

**Avicenna Academy**  
**Parent & Student Handbook**  
**2020-2021**

\*Enrollment at Avicenna Academy automatically subjects you to the rules held herein.

---

## TABLE OF CONTENTS

Mission/Vision/Goals	2-3
Story of Avicenna & Namesake	4
Board of Directors/Faculty & Staff	5
Admissions Policy	6 - 7
Tuition	8
Uniform Policy	9 - 11
Attendance	13 - 17
Visitors	17
Health & Safety	18
Code of Conduct	19 - 21
Food Policy	22
Academic & Other Policies	23 - 30
School Bus	31- 32

---

## INTRODUCTION

Avicenna Academy is Northwest Indiana's premier Islamic school. We provide education for students in preschool through eighth grade. The entire school community is dedicated to providing a quality education to prepare our children for success in a complex, technologically-advanced, multicultural society.

## OUR MISSION

It is our mission to teach our students to be global citizens, and to provide them with the Academic and Professional Success skills they need in order to succeed in the twenty-first century global economy. At Avicenna Academy, we also instill the fundamental principles of personal faith and honorable character in a safe and happy environment; a home away from home.

## OUR VISION

Our vision is that each student at Avicenna Academy is:

- Able and willing to live according to the tenants of their personal faith. For Muslim students, this means that they will be able and willing to live according to Allah's will as established in the Quran and the Sunnah of Prophet Muhammad.
- Capable of promoting a spirit of fun, kindness and respect towards all.
- Possessing a complement of academic skills—linguistic, mathematical, scientific, technological, physical and soft skills.
- Comfortable and confident collaborating with people from a myriad of social, religious, linguistic and ethnic backgrounds.

## GOALS

Avicenna Academy strives to:

- Please Allah (SBW) and aims to follow the guidelines of the Qur'an and the Sunnah of Prophet Mohammad (PBUH).  
إرضاء الله و اتباع القرآن وسنة رسوله محمد صلى الله عليه وسلم
- Recognize and honor the dignity and worth of each individual student.
- Provide a safe nurturing environment for students.
- Provide a rigorous curriculum in which students are led to learn, think, solve problems, build self-esteem, encourage one another, and have enthusiasm for the task at hand.
- Excellence and a quality education.

- 
- Develop a lifelong love for learning, Islamic morality, and ethical standards that can be applied to daily life.
  - Build an educational program that shares the responsibility of students with staff, parents, and the entire community.
  - Teach every student self-discipline.
  - Educate Muslim-Americans to interact, understand, and live in harmony with those around them and in the world at large.

---

## STORY OF AVICENNA ACADEMY

Avicenna Academy is a unique school founded by individuals pursuing a vision of superior education, and bound by common goals and aspirations. A long-held dream became a reality in August of 2004, when after years of careful planning, Avicenna Academy opened its doors. Since then, its reputation has encouraged many new families to enroll their children. The school has since doubled in enrollment and the size of its facility. A playground and library, both essential to meeting school goals, became realities in the fall of 2008. The school attained a State tuition payment (Choice Scholarship) to families in need. Since then the enrollment expanded and reached its peak of 85 students in the year of 2019. Avicenna has become part of the Prek My Way program for the lower level in preschool, providing an opportunity to every family with a 4 year old child to attend a learning experience at Avicenna.

### OUR NAMESAKE, IBN SINA

(ابن سينا)

The school is named after Abu Ali al-Husayn Ibn Abdullah Ibn Sina who was born in Bukhara in 980. Sometimes known in the West by the Latin name, Avicenna, this Persian physician became the most famous and influential of all the Islamic philosopher-scientists. His grave is still maintained in Hamadan, where he died in 1037.

Ibn Sina was trained as a physician, but he made significant contributions to philosophy, chemistry, mathematics and astronomy. He wrote *Kitab al-Shifa* ("Book of Healing"), a philosophical encyclopedia. This work combined Aristotelian and Platonic philosophy together with Islamic theology in dividing the field of knowledge into theoretical and practical parts.

*Al-Qanun fi al-Tibb* القانون في الطب ("The Canon of Medicine") is Ibn Sina's most famous book and it is still one of the most important medical books ever written. It served as the medical authority throughout Europe and Asia for nearly 600 years. Among the book's contributions to modern medicine, was the recognition that tuberculosis is contagious, diseases can spread through water and soil, and a person's emotional health influences his or her physical health.

Ibn Sina was also the first physician to describe meningitis, parts of the eye, and the heart valves, and he found that nerves were responsible for perceived muscle pain. He contributed to advancements in anatomy, gynecology, and pediatrics. Today, Ibn Sina's portrait hangs in the main hall of the Faculty of Medicine at the University of Paris as an acknowledgement to all he has contributed to the field.

---

## BOARD OF DIRECTORS

The Board of Directors develops policies and rules regarding operation. Decisions are made by majority vote.

### Executive Board Members

Dr. Hytham Rifai

### Members

Dr. Almuhammad Alfrhan

Mrs. Carla Houck

Mr. Feras Musleh

Mrs. Dana Rifai

Dr. Charles Schaefer, Ph.D

## FACULTY AND STAFF

Mrs. Nuha Rifai .....Head of School  
Mrs. Maria Arter.....Academic Consultant  
Mrs. Muneeza Khan .....Administrative Assistant  
Mr. Torrance Credit.....Sixth, Seventh and Eighth Grades  
Mrs. Nicole Gustafson ..... Fourth and Fifth Grades  
Mrs. Sumayya Suboh..... Second and Third Grades  
Ms. Alison Scampini.....Kindergarten and First Grades  
Ms. Sahar Hamad.....Islamic Studies & Arabic Various levels  
Ms. Nariman Issa.....Quran First - Eighth Grade  
Mrs. Justeen Garza.....PrS and PrK levels  
Mrs. Anissa Sami ..... PrS and PrK aid  
Mrs. Dania Marawi.....PrS & PrK-KG Arabic and Quran  
Mrs. Baraat Abo Hamza.....Prs and PrK Arabic & Quran aid  
Mr.s Salima Ali.....Librarian

---

# **ADMISSION POLICY**

## **ENROLLMENT**

Avicenna Academy is a family and community oriented school, offering the best possible academic and social development for its students. New students may enroll anytime. Avicenna Academy is a school whose population is mostly composed of Muslim children who demonstrate fine character, integrity, and show a good record of behavior in school. Our school's future lies with students that exhibit academic promise and have an interest in learning in the classroom and out in the community. These students have parents who support the school and are an integral part of the school community's future.

As a policy, the school reserves the right to give priority in admissions to siblings and children of faculty and staff and to determine the grade placement of entering students. The administration will make a decision as to grade placement after all assessments, interviews and consultations are completed. In some circumstances, placement may need to be readdressed after the start of the school year.

Due to the high expectations of the academic program, all applicants may be assessed to ensure that their needs will be appropriately met at Avicenna Academy. This assessment will take place prior to the student being enrolled.

At the time of testing, an interview may be held. All results are reviewed, along with the child's previous school record (s) in order to reach a decision regarding acceptance to Avicenna Academy. When classes are completely filled, the child will be placed on a waiting list. Parents will be notified upon the opening of space.

Even though applications for new students may be given to the school office at any time, the school requests all student records (medical, academic and other documentation as required by Federal or State laws) be submitted with each new application. Prospective families may visit and tour the school.

## **ENROLLMENT/REGISTRATION FEE**

All new families will be subject to our \$150 registration fee. Returning families are subject to a yearly re-enrollment fee. The registration fee will have a discounted rate of \$80 in March, However, the registration fee returns to \$150 after spring break, plus a late fee of \$300 will be added for re-enrolling after the deadline of May 31<sup>st</sup>. The registration fee covers all students from the same immediate family. Paying the yearly enrollment fee results in a place being held for that child or children.

---

## ENROLLMENT FEE REFUNDS

The enrollment deposit fee is non-refundable. Any payment due or paid for the tuition balance for the year will be waived, or refunded, if the office receives written notice that the student will not be attending by July 31<sup>st</sup>.

## TUITION PAYMENTS

Tuition and all fees will be paid through the main office. Monthly invoices will be sent out via email as a reminder, should you not pay your tuition in a timely manner, then the students enrollment may be dropped. All accounts should be closed by the end of the school year.

## GRADE PROMOTION

Promotion is not automatic. Enrolled students must attend school at least 170 days out of 180 days. **Only 10 days are permitted for absences** for reasons such as illness, family vacations and the like. Students must also meet the academic and behavioral standards of the school each year in order to be promoted to the next grade level. Any student who is not promoted to the next grade level may be kept in the same grade level for an additional semester under probation. In the event of probation, a clearly defined letter stating the conditions under which probation is given will be sent to the parents. A clearly stated time limit will be included, at the end of which the student must have successfully met the terms of probation in order to be kept in school and/or promoted to the next grade.

Parents are invited and encouraged to discuss their child's progress with the teacher and they will be involved in the decision making process. The best interests of the child are always of prime importance.

## STUDENT WITHDRAWALS

Enrollment shall be for the entire year. If unforeseen circumstances require a student to withdraw, the enrollment deposit will be forfeited. If paid tuition is paid in advance, the parent or guardian may request the return of tuition, then the Head of School will evaluate the reasons for withdrawal and approve or disapprove the request. The Head of School will only consider leaving the area, illness of the child or other extreme situations as justification for withdrawal of a child from school.

---

# Tuition

## STUDENT ACCOUNTS

Payments are due between the 1st and the 10th of each month. All payments should be paid off by mid-May in order to close all school accounts and file a tax audit for the year.

## TUITION DETERMINATION

Tuition is partially based on family income and is determined by the Board of Directors. The tuition fee is subject to change each year.

## FINANCIAL AID & SCHOLARSHIP

Financial aid may be available upon request, through the school. Financial aid is based on demonstrated financial need as exhibited by parents' most recent tax returns. In addition, parents interested in requesting financial aid must submit a letter of interest stating how much they are able to pay monthly toward tuition. Parents of scholarship students are responsible for a partial amount of the tuition and all other school fees, as we do not offer 100% financial assistance.

Students who receive financial aid must maintain scores of B in every subject area, abide by Avicenna's attendance policy, and exhibit excellent behavior. Parents of scholarship fund students may be required to participate in various school ways when needed, as deemed by the Head of School. Parent participation hours are assigned per family. Financial aid is provided only on a yearly basis, and it does not automatically carry from one year to the next.

Avicenna accepts *Choice Scholarships* for families with low income, "vouchers." Proof of income is required via a 1040 tax return, or other documentation, along with a school registration form. After filing with the Indiana Department of Education (IDOE), the school personnel will contact the parents regarding acceptance or rejection. In the case of the "*On My Way Pre-k voucher program*," the child should be 4 years old by August 1st, must be a Lake county resident and an online application must be submitted.

The *On My Way Pre-k* program will accept or decline a child according to the information filled-in on their website. In the case of acceptance, a packet with an application is sent either by email or mail. The parents are asked to bring in the application to Avicenna to be filled by the Administrative staff. Afterwards, the parents responsibility is to set up an interview with a Gaminus employee through a number provided in the information packet.

---

## FUNDRAISING AND SUPPORT

Avicenna Academy relies on the financial support from parents, grandparents, and friends to sustain the breadth and quality of the educational experience provided for its students. Tuition and fees cover only about 50% of the average cost of educating each child. Contributions and donations to cover a child's education is welcomed and considered Zakat Al-mal.

In addition, there will be fees incurred during the course of the school year which families will be responsible for paying. The nature and amount of such fees shall be determined by the school's board, teachers, and administration; an example of this is a field trip fees, rental of certain items, and or maintenance fees that may occur during the year. and other miscellaneous fees.

## UNIFORM POLICY

### SCHOOL UNIFORM

French Toast Company is the school uniform supplier. You may order uniforms through the website: [www.frechtoast.com](http://www.frechtoast.com). It is imperative that the students follow the uniform dress code exactly. **Uniforms are worn every day and the policy will be enforced.** Students who are out of uniform will not be allowed to attend class unless permission has been granted by the administration: **Friday is FORMAL DAY**, all students are expected to wear their green Cardigan and not other color (starting in October) and on Jum'a prayer.

#### Boys Uniform:

- Khaki twill pants (no cargo pants, no corduroy). Khaki twill shorts below the knee are acceptable to wear in warm weather.
- Yellow or Green polo shirts, long or short sleeves.
  - a. No t-shirts or HOODED coats or jackets are allowed.
- Forest Green vest or Cardigan.
- Socks (Navy, black, or white).
- Black Shoes or gym shoes are acceptable.

#### Girls Uniform:

- Green plaid jumper for preschool through fifth grade.
- Green plaid skirt for sixth grade and up.
- **White hijab** is mandatory for all girls during prayer, Jum'a prayer, and Quran class. No other color is accepted.
- Yellow shirt under the jumper, short or long sleeves for preschool through eighth grade.

- 
- Socks, stockings and leggings: dark navy or black.
  - Shoes must be black and closed-toe. NO glittery shoes. Sandals are permissible in hot weather (NO flip flops).
    - a. Boots may be worn to school in the winter after (Thanksgiving break and until Spring break).

Optional items:

- Yellow Turtleneck for winter.
- Navy or black pants under jumper/skirt for (girls).

P.E. Clothes:

- Navy, black, or gray gym pants. No leggings unless under shorts.
- Gray or white T-shirt.

### **DRESS CODE**

Although school dress should be comfortable and practical, both parents and faculty must strictly enforce the following dress code standards.

For all students:

- Clothing and shoes should fit properly, be neat, clean, modest and in good repair.
- Laced shoes must be tied.
- All sweatshirts and jackets should be labeled with the student's name.
- Girls may wear jewelry, in moderation. Boys are not permitted to wear any jewelry.
- Hair should be neat and clean.
  - a) Hair longer than 2” is not allowed for boys.
  - b) Hair longer than shoulder length must be kept in a ponytail for girls.
- Children should be prepared for outdoor play in cold weather with appropriate outerwear, including snow pants, gloves, and boots. Recess will be held outdoors at 30 degree weather and a windshield of 15 degrees.
- A set of inexpensive gloves and hat must be kept in school for outdoor recess.
- Complicated fastenings should be avoided.
- Tops, Coats and jackets with Hoods are strongly prohibited in school by Indiana law.
- **Preschool through first grade** students are strongly required to bring another set of clothing to be kept in class in the event of an accident. It is also required in their supply list by their homeroom teacher.
- No stickers or visible fake tattoos are allowed on any student except Henna.

- 
- Students may not wear makeup, nail polish or fake nails.

### **Daily prayers in school**

- Require hijab for girls. Each girl must have one kept in school to use.
- All students are to maintain their nail's length short and cut weekly.
- Clean socks should be changed daily for cleanliness.
- Observation of a student's appearance will be checked daily by their classroom teacher and weekly (Friday) by the Head of the school.

### **ARRIVAL**

Students should arrive at school between 8:00 am and 8:25 a.m. The doors close and lock promptly at 8:30 a.m. unless the car line is still on-going. Students that arrive after this time are to go directly to their homeroom and will be marked tardy. *Parents are discouraged from stopping to talk to teachers during the morning drop-off, unless an appointment has been previously scheduled. Teachers use this time to welcome students and finish preparing for their school day.*

### **DISMISSAL**

School dismisses at 3:30 p.m. Please be prompt when picking up your children. After the last car in the pick-up line leaves, the school doors will close. Parents must personally pick up their children from inside the school building after 3:30 pm.

### **RELEASE OF STUDENT(S)**

The school will attempt to ensure that a child is only released to a person designated by the parents. If there is a change, addition, or deletion of authorized persons, the school must be notified. In the case of emergency changes, please call the school office at least 30 minutes in advance.

### **DISMISSAL FOR APPOINTMENTS**

Appointments and any other commitments for children should be scheduled outside of school hours. In the event that medical, dental, or personal appointments cannot be arranged after hours, you must inform both the school office and your child's teacher. Recurring appointments scheduled during the school day should be made at varying times so that a student does not miss the same class every time.

The child should stay in the room until the parent comes to the office. A member of the office staff will call for the child. This will ensure that the child will not

---

lose learning time. No child will be permitted to wait for his or her parents outside the school. All students must be signed - out before leaving school and must sign back-in upon their return. It is not recommended to make a dental or doctors appointment between the months of February through May as the students are testing and being absent could result in inconvenience of rescheduling the test for them.

### **DROP OFF AND PICK-UP**

When dropping off students, parents must remain in the car. The staff will be in front waiting to help escort the children into school. As traffic pulls forward, you will also. The cars should line up in a single file line. Please do not delay the line by watching your child walk to the front door. For safety reasons, children should only exit their car from the side closest to the sidewalk. No parking is permitted nor should you leave your car unattended in front of the entrance.

### **CARPOOLS**

Although the school assumes no responsibility for the organization or efficient operation of car pools, the office maintains up-to-date information about the location of school families. Parents wishing to join a car-pool may call the office for suggestions. To assist in planning dismissal procedures, copies of car pool lists should be given to the school office. After submitting a list, we will abide by it accordingly. If a parent decides for his or her child to be picked up by someone else, the office must be notified the day before.

---

## ATTENDANCE

Attendance (by law) is Mandatory. Because our children are driven to school, it is very important that we all work together to provide safe conditions for children as they enter and exit the building and school grounds each day. On any day, if someone else will be picking up your child, please notify the school office in advance.

### ABSENCES

Regular attendance is vital to successful learning and the development of sound attitudes and work habits. Avicenna Academy strongly discourages student absences. An effective attendance policy requires cooperation on behalf of parents, students and school faculty and staff. Avicenna Academy considers good attendance habits are vital and desirable for our students. Prolonged or frequent absence makes learning difficult.

#### I. Parent Responsibility

Parents are responsible for having their children in school. Indiana Law requires parents to have their children in public or private school from the age of seven (7) until the date on which the child graduates from school.

#### II. Absences from School (limited to 10 days per year)

Absences from school shall be as follows: a) excused and b) unexcused.

##### A. Excused absences:

- a. Illness of the student (a written statement by a parent or doctor must support the absence upon the child's return to school).
- b. Funerals (immediate family, or caregivers who reside with the family).
- c. Medical, dental and legal appointments. (Every effort should be given to schedule these appointments outside of school hours).

##### B. Unexcused absences:

- a. No parental contact with the school office giving an explanation for the absence.
- b. No written note from the parent after an absence from the school. A note

---

must accompany the student's return to school.

- c. No physician's note to excuse an absence once more than five (5) continuous days of absence has occurred (see policy statement below for additional information).
- d. Family vacations (see policy statement below for additional information).
- e. Absences other than those defined as excused. (Included here would be absences due to inclement weather where a parent decides not to send the student to school but the school is open).

### III. Reporting an Absence/Late Arrival

A parent shall contact the school office before 9:00 am on the day of an absence to report the student's absence or late arrival to school.

For excused absences only, parents who wish to pick up homework assignments for an absent child should observe the following steps:

- 1) Call the school office before 9:00 a.m., so that we may request the homework from the teacher.
- 2) Make arrangements to pick up the homework and needed books from the office in the afternoon.

### IV. Frequent or Prolonged Illness

If a student is absent for five (5) consecutive days due to illness, or has contacted a contagious disease, a physician's statement shall be required for the student to return to school unless otherwise waived by the Head of School or her/his designee.

### V. Truancy

Avicenna Academy is obligated by the state of Indiana to report habitual truancy to the proper juvenile authorities.

Habitual Truancy may be evidenced by the following:

- A. Refuse to attend school in defiance of parental authority.

- 
- B. Accumulating a number of absences without justification. (Avicenna Academy may consider more than seven (7) unexcused absences within a semester as grounds for retention).

## VI. Family Trips

Avicenna Academy publishes vacation dates in advance to allow parents to plan for family trips. Use of regular school days to take family trips or extended family vacations during holidays is strongly discouraged. Parents should remember the state of Indiana does monitor school attendance. A high absenteeism can affect our school's state accreditation. However, school officials do recognize that on rare occasions this may be out of the control of the parents. In any event, all absences during regular school hours due to family trips will be considered *unexcused* absences. In the event that a student in KG-8th grade is to miss school due to a family trip, it is necessary for the parent to write and inform the school at least two (2) weeks in advance of the scheduled trip. Parents must then sign in advance a letter entitled "**Parent Responsibility Form**" (see page 34) indicating that they are aware that absences will be unexcused and that they take full responsibility for the child's absence during this time. Teachers may prepare work in advance for the traveling student, but it is **NOT REQUIRED** that the teacher provides assignments prior to the planned absence. Make-up work may be presented upon the student's return.

## VII. Makeup Assignments

A student is permitted to make up all work, including tests, with the assistance of the teacher, but it is the responsibility of the student and his/her parent to initiate such a request provided the absence(s) was due to the following reasons:

- A. Illness or family emergencies
- B. Medical or dental appointments that cannot be scheduled outside of school time
- C. All other excused absences not otherwise covered in (1) and (2)

---

## VIII. Response to Irregular Attendance

If the school notices that a student has a pattern of irregular attendance, the following procedures may be used to establish a course of regular attendance:

- A. Daily calls from the school office to verify reasons for absence.
- B. If a student is absent more than five (5) days in a grading period, a request for a conference between parents and school officials may be requested to try and resolve the problem.
- C. Referral to juvenile authorities if the school is unable to satisfactorily address the problem with the student's parents by coming to an agreed upon resolution to ensure regular attendance for the child.

## IX. Tardiness

Tardiness to school is handled in the school office. All students are to be in the school building no later than 8:30 am. Avicenna Academy believes that promptness in arrival times is essential to fostering present and future good work habits. Parents are encouraged to work with their children to make sure they arrive in a timely fashion for school. If a student is going to be late and arrive later than 8:30 am, parents must call the office to advise school officials. A student arriving after 8:30 am considered tardy. **After a child has arrived tardy for a third day within a quarter, the school will assess a \$2 incident fee that will be applied to the next month's tuition.**

## X. Medical & Allergy Forms/Illness During School Hours

A medical and allergy form is kept on file in the office for each child so that the school may contact parents when necessary. It is important that we have your child's medication information as well as doctor contact information on that sheet. School officials request that if there are any changes in the medical history of your child to notify the school at once.

When a child becomes ill during school hours, she/he may not leave before reporting to the school office. Parents will be notified and they will be responsible for getting the child home. See the "illness" section of the handbook for guidelines regarding a child's return to school after an illness.

---

## **EMERGENCY CLOSING OF SCHOOL AND ELEARNING DAY(S)**

If a winter storm or other emergency should prevent Avicenna Academy from opening, parents will be notified by phone through an automatic call messaging system.

Avicenna Academy recognizes the problems students, parents and employees encounter when a question exists regarding whether or not schools will be delayed and/or cancelled. The following guidelines will be used when determining a change in the starting time for school and cancellations:

1. The school administration will make a decision to delay or cancel school by 6:00 a.m. and announce the decision.
2. When a school delay is announced and inclement weather does not permit school to be in session for the remainder of the day, the school cancellation will be announced prior to 7:00 a.m. Efforts will be made to have students in school for a minimum of 4 hours.

Avicenna is a qualified Elearning school, as a result when school is closed, Elearning may be required by the teachers.

### **VISITORS**

Visitors are required to make arrangements with the school in advance. If a relative would like to visit the school for the day, please get permission at least 24 hours in advance. All visitors must sign in and out of the office. Parents wishing to visit the classroom during school hours must arrange a date and time with the main office.

Mothers who wish to breastfeed on campus are encouraged to utilize the privacy of the inner office behind our administrative assistant work area.

---

## **ILLNESS**

If a child reports feeling ill the teacher will treat it as a real concern. School personnel will assess the seriousness of the complaint. A child should not be in school if she/he experiences one or more of the following:

- ◆ Communicable diseases such as chicken pox, strep throat, or pink eye (conjunctivitis)
- ◆ Active vomiting or diarrhea
- ◆ Any fever above 99.6°F
- ◆ Cold or cough symptoms

If any of these conditions are present during the school day you will be called and required to take your child home. *Students must be free of fever, without medication, for 24 hours before returning to school.*

## **MEDICAL EXAMINATIONS**

Completed immunization records and detailed medical exams from a physician are needed for all incoming new students. At re-enrollment each year parents must make sure all medical records are up to date. If you have questions about your records, contact the school office.

## **ALLERGY**

Each child should have an updated copy of the allergy and medication form on file in the office. Should an emergency occur, this information is of vital importance.

## **LICE**

Avicenna Academy will conduct head lice checks periodically, especially after longer school breaks. If a student is found to have head lice, parents will be informed immediately, and the student must be picked up. The student will be allowed back in class after she/he is treated with medicated shampoo and is lice and nit free for 24 hours.

## **POTTY ACCIDENTS**

Students must be potty trained in order to attend school. We have limited potty accidents to 3 incidents per year. Should your child exceed this limit, they may be dismissed from school until they are fully potty trained.

---

## **CODE OF CONDUCT, APPEARANCE, AND ZERO TOLERANCE POLICY**

Enrollment at Avicenna Academy automatically obligates students to abide by We established a Code of Conduct and Appearance. We expect and, in fact, require excellent behavior and appearance of our students, therefore we have a Zero Tolerance Policy. Behaviors subject to our Zero Tolerance policy are:

- **Bullying (verbal or physical), berating, disruption of the class, being loud in the hallway, uniform infraction and missing homework.**
  1. Upon first violation of these codes, the student(s) will get a verbal warning.
  2. Upon the second violation of these codes, an apology will be made by the offending student(s) to the offended student(s) or teacher. The offending and or the violator student(s) *will have an incident report written on their gradelink report* then immediately the student(s) serve a detention for a day in the office, which will be scheduled by the lead teacher or administrator.
  
- **Physical aggression and verbal aggression, hurtful comments, disrespect of a teacher, staff or substitute, forming of "cliques" or other exclusive groups:**
  1. Upon student (s) receiving such report by the teacher or administrator, within one academic year (August- May), *the parents involved will be contacted by phone or a written letter* and an apology will be made by the offending student(s) to those whom they have offended, student(s), teacher(s), and or staff.
  2. Should physical violence or aggression be exhibited, the student(s) and the offender (s) automatically receive detention. This will result in either losing recess and or all day detention in office, which will be scheduled by the lead teacher or administrator. Such undesirable behavior occurring, the offending student (s) will receive a three days, at home suspension.
  
- **Avicenna also has a zero tolerance policy for any other behavior that is deemed negative in nature, and any behavior which may result in damage to another person or property:**
  1. Such undesirable behavior occurring, within one academic year (August-May). *The parents of all parties involved will be contacted by a written*

---

*letter and or meet with them at the school.* A written apology will be made by the offending student(s) to the offended student(s). The offending student(s) will also receive a three days, at home suspension. During this suspension, homework may be completed but any quizzes and tests missed will receive an automatic zero (0).

2. The offending student(s) and *his/her parents will sign a behavior probation notification (See page 34)*, indicating that they are aware that a student will be expelled upon the fourth incident of undesirable behavior and that may happen in extreme cases of undesirable behaviors.

**Avicenna Academy is to be a safe and comfortable place for all students and behavior that counters that will not be accepted.**

In addition, any child with a record of undesirable behavior within any given quarter, will have his/her name removed from the honor roll, for that quarter.

Avicenna Academy strives to instill faith, develop sound character and promote scholarship, and any child whose name appears on the Honor Roll must exemplify all of those values.

### **STUDENT ACCOUNTABILITY**

All students in grades three through eight will be held accountable for their work habits and conduct. According to our student accountability policy, students may earn time in detention weekly for poor work habits and/or poor conduct. Weekly detentions will be during school and all students who have earned time in detention will have his/her parents notified one day in advance. This provides you with enough time to alter your pick-up schedule accordingly. School furniture and building vandalism will result in a penalty of \$30 (for each offense) by the child in question.

### **EXPULSION**

Avicenna Academy retains the right to suspend or dismiss any student who breaks the Code of Conduct as described above. In addition, any student whose progress is deemed unsatisfactory, whose behavior in the classroom serves as a disturbance to other students, or whose influence does not serve in the best interest of the school may be dismissed at any time.

---

## **PARENT INTERFERENCE**

Avicenna Academy reserves the right to restrict parent access to campus, to discontinue enrollment, and/or not to re-enroll a student if the school reasonably concludes that the actions of a parent make a positive and constructive relationship with the school impossible, or if a parent otherwise seriously interferes with the school's accomplishment of its goals. We strive for a solid, tight-knit community which is unified in our Islamic Faith, and with a common mission for our students. Any parent behaving contradictory to this mission will threaten the continued enrollment of their student(s) at Avicenna Academy.

## **INTERNET AND TECHNOLOGY USAGE**

Avicenna Academy encourages the use of technology to support and reinforce the education imbued within the brick and mortar setting and on field trips. The purpose of this technology is to: provide access to educational resources and reference materials, reinforce the specific subject matter taught, require the use of critical thinking skills, promote tolerance for diverse views, and teach socially appropriate forms of civil discourse and expression. Inappropriate use of the internet or technology, whether personal or school property, is considered a breach of our Code of Conduct and each incident will receive a consequence commensurate with the violation. Any damages to the school Ipads will result in paying half the amount of its repair by the parents.

---

## **FOOD POLICY**

### **LUNCH**

We ask parents to pack a good, healthy lunch for their child every day. NO unhealthy snack is allowed such as sugary items (cans of soda) and candies and sugary juices. In addition, include foods that are easy for children to open and eat because teachers on duty may not be able to open containers or peel fruits for each child within the short lunch period. When packing your child's lunch, please be considerate of the fact that we are striving to teach our students about nutrition and health and a nutrient-rich lunch further drives home those lessons.

Lunch requires heating is not allowed. Such as NO containers of Ramon noodles, Macaroni and cheese, popcorn bags, soup. The school does not have the means for it. Students are responsible for cleaning up any trash from their lunch at the time designated by their teachers.

### **SNACKS**

There is a snack time in the morning as designated by the classroom teacher. Parents may be asked to bring snacks for a particular day or week. We suggest that you send fruit, crackers, pretzels, etc. Snacks are also sold in the school office for \$.50 cents an item.

### **BIRTHDAYS**

According to Avicenna maintaining a healthy school program, Celebrating birthdays in school is not permissible unless parents are present. Parents CANNOT send pizza, cake, cupcakes, cookies, and or any treats or drinks to their child's classmates on their child's birthday and expect the teacher to serve the students. In order to serve pizza, cake, etc...parents must be present and are the ones serving others. When planning it you should give the teacher a 3-day notice.

---

# **ACADEMIC POLICY**

## **CURRICULUM**

Avicenna Academy provides a comprehensive curriculum that offers students a broad range of both academic and religious subjects, including Arabic, Quran, Islamic Studies, Language Arts, Mathematics, Science, Social Studies, and Health & Physical Education. The school is dedicated to providing a strong academic program where children are challenged to learn and excel academically.

## **ISLAMIC STUDIES**

The Arabic and Islamic Studies curriculum focuses on teaching Arabic, Quran recitation, memorization, Ibadah, Seerah of prophet Muhammad, and the other prophets of Allah.

The following aims and objectives have guided the Islamic educational program:

- ◆ To help students read, recite and understand the Quran.
- ◆ To familiarize students with Islamic beliefs, conduct, and way of life.
- ◆ To acquaint students with the life and Sunnah of Prophet Muhammad (SAW), his companions, and other prophets.
- ◆ To provide courses in Arabic to help them recite the Quran.

## **TEXT BOOKS**

Students are responsible for their textbooks going home for homework. Their name should be written on the first page with the year used. Any damage to the books, such as torn pages or erasure marks will result in a fine of \$.10 cents a damaged page. It will be assessed to the family's account.

## **GRADELINK**

At Avicenna Academy, teachers record grades online at Gradelink.com. Parents are encouraged to access their child's grades at the end of every week to keep up-to-date on their student's progress. Similarly homework and assignments are posted on the gradlink, online. Each parent will get a code and password to be able to access it.

## **REPORT CARDS, MID-TERM REPORTS & PROGRESS REPORTS**

---

At the end of each quarter of the school year, students in first grade and up receive report cards. Students in Kindergarten receive report cards after the second and fourth quarters and progress reports after the first and third quarters. Preschool and Junior Kindergarten will receive progress reports at the end of each quarter.

All students in first grade and up receiving a grade of C or below, in any subject, will be given a progress report around the third and seventh weeks of the quarter.

All students in first grade and up will receive a mid-term progress report, regardless of earned grade in class. This will be issued during the fifth week of the quarter.

### **CONFERENCES**

Parent-Teacher conferences will be scheduled at the behest of either the teacher or the parent. All parents interested in scheduling a conference to discuss their student's academic or social progress must call the office.

### **ASSESSMENTS**

Avicenna Academy will be utilizing NWEA's Measures of Academic Progress for students in Kindergarten and up. This test will be given three times a year and will aid the teachers in decision making within the classroom. Annual reports will be made available to students.

In addition, Avicenna Academy, as a state-accredited school, will be administering ILEARN + and IREAD assessments annually to all students in third grade and higher.

### **HOMEWORK**

In order to aid faculty, parents, and students, a specific homework policy has been established. Students are expected to complete homework assignments on time except for instances of illness or other excused absences. Students must come to school with all completed homework assignments.

It is important to remember that doing homework is one of the best ways children can practice the skills and apply the knowledge learned in class.

Some homework may need to be done with a parent, such as learning a spelling list or memorizing math facts and Quran memorization. However, constant parental help with homework may slow a child's growth. We should encourage our students to work independently. Children should be reminded about

---

neatness, completeness, following directions, etc. Parents should not revise the homework. Children will learn from their mistakes and take great pride in their accomplishments.

Avicenna Academy has adopted a new policy wherein homework is limited to that which is absolutely necessary. If a student does not finish class work in the allotted time, then it will become homework. In addition, spelling may be sent home regularly as the only way to learn spelling words is to practice them repeatedly.

### **FIELD TRIPS**

We at Avicenna Academy consider field trips an essential part of the educational experience. Classroom learning is supplemented and reinforced by well-chosen and meaningful trips. (A student may be denied traveling going on a field trip for violating the school Code of Conduct prior to the trip)

Written approval from the parent or guardian is required for participation for all field trips. If permission slips are not received by the due date, the child may be excluded from the activity/trip and will be required to complete an Elearning day

Most teachers arrange for a number of field trips during the year. Some field trips for fourth grade and up may require an overnight stay. Parents are encouraged to volunteer to drive students on a field trip. They must follow the field trip driver's guidelines exactly and provide proof of insurance on their vehicle. Drivers must make sure students have their seat belts on at all times.

Students need to be aware that when attending a field trip they are a representative of Avicenna Academy, and are subject to the same rules and high expectations of appropriate behavior as if they are in school. Failure to behave on a field trip may result in a child not being allowed to attend the next field trip.

Dress code for field trips depends on the nature of the trip and will be indicated on the permission slip.

### **RECESS**

All children are expected to go out for recess each day unless a note from the child's doctor is received stating why they should be excused from recess. Students may be required to stay in for recess to make up any unfinished work they might have. Students must, at all times, observe all recess rules and dress appropriately for the weather conditions. As a disciplinary measure, recess privileges may be denied.

---

The rules for recess are as follows:

- ◆ Walk to recess.
- ◆ Students are to be accompanied by a teacher adult at all times,
- ◆ No pushing or hurtful playing,
- ◆ No violent toys or figures,

In case of an injury the supervising teacher will complete and file an accident report to the school office. Should an accident requiring medical attention occur during school hours, parents will be notified.

### **MOSQUE**

The Mosque is a sacred house of Allah. Excellent behavior is expected there.

Specific rules for students for the Mosque are as follows:

- ◆ Take shoes off and place them on the shelf in the designated shoe area.
- ◆ Walk; do not run.
- ◆ Speak in a low voice.
- ◆ Perform Salat (prayer) respectfully and back to school.

### **JUM'A, FRIDAY PRAYER**

Students in 1<sup>st</sup> grade and up can attend Jum'a (group) prayer. Time of attending Jum'a prayer for Avicenna students is about 1:35 - 2:20 pm. Girls are to go in White Hijab and boys in long pants. Student (s) with no Hijab, dirty clothes, not in proper uniform, or long nails must stay in class until others come back. After prayer time is finished, everyone should be back in class to finish their daily work. There is still one hour of school remaining after Jum'a prayer. Parents are strongly discouraged from picking their students up early after prayer.

### **BATHROOM**

Special consideration should be taken at certain times when using the bathroom areas for ablution.

Our set of rules is listed below:

- Students may not walk without shoes or slippers in the bathroom.
- 2<sup>nd</sup> graders and up will make wudu and wipe over socks.
- Student leaders and homeroom teachers are to supervise the act of wudu.
- Students should wipe the sink area from drops of water after they are done.
- Students are to roll towel dispenser 3 times only to get enough towels to dry their hands.
- Last person in the bathroom must shut the light off.

---

## **SCHOOL HOLIDAYS AND EVENTS**

### **ISLAMIC**

The school will be closed for several days for **Eid-al-Fitr and Eid-al-Adha** if it applies.

### **NON- ISLAMIC**

Although at Avicenna Academy we respect the holidays of other faiths, certain holidays will not be celebrated:

**Halloween:** Halloween has its roots in Pagan traditions. The school will not allow Halloween symbols for decoration nor allow students to bring Halloween treats to school.

**Christmas:** Christmas will fall during our winter break. During this season, the Islamic Studies Teacher may discuss Prophet Jesus (AS) and his place in Islam.

**Easter:** Easter is a Christian holiday, but such symbols as the Easter bunny and Easter eggs have their roots in Pagan customs. We will not promote any activities nor accept any items connected to such customs.

**Valentine's Day:** Valentine's Day also has Pagan roots and is directly linked to the discouraged style of love and dating. As this is contrary to the Islamic model, we will not celebrate Valentine's Day nor the use of color and decoration.

### **SCIENCE FAIR**

The science fair is held in the fall semester and it showcases the students' understanding of the process of scientific inquiry and their problem-solving skills. Parents and members of the community are encouraged to attend to support the students.

### **ISLAMIC FAIR**

Each year in the fall, Avicenna will hold an Islamic Fair. Our students will showcase their understanding of various aspects of Islamic faith. Parents and members of the community are encouraged to attend to support the students.

### **HAJJ SIMULATION**

Each year and during Hajj season the students perform hajj simulation in school as a group. Parents are encouraged to attend to video record or photograph the simulation.

---

## **QURAN MEMORIZATION RECOGNITION & AWARDS**

Quran memorization recognition takes place at the end of each quarter of the year. The Quran teacher will determine the students who will be recognized and awarded. This is a chance for the students to work on their tajweed and recitation skills. This will take place in the foyer area or the library, on a Friday after Jum'a prayer in order for parents to attend and take a photo of their child.

## **END OF SCHOOL CEREMONY**

During the last week of school, the students will be acknowledged for their academic performance. Kindergarten and the eighth graders will have a graduation ceremony and all other grades will have a grade promotion. Parents and friends are welcome and encouraged to attend.

## **FIELD DAY**

Field Day is an exciting event that takes place at the end of the school year. Teachers and students spend the day participating in fun activities such as games, painting, barbequing, etc. Parents are welcome to attend, participate and help. In the event that we collaborate with another school to hold Field Day, parents will be informed in advance.

## **AFTER SCHOOL ACTIVITIES**

After-school activities may be offered at Avicenna Academy. These activities may vary from athletic opportunities to art clubs to Robotic Club etc. These programs occur on different days and require a permission slip signed in advance to attend. There may be an additional fee for these programs. Please encourage your children to take advantage of them. A list of programs will be sent home with your children as the year progresses.

## **FUNDRAISING**

Fundraising may be done within the school vicinity in different ways. Variety of fundraisings would be such; pizza lunch, Movie & popcorn movie, M & M bags, and Ramadan Flower, donut & hot Chocolate. These fundraising are set up in advance in set dates and times. These are fun ways to make money to support our school Arabic Day and other events!

---

# **COMMUNICATION**

## **SCHOOL WEBSITE**

General information is available online at [www.avicennaacademy.org](http://www.avicennaacademy.org) However, due to security concerns NO REMINDERS of upcoming events or other information will be posted online.

## **WRITTEN MESSAGES**

Notes requesting that students be excused early for doctor appointments, transportation arrangements, etc...must be in the office by 10:00 that morning. The note must be written and signed by the parent. Parents should notify the school whenever they will be out of town, giving the office the name and the telephone number of the person who will be in charge of their children during their absence. The office should always be notified when there has been a change of transportation plans.

## **TELEPHONES**

Students may not use the office phones except for emergencies or with special permission. Students who are not feeling well should not phone home directly. They must inform their teacher and either the teacher or office staff will make the call home.

Teachers along with students cannot receive phone calls during class time. If you need to speak with a teacher, or your child, the office will be happy to take the message and the teacher or students will call back during passing time, recess, or prep time. Time on the phone takes away from instructional time.

## **CELL PHONES & IPADS**

If a parent allows their child to bring a cell phone to school, they must understand that the school will, at no time, be responsible for the phone. Cell phones must always be turned off and kept away. All iPads and tablets are treated the same way.

## **FAMILY CRISIS**

Parents should keep the school informed about anything that might affect the performance of their children. Deaths, divorce, separation, serious illnesses, or other life crises are very private matters, and yet they can disturb students in many

---

ways. Therefore, we urge you to share any such issue, in confidence, with the school administration so we can help your child through the difficult time.

### **PERSONAL BELONGINGS**

All lost and found articles are kept in the school office. All items that are not picked up by the end of each semester will be donated to charity. Please put your child's name on personal belongings and uniform items as this will help in returning them to the rightful owner. Parents are advised to check from time to time for missing items.

### **SAFETY**

All doors will be locked at all times. Parents and visitors must enter from the main school entrance. Visitors must ring the bell, and a staff member will let them in. Any parent volunteering at or visiting the school must sign in and out in the office. Students are never allowed to open school doors for anyone. If a parent is picking up their child, they must wait and sign in the office and an office staff member will send the child to the office.

### **SCHOOL BUS**

Avicenna Academy has designated a bus service for the Highland area students. The pick up and drop off will be from Highland mosque parking lot. Parents wish to enroll their child in the bus must put a \$300 deposit to ensure a spot for their child for the year. A monthly charge will apply to each student riding the bus. There are only 15 spots in the bus and it is based on a first come first serve.

### **BUS MEETING POINT AND TIMES**

The school bus meeting point for morning pick up and evening drop off will be announced yearly at the beginning of the year.

### **DEPARTURE TIME**

The bus will be leaving the first stop promptly at 7:40 a.m. If parents are late, it will be their responsibility to drive their child/en to school in the morning. Children should be reminded by parents to keep a backpack by their feet and their hands to themselves.

---

## **BUS RULES FOR RIDING SAFELY**

All students riding the school bus, must abide by these rules:

- Must sit properly facing forward and wear seat belts.
- Place a bag by your feet or on your lap.
- Keep arms and hands inside the bus.
- Throwing objects inside or outside the bus is not allowed.
- Students must talk in low voices, the driver needs to concentrate on driving safely. Fighting, shouting, or use of obscene language is not permitted.
- dangerous objects, disturbing, or annoying objects are not permitted on the bus.
- Eating, drinking, or chewing gum is not allowed on the bus at all times. This rule prevents choking, allergies, and maintains bus cleanliness.
- Smoking is not permitted on the bus.
- Always follow the driver's instructions.
- Remain in the seat until the bus comes to a complete stop. No moving from seats during the bus movement.

The School Bus is considered property of Avicenna Academy as a result, the same Code of Conduct from this book applies to the bus, in particular our Zero Tolerance Policies.

### **RIDING TO AND FROM SCHOOL**

- Students will be dropped at the school's back door.
- Students will be picked up from the school back door by the playground at dismissal time at 3:25 p.m. Bus will leave the school premises at 3:30 pm sharp.
- When riding do not push or shove. Abide by the driver's instruction.

### **PROMPT PICK UP & DROP OFF FROM MEETING POINT**

Parents should be waiting at the meeting point with their child 10 minutes before the bus arrives. Bus driver will not wait for late students in the morning. It is the responsibility of the parents to drive their child/ren to school if they miss the bus. Similarly, at drop off time; parents should be present and ready to pick up their child/ren promptly at the end of the day from the designated meeting point. Any late arrival at pickup time will result in a fine of \$5 penalty. The driver is not responsible for babysitting the child/ren in case of parents being late.

---

**This page must be signed and returned to the office**

I have read and understand the rules, expectations, and dress code in the Parent & Student Handbook. I am committed to positively supporting my child's social, emotional, and academic growth within the school setting at Avicenna Academy.

Student's Name(s):

---

Parent's Signature:

---

Date: \_\_\_\_\_

Avicenna Academy board, administration and staff do thank you for your cooperation in this effort to provide a safe, exciting, and quality educational program for your child. Together we can make a positive difference in the life of every student at Avicenna Academy.

---

### **Parent Responsibility Form for Vacations and other absences**

By signing this form, you as parent are indicating that you are fully aware that absences will be unexcused, and that you take full responsibility for the child's absence during this time. Teachers may prepare work in advance for the traveling student, but is NOT REQUIRED to do so. Make-up work is OPTIONAL and may be presented upon the student's return.

Date:

Parent Signature:

Student Name:

Teacher Signature:

---

**Behavior Probation Notification:**

This letter is notification that you as parent, or caregiver, are fully aware that your child has been suspended for Three Days for violation(s) of our Code of Conduct, and therefore will be expelled upon the fourth incident of undesirable behavior here at Avicenna Academy.

Date:

Parent Signature:

Student Name:

Administrator Signature: