00	\$15.00
TOTAL	\$525.00	\$500.00	\$500.00

Payment Methods:

IASA will accept payment in the form of cash, check, credit or debit, or money order.

Section III: Financial Assistance

All families requesting financial assistance must submit a new application to the Financial Aid Committee each year. To qualify for financial aid, applicant household income must not exceed the yearly income noted in Table 5. All applications for financial aid must be completed prior to his/her kid’s enrollment, in order to give the Financial Aid Committee adequate time to decide. Financial aid precludes all other discounts, including the multiple student discount. If a student is not regularly attending school (i.e. has excessive unexcused tardies and absences) then the student may be dropped from financial aid assistance.

Table 5: Financial Aid Income Criteria

Note: For households larger than 8, add \$4,500.00 per individual.

Persons In Household	Annual Household Income
1	\$12,947.00
2	\$17,523.00
3	\$22,099.00
4	\$26,675.00
5	\$31,251.00
6	\$35,827.00
7	\$40,403.00
8	\$44,979.00

CHAPTER 3

Standards of Conduct

STANDARDS OF CONDUCT

Section I: Dress Code

The IASA is an educational institution and therefore must exude professionalism, with the dress code being no exception. The IASA highly emphasizes the value of the Islamic Dress Code and cleanliness that are fundamental to self-respect and dignity. The dress code must be professional, modest and compliant with Islamic dress recommendations. Special occasions may necessitate more casual dress and will be identified as the events present themselves.

The dress code is as follows:

- Clothing should not be tight or transparent and should cover all the body.
- A scarf must always be worn by female students 4th grade and up, and in a manner that covers the hair and neck completely.
- The clothes should cover all the body except the hands and face. Pants are permitted providing they are loose fitting and worn with a long, loose fitting tunic.
- Casual footwear such as flip-flops is not acceptable.
- Cosmetics are not allowed.
- Jewelry is not allowed for boys.
- 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.
- On days in which casual attire is approved, it will be permissible to wear jeans, tennis shoes and school shirts. Jeans should not be unduly faded, ripped or frayed.

Students must adhere to the above requirements when attending outside functions whereby they are directly representing the IASA.

Section II: Computer Use

The computers in the general area are not to be used for personal use unless prior permission is obtained from the Principal. Please keep computer equipment clean and ready to use by other students. Checking personal email or social media during school is not acceptable. The following is not allowed during school hours:

- Facebook, Twitter, Tumblr, Snapchat and other social media.
- Obscene, vulgar, demeaning and racist materials.
- Sexually explicit materials.
- Chat rooms.

The following is also not allowed:

- Changing of any passwords on the computers.
- Removing any blocks placed on the computers or changing any other settings.
- Erasing the computers internet history.
- Visiting sites other than indicated by an assignment or relevant to a specific assignment.

Section III: Discrimination and Harassment

Discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects that individual or group to treatment that adversely affects their education because of race, color,

sex, religion, national origin, age, disability, citizenship, or veteran status. The IASA does not engage in these practices and will not tolerate their presence among their students either.

Harassment, as a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or group because of race, color, sex, religion, national origin, age, disability, citizenship, or veteran status when such conduct is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's or group's work performance, or of creating a hostile work environment. Constitutionally protected expression cannot be considered harassment under this policy.

Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed toward another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace. Sexual harassment is when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for evaluation in making personnel decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive environment.

Section IV: Drop off and Pickup Policy

For the safety of all students, the IASA parents who wish to authorize an individual to transport their children to and from school must have the adult's name and phone number on the student's registration form under the authorized pick-up section. In addition, upon initial arrival to the IASA campus, the authorized individual will be required to provide a copy of his/her driver's license and vehicle and plate information for the IASA records.

Drop Off

The IASA is open for drop off beginning at 7:30 am. Students in the early childhood center through PreK must be dropped off in their classrooms from 7:30 am to 7:45 am and parents must sign their children in. This is as per the Texas Department of Family and Protective Services requirements for early childhood centers.

Pickup

Dismissal will begin at 3:30 pm and will continue until 4:00 pm. All students should be picked up on time unless they are participating in an after-school activity or in the after-school care program. During dismissal, students are required to remain with their Home Room Faculty until their name is called. Once called, a member of the IASA faculty and staff will escort the student to the vehicle for pickup.

A late fee of \$5.00 per day per student remaining on campus will be assessed starting at 4:05 pm Monday thru Thursday and 3:05 pm on Friday and added to the current month's tuition statement.

Section V: Fire and Severe Weather Drills

Directions for fire and severe weather drills are posted in each classroom and are reviewed with students during the first week of school. There will be three (9) fire drills, 4 lockdown drills, and 4 severe weather drills per academic year.

Section VI: Crisis Management Manual:

The Crisis Management Manual is available on the School's Website. www.iasaonline.net

Section VI: Visitors

All visitors to the IASA must enter through the main entrance and report to the Administrative office to sign in and receive a visitor's pass. No visitors, including parents or guardians, will be allowed into the school or classrooms without first reporting to the Administrative office. The IASA maintains the right to deny individuals access to any part of the school.

Section VIII: Volunteer Program

The IASA is launching a volunteer program to support the work of the IASA and its programs. The programmatic components include efforts such as working with the faculty by serving as assistants in the classroom, providing tutoring, conducting classroom activities, chaperoning field trips, helping in the lunch room, working in the office, and reading to students.

A background check, by the state of Texas, will be required for all potential volunteers.

Section IX: Issue Resolution

Parents

The IASA considers the faculty, staff, Board of Directors, parents, students, volunteers and the community at large as part of one collective and cohesive team. Parents of students at the IASA are expected to conduct themselves in a professional manner and tact when dealing with Board of Directors, faculty and staff of the IASA, parents, students or community members. The rules of conduct are as follows:

- We treat our fellow team members with respect and kindness.
- We respect each other's property.
- We work together in service as a unified force.
- Personal problems are kept outside of the IASA.
- Conflicts are discussed **PRIVATELY** with the Board of Directors, Principal, and/or the team member with whom the conflict exists. The proper remediation mechanism is to first discuss the issue at hand with the faculty or staff member with whom the issue exists. If the problem is not remediated by that course of action, then the parent(s) should be taken to the Principal. If the issue remains unresolved after discussion with the Principal, the problem can then be escalated to the Board of Directors.
- Parents should avoid triangulating with other team members.
- Disrespect of any member of the IASA team, including the Board of Directors, Principal and faculty or staff can result in disciplinary action against the parent(s).
- Refrain from engaging in gossip; listening to it means you are allowing yourself to be actively involved in it.

Students:

Students at the IASA are expected to conduct themselves in a professional manner and tact when dealing with Board of Directors, faculty and staff of the IASA, parents, students or community members. The rules of conduct are as follows:

- We treat our fellow team members with respect and kindness.
- We respect each other's property.
- We work together in service as a unified force.
- Personal problems are kept outside of the IASA.
- Conflicts are discussed **PRIVATELY** with the Board of Directors, Principal, and/or the team member with whom the conflict exists. The proper remediation mechanism is to first discuss the issue at hand with the

faculty or staff member with whom the issue exists. If the problem is not remediated by that course of action, then the parent(s) should be taken to the Principal. If the issue remains unresolved after discussion with the Principal, the problem can then be escalated to the Board of Directors.

- Parents should avoid triangulating with other team members.
- Disrespect of any member of the IASA team, including the Board of Directors, Principal and faculty or staff can result in disciplinary action against the student.
- Refrain from engaging in gossip; listening to it means you are allowing yourself to be actively involved in it.

Section VIII: Adherence to the Tuition Policy

All parents are expected to adhere to the tuition policy noted in Chapter 2.

CHAPTER 4

Disciplinary Process

Faculty, staff and students deserve a school environment that is safe, supportive, and conducive to teaching and learning. This includes adopting mechanisms that promote positive behavior on all levels. The following section describes the disciplinary process for students and the role of the faculty, staff and administration in that process.

Section I: Description of Expectations from Students

The following table describes the behavioral expectations from the students enrolled at the IASA. Violations of these behavioral expectations from the students serve as the basis for disciplinary action by the faculty and staff at the IASA.

Table 6: Description of Behavior Type, Expectations and Consequences

Behavior Type	Expectation	Possible Consequences
Classroom	Students are to listen and follow all faculty directions.	<ul style="list-style-type: none"> ▪ Conference ▪ Removal from situation ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Halls	Students are always to walk quietly in an orderly fashion through the halls .	<ul style="list-style-type: none"> ▪ Conference ▪ Removal from situation ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Restrooms	Students are to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.	<ul style="list-style-type: none"> ▪ Conference ▪ Loss of Independent Restroom Privileges ▪ Supervised Restrooms ▪ Referral to the administration ▪ Fines for damages ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Lunchroom	Students are to follow directions the first time they are given, keep voices low while eating lunch, stay seated unless given permission to move, keep their eating space clean, and practice good manners. Students are not allowed to share their food.	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Move to an assigned seat ▪ Exclusion from the lunchroom ▪ Suspension

Recess	Students are to follow directions the first time they are given, walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.	<ul style="list-style-type: none"> ▪ Verbal warning ▪ Recess privileges contained to an assigned area ▪ Conference ▪ Removal from situation ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
On Bus or other Vehicle Used for Official School Business	The same standards of behavior that apply at school also pertain while boarding, riding and unloading busses or other vehicles used for school purposes. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ Loss of field trip privileges ▪ In-school suspension or suspension
School Sponsored Activities and Field Trips	Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.	<ul style="list-style-type: none"> ▪ Conference ▪ Removal from activity ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ Loss of activity or field trip privileges ▪ In-school suspension or suspension
Salah	All students are to make wudu and go to the prayer room quietly and in an orderly fashion. While in the prayer room, students are expected to remain silent, and refrain from disturbing others during the prayer. 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.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Excessive Tardiness, Truancy or Leaving School Without Permission	Students must be on time for school and in their classrooms by 7:45 am. Students are to remain on school grounds in their scheduled classroom locations.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ In-school suspension or suspension

Dress Code	Students are to present to school in their uniforms and present to Physical Education with appropriate dress, protection and water bottles.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Verbal notification ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ In-school suspension or suspension
Fighting and other forms of Physical Aggression	Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects is not allowed. Students are to refrain from engaging in these behaviors.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Verbal notification ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Cheating or Plagiarism	Students are to present original work and provide citations for all content obtained from other sources.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Verbal notification ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Inappropriate Use of the Computer Systems	Students are not to access or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Verbal notification ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension
Incendiary Devices	Students are not to possess firecrackers, matches, lighters, caps or any other object that has potential to start a fire.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recess privileges ▪ In-school suspension or suspension

Physical Attack on Staff or Fellow Student	<p>Students are not to engage in behaviors that constitute aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion
Threats and/or Verbal Abuse	<p>Students are not to administer threats or other forms of verbal abuse or physical threat. Examples include, but are not limited to, telling someone that they will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion
Teasing	<p>Students are not to participate in teasing of other students or staff. This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Personal apology to the student teased ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Malicious Pranks and Pseudo Threats	<p>Students are not to participate in any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion
Acts of Hate or Violence	<p>Students are not to engage in acts of hate or violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion

Inappropriate Language and Gestures	Students are not to engage in the use of inappropriate language or gestures. This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Verbal notification ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Sexual Harassment	Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Expulsion
Theft or Extortion	Students are not to participate in acts of theft or extortion. Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Expulsion
Insubordination and Disrespect	Students are not to disobey or disrespect staff members. This includes removing chewing gum when not allowing, not bringing inappropriate items to school, and refusing to identify themselves to faculty, staff or security when asked.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Vandalism	Students are not to vandalize property. This includes breaking, damaging or defacing school or private property, including graffiti.	<ul style="list-style-type: none"> ▪ Conference ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Weapons	Students are not to bring weapons to school. Weapons include firearms, knives or any other objects that could be used as a weapon.	<ul style="list-style-type: none"> ▪ Conference ▪ Confiscation of weapon ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion

Possession of Communication and Other Electronic Devices	<p>Students may possess communication and other electronic devices but are not to utilize them during operational hours without the explicit consent of the Principal. Electronic devices, such as tablets and iPads, may be used only if the faculty instructs the use of such item.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Confiscation of device ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Trading or Selling of Non-School Related Items	<p>Students are not to conduct business while on school property and during school operations. This includes the selling of personal toys, trading cards, and electronic gaming devices, among others.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Confiscation of devices or item ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension
Possession or Use of Destructive or Harmful Substance	<p>This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Confiscation of devices or item ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion
Possession, Use or Distribution of Illegal Substances	<p>Students are not to possess, use or distribute illegal substances. The possession of intoxicants, inhalants, smoking materials and controlled substances is prohibited.</p>	<ul style="list-style-type: none"> ▪ Conference ▪ Confiscation of devices or item ▪ Referral to the administration ▪ Parent/guardian notification ▪ Parent/guardian meeting ▪ Loss of recessprivileges ▪ In-school suspension or suspension ▪ Referral to Law Enforcement ▪ Expulsion

Confiscation of Student Property

Property taken up from a student by a faculty member becomes the responsibility of the faculty. Should such items become lost before being turned into the office or before being returned to the student, the faculty is financially liable for the property.

Section II: Framework for Discipline Management

The following is the parent and student portions of the school wide multi-level Framework for Discipline Management at the IASA. The multi-level Framework includes the Board of Directors,

Students

- Read and adhere to the Discipline Management Plan and Student Code of Conduct as well as campus and classroom rules.
- Report to classes daily and on time, prepared with appropriate materials and assignments.
- Adhere to established dress code.
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, engaging in disruptive conduct or cheating.
- Cooperate with school staff in investigations and all-school-related matters.
- Give parent/guardian a copy of all notices, including discipline notices, promptly.
- Return papers requiring a parent signature promptly.

Parents/Guardians

- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare.
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel.
- Review the Discipline Management Plan and Student Code of Conduct and discuss the contents with their child.
- Assist their child in selecting appropriate attire for school and school-related activities.
- Communicate with campus personnel regarding concerns about their child's educational progress or conduct.
- Maintain up-to-date home, work, and emergency telephone numbers at the school.
- Send their child to school each day on time except in the case of illness or extenuating circumstances.
- Ensure their child's immunizations are up-to-date according to state requirements and provide the school with documentation in a timely manner.
- Demonstrate courtesy and respect when communicating with school employees.
- Provide an appropriate area in the home for their child to use for study.
- Ensure their child's attendance at required tutorials.
- Be responsible for negligent, willful, or malicious conduct of their child.
- Be knowledgeable of school policies, regulations, and requirements.
- Pay required fees and fines in a timely manner, unless they are waived.

Section IV: Discipline Procedures for Faculty Removal of a Student from Class

When the discipline management techniques employed by the faculty are ineffective, a faculty member may remove a student from class in order to maintain effective classroom discipline.

Procedures for Removal from Class

A faculty member may send a student to the Principal's office to maintain effective discipline in the classroom. The Principal shall respond by employing appropriate discipline management techniques consistent with the Framework for Discipline Management.

Faculty may remove from class a student:

- whom has been documented by the faculty to repeatedly interfere with the faculty's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
- Whose behavior the faculty determines is so unruly, disruptive, or abusive that it seriously interferes with the faculty's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
- If the faculty removes a student from class, the Principal may place the student into in-school suspension.

Section V: Discipline Procedure for Identified Students with Disabilities

A student with a disability that is deemed outside the educational capabilities of the IASA and the scope of the faculty at the IASA will be referred to the Northside Independent School District. All students remaining at the IASA with identified behavioral issues will be treated under the same protocol as all other students enrolled at the IASA.

Appendix

Appendix A: Security Protocol

Note: This is an abridged version of the Security Protocol. Certain elements of the protocol have been removed from inclusion in this document for security and safety reasons. The purpose of inclusion of this document in this handbook is to provide a level of awareness into the mechanism at play as far as security is concerned.

The IASA has taken proactive measures to ensure the security and safety of the faculty, staff and students at the IASA. Security measures include:

- Keeping all doors providing access to the IASA locked at all times. Visitors may gain entrance by pressing a buzzer mounted on the wall beside the door.
- High powered security cameras that provide coverage of key areas along the periphery of the school property as well as key indoor areas.
- Limiting the availability of weapons and potential weapons on school grounds. Both state and federal law regulate the possession of firearms and other dangerous weapons at school and near schools.
- Hiring a Security Guard who remains on grounds during school operational hours.

Security Guard Protocol

The purpose of the Security Guard Protocol is to establish clear standardized process and operational protocol for onsite Security Guard(s) for IASA. One Security Guard will maintain visual of the school grounds from 7:15 am to 6:00 pm each school day. Guard(s) will be assigned to respective guard posts and will be required to perform periodic patrols as defined by patrol schedule.

The Security Guard will also manage gate access as part of the security procedures. The entrance gate serves as dual access to the masjid and the IASA. Therefore, pedestrian and motor vehicle traffic will have access to ICSA during normal school hours for prayers purposes. The entrance gate will remain open during school operational times unless a lock down procedure is put in effect that requires the gates are closed.

Guard Posts and Patrols

- The Guard will be required to be posted at various posts and conduct a number of patrols during duty hours.
- During drop off and pick up the Guard will be posted at the front of the school to assist with maintenance of crowd and vehicle control.
- The Guard will also be required to escort faculty/students during movement between main building and portables.
- The patrol route will commence and end at each guard's respective guard post.

Appendix B: Parent and Student Handbook Acknowledgement Form



**THE ISLAMIC ACADEMY OF SAN ANTONIO
PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

I hereby acknowledge receipt of the Parent and Student Handbook and agree to abide by the policies and procedures set forth by the Islamic Academy of San Antonio for its parents and students. I understand that failure to abide by the set policies and procedures outlined in the Parent and Student Handbook will result in disciplinary action in the form of a verbal and/or written reprimand or termination of parent and student relationship with the IASA.

I acknowledge also to read the Crisis Management Manual on the school's website. (www.iasaonline.net)

By signing below, I am acknowledging that I am competent to sign this acknowledgement under my name. I have read this acknowledgement form and fully understand the contents, meaning, and impact of this form. I understand that I am free to address any specific questions regarding the Parent and Student Handbook by submitting those questions in writing to the Board of Directors prior to signing. I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this form.

Name of
Student: _____ Date: _____

Student Signature: _____

Parent Signature: _____

Parent Signature: _____